



**Administration for Children and Families**

Administration on Children, Youth and Families

National Quality Improvement Center for Adoption/Guardianship Support and Preservation

HHS-2014-ACF-ACYF-CO-0797

Application Due Date: 07/07/2014

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

**Program Office:** Administration on Children, Youth and Families - Children's Bureau  
**Funding Opportunity Title:** National Quality Improvement Center for Adoption/Guardianship Support and Preservation  
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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 purpose of this funding opportunity announcement (FOA) is to establish, by awarding a cooperative agreement, one Quality Improvement Center (Center) that will conduct 6-8 projects in partnership with state, county, or tribal child welfare systems to produce a multi-faceted system of successful culturally responsive supports and interventions that support the permanency and stability of youth in adoptive and guardianship homes. The Center will conduct projects with each of the selected state child welfare systems to develop a system of culturally responsive evidenced-based services to improve the behavioral health outcomes of these youth while achieving permanency and stability in adoptive/guardianship families.

#### Expected outcomes include:

- Proven, evidence-based models of engagement and intervention to prevent disruptions of adoption and guardianships;
- Evidence-based models of practice that can be replicated in other child welfare systems for developing and supporting adoptive/guardianship families to meet the unique and challenging needs of youth in the child welfare system; and
- Improved outcomes for youth in the child welfare system in regard to behavioral interventions and options for permanency and stability.

### I. Program Description

## Statutory Authority

The statutory authority is title II, section 203(b) of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978 (42 U.S.C. 5113(b)), as most recently amended by CAPTA Reauthorization Act of 2010.

## Description

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

## BACKGROUND

### Barriers to Successful Adoptions: Behavioral and Mental Health Needs of Children in Foster Care

Research shows that children in foster care have significantly higher rates of acute and chronic medical problems, developmental delays, educational disorders, and behavioral health problems than other children of similar backgrounds. [1] Relevant findings include:

- Eighty percent of children in foster care have at least one chronic medical condition, 25 percent have three or more chronic problems, and an estimated 30 to 70 percent have severe emotional problems. [2][3][4]
- Approximately one third of children in foster care score in the clinical range for behavior problems on the Child Behavior Checklist. [5]
- By the time they are 17, 62 percent of youth in foster care will exhibit both the symptoms of a mental health disorder and the symptoms of trauma. [6]
- Children in foster care are more likely to have a mental health diagnosis than other children. In a study of foster youth between the ages of 14 and 17, [7] 63 percent met the criteria for at least one mental health diagnosis at some point in their lives. The most common diagnoses were Oppositional Defiant Disorder/Conduct Disorder, Major Depressive Disorder/Major Depressive Episode, Attention Deficit/Hyperactivity Disorder (ADHD), and Post-traumatic Stress Disorder.

Left unaddressed, these needs are likely to derail normal development, hinder healthy functioning, and impede the achievement of permanency, including successful adoption. This conclusion is supported by a 2007 study on the psychosocial functioning of adopted youth, which found that in assessments of children 2, 4, and 8 years following adoption, adopted foster youth had significantly more behavioral problems than their non-foster care counterparts. [8]

Research also shows that children in foster care have significantly higher rates of acute and chronic medical problems, developmental delays, education disorders, and behavioral health problems than other children of similar backgrounds. The primary reason for these higher rates of mental health, medical, emotional, and behavioral issues is related to the trauma that these youth have been exposed to that likely was the cause for their entry into the child welfare system. These children then often experience further trauma in the child welfare system by loss of birth family connections, frequent moves between foster homes and, most unfortunately, from being exposed to additional abuse in child welfare placement settings. Without appropriate interventions to address these issues, the unmet needs will likely interfere with normal development and healthy functioning, and impede the achievement of permanency for these youth. Contributing factors associated with adoption disruption include: relational attachment problems, negative foster care experiences and history, behavior problems, mental health needs, and lack of access to services.

Since the mid-1980s, specific federal legislation has been enacted to ensure that children in the current foster care system have permanent homes. The number of children who are adopted following their

involvement in the foster care system has steadily increased in the years since the passage of the Adoption Assistance and Child Welfare Act of 1980. Almost two decades later, the enactment of the Adoption and Safe Families Act (ASFA) (Pub. L. 105-89) placed even greater focus on facilitating the placement of children into permanent homes as quickly as possible whenever reunification with biological parents is not possible. In the years since ASFA was enacted, an overwhelming majority of all adoptions from the U.S. public child welfare system have met the requirements for special needs adoptions (U.S. General Accounting Office, 2002). The term "special needs adoptions" generally refers to the adoption of children who are older, belong to a sibling group, or have physical, mental, or emotional problems.

Two studies conducted in 2007 illustrate the complex needs of children and families who go through the adoption process. These CB-funded projects assess the barriers and successes in special needs adoptions. [9] Children in both studies presented with complex behavioral, emotional, and physical needs. The first study focused on adoptive parents who finalized their adoptions. These parents reported that, at the time of placement, the most challenging issues were children's medical needs (22 percent) and having a history of child abuse and neglect prior to adoption (22 percent). Other hurdles these families mentioned were: ADHD (18 percent), educational needs (16 percent), behavioral problems (14 percent), and prenatal drug and alcohol exposure (14 percent).

