



**Administration for Children and Families**

Administration on Children, Youth and Families

Quality Improvement Center for Research-Based Infant-Toddler Court Teams

HHS-2014-ACF-ACYF-CA-0832

Application Due Date: 08/01/2014

Quality Improvement Center for Research-Based Infant-Toddler Court Teams

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

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### Executive Summary

#### *Notices:*

- **In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via <http://www.grants.gov> is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.**
- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>.**

The Administration on Children, Youth and Families (ACYF) announces the availability of funds for a 17-month national Quality Improvement Center for Research-Based Infant-Toddler Court Teams grant to provide technical assistance and implement projects to fully develop and expand research-based child welfare infant-toddler court teams. The QIC will provide technical assistance and conduct projects in collaboration with the courts and state, county or tribal child welfare systems, and other community-based agencies to increase their capacity to incorporate evidence-based practices (EBPs) to strengthen parenting and promote healthy development for infants and toddlers involved with child welfare. This national center will assist jurisdictions to expand and build infrastructure capacity across the courts, child welfare agencies, and other behavioral health and early childhood systems to ensure that infants and toddlers and their caregivers have access to comprehensive, high-quality evidence-based parenting, child development, and behavioral health services. The QIC will also disseminate EBPs and policies to support the healthy growth and development of infants and toddlers in child welfare and their families. The technical assistance and projects may be focused on supporting the implementation of new models or replicating and expanding existing research-based court team models of collaborative policies, procedures, and/or practices for identifying and addressing the developmental needs of infants and toddlers in or at risk of entering the child welfare system and their families.

### I. Program Description

## **Statutory Authority**

The statutory authority is section 105(b)(5) of the Child Abuse Prevention and Treatment Act (42 U.S.C. § 5106(b)(5)), as amended.

## **Description**

### **BACKGROUND**

#### **Infants and Toddlers Involved With Child Welfare**

Children between the ages of birth to 3 years old are uniquely vulnerable to maltreatment and are now more likely to be brought into foster care than ever before. In federal FY 2012, these children accounted for 26.8 percent of the victims of abuse and neglect. The victimization rate was highest for children under 1 year old at a rate of 21.9 per 1,000 compared to average rates of 9.2 per 1,000 for children of all ages (U.S. Department of Health and Human Services, Administration on Children, Youth and Families, 2012). Infants and toddlers have been identified as one of the fastest growing groups being served by child welfare and child protective services (Wulczyn, Barth, Yuan, Jones-Harden, & Landsverk, 2005). In fiscal year (FY) 2012, 36 percent of children who entered out-of-home care were 3 or younger. Of this group almost half (44 percent) were under 1 year old (U.S. Department of Health and Human Services, Administration on Children, Youth and Families, The AFCARS Report: Preliminary FY 2012 Estimates). A study on the developmental status and early intervention service needs of maltreated children commissioned by the HHS Office of the Assistant Secretary for Planning, Research and Evaluation concluded that many maltreated infants and young children exhibit a variety of physical, cognitive, socio-emotional, relational, and psychological difficulties. Studies reviewed found that significant percentages of maltreated children younger than 3 years old had chronic health problems, growth and fine motor delays, cognitive delays, and speech and language delays. Exposure to harsh parenting practices and child abuse or neglect during the earliest years hinders the healthy social, cognitive, and emotional development of children (Wiggins, Fenichel, & Mann, 2007, available at <http://aspe.hhs.gov/hsp/07/children-cps/litrev/index.htm>).

In a secondary analysis of the data from the National Survey of Child and Adolescent Well-Being and the National Early Intervention and Longitudinal Study, researchers found that children birth to 3 years who have been maltreated are at substantial risk of experiencing developmental delays. Moreover, the study found that the proportion of children with measured delays who had substantiated maltreatment reports did not differ significantly between cases where maltreatment was investigated but not substantiated. Finally, young children who were maltreated were reported to have high levels of behavior problems as reported by their caregivers (Barth, Scarborough, Lloyd, Losby, Casanueva, & Mann, 2007). A copy of the report is available at <http://aspe.hhs.gov/hsp/08/devneeds/report.pdf>.

There is strong legislative support for meeting the needs of very young children. With the implementation of the Adoption and Safe Families Act and with renewed emphasis on achieving permanency for children in the child welfare system, finding effective and timely methods to address concurrent family problems and child maltreatment is critical. The court systems must be prepared to implement effective strategies that can meet the unique developmental needs of these infants and toddlers in foster care and their families.

#### **Problem Solving Courts and Court Team Models**

There is increasing evidence that problem solving courts and court team models that incorporate therapeutic approaches may lead to improved outcomes for children and families in child welfare cases. See <http://www.ncsc.org/topics/problem-solving-courts.aspx>. Research around family drug treatment courts, in particular, highlights the impact that can be made through diverting families through alternative, less adversarial court models built on understandings of trauma, healing, and recovery. A growing number of courts have partnered with child welfare agencies to incorporate evidence-informed or EBPs into their

jurisdiction's service array. In some instances, EBPs are now at the very center of court hearings, playing a key role in case planning and judicial decision making. Some of these problem-solving courts have specifically targeted young children (birth to 3 years old) in foster care in response to the research on the importance of the earliest years. An evaluation of an infant court team model implemented in four sites across the country found that the infants and toddlers served by the court teams achieved positive safety, permanency, and well-being outcomes (James Bell Associates, 2009).

While the foci of problem solving courts and court team models vary (i.e., substance abuse, mental health, healthy childhood development), they are similar in their efforts to create and maintain court models that adhere to core practices and principles that are grounded in research and tailored to respond to the needs and challenges of specific populations. The goal is to utilize proven practices to promote positive outcomes. Such models are premised on the notion that complex social problems require collaborative, multisystem responses and a team approach. In child welfare proceedings, this team minimally includes the court, attorneys for parents and children, the child welfare agency, and providers-- working together to create an environment and approach that promotes recovery, healing, and healthy development in addition to safety and permanency.

Commonly shared features of problem solving courts and court team models include:

- Strong partnerships between dependency courts, child welfare, substance abuse, and behavioral health agencies and providers;
- Interdisciplinary, collaborative court teams to work directly with families;
- Ongoing, in-depth training of judges and attorneys;
- Cross training including team members from all collaborating systems, agencies, and providers;
- Regularly occurring out-of-court team meetings attended by parents, attorneys, social workers, service providers, and other parental supports;
- Less formal, more participatory court hearings;
- Regularly prepared, detailed progress reports submitted to the presiding judge;
- Increased frequency of court hearings;
- Increased duration of court hearings;
- A consistent focus on the effectiveness of services or treatment at all stages of the case; and
- Mechanisms for both positive reinforcement and sanction.

The end goal of problem solving courts and court teams is to identify and address the underlying behaviors and challenges that bring families in contact with the child welfare system, and help empower families to develop or enhance the skills, capacities, and protective factors necessary to live healthy stable lives with their families intact. For courts focused on infants and toddlers, considerable promise is seen in models that include services for both children and parents.

### **Other Child Welfare Linkages**

The Keeping Children and Families Safe Act of 2003, June 25, 2003, (Public Law 108-36) encourages federal support of child protective services (CPS) linkages with developmental, mental health, early intervention, and health services related to the evaluation and treatment of maltreated children.

Specifically, the Child Abuse Prevention and Treatment Act requires CPS to refer all cases involving substantiated victims of child maltreatment under the age of 3 to Part C of the Federal Individuals with Disabilities Education Act (IDEA) to be evaluated for the receipt of early intervention services such as speech, language, and physical therapy; family counseling and home visits; medical care; nursing; and nutrition services. For more information, see <https://www.childwelfare.gov/pubs/partc/>.

Given the importance of linkages across multiple systems, the programs listed below provide opportunities for local partnerships to create and enhance court team models for infants and toddlers:

- Court Improvement Programs (CIPs) provide grants to state court systems to conduct assessments of their foster care and adoption laws and judicial processes and to develop and implement a plan for

system improvement. Awards are made to the highest state courts in states participating in the title IV-E program. In 2012 the program was expanded to include a competitive, discretionary Tribal CIP. The purpose of both programs is to conduct assessments and undertake projects and activities for the continuous quality improvement (CQI) of court processes and legal representation in child welfare cases. The program aims to begin creating an evidence base of the most effective court and legal practices and models in helping to improve outcomes for children and families. For more information, see <http://www.acf.hhs.gov/programs/cb/resource/pi1202>.

- The Regional Partnership Grant (RPG) program awards competitive, targeted grants to regional partnerships that provide integrated activities and services that are designed to increase the well-being of, improve permanency outcomes for, and enhance the safety of children who are in an out-of-home placement or at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse.
- The Children's Justice Act (CJA) provides grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim. A directory of CJA programs is available at <http://nrccps.org/wp-content/uploads/CJA-Roster-January-2013.pdf>.
- Administered by the Department of Education, Office of Special Education Programs, the Part C program provides grants to assist in maintaining and implementing statewide systems of coordinated, comprehensive, multidisciplinary, and interagency programs of early intervention services for infants and toddlers with disabilities and their families. See <http://www2.ed.gov/programs/osepeip/index.html>.

## **DEMONSTRATION PROJECTS**

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

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

- Test the implementation of an evidence-based program with new populations or other adaptations and enhancements where there is limited prior research;
- Develop and implement an evidence-informed model with specific components or strategies that are based on theory, research, or evaluation data; or replicate or test the transferability of successfully evaluated program models;
- Determine the effectiveness, costs, and benefits of the model and its components or strategies using a rigorous evaluation approach;
- Disseminate project products and findings strategically and effectively and collaborate with other projects in the grant cluster to establish goals; identify and engage with target audiences; produce detailed procedures, materials, and other products based on the programs evaluations; and disseminate information about project activities, products, and findings; and
- Contribute to the evidence base on strategies, practices, and programs that may be used to guide replication, program improvements, systems change, or testing in other settings.

## **PURPOSE OF THE QIC**

The QIC will provide technical and implementation assistance to project sites in collaboration with the courts and state, county, or tribal child welfare systems, and other community-based agencies to increase their capacity to incorporate EBPs to strengthen parenting and promote healthy development for infants

and toddlers involved with child welfare. The court team models will focus on families with infants and toddlers involved in the child welfare system. The QIC will support projects that build infrastructure capacity between the courts, child welfare agencies, and other systems to ensure that infants and toddlers in foster care and their caregivers have access to comprehensive, high-quality evidence-based parenting, child development, and behavioral health services. The grantee should have expertise working with the range of entities involved, including administrative office of the courts; Court Improvement Programs (CIPs); state, local, or tribal child welfare agencies; and other primary service providers that will be involved in projects supported by the QIC.

These QIC projects may develop new models or replicate and expand existing court team models of collaborative policies, procedures, and/or practices for identifying and addressing the specific needs of infants and toddlers in the child welfare system and their families. The QIC will provide technical assistance to improve the identification, screening, assessment, referral, and access to health, developmental, and behavioral health supports for infants and toddlers who are in foster care. The court team will ensure that infants, toddlers, and their caregivers are referred to and receive evidence-based or evidence-informed programs to meet their needs.

Through this funding opportunity, the QIC will support building infrastructure to enhance the capacity to deliver research-based court team models for infants and toddlers. Infrastructure building activities may include:

- Foundation infrastructure (planning and collaboration);
- Implementation infrastructure (operations and workforce development); and
- Sustaining infrastructure (communications, building support, and evaluation) (Del Grosso et al., 2012; Hargreaves, Cole, Coffee-Borden, Paulsell, & Boller, 2013).

The Administration for Children, Youth and Families (ACYF), Children's Bureau (CB) anticipates that the QIC will help:

- Foster strategic coordination and institutionalize communication among courts, public child welfare, health, behavioral health and early childhood systems, community organizations, and families with infants and young children;
- Support the development of dependency court and child welfare policies and/or procedures to increase the identification, screening, assessment, referral, and access to health, developmental, early intervention, and behavioral supports for infants and toddlers who are in foster care and their parents or caregivers;
- Promote the awareness and utilization of evidence-based and evidence-informed practices to improve developmental outcomes and ensure the safety, timely permanence, and well-being of infant and toddlers (ages birth to 3 years) and their families;
- Promote the development of policy, quality practice, and other strategies across systems aimed at improving the healthy development of young children in foster care and strengthening the parent/caregiver's capacity to provide safe, stable, and nurturing environments for their children.
- Disseminate findings and support knowledge transfer from the QIC projects to the field.

## **GRANTEE REQUIREMENTS**

The expectation of the QIC is to build a body of knowledge regarding the correct mix of elements that work best to assist jurisdictions to expand and build infrastructure capacity across the courts, child welfare agencies, and other behavioral health and early childhood systems to ensure that infants and toddlers and their caregivers have access to comprehensive, high-quality evidence-based parenting, child development, and behavioral health services. The QIC will also disseminate EBPs and policies to support the healthy growth and development of infants and toddlers in child welfare and their families. The QIC will support innovative, collaborative, and effective practices in the development of these elements and the strategies for each of the project sites.

Grantees should be fully functioning as described in applicant's timeline within 150 days following the

notification of the award.

As a 17-month opportunity, the QIC is intended to focus on building the infrastructure necessary to launch a new problem-solving or therapeutic court model or strengthen existing court models seeking to incorporate or expand EBPs. Given the short-term nature of this grant, the newly awarded grantee is highly encouraged to begin thinking about sustainability at the time of project design. The grant will allow for a 5-month planning and training period for the QIC and specific projects that implement research-based infant-toddler court teams by the sixth month after receiving the award. The QIC will be required to work with projects to closely monitor and provide resources to support the implementation process and outcomes for all children and families to the extent possible given the limited timeframe.

The remainder of this section highlights grantee requirements in the following areas:

- Target population
- Collaboration
- Program strategies and activities
- Using EBPs
- Evaluation
- Dissemination
- Project sustainability plan
- Requirements of QIC-supported projects

### **Target Population**

The grant funded through this FOA will establish a national QIC to support research-based court team models that will primarily serve families with infants and toddlers (birth to 3 years) involved with the child welfare system.