The second study examined disrupted adoptions, meaning that parents who had made a permanent commitment later relinquished the adopted child(ren). Contributing factors associated with adoption disruption include: relational attachment problems, negative foster care experiences and history, behavior problems, mental health needs, and sparse availability of services. Children in the study exhibited an average of 10 difficult behaviors and 58 percent of the parents described their child as difficult or very difficult to parent. Over half of the sample had some type of attention deficit diagnosis and half had learning disabilities.

In summary, the two most commonly mentioned child challenges in both studies were behavioral and emotional problems. Over three-quarters of the children were characterized by their adoptive parents as having behavioral problems, while 68 percent of the children were characterized as having emotional problems. An overwhelming majority of study participants reported that they needed additional mental health services to help address the unique needs of these children.

Adoption is most likely to be successful when the adoptive family is properly educated about the background and needs of the child, has learned appropriate intervention strategies for the mental health, medical, emotional, and behavioral challenges of the child, and fully commits to embracing these challenges. Intensive adoption preparation and preservation services prior to the finalization of any adoption will ensure resiliency and a stable permanency for the child and the entire family. Intensive adoption preservation and adoption-competent mental health services after the finalization of the adoption will ensure the continued stability of the permanency for the youth.

### **Child and Family Services Review (CFSR) Results**

Federal monitoring of child welfare systems across the nation have found that state child welfare systems often struggle to provide accessible and effective mental and behavioral health services. The CFSR is a process that examines states' achievement of outcomes for children and families related to safety, permanency, and child and family well-being. The CFSR process includes the review of cases involving children who are in foster care as well as children and families who receive services in their homes. The range of programs reviewed includes child protection services, foster care, adoption, family preservation, and independent living services. The CFSRs also examine seven systemic factors that affect the quality of services delivered to children and families and the outcomes they experience. [10]

In 2010, the Administration for Children and Families (ACF) completed the second round of CFSRs in all 50 states, the District of Columbia, and Puerto Rico. Among the findings of both rounds of reviews is a need for enhanced focus on the case planning process, which is grounded in accurate and comprehensive assessments of the strengths and needs of the children and families that state and local child welfare

agencies serve. In the CFSR performance indicator that addresses family assessments and service provision by reviewing individual cases, ACF determined that only one state among the initial 52 state reviews performed adequately, and no state did in the second round of reviews.

Reviewers observed that assessments were particularly weak in capturing mental health needs as opposed to physical or educational needs. Further, when needs were identified, there was frequently no evidence that services had been provided to address them.

When reviewing states systemic ability to provide services to meet the needs of its population, CB also identified a number of barriers. In the second round of reviews, while 32 states received a strength rating pertaining to having in place an adequate array of services, most of those states had trouble applying the array effectively. Only 18 states individualized services sufficiently to meet children's needs, and only one state was able to adequately ensure that services were consistently accessible to families and children across all jurisdictions. Sixty-five percent of the states had insufficient mental/behavioral health services and 37 percent of the states assessed, but did not address, the mental/behavioral health issues.

### **Recent Federal Legislation and Guidance Related to the Social and Emotional Needs of Children in Foster Care**

The Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub. L. 110-351) amended title IV-B, subpart 1 of the Social Security Act to require state and tribal title IV-B agencies to develop a plan for ongoing oversight and coordination of health care services. The plan must describe how it will ensure a coordinated strategy to identify and respond to the health care needs of children in foster care placements, including mental health and dental health needs, and provide for continuity of health care services, which may include establishing a medical home for children who are in foster care.

The Child and Family Services Improvement and Innovation Act of 2011 (Pub. L. 112-34) further amended the law by adding to the requirements for the health care oversight and coordination plan. Among these new requirements, Pub. L. 112-34 requires that the health care oversight and coordination plans outline how health needs identified through screenings will be monitored and treated, including emotional trauma associated with a child's maltreatment and removal from home (section 422(b)(15)(A) of the Act).

### **Working with Other CB Discretionary Grant Projects**

CB currently funds approximately 200 discretionary grants projects in over 40 different program areas. Through their work with a broad spectrum of populations within the child welfare arena, discretionary grantees develop a wealth of knowledge across numerous program areas. The findings from these programs can be useful in informing the field. Applicants are strongly encouraged to utilize the knowledge being developed by CB discretionary research and demonstration projects and other related Training and Technical Assistance (T/TA) activities when developing proposals in response to this funding opportunity announcement. For more information on CB discretionary grant programs, please see <https://www.acf.hhs.gov/programs/cb/grants/discretionary-grant>.

### **PROJECT REQUIREMENTS**

NOTE: See *Section IV.2 The Project Description* for application instructions.

The Center will develop within each of 6-8 public child welfare system sites a system of culturally responsive evidence-based services to improve the permanency and stability outcomes for children/youth in adoptive/guardianship homes that can clearly meet the target population's needs. Systems of culturally responsive service and support will be developed for the families from the point of placement through the post-finalization phase and extending throughout the post-adoption period to assure stabilization and prevent disruption. The Center will also extend post-permanency supports and services to the general post-adoption/guardianship population in the selected sites. The Center will complete an evaluation of each of the projects and produce new, evidence-based models of support and intervention that produce increased resiliency and assure permanency and stability for youth in adoptive/guardianship homes.