### **Collaboration**

The QIC will build infrastructure capacity between the courts, child welfare agencies, and other health, behavioral health, early intervention, and early childhood systems to ensure that infants and toddlers in foster care and their caregivers have access to comprehensive, high-quality, and evidence-based parenting, child development, and behavioral health services.

### **Program Strategies and Activities**

Examples of technical assistance strategies and direct support aimed at improving safety, permanency, and child and family well-being outcomes for infants and toddlers that the QIC may provide include, but are not limited to:

- Fostering strategic coordination and institutionalized communication across the dependency courts, child welfare, and health, behavioral health, and early childhood systems;
- Developing materials and strategies within the court and child welfare settings that teach and prepare judges, court administrators, child welfare staff, and service providers to fully engage in ensuring that parents and foster parents have the skills and capacity to address the needs of infants and toddlers in the system. Strategies should address the emotional and behavioral challenges resulting from childhood trauma caused by abuse and neglect. Strategies should be developed to enhance efforts across systems aimed at increasing protective factors, developing children's resiliency, and mitigating the effects of childhood trauma;
- Supporting the establishment of multidisciplinary education teams in which the court personnel; child welfare agency staff; health, behavioral health, early intervention, and early education personnel; and the family can jointly make decisions;
- Assisting jurisdictions with developing policies, protocols, information-sharing agreements, data-sharing agreements, integrated databases, data exchanges, and cross-training that support collaborative service delivery;
- Providing resource materials and regular updates regarding collaborative efforts to the legal

community, especially judges and guardians ad litem/children's attorneys, to ensure that health, behavioral health, and developmental concerns are regularly addressed in judicial hearings and reviews and that attorneys for children are fully informed of policy and practice in order to best inform advocacy;

- Ensuring that high-quality EBPs are available in the community and infants and toddlers in foster care and their caregivers are prioritized to receive these services; and
- Promoting or developing data-sharing capacity utilizing data sharing agreements, integrated databases, or data exchanges across agencies that support or are responsible for the safety, permanency, and child and family well-being for infants and toddlers in child welfare.
- Developing or enhancing EBPs that address the well-being of children (birth to 3 years old), especially those with special education needs, or that improve parenting capacity and competencies;
- Developing strategies to support multi-disciplinary decision making and conflict resolution across the courts, child welfare, and health, behavioral health, and early childhood systems;
- Developing strategies to ensure that parents/caregivers are able to participate fully in their child's case planning and treatment; and/or
- Promoting awareness of all such collaborative efforts among community stakeholders as appropriate.

### **Using Evidence-based Practices**

The QIC should build upon and strengthen their existing collaborative practices and encourage projects to implement services or practices that have a demonstrated evidence base, that are appropriate for the population of focus, and that are shown to be effective in achieving the outcomes of the proposed project.

Resources to identify well-supported EBPs and evidence-informed practices can be found at the following locations:

- SAMHSA's National Registry of Evidence-based Programs and Practices (<http://www.nrepp.samhsa.gov/>)
- Selecting and Identifying Evidence-based Interventions (<http://store.samhsa.gov/shin/content/SMA09-4205/SMA09-4205.pdf>)
- Evidence-based Practices for Children Exposed to Violence: A Selection From Federal Databases ([http://www.futureswithoutviolence.org/userfiles/file/Children\\_and\\_Families/Complete%20Matrix%20Booklet%2011FEB02.pdf](http://www.futureswithoutviolence.org/userfiles/file/Children_and_Families/Complete%20Matrix%20Booklet%2011FEB02.pdf))
- California Evidence-based Clearinghouse for Child Welfare (<http://www.cebc4cw.org>)
- National Child Traumatic Stress Network Empirically Supported Treatments and Promising Practices (which can be accessed through <http://www.childwelfare.gov/responding/treatment.cfm>)
- Evidence-based Mental Health Therapies (Child Welfare Information Gateway) (<http://www.childwelfare.gov/systemwide/mentalhealth/effectiveness/evidence.cfm>)
- Home Visiting Evidence of Effectiveness (<http://homvee.acf.hhs.gov>)
- National Center on Substance Abuse and Child Welfare In-Depth Technical Assistance Report 2007-2012 ([http://www.ncsacw.samhsa.gov/files/IDTA\\_Final\\_Report\\_2007\\_2012\\_508.pdf](http://www.ncsacw.samhsa.gov/files/IDTA_Final_Report_2007_2012_508.pdf))

### **Evaluation**

The grantee is to complete a local evaluation plan that analyzes the performance and implementation process of the grant project. The grant must implement a local evaluation plan that minimally examines the outputs and process of implementation for the 17-month project period. As appropriate, the local evaluation may also determine the extent to which QIC projects are able to improve short-term and intermediate outcomes for children and families. If CB chooses to do a cross-site evaluation or a technical assistance contract that relates to this FOA, the grantee will participate in these activities.

CB expects the QIC will engage in an evaluation of sufficient rigor to demonstrate linkages between project activities and stated objectives. Results from this evaluation are expected to inform programmatic improvements. Efforts will expand the knowledge base on potentially effective strategies for promoting and using collaborative policies, practices, and/or procedures to better serve children ages birth to 3 years

old who are in child welfare and their caregivers into comprehensive, high-quality health, behavioral health, and early childhood services.

CB is particularly interested in:

- Factors and strategies associated with successful partnerships and collaborative efforts;
- Organizational and system conditions necessary to support successful implementation of EBPs;
- Appropriateness of fit between selected interventions and the system and settings into which they are introduced.

The QIC will work with sites to help them build site capacity to identify and track data that will support the site in continuous quality improvement efforts. Examples of indicators that may be useful to sites for continuous quality improving include:

- Number of clients served (adults, children, families);
- Number and frequency of court hearings held per case;
- Number of judges that have presided over the case;
- Continuity of legal representation for children and parents;
- Number and frequency of out-of-court team meetings held per case;
- Hearing quality indicators (as described in the Court Improvement Program Instruction available at <http://www.acf.hhs.gov/programs/cb/resource/pi1202>);
- Child well-being indicators (as described NRCLJI court child well-being issue brief available at [http://www.americanbar.org/content/dam/aba/administrative/child\\_law/issuepaper\\_draft\\_well-being\\_authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/administrative/child_law/issuepaper_draft_well-being_authcheckdam.pdf));
- Number and type of services and referrals provided to adults and their children;
- Length of stay in treatment and rate of treatment completion;
- Types of living arrangements;
- Rates of reunification, foster care re-entry, and length of stay in treatment; and
- Information on custody status, involvement with child welfare services, incidence of child maltreatment prior, or during residential treatment.

The QIC will provide CB with a written report at the end of the project detailing evaluation findings, barriers encountered, and noted successes. The QIC must produce a comprehensive evaluation report at the conclusion of the project period and present findings to CB and other stakeholders.

The grantee is required to rigorously evaluate its project. Rigorous research incorporates the four following criteria (Proctor, et al., 2010):

- **Credibility:** Ensuring what is intended to be evaluated is actually what is being evaluated; making sure that descriptions of the phenomena or experience being studied are accurate and recognizable to others; and ensuring that the method used is the most definitive and compelling approach that is available and feasible for the question being addressed.
- **Applicability:** Generalizability of findings beyond current project (i.e., when findings "fit" into contexts outside the study situation). Ensuring the population being studied represents one or more of the population being served by the program.
- **Consistency:** Consistently following and clearly describing processes and methods, so that someone else could replicate the approach and other studies can confirm what is found.
- **Neutrality:** Producing results that are as objective as possible and acknowledge the bias brought to the collection, analysis, and interpretation of the results.

Helpful information on evaluation for program managers may be found in a document titled "Program Manager's Guide to Evaluation," which can be accessed at [http://www.acf.hhs.gov/programs/opre/other\\_resrch/pm\\_guide\\_eval/index.html](http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/index.html).

## **Dissemination**

CB expects that information and knowledge generated by the QIC will be shared with the field and efforts

will be made to integrate knowledge into policy and practice. The grantee will be expected to disseminate strategically and effectively, so the information and knowledge are received by key target audiences and used as intended to achieve identified dissemination goals. This includes the dissemination of individual QIC-supported project products and findings and the dissemination of products. The grantee will be expected to work throughout the course of its project with its Federal Project Officer and CB technical assistance providers to:

- Finalize dissemination goals and objectives;
- Identify and engage with target audiences for dissemination;
- Produce materials and other products based on the program evaluation;
- Develop and disseminate summarized/synthesized information about the project;
- Evaluate dissemination processes and outcomes.

Projects will disseminate at appropriate times. Whenever possible, they will evaluate the extent to which their target audiences have received project knowledge and used it as intended and assess the relative success of the dissemination efforts.

Grantees are required to ensure publications and websites are accessible. Although not required, grantees are strongly encouraged to consider using Section 508 standards to ensure accessibility.

**NOTE:** All grantee materials, products, publications, news releases, etc. will include the following notice:

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

CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects.

### **Requirements of QIC-Supported Projects**

The following requirements in this section are not for QIC applicants. These requirements are for the projects that will be supported by the QIC.

#### *Target Population and Need for Services*

Projects to be supported by the QIC must describe, define, and justify their proposed target population and include evidence of the following:

- The limited availability of resources and early intervention programs for addressing the needs of young children (infants and toddlers), adults, or caregivers;
- Data from a needs assessment that demonstrates the target area's lack of capacity for, access to, or need to improve/expand comprehensive family treatment services for adults, children, youth, and other family members to be served in the target population;
- Data from the child welfare agencies and other sources, as appropriate, that identify and describe the size, characteristics, and needs of the populations of the children/youth and their families to be served;
- Data from applicable sources used to determine inclusion/exclusion criteria of adults, children/youth, and families to be served, including how they will be identified and recruited, and an initial projection of the numbers to be served;
- A description of the goals and outcomes to be achieved through the QIC projects that will enhance the well-being of children receiving services or taking part in activities conducted with funds provided under the QIC. Other outcomes may examine how QIC projects are able to improve permanency and enhance safety for such children, decrease the number of out-of-home placements for such children, and decrease the number of children who are at risk of being placed in an

out-of-home placement; and

- How the applicant and the QIC projects will be culturally responsive to the target population.

Note: QIC projects are permitted to serve a subset of the target population without serving all of the target population allowed under this FOA so long as they clearly articulate the number served, who is receiving the enhanced services, and how success will be assessed for the children and families served.

### *Collaboration*

The QIC-supported projects will be expected to demonstrate change in systems functioning to better meet and serve the health and developmental of infants and toddlers, ages birth to 3, in foster care and their families. This may include: meaningful involvement of biological, foster, and adoptive parents; kinship care providers and other caregivers, as appropriate; strengthened relationships between the courts, child welfare, and other child-family serving agencies; and improved well-being outcomes. These efforts are expected to build on the current knowledge base about infants and toddlers who are at risk of abuse and neglect, the consequences of early maltreatment, and how increasing protective factors mediate the effects of adverse experiences and enhance well-being of children and families.

The QIC-supported projects may develop new models or replicate and expand existing court team models of collaborative policies, procedures, and/or practices for identifying and addressing the developmental needs of infants and toddlers in the child welfare system and their families. The lessons from these initiatives will inform the field of strategies to support the optimal development of infants and young children currently in foster care through the provision of continuous comprehensive, high-quality EBPs through a court team.

Research-based court teams (i.e., the projects) are inclusive of, but not limited to, court, child welfare, and other service organizations. Each project supported by the QIC must demonstrate commitment to the overall goals for the QIC. Demonstrated commitment can include (1) routine consultation and interaction with other agencies, (2) joint accountability and shared outcomes amongst agencies in memorandums of agreement/understanding, (3) cross training and staff development, and (4) processes for communication and information sharing. Partnerships with agreements about shared costs and data sharing are in the best position to pursue collaborative efforts on behalf of children and families.

Projects must demonstrate an effective administration and organizational interface between the applicant and other child-serving agencies. Project applicants must include letters of commitment or memoranda of understanding (MOUs) from organizations, agencies, and consultants that will be partners, subcontractors, or collaborators in the proposed project. These documents describe the role of the agency, organization, or consultant and detail specific tasks to be performed.

Projects should submit a letter of commitment from the lead judge of the court(s) having jurisdiction over the targeted child welfare population and a letter(s) of commitment from all other public/private agencies involved in the proposed work.

If the primary applicant responsible for administering the QIC project is not the court or public child welfare agency, the project applicant must document a strong partnership with the courts having jurisdiction over the targeted child welfare population and public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s). This documentation should include the following:

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

- factors; and
- Any other evidence that would demonstrate the full commitment of the relevant public child welfare agency(ies), court(s), and CIP to making the proposed project a success.

### *Evidence-Based Practices*

All QIC-supported projects will implement at least one EBP that may be in pursuit of the following goals:

- Reducing removals
- Expediting reunification
- Demonstrating increases in parenting skills
- Demonstrating evidence of healthy, age appropriate child development
- Improve system-wide service, organizational, and infrastructure capacity

### **REFERENCES**

Delgrosso, P., Hargreaves, M., Paulsell, D., Vogel, C., Strong, D., Zaveri, H., et al. (2011). *Building Infrastructure to Support Home Visiting to Prevent Child Maltreatment: Two-Year Findings from the Cross-site Evaluation of the Supporting Evidence-based Home Visiting to Prevent Child Maltreatment*. Washington DC: Children’s Bureau. Retrieved October 20, 2013, from <http://www.supportingebhv.org/crossite>.

Hargreaves, M., Cole, R., Coffee-Borden, B., Paulsell, D., & Boller, K. (2013). Evaluating infrastructure development in complex home visiting systems. *American Journal of Evaluation*, 34, 147-169.