## **Project Components**

Each state, county, or tribal project may have a mix of unique and/or shared culturally responsive components. However, it is expected that each project will be tailored to meet the unique needs of that state, county, or tribal child welfare population. Examples of project components may include:

- Components that address early engagement with families as well as families already in the post-permanency stage;
- Adoption/Guardianship-competent mental health services;
- In-home counseling/case management with entire family;
- 24-hour call center support;
- 24-hour crisis intervention (in-home services);
- Support groups;
- Respite;
- Stabilization/support services to transition to a new adoption/guardianship following the death/incapacitation of adoptive parent or guardian;
- Support for sibling and kin connections as clinically appropriate and based on the safety and best interest of the child;
- Short-term as well as long-term interventions (3 months considered short and 2 years considered long);
- Educational advocacy as well as general advocacy services;
- Flexibility to meet varying needs of families and different geographic settings;
- Assistance with accessing residential care for high-end mental health needs when clinically appropriate; and
- One-time funding for typically non-reimbursable items related to behavior, mental health, or medical issues of child/youth.

## **Intervention Strategies**

Successful projects will provide appropriate interventions at each point of the child welfare system that will ensure the development and support of adoptive/guardianship families that have the optimal capacity to meet a child's/youth's needs and continue to provide the interventions and supports necessary for stability throughout the stages of post-adoption/guardianship. Development of these resource families will take into consideration the unique and challenging behavioral, mental health, and medical needs of the children/youth most in need of a permanent family.

It is important to note that many of the evidence-based and evidence-informed interventions that address children's behavioral and mental health needs and improve child functioning require the involvement of caregivers and specifically include them in the healing and recovery process. Often these interventions are focused on increasing parenting capacities regarding provision of safe and nurturing environment and consistent interactions. Caregivers need support in managing the behaviors of children who have experienced maltreatment and in providing an environment in which healing can occur. In such supportive contexts, children can learn the value, purpose, and safety of relationships [11]. In order to achieve better outcomes for children who have experienced trauma, it is essential to assure their placement and stability in an engaged and committed adoptive family. As caregivers become better equipped to provide a safe, nurturing, and healing environment, permanency becomes far more likely and more sustainable.

Components of the intervention strategies will consider the following key elements that need to be addressed with children that have come to the attention of the child welfare system:

- **Developmental Tasks:** Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children and youth will develop a long a healthy trajectory;
- **Coping Strategies:** Children who grow up in unsafe, unpredictable environments may have coping strategies that protected them in that context but are not appropriate in safer, more regulated

situations. Interventions should help children/youth transform maladaptive coping methods into healthier, more productive strategies; and

- **Protective Factors:** The presence of certain contextual factors and characteristics can moderate the impact of past and future negative experiences. These protective factors are fundamental to resilience and integral to successful interventions.

Expected outcomes include:

- Proven, evidence-based models of engagement and intervention to prevent disruptions of adoptions and guardianship;
- Evidence-based models of practice that can be replicated in other child welfare systems for developing and supporting adoptive/guardianship families to meet the unique and challenging needs of youth in the child welfare system; and
- Improved outcomes for youth in the child welfare system in regard to behavioral interventions and options for permanency and stability.

### **Use of Funds**

Grant funds may be used for the process of service transformation efforts to improve access to appropriate, evidence-based or evidence-informed mental and behavioral health services. Activities may include, but are not limited to building collaborative partnerships; screening; assessment; planning; capacity-building; training; installation; implementation; data collection and tracking; evaluation; and dissemination. The Center will implement a plan to sustain service transformations within the child welfare service delivery systems of the selected project sites.

Grant funds may be used to purchase services at the individual child and family level, but are also intended to build the capacity of child welfare systems to develop an integrated and coherent approach to the development, support, and stabilization of adoptive/guardianship homes for children/youth with emotional, mental health, and medical needs.

### **Target Population**

The target population will include the following:

- **Target Group 1:** Children and youth identified within the selected state, county, or tribal child welfare systems awaiting an adoptive or guardianship placement, or children/youth that are in an identified adoptive/guardianship home but the placement has not resulted in a finalization for a significant period of time due to the challenging mental health, emotional, or behavioral issues of the youth.
- **Target Group 2:** Children/Youth and their adoptive/guardianship families who have already finalized the adoption/guardianship and for whom stabilization may be threatened will also be targeted for support and service interventions. The children/youth in this target group may have been adopted through the child welfare system or by domestic or international private agency involvement.

### **Collaboration**

The Center will actively collaborate with CB and other partners to achieve the purposes of this FOA. The Center will collaborate with agencies and organizations with which partnerships are critical to successfully implement the proposed project. The state, county, or tribal child welfare systems chosen as project sites because of their role in identifying youth, prospective adoptive parents, and securing services and supports are strongly recommended as partners.

In many cases, strong partnerships with public mental and behavioral health departments and/or community mental health agencies and providers will be necessary, but private service providers under contract with the child welfare agency, courts, schools, law enforcement, and/or community-based organizations may be equally important to the success of the project. The partners involved may vary

significantly, depending on the children targeted for interventions.

CB expects that adoptive/guardianship parent(s) will be a collaborative partner as primary partner(s) in the treatment, healing, and development of resiliency in the child. Child-centered, family-focused team decision-making with adoptive parent /guardianship responsibility increasing as the agency responsibility decreases will be an important element in each of the projects. Post-adoption supports and services to assure ongoing stability will also be a critical element of the design in each project.

In addition to child welfare, mental health, and Medicaid service system partners, the Center will engage with those having expertise in the particular populations and types of behavioral and mental health problems being targeted. Understanding the array of potential treatments available to address the symptoms and experiences of the children and youth targeted by the project, the strength of evidence behind available screening, assessments, and services for this particular population, and the transportability of different models for delivery in child welfare systems will provide a solid foundation for grantee decision-making. The Center will provide for comprehensive assessments of targeted youth and a treatment service array that is evidence-based or evidence-informed and matches the assessed needs of targeted children, youth, and families.

### **Center Roles and Responsibilities**

The Center will develop evidence-based models of support and intervention that can be replicated in other child welfare systems to achieve long-term, stable permanency in adoptive/guardianship homes for waiting children/youth as well as for the general post-adoption/guardianship population. The Center's approach will be to generate and disseminate knowledge on effective practice models of intervention to achieve this goal.

The Center will be expected to build a body of knowledge of the correct mix of elements that work best to ensure resiliency and stability for youth in a permanent home. The mix beyond the adoptive/guardianship parent identification and therapeutic interventions for youth may include flexibility in accessing residential care periodically, providing a variety of in-home and out-of-home services/supports, adequate funding for typically non-reimbursable items such as repairs or replacements for items damaged during violent outbursts, various forms of respite care and forms of peer-to-peer support. The Center will support innovative, collaborative, and effective practices in the development of these elements and the strategies for each of the project sites. The Center will ensure that each project site is capable of assessing and matching the appropriate service intervention and service delivery mechanism that effectively matches the needs of the children/youth and their adoptive parents so as to ensure ongoing stability and enhanced resilience. Conducting comprehensive screening and functional assessments of children and youth will ensure the appropriate service intervention is determined and applied. Services need to be available, accessible, culturally responsive, and effective to meet behavioral/mental-health needs.

### **Program Strategies and Activities**

#### *Phase I: Planning*

CB expects the Center to be fully functioning as described in grantee's timeline, within 90 days following the notification of the award.

During an initial 9 month planning process, the Center will perform the following functions:

- Select 6-8 state, county, or tribal child welfare system sites, 2-3 of which are systems with greater than 10,000 children currently in substitute care through the public child welfare system and 3-5 of which have fewer than 10,000 children in substitute care (at least one of which must have fewer than 5,000 in substitute care); these sites must also include a mix of general population size as well as offering both urban and rural models. Criteria for selection of sites will include:
  - Analysis of the size of the system, and the number of children/youth awaiting

- adoptive/guardianship placement;
  - Analysis of the number of non-child welfare system adoptions (domestic and international); and
  - Analysis of the disruption/dissolution rates of selected sites, and the system/service issues that contribute to these rates.
- Determine the number of children/youth targeted for each selected site in Target Group 1 and in Target Group 2.
  - Develop knowledge about effective culturally responsive strategies to provide evidence-based and evidence-informed models of intervention for youth that aid in the healing and development of resiliency in these youth, and develop criteria for what will constitute effective and evidence-informed models. Consideration will be given to methods of developing prospective adoptive parents for the targeted population including identifying characteristics of the most successful parents of children/youth that have been exposed to maltreatment. Consideration will also be given both to accessibility to culturally responsive services while the youth is in care and for the services/supports that will be required to sustain the stability of the placement in the post-adoption phase.
  - Determine, review, and collaborate with CB regarding the selected 6-8 project sites based on their meeting the target population requirements and the ability of the state, county, or tribal child welfare system to engage with the Center and meet the programmatic requirements. CB's intent is to have the Center and the 6-8 project sites mutually implement these projects. CB's intent is not to have the Center make subawards. The Center will be expected to enter into mutually binding work agreements with each project site. The Center's proposed project sites and mutually binding work agreements must receive final approval from the CB Federal Project Officer.

### *Phase II: Implementation*

Month 10 through Year 5 of the cooperative agreement will include implementation, evaluation, and assurance of sustainability in each of the 6-8 project sites. In Phase I: Planning, the Center develops and submits a Phase II Implementation Plan for implementing a project in each of the 6-8 selected and approved sites. This plan builds on knowledge gained from promising practices in the field and the review of state, county, or tribal child welfare systems described above.

During this phase, the Center will revisit the preliminary design they submitted with their application and submit a preliminary design for Phase II that presents a clear and comprehensive vision of how the Center would operate. The Center must 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 site selection is due nine months after the award of the cooperative agreement and will include, at a minimum, the following components:

- The results of the review of state, county, and tribal child welfare systems;
- The results of the review of effective strategies to provide evidence-based and evidence-informed models of intervention for youth with moderate to severe trauma exposure;
- An administrative structure for implementing each project and the plan for utilizing evidence-based components and strategies;
- A plan for technical assistance to selected project sites for support and evaluation by the Center. The Center will be required to not only monitor the operations of the projects, but also to provide ongoing support, guidance, and technical assistance to sites in project implementation, data collection, and evaluation;
- The design of an administrative and management structure for ensuring that projects are implemented within 90 days of their selection by the Center, and monitoring sites including ensuring project accountability;
- A description of mechanisms for forming and maintaining a method of information-sharing and

collaboration between project sites;