James Bell Associates. (2009). *Evaluation of the Court Teams for Maltreated Infants and Toddlers. Final Report*. Office of Justice Grant No. 2006-MU-MU-65. Arlington, VA: James Bell Associates. Available at [http://www.zerotothree.org/maltreatment/safe-babies-court-team/court-team-maltreated-infants-and-toddlers\\_final-report\\_jb.pdf](http://www.zerotothree.org/maltreatment/safe-babies-court-team/court-team-maltreated-infants-and-toddlers_final-report_jb.pdf).

Wulczyn, F., Barth, R. P., Yuan, Y., Jones-Harden, B., & Landsverk, J. (2005). *Beyond Common Sense: Child Welfare, Child Well-being and the Evidence for Reform*. Retrieved from <http://www.chapinhall.org/research/report/beyond-common-sense>.

## **II. Award Information**

Funding Instrument Type:	Grant
Estimated Total Funding:	\$3,000,000
Expected Number of Awards:	1
Award Ceiling:	\$3,000,000 Per Budget Period
Award Floor:	\$2,800,000 Per Budget Period
Average Projected Award Amount:	\$3,000,000 Per Budget Period

### **Length of Project Periods:**

17-month project and budget period

### **Additional Information on Awards:**

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

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. Other, 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 by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

The project awarded will be for a project period of 17 months.

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

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligible applicants are state, county, city, and township governments; Indian tribes or tribal organizations; public and private institutions of higher education; public agencies or organizations; and private agencies or organizations.

**Note:** Collaborative efforts and interdisciplinary approaches are acceptable. Applications from collaborations must identify a primary applicant responsible for administering the grant.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

#### III.3. Other

##### **DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)**

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, [www.sam.gov](http://www.sam.gov)).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with

these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires 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 SAM prior to submitting an application or plan;
- Maintain an active SAM 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 active 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.

### **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

### **Award Ceiling Disqualification**

Applications that request an award amount that exceeds 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 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.

### **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

### **Application Deadlines**

**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.

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 [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is 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 received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

#### **Notification of Application Disqualification**

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

### **IV. Application and Submission Information**

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

CB Operations Center  
c/o LCG, Inc.  
1400 Key Blvd, Suite 900  
Arlington, VA 22209

#### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing 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-forms> and on the Grants.gov Forms page under "424 Family." 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 website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

#### **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**

**In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

### ***FOR ALL APPLICATIONS:***

#### **Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

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 System for Awards Management (SAM).

#### **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.

#### **Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

#### **Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced and in Times New Roman, 12-point font.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

#### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

#### **Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

### **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.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures of the authorized representatives.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 1/2" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are 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* for information about requesting an exemption.

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.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved**

**forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

**Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/ default/ files/ assets/ pdf995 instructions for video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [http:// www.acf.hhs.gov/grants](http://www.acf.hhs.gov/grants) under "Grants Related Information."

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov).** Applicants should name their application files so that the content is easily identified by ACF.

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** 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 are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

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

### **Format Requirements for Paper Applications**

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

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 sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

### **Addresses for Submission of Paper Applications**

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

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

The total combined page limit for both files (Project Description and Appendices) is 125 pages.

The Project Description file must include these items in this order:

1. Table of Contents
2. Abstract
3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity
7. Logic Model
8. Line Item Budget and Budget Justification

The Appendices file must include these items in this order:

1. Certifications and Assurances
2. Proof of Legal Status (if applicable)
3. Third-party agreements
4. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
5. Indirect Cost Rate Letter (if applicable)

### 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 will be available in the application kit posted for this funding opportunity at [www.grants.gov](http://www.grants.gov).

Other versions of required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms at <https://www.acf.hhs.gov/grants-forms> and at Grants.gov <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.

SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.	<p>Applicants are advised of the following requirement contained in Section 518 of the “Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014,” (Pub.L. 113-76, Division H).</p> <p>This requirement remains in effect: Sec. 518.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2014, or as a multiyear project to be fully funded in FY 2014, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>

<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> and registration at SAM.gov at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>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.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>	<p>Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</p> <p>General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a>. Applicants may also contact OHRP by email (<a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a>) or by phone (240-453-6900).</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available 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</p>

## **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**

### **Part I: The Project Description Overview**

#### **Purpose**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. 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**

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

### **Part II: General Instructions for Preparing a Full Project Description**

#### **Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

#### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

#### **Project Summary/Abstract**

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

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

### **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 should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

### **Outcomes Expected**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

All applicant proposals must identify and describe:

- Clear outcomes;
- Measurable objectives to determine progress toward achieving outcomes;
- Data that will be necessary to monitor progress and measure success;
- How those data will be measured;
- Who will be responsible for measuring (collecting) and presenting the data; and
- How data will be used to identify, inform, and implement mid-course adjustments and modifications to improve the efficacy of the project.

### **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants must clearly define how the QIC will define, develop, and implement each project to ensure key partnerships and collaborations are achieved for accessing needed services and impacting systemic change to achieve desired results for the target population. Applicants must have a thorough understanding of how the QIC will select, develop, and support four to six project sites and how the individual project components would impact overall child welfare and court system improvement. The applicant must

propose a feasible method to enhance QIC project capacity to serve the target population and improve processes, practices, and functional outcomes for the target population with an emphasis on improving adoption outcomes. The applicant must describe how the QIC and its project sites would be culturally responsive to the target population.

Applicants who are current recipients of federal, state, or local financial assistance must clearly describe how they will ensure that any awarded funds from this FOA will not be used to supplant or augment any other funding.

### *Collaboration*

Applicants must clearly address the need for collaborative service delivery across the courts, child welfare agencies, and other relevant child and family serving agencies as a means of improving outcomes for infants and toddlers (birth to 3 years) in child welfare. Applicants will be required to demonstrate expertise in providing technical assistance on a national level and in working with appropriate state and tribal court agencies or administrative offices of the courts; state, local, or tribal child welfare agencies; and other primary service providers. Applicants must demonstrate the commitment and ability to provide technical assistance on a national level that supports inter-agency and inter-organization collaboration and support management activities that will provide oversight and make ongoing improvements to the activities carried out through the grant. Applicants must demonstrate the capacity to assist research-based court team models to address collaborative partners' values and principles that help or hinder their collaboration. Applicants must possess national, substantive child welfare legal expertise and demonstrate a history of working closely with and leading legal and judicial research and reform activities.

Applicants are required to describe how the QIC will ensure that the project sites will be key partners with state, county, or tribal child welfare agencies; the courts; and other service providers and will take an active role in the project throughout the entire length of the project period. Applicants must clearly demonstrate that there would be a mutually beneficial relationship between the QIC and its projects and other work planned, anticipated, or underway with federal assistance by the applicant.

Applicants will be required to demonstrate expertise and experience working on a national level with appropriate agencies working with infants and toddlers; court agencies or administrative offices of the courts; and state, local, or tribal child welfare agencies.

Collaborative efforts are strongly encouraged, but applicants must identify a primary applicant responsible for administering the grant. The primary applicant must document that it has, either alone or in partnership with collaborators, strong expertise in working with public or tribal child welfare agencies (with responsibility for administering the child welfare program(s)) and the courts and/or CIP having jurisdiction over the targeted child welfare population.