- A methodology for providing a cross-site evaluation for the demonstration projects, including ensuring that projects and participating organizations collect appropriate qualitative and quantitative process and outcome data;
- 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 of the project sites will include:
  - Developing a Family Teaming Model wherein the adoptive parents are integrally involved in permanency planning and the service interventions both prior to and following finalization of the adoption/guardianship;
  - Method and process for identifying the children/youth targeted for each project site;
  - Development of interventions that are culturally responsive and tailored to meet the needs of the targeted youth; and
  - Post-adoption support structures to assure long-term stability for the children/youth in the adoptive home.
- Variable aspects of the project sites will include:
  - The type of effective interventions utilized for trauma exposed children/youth;
  - 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 Center 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 ensure that the identified evidence-based strategies will work most effectively.

In the first budget period, which includes Phase I: Planning, the maximum federal share of the project is not to exceed \$3.4 million. In subsequent budget periods 2-5, which includes Phase II: Implementation, the maximum federal share of the project is not to exceed \$5 million per budget period.

## **Evaluation**

NOTE: See *Section IV.2 Application and Submission Information, The Project Description*, for application instructions.

CB expects that the Center funded under this grant will contribute to the development of a knowledge base around successful culturally responsive strategies for identifying, assessing, and treating the emotional and behavioral needs of children/youth exposed to trauma, identifying and matching adoptive parents that are equipped to meet the needs of these children/youth, and the development of post-adoption supports and services to ensure the ongoing stability for the children/youth placed in adoptive homes. The Center will design and implement a cross-site evaluation plan that is guided by their logic model and that focuses on planning, implementation process, and outcomes.

CB encourages the Center to use participatory and utilization-focused evaluation approaches that will help guide project assessment, planning, and implementation throughout the grant. The Center's evaluation is expected to provide regular, timely, and useful feedback to support successful implementation and treatment fidelity, as well as to contribute to the developing knowledge base about successful strategies for adopting, installing, implementing, and sustaining evidence-based/evidence-informed behavioral and mental health services in child welfare.

CB expects that the Center will follow an evaluation plan that clearly outlines an appropriate sampling

plan that ensures sample sizes sufficient to detect significant effects, and the target sample represents the intended recipients of the services to the greatest extent possible given the project's structure and resources. The Center will verify the appropriate control or comparison group for determining the influence of the project activities on outcomes.

Moreover, the Center is required to rigorously evaluate the project. Rigorous research incorporates the four following criteria: [12]

- **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; ensuring that the method used is the most definitive and compelling approach that is available and feasible for the question being addressed. If conclusions about program efficacy are being examined, the study design should include a comparison group (i.e., randomized control trial or a well-designed quasi-experimental study); see the HomVEE website for standards for study design in estimating program impacts: <http://www.acf.hhs.gov/programs/opre/homvee>.
- **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.

CB is particularly interested in:

- Factors and strategies associated with successful implementation (facilitators), including contributing organizational and system conditions;
- Implementation barriers;
- Factors related to the appropriateness of fit between the selected practices and the systems and settings into which they are introduced;
- Degrees to which implementations spread and are maintained over time;
- Sustainability of the new practices and services; and
- Cost of implementation and ongoing service delivery changes.

Additionally, the Center will monitor the functional outcomes of service array changes. The mental health and emotional well-being of individual service recipients is paramount, especially as it relates to the potential for improving adoption outcomes. The Center will be expected to collect information from its 6-8 project sites on the social and emotional well-being of children and youth within the target population across multiple dimensions and across defined intervals. This information could be collected through ongoing screening and assessment activities and follow-up assessment of all individual children and adolescents seen for services.

Both during and at the conclusion of the 5-year project, the Center will be expected to answer evaluation questions for each of the 6-8 project sites, including, but not limited to, the following six topical areas:

- Implementation;
- System Integration;
- Service Delivery;
- Sustainability;
- Cost; and
- Outcomes.

The Center in collaboration with their project sites, CB, and any applicable national evaluation contractor(s), may be required to produce a comprehensive evaluation report at the conclusion of the project period and present findings to CB and other stakeholders.

The Center will have a plan for addressing protection of human subjects. General information about the Department of Health and Human Services Protection of Human Subjects regulations can be obtained using the link in the table under *Section IV.2. Forms, Assurances and Certifications*, and in the *Section VIII. Checklist*.

CB expects that the Center will participate, if CB chooses to do a cross-site evaluation or a technical assistance contract that relates to this FOA.

### **Dissemination**

CB expects that information and knowledge generated by the Center and its project sites will be shared with the field and efforts will be made to integrate project knowledge into policy and practice. The Center is expected to disseminate strategically and incorporate dissemination activities into their work. Their dissemination activities will focus on key target audiences, for specific purposes, understanding what they need to know, and effectively getting this information to them. The Center will ensure that projects disseminate their individual project products and findings and work with the other Center projects to disseminate cross-project products and findings. Projects will disseminate at appropriate times. The Center will evaluate the extent to which their target audiences have received project knowledge and used it as intended, and assess the impact of dissemination. The Center will allocate sufficient staff time for dissemination.

The Center will be expected to work throughout the course of their projects with the Federal Project Officer and other CB projects to:

- Finalize Center and individual project and cross-project dissemination goals and objectives;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation; and
- Develop and disseminate summarized/synthesized information about the project.

Although not required, the Center and its project sites are strongly encouraged to consider using Section 508 standards to ensure the products, publications, web content, and communications materials are accessible and in conformity with applicable accessibility standards described in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 749d).

CB expects that the Center will include the following notice with all grantee materials, products, publications, news releases, etc.:

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

### **Endnotes**

[1] U.S. Department of Health and Human Services, Administration for Children, Youth and Families. Information Memorandum ACYF-CB-IM-12-04. Issuance date: 04/17/2012. "Social and emotional well-being, trauma, screening and assessment, evidence-based and evidence-informed practices".

[2] McCarthy, J. (2002). Meeting the Health Care needs of Children in the Foster Care System, Georgetown University Child Development Center. Retrieved from: <http://gucchd.georgetown.edu/products/FCSummary.pdf>.

[3] Simms, M.D., and Halfon, N. (1998). "The Health Care Needs of Children in Foster Care: A Research Agenda." *Child Welfare* 73:505-524.



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.**

In the first budget period, the maximum federal share of the project is not to exceed \$3.4 million. In subsequent budget periods, the maximum federal share of the project is not to exceed \$5 million per budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the project, and a determination that continued funding would be in the best interest of the federal government.

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

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

- CB review and approval of planning stages of the activities before implementation phases may begin;
- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, T/TA, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in the FOA that limit the awardee's discretion with respect to scope of services offered; and
- Close monitoring by CB during performance which may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

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**

According to the statute, eligible entities are public or private agencies or organizations.

Collaborative efforts are strongly encouraged, but applicants 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](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 ½" 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 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)

Total page limit, inclusive of both files, is 125 pages.

Do not include Standard Forms or OMB-approved forms as part of the Project Description file or the Appendices file. For electronic applicants, Standard Forms are submitted separately at Grants.gov. Standard Forms and OMB-approved forms are not included in the page limitations.

**ORGANIZING THE PROJECT DESCRIPTION AND APPENDICES.** The applicant must address all requirements listed in *Section IV.2* in their project description. Reviewers will use the specific evaluation criteria in *Section V.1 Application Review Information* of this FOA to review and evaluate each application. Therefore, applicants must organize their Project Description and Appendices in the sequence used in *Section V.1* so that reviewers can readily find information that directly addresses each of the specific review criteria.

## 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. | 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).<br><br>This requirement remains in effect: Sec. 518.<br><br>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 |

|  |  |   |
|--|--|---|
|  |  | <p>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<br/>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>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 instructions.</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. Funding Opportunity 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.

### **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 articulate how their proposed Center will plan and implement the project requirements as described in *Section I, PROJECT REQUIREMENTS*.

Applicants must explain how their proposed Center will carry out the roles and responsibilities as described in *Section I, PROJECT REQUIREMENTS, Center Roles and Responsibilities*.

Applicants must describe how their proposed Center will successfully meet the target population requirements as described in *Section I, PROJECT REQUIREMENTS, Target Population*.

Applicants must describe how their proposed Center will successfully meet the collaboration requirements as described in *Section I, PROJECT REQUIREMENTS, Collaboration*.

Applicants must clearly articulate how their proposed Center will successfully meet the dissemination requirements as described in *Section I, PROJECT REQUIREMENTS, Dissemination*.

Applicants must also address the following critical program-specific elements/requirements in their project descriptions:

- Provide a thorough description of how the Center proposes to accomplish the functions described in *Section I, PROJECT REQUIREMENTS, Program Strategies and Activities*. For each point noted in Phase I and Phase II applicants should provide a description of each task and activity to be implemented and exactly how they will be accomplished. Applicants should include a discussion of the approach to be taken in determining both the common elements among the project sites, and the variable or unique elements of the project sites.
- Provide a thorough description of how current evidence-based/informed mental and behavioral health services for intervention with trauma-exposed children/youth will be inventoried and applied as appropriate to project sites.
- Clearly articulate plans for the selection of the 6-8 project sites and the strategy for improving the outcomes for the target population in terms of emotional well-being, behaviors, education, relationships, and physical health.
- Clearly articulate plans for establishing and building upon collaborative partnerships needed to guide and support successful implementation, including the meaningful involvement of consumers in the project sites.
- Clearly articulate the level of effort necessary to consistently meet the goals, objectives, and evaluation-related requirements of this FOA. Applicants must demonstrate current and thorough knowledge of how state, county, or tribal child welfare systems operate and how to develop and implement successful best practice evidence-based service models that create stability and permanency for youth while improving their behavioral health outcomes.
- Describe how their proposed interventions and integrated programs are culturally responsive and an appropriate fit for the characteristics and needs of the groups targeted for services.
- Articulate plans for determining the estimated number of child/youth to be served by each project site.
- Adequately describe how their approach and evaluation plan are feasible based on the capacity, resources, collaborative infrastructure, and conditions of the systems in which the program strategies are to be delivered.
- Explain how successful implementation of their proposed project would result in improved outcomes for the target population in terms of emotional well-being, behaviors, education, relationships, and physical health; and increased social-emotional well-being of the target population, decreased behavioral and mental health symptoms, and restored developmentally appropriate functioning.
- Propose a feasible method of enhancing child welfare agency capacity to serve the target population and improve processes, practice, and functional outcomes for the target population with an emphasis on improving adoption outcomes.
- Describe how the project is clearly innovative and would lead to increased knowledge and

understanding of the problems and issues as described in *Section I. Program Description*.