Applicants must demonstrate readiness to train staff from judicial and other relevant disciplines to support the implementation of selected projects. Applicants must demonstrate the internal capacity to provide this training or partner with other entities specialized in providing training to judicial and multidisciplinary teams.

### *Using Evidence-Based Programs and Practices*

Applicants must identify the EBPs they envision supporting through the QIC projects; provide evidence that shows the EBPs to be effective with their proposed target population; commit to fidelity in implementing the EBPs; and provide a rationale for encouraging the use of these EBPs in the identified community with the identified target population. EBP refers to approaches that are validated by some form of documented research evidence. Applicants must also demonstrate expertise regarding the implementation and scale-up of EBPs for infants and toddlers and their families in child welfare. The technical assistance and projects may be focused on supporting the implementation of new models or replicating and expanding existing research-based court team models of collaborative policies, procedures, and/or practices for identifying and addressing the developmental needs of infants and toddlers in the

child welfare system and their families.

### *Program Strategies and Activities*

Applicants must address the planning period and implementation period requirements listed in this section and provide a detailed description of the activities the program proposes to implement during the planning period and during the implementation period.

*Phase I: Planning.* During an initial 5-month planning process, the QIC will perform the following functions:

- Select four to six infant-toddler court team projects to support. These projects must be composed of a collaborative team that includes the courts; child welfare agencies; other health, behavioral health, and early childhood programs; and other community-based partners. The criteria for selection of the four to six infant-toddler court team projects will include:
  - Analysis of size of target population, number of infants and toddlers (ages birth to 3 years) in child welfare for the proposed jurisdiction;
  - Analysis of the safety, permanency, and well-being outcomes for the proposed jurisdiction;
  - Analysis of the available services and supports for infants and toddlers and existing gaps in evidence-based programs;
  - Analysis of the infrastructure and program needs; and
  - Determination of the number of infants and toddler and their families targeted for the research-based court team model
- Develop knowledge about effective strategies to provide evidence-based and evidence-informed models of intervention for families served by the court teams, with a focus on the healthy growth and development of infants and toddlers in child welfare and their families.
- Determine, review, and collaborate with CB regarding the selected four to six project sites based on their meeting the target population requirements and the ability of the court team site to engage with the QIC and meet the programmatic requirements. All sites must receive final approval from the CB Federal Project Officer.

In Phase I: Planning, the QIC must develop and submit a Phase II: Implementation Plan for implementing a project in each of the four to six selected and approved sites. This plan must build on knowledge gained from EBPs in the field and the review of state, county, or tribal child welfare systems described previously.

*Phase II: Implementation.* Month 6 through Month 17 of the grant will include implementation, process evaluation, and plans for sustainability in each of the four to six QIC projects. The grantee will submit a preliminary design for Phase II that presents a clear and comprehensive vision of how the proposed QIC would operate. The grantee will describe the approach and processes that they would use to develop the implementation plan and address anticipated logistical and administrative issues. The Phase II: Implementation Plan with any revisions and project selection is due 6 months after the grant award and must include, at a minimum, the following components:

- The results of the review of state, county, and tribal child welfare, court, and related health, behavioral health, and early childhood systems;
- The results of the review of effective strategies to provide evidence-based and evidence-informed models of intervention for families served by the court teams, with a focus on the healthy growth and development of infants and toddlers in child welfare and their families;
- An administrative structure for implementing each project and the plan for utilizing evidence-based components and strategies;
- A plan for technical assistance to selected projects for support and process evaluation by the QIC; the QIC will be required to not only monitor the operations of the projects but also to provide ongoing support, resources, guidance, and technical assistance to assist them in project implementation and data collection;

- The design of an administrative and management structure for ensuring that projects are implemented within 60 days of their selection by the QIC and monitoring projects including ensuring accountability from the projects;
- A description of mechanisms for forming and maintaining a method of information-sharing and collaboration between project sites;
- A methodology for conducting a synthesis report and/or process evaluation on the activities of the supported projects;
- Identification of linkages with appropriate organizations and resources; and
- A strategy for information dissemination.

In the review and consideration of the strategy for each project site, the following common and variable aspects should be considered:

- Common aspects:
  - Strong partnerships between courts, child welfare, substance abuse, and behavioral health agencies and providers;
  - Interdisciplinary, collaborative court teams to work directly with families;
  - Ongoing, in-depth training of judges and attorneys;
  - Cross training including team members from all collaborating systems, agencies, and providers;
  - Regularly occurring out-of-court team meetings attended by parents, attorneys, social workers, service providers, and other parental supports;
  - Less formal, more participatory court hearings;
  - Regularly prepared, detailed progress reports submitted to the presiding judge;
  - Increased frequency of court hearings;
  - Increased duration of court hearings;
  - A consistent focus on the effectiveness of services or treatment at all stages of the case; and
  - Mechanisms for both positive reinforcement and sanction.
- Variable aspects:
  - The type of effective interventions utilized for infants and toddler;
  - The geographic settings for service models (urban and rural);
  - The structures of the state, county, or tribal child welfare systems chosen as project sites; and
  - The administrative organization and staffing structure of each of the project sites.

In all sites, the QIC will work intensively with each project site to identify barriers and make recommendations for needed changes in the state, county, or tribal child welfare system laws, policies, procedures, and practices to assure that the identified evidence-based strategies will work most effectively.

For more information on this topic, see *Section I. The Project Description. Grantee Requirements. Program Strategies and Activities*.

### **Project Timeline and Milestones**

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

When accomplishments cannot be quantified by activity or function, list them in chronological order to

show the schedule of accomplishments and their target dates.

### **Funded Activities Evaluation Plan**

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation may be supported by a logic model. The evaluation must assess processes and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions. The plan must discuss how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan and sound methodological design. Details regarding the proposed data collection activities, the participants, and data management, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementation of the planned evaluation and how those obstacles will be addressed.

Applicants must identify and justify:

- Inclusion of appropriate evaluation measures, including inputs, outputs, and the implementation process, as well as outcomes where feasible and appropriate;
- Relevant domains of child well-being to be addressed through the QIC projects, including behavioral and emotional functioning, social functioning, cognitive and academic functioning, and physical health and development; and caregiver attributes, behaviors, and health/mental health status. (A solid conceptualization of how they intend to support projects to measure child and caregiver well-being, as well as changes in relevant protective factors associated with the well-being domains, is essential.); and
- Means to provide meaningful feedback to QIC projects to support improvement throughout the implementation process.

Applicants must demonstrate their plans for developing capacity for collecting data to measure system functioning. Applicants must also consider data elements that best relate to the QIC projects. To the extent feasible given the timeframe for this grant, evaluation results must report relevant outputs and outcomes that appropriately reflect the consequences of the project activities. Where data are available and appropriate, the grantee is expected to measure outcomes before and after the activity.