### **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 describe how their proposed Center will carry out the evaluation requirements as described in *Section I, PROJECT REQUIREMENTS, Evaluation*.

Applicants must present a rigorous evaluation plan that will contribute to developing the knowledge base about successful strategies for achieving and maintaining permanency for youth affected by trauma with resulting emotional/behavioral issues that have contributed significantly to the instability they have experienced in prospective adoptive homes. The applicant's evaluation plan must:

- Discuss how the evaluation will be conducted for both the proposed Center and each of the project sites;
- Articulate the proposed rigorous evaluation methods, measurement, data collection, data management system, sample and sampling (if appropriate), timeline for activities, plan for securing IRB review if applicable, and ongoing analysis for the Center and each of the project sites;
- Describe how the evaluation plan would likely yield useful findings about effective strategies and contribute to and promote evidence-based and evidence-informed practices that could be used to guide replication in other settings;
- Articulate the factors and strategies associated with implementation barriers and successful implementation, cost, maintenance, and sustainability, including contributing organizational and system conditions;
- Discuss the factors related to the appropriateness of fit between the selected practices and the systems and settings into which they are introduced;
- Identify the evaluator, cost of the evaluation, and the source of funds. If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation, then the applicant will subcontract with an institution of higher education or a third-party evaluator specializing in social sciences research and evaluation to conduct the evaluation. In either case, it is important that the evaluators have the necessary independence from the project to assure objectivity. A skilled

evaluator can help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project. Evidence of the evaluators qualifications to undertake the proposed work should be provided;

- Propose an appropriate sampling plan that ensures sample sizes sufficient to detect significant effects;
- Use an appropriate comparison condition if the research is measuring the impact of the service system changes on participant outcomes or to compare various implementation strategies and their potential connection with implementation outcomes (e.g., applicants may choose to test different implementation approaches with the same service system changes, with different providers, or in different service areas);
- Propose a plan to conduct a cost evaluation. Factors that may be considered in this cost evaluation may include, but are not limited to:
  - Service delivery hours;
  - Rates of reimbursement;
  - Staff and/or clinical caseloads;
  - Supervisor to worker and/or clinician ratios;
  - Cost per child, family, or unit of service;
  - Transportation costs;
  - Training and consultation costs;
  - Installation and maintenance costs;
  - Quality assurance costs; and
  - Value of the benefits derived compared with the alternative treatment costs avoided.

### **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 tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

### **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);
- Curricula Vitae (CV);
- 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;
- 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.

### **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 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of 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 designate a specific percentage of their budget for evaluation and demonstrate that there are sufficient funds in their project budgets each year to support evaluation, data collection, and dissemination activities and related staff time.

The application's budget must include funds for all required items for the project, including funds to support the following required travel: a) within three months after the award, the project director, child welfare liaison (if different from the project director), evaluator and/or other key staff must attend a two- to three-day kick-off meeting in Washington, D.C.; and b) the project director, the child welfare agency liaison (if different from the project director), and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, D.C.

Applicants must provide a detailed budget and a narrative budget justification for the first year of the project (not to exceed \$3.4 million), and a detailed budget for each project year thereafter (not to exceed \$5 million).

### **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: **07/07/2014**

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

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

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

**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.

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

### Objectives and Need for Assistance

**Maximum Points: 20**

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

1. The applicant demonstrates a thorough understanding of the need to increase access to needs-based, evidence-based/evidence-informed mental and behavioral health services for the target population, especially as it relates to improving stability and permanency in adoptive homes.
2. The applicant demonstrates a thorough understanding of how the Center would select and develop

- 6-8 project sites in state, county, or tribal child welfare systems and how the individual project components would impact overall child welfare system improvement.
3. The applicant demonstrates a clear and concise vision of the role of the Center in implementing the proposed project.
  4. 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 the items in *Section IV.2 The Project Description*.
  5. The applicant clearly defines how the Center would define, develop, and implement each project to assure key partnerships and collaborations are achieved for accessing needed services and impacting systemic change to achieve desired results for the target population.
  6. The applicant defines how the Center will determine the estimated number of children/youth to be served by each project site.
  7. The applicant clearly demonstrates a thorough understanding of the mental and behavioral health and social and emotional service needs of this population as they relate to successful adoption outcomes.
  8. The applicant defines how the Center would build the knowledge base of successful interventions that improve the outcomes for children/youth who have been exposed to trauma in terms of stability and permanency with adoptive families.