The national QIC evaluation must be designed to capture data, including, but not limited to:

- Increased identification and attendance of infants and toddlers in child welfare into comprehensive, high-quality health, developmental, early intervention, and early education services;
- The number of trainings and workshops developed and provided to courts, child welfare staff, and related service providers;
- The percent of the targeted staff who attend trainings and workshops;
- Comparing pre- and post- skill development relative to the training and workshop goals;
- The average number of service referrals pre-/post-implementation of multidisciplinary team decision making;
- The change in staff perceptions of the impact of the activities on increased efficiency and/or capacity; and
- The change in collaborative capacity or engagement of the partners to ensure that infants and toddlers and their families have access to comprehensive, high-quality evidence-based parenting, child development, and behavioral health services.

An applicant may choose to partner with an internal or external evaluator for the QIC evaluation. External evaluators from different types of organizations may be suited to this project, including university professors or university-based teams, independent consultants, or research/consulting firms. The QIC evaluator, defined as an individual, team, or an organization such as a university or evaluation contractor, must have the staff qualifications and organizational capacity to implement a rigorous

evaluation of a project of this type within the project period, including the following:

- Understanding of the state and/or local level courts, child welfare, and service provider partner agencies that will be working together to support implementation of the grant project. The QIC evaluator must demonstrate experience conducting systems-level research and an understanding of how to measure systems change;
- Experience conducting research on program fidelity, implementation, and child and family outcomes, including the collection and analysis of qualitative and quantitative information and data;
- Experience working closely with program staff to develop and monitor the data needed, plan and carry out evaluation activities, incorporate feedback into the program, and identify and disseminate findings;
- Expertise in evaluation design and methods. The QIC evaluator must have experience designing and conducting formative and summative research that is aligned with research questions and a program logic model/theory of change. Other important experiences include selecting measures, using existing data systems as a source of evaluation information, and collecting data that are reliable and valid; and
- Skills in user-friendly, accessible reporting and communication with partners and stakeholders. The QIC evaluator must be able to communicate with and share information with varied audiences, including program staff, administrators, government agency staff members, and policy makers.

The applicant must include in the evaluation plan a description of how they will:

- Obtain Institutional Review Board (IRB) approval from one or, if needed, multiple agencies, including defining the process to be followed and a potential timeline;
- Incorporate fidelity measurement into program services as part of the process evaluation; and
- Incorporate ongoing evaluation findings into the operation of the program to improve or enhance its effectiveness.

Applicants must provide a narrative addressing how the conduct of this project and its results will be evaluated. The proposed evaluation must be designed to collect systematic data that will empirically determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of the objectives can be attributed to project activities. Applicants' evaluation plans must include the analytic method(s) to be used for determining the effectiveness of the strategies and descriptions of data collection tools or assessment instruments if applicable. Both qualitative and quantitative methods are expected. At a minimum, applicants are expected to propose the conduct of a process evaluation of the project. The applicant must provide an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results.

At a minimum, the applicant will be expected to conduct a process evaluation of the project.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

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, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

## **Logic Model**

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

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

## **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

## **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;

- Job descriptions for each vacant key position.

### **Protection of Sensitive and/or Confidential Information**

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

### **Dissemination Plan**

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

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

### **Letters Of Support**

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

### **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

### **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 entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget 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). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Consolidated Appropriations Act, 2014 (Pub.L. 113-76), enacted January 17, 2014, 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 \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/EX.pdf>). This amount reflects an individual's base salary exclusive of fringe benefits 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 budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds within the 17-month project period to support the local, site-specific evaluation of their projects. Funds for evaluation must appear in the budget, and applicants must state the percentage of the total budget that will be allocated to evaluation. Projects are encouraged to set aside sufficient funds for the costs of assessments and instruments needed for screening and measuring well-being outcomes of families, data collection, and dissemination activities, including staff time related to these activities.

Applicants must allocate sufficient funds in the budget to provide for the project director, the evaluator and key partners, including the local or state court agency partner if the grantee is a private organization, to travel to Washington, DC to attend (1) the Kick-off Meeting for funded grantees to be held within the first 3 months of the project (first year only) and (2) the 3-day Annual Grantees Meeting, usually held in the spring.

## **General**

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is 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. Contractors and consultants should not be placed under this category.

### **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, and taxes.

### **Travel**

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or 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 project staff to attend ACF-sponsored workshops/conferences/grantee orientations 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 per unit 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 applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the 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. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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 (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. 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 contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

### **Other**

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

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

### **Indirect Charges**

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

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

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 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 10/31/2015. 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)

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- 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 always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an 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 application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that 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 opportunity is still open, and 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 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 are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from 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.

**NOTE:** The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will

be excluded from the review.

## Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

## 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 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 that must state that the applicant qualifies for the exemption for one of the two following reasons:

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

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

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 must request a new exemption from required electronic submission for any succeeding FFY.

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

All exemption requests must include the following information:

- 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 (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) 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 the preceding section on "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.

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: **08/01/2014**

#### **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).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period 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.

#### **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)**

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 application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

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 receipt of a paper format application**

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

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

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

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

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

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

### **IV.5. Funding Restrictions**

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

**Note:** Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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

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

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

### **IV.6. Other Submission Requirements**

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

#### **Submission By Mail**

CB Operations Center  
c/o LCG, Inc.  
1400 Key Blvd, Suite 900  
Arlington, VA 22209

### **Hand Delivery**

CB Operations Center  
c/o LCG, Inc.  
1400 Key Blvd, Suite 900  
Arlington, VA 22209

### **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*. Submission Dates and Times.

## **V. Application Review Information**

### **V.1. Criteria**

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

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

### **Maximum Points: 20**

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

1. The application demonstrates an understanding of the goals and objectives of the relevant legislation and this FOA.
2. The applicant demonstrates a thorough understanding of how the QIC would select, develop, and support four to six project sites and how the individual project components would impact overall child welfare and court system improvement.
3. The applicant includes a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project. The applicant presents a clear vision for developing and implementing the proposed project to contribute to achieving these goals and objectives and clearly addresses each of the items in *Section IV.2 The Project Description*.
4. The applicant clearly defines how the QIC would define, develop, and implement each project to ensure key partnerships and collaborations are achieved for accessing needed services and impacting systemic change to achieve desired results for the target population.
5. The proposed QIC, if successfully implemented, would build the knowledge base of successful research-based infant-toddler court teams to strengthen parenting and promote healthy development for infants and toddlers involved with child welfare.
6. The application demonstrates a thorough understanding of the need for agencies to develop and implement partnerships to support the target population specified in this FOA.

7. The application clearly addresses the need for collaborative service delivery across the courts, child welfare agencies and other relevant child and family serving agencies as a means of improving outcomes for infants and toddlers (birth to 3 years) in child welfare.

## Approach

**Maximum Points: 35**

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

1. The application provides a reasonable timeline for implementing the QIC, including major milestones and target dates. The application describes the factors that could speed or hinder project implementation and explains how these factors would be managed.
2. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes.
3. The application describes the factors that could speed or hinder implementation and explains how these factors would be managed.
4. The approach addresses each of the planning period and implementation period requirements listed in this FOA. There is a detailed description of the activities the program proposes to implement during the planning period and during the implementation period.
5. The proposed approach clearly addresses each of the items listed in *Section IV.2 Project Description* of this FOA.
6. The applicant presents a strong approach to analyzing the data and developing and implementing a plan to select and support the four to six project sites.
7. The applicant describes how the QIC will ensure that the project sites will be key partners with state, county, or tribal child welfare agencies; the courts; and other service providers and will take an active role in the project throughout the entire length of the project period.
8. The applicant describes how the QIC and its project sites would be culturally responsive to the target population.
9. The applicant proposes a feasible method to enhance QIC project capacity to serve the target population and improve processes, practices, and functional outcomes for the target population with an emphasis on improving adoption outcomes.
10. Applicants who are current recipients of federal, state, or local financial assistance have clearly described how they will ensure that any awarded funds from this FOA will not be used to supplant or augment any other funding.
11. The application outlines how the design of the QIC reflects up-to-date knowledge from the research and literature on known effective practices and builds on current theory, research, evaluation data, and best practices. The application reflects how the QIC is innovative and would contribute to increased knowledge or understanding of the problems and issues addressed by this FOA.
12. The application demonstrates how the work of the QIC is likely to yield findings or results about effective strategies for interagency collaboration and contribute to and promote evaluation, research, and EBPs that may be used to guide replication or testing of these strategies in other settings.
13. The schedule for implementing the project is appropriate in scope.
14. The application explains how the proposed QIC would be integrated into the grantee's ongoing practices with the goal of continuous data-informed partnerships that will improve outcome for the target population.
15. The application includes a sound plan for continuing the proposed project beyond the period of federal funding under this FOA.
16. The application includes a detailed and sound plan, addressing the factors described in this FOA, for strategically and effectively disseminating project information and findings. The proposed dissemination plan is appropriate in scope.

**Evaluation****Maximum Points: 20**

In reviewing the evaluation plan, reviewers will consider the extent to which:

1. The application includes a clear and convincing plan for evaluating the QIC and satisfies the requirements for the evaluation published in this FOA.
2. The methods of evaluation are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project. The evaluation plan is strongly guided by the QIC's logic model. The QIC's evaluation plan would rigorously measure achievement of project objectives and changes in collaborative practices. The evaluation also describes outcomes of the QIC and its supported projects on the health, behavioral health and developmental outcomes for children ages birth to 3 years to the extent possible given the short 17-month timeframe.
3. The methods of evaluation included in the application include the use of strong measures that are clearly related to the intended process and outcomes for the program as identified in the QIC logic model.
4. The description of the evaluation in the application includes measures of inputs, outputs, and the implementation process, and outcomes, where feasible and appropriate.
5. The applicant demonstrates that they have the in-house capacity to conduct an objective and rigorous evaluation of the QIC or presents a sound plan for contracting with a third-party evaluator. The proposed evaluator has sufficient experience with research and/or evaluation, understands the population of interest, and demonstrates the necessary independence from the QIC to ensure objectivity.
6. The application provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The evaluation plan in the application includes performance feedback and periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.

**Organizational Capacity****Maximum Points: 20**

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

1. The applicant's organization and any partnering organizations collectively have relevant experience and expertise with providing technical assistance and the administration, development, implementation, management, and evaluation of similar projects related to infants and toddlers (ages birth to 3 years) and their caregivers, and in supporting collaboration among the courts, child welfare, health, behavioral health, early education, early intervention, and other relevant child and family serving agencies.
2. The applicant's organization and its staff possess national, substantive child welfare legal expertise; have experience providing direct technical assistance to state and tribal courts and the legal community; and can demonstrate a history of working closely with and leading legal and judicial research and reform activities.
3. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.
4. The applicant clearly demonstrates how the QIC has the experience and will have the capacity to work in partnership with the QIC-supported project sites and in the implementation of research-based infant-toddler court teams.
5. The applicant clearly demonstrates that there would be a mutually beneficial relationship between the QIC and its projects and other work planned, anticipated, or underway with federal assistance by the applicant.
6. The application demonstrates that the proposed QIC project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity. The role,

responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, is clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.

7. The application includes a sound plan for achieving the objectives of the proposed QIC on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if applicable).
8. There is a sound and reasonable management plan for achieving the objectives of the proposed QIC on time and within budget, including clearly defined responsibilities, timeliness, and milestones for accomplishing project tasks and ensuring quality.

## **Budget and Budget Justification**

**Maximum Points: 5**

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

1. The application includes a detailed narrative budget justification for each year of the QIC. The costs of the proposed QIC are reasonable, in view of the activities to be conducted and expected results and benefits. The budget includes the costs associated with travel to grantee meetings in Washington, DC.
2. The application includes documentation of fiscal controls and accounting procedures that would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section III.3. Other*.

### **Initial ACF Screening**

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only 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. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part.

Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

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

### **Approved but Unfunded Applications**

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

## **V.3. Anticipated Announcement and Award Dates**

Applications will be reviewed during the summer 2014. Funded projects will have a start date no later than September 30, 2014.

## **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 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) 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 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 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 CFR § 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 worship, religious instruction, 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 <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-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-and-condition-for-trafficking-in-persons>. 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. §§ 8101-8106) 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 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

## **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.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

## **Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

## **HHS Grants Policy Statement**

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

## **Freedom of Information Act (FOIA)**

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with

the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

### 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)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of 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. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>

#### 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) and at <https://www.acf.hhs.gov/grants-forms>. 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.

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

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

### **Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation**

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR 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 at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

### **Tangible Property Report (SF-428)**

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428).

The **SF-428** is a standard form 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 form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

### **Real Property Status Report (SF-429)**

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

The **SF-429** is a standard report 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 has been/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 used for awards that establish a federal Interest on real property.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

## VII. Agency Contacts

### Program Office Contact

David Kelly  
Children's Bureau  
CB Operations Center  
c/o LCG, Inc.  
1400 Key Blvd, Suite 900  
Arlington, VA 22209  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

### Office of Grants Management Contact

Robin Bunch  
Administration for Children and Families  
Office of Grants Management, Division of Discretionary Grants  
CB Operations Center  
c/o LCG, Inc.  
1400 Key Blvd, Suite 900  
Arlington, VA 22209  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

### 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) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

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

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](https://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms.html>. See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

The *Federal Register* <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

## Application Checklist

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

What to Submit	Where Found	When to Submit
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	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> .

Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	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> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	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> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> .	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> .
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.

<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>If applicable, 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 at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.</p>
<p>Certification of Filing and Payment of Federal Taxes</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement.</p> <p>The Certification may be found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a>.</p>	<p>If applicable to the applicant, it must be submitted prior to the award of a grant.</p>
<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are</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>available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at</p> <p><a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at</p> <p><a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at <a href="http://www.acf.hhs.gov/grants-forms">http:// www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application</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</i></p>

	<p>submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p><i>Times.</i></p> <p><b>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</b></p>
<p>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications.</i> Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times.</i> If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</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>

DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.

Referenced in *Section III.3. Other* in the announcement.

To obtain a DUNS number, go to <http://fedgov.dnb.com/webform>.

To register at SAM, go to <http://www.sam.gov>.

A DUNS number and registration at SAM.gov are required for all applicants.

Active registration at SAM must be maintained throughout the application and project award period.