## Approach

**Maximum Points: 35**

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

1. The applicant provides a reasonable timeline for implementing the proposed project, including major milestones and target dates related to project implementation. The applicant clearly describes the factors that could speed or hinder project implementation and convincingly 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-term, intermediate, and long-term outcomes. This includes a clear articulation of the connection between the needs of the target population, the core components of the selected evidence-based or evidence-informed screening, assessment, and intervention approach, and desired outcomes to include functional improvements in the lives of children (i.e., theory of change).
3. The approach addresses each of the planning period and implementation period requirements listed in *Section I. PROJECT REQUIREMENTS, Program Strategies and Activities*. There is a detailed description of the tasks and activities the program proposes to implement during the planning period and during the implementation period, and a description of how each task and activity will be accomplished.
4. The proposed project provides for the development and implementation of a comprehensive multifaceted plan that impacts the target population as described in *Section I. PROJECT REQUIREMENTS, Target Population*.
5. The applicant presents a strong approach to analyzing the data and developing and implementing a plan to select the 6-8 project sites, and articulates appropriate strategies for improving the outcomes of the target population.
6. The applicant describes how the Center will assure that the project sites with state, county, or tribal child welfare agencies are key partners and will take an active role in the project throughout the entire length of the project period.
7. The applicant describes how the Center's projects would be culturally responsive to the target population.
8. The applicant proposes a feasible method of enhancing child welfare agency capacity to serve the

target population and improve processes, practice, and functional outcomes for the target population with an emphasis on improving adoption outcomes.

9. The design of the proposed project clearly reflects up-to-date knowledge from the research and literature on the social and emotional effects of maltreatment and known effective practices. It builds on current theory, research, evaluation data, and best practices (including implementation science).
10. The applicant provides a thorough description of how current evidence-based/informed mental and behavioral health services for intervention with trauma-exposed children/youth will be inventoried and applied as appropriate to project sites.
11. The project is clearly innovative and would lead to increased knowledge or understanding of the problems and issues addressed by this FOA. The applicant proposes a feasible plan to produce findings or results about effective strategies and contribute to and promote evaluation research and evidence-based practices that may be used to guide replication or testing in other settings.
12. The intended audience (e.g., researchers, policymakers, practitioners) for dissemination of products and findings is clearly appropriate to the goals and objectives as described in *Section I. PROJECT REQUIREMENTS*. The project's products and findings would be useful to the identified audiences. The plan for disseminating information is appropriate, and the mechanisms and forums that would be used to convey the information and support replication by other interested agencies are clearly suitable. The proposed dissemination plan is appropriate in scope and budget.
13. The applicant outlines plans for establishing and building upon collaborative partnerships to guide and support successful implementation.

## Evaluation

**Maximum Points: 20**

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

1. The applicant describes a clear and convincing plan for evaluating the project and satisfies the evaluation requirements as described in *Section I. PROJECT REQUIREMENTS, Evaluation* and *Section IV.2 Project Description*. The methods of evaluation are clearly feasible, comprehensive, and appropriate to the goals, objectives, and context of the project. The evaluation plan is strongly guided by the project's logic model or conceptual framework.
2. The applicant's evaluation plan addresses both the Center and each of its project sites.
3. The evaluation of the Center and each of its project sites would rigorously measure achievement of project objectives, acquisition of competencies, effectiveness of program services and project strategies, the efficiency of the implementation on process, cost benefit and effectiveness, and the impact of the project on improving child welfare outcomes for children and youth and promoting the safety, permanency, and well-being of families served.
4. The evaluation plan would likely yield useful findings or results about effective strategies and contribute to and promote evidence-based and evidence-informed practices that could be used to guide replication or testing in other settings.
5. The evaluation plan clearly outlines an appropriate sampling plan that ensures sample sizes sufficient to detect significant effects. The target sample represents the intended recipients of the services to the greatest extent possible given the project's structure and resources.
6. The evaluation plan clearly includes an appropriate control or comparison group for determining the influence of the project activities on outcomes. If a comparison group is not proposed, the applicant provides a very reasonable explanation for not using a comparison group and offers another, rigorous approach to evaluating the influence of the program on outcomes. This comparison group and the program/treatment group are clearly assigned at random or matched on key characteristics. If not assigned at random or matched on key characteristics, the applicant

provides a very reasonable explanation of how it will identify and address any preexisting differences between the comparison group and the program/treatment group.

7. The applicant affirms the willingness to participate in all aspects of any federally sponsored evaluation or technical assistance contract as a condition of acceptance of funding.
8. The applicant describes a sound method for collecting high-quality data on the screening, assessment, and services provided, the costs of these services, and the outcomes of these services. The methods of evaluation include the use of strong measures that are clearly related to the intended outcomes of the program as identified in the project logic model. The evaluation includes measures of outcomes, in addition to measures of inputs and outputs. The measures are objective and have strong reliability, validity, and internal consistency. There is a sound method for securing informed consent and implementing an Institutional Review Board if applicable.
9. The proposed evaluation examines the effectiveness of the planning process and of installation and implementation processes and outcomes related to the appropriate therapeutic interventions for targeted youth to ensure their emotional/behavioral well-being and their stability and permanency in an adoptive home.
10. The applicant proposes a feasible method to produce data that can be compared and contrasted to all project sites in state, county, or tribal child welfare systems.
11. The applicant describes how it will use evaluation findings to produce ongoing documentation of the Center and each of the project site activities and results. The evaluation plan includes performance feedback and periodic assessment of overall and project site progress that can be used to modify the projects as necessary, and serve as a basis for Center and project adjustments.
12. The applicant either demonstrates that the applicant has the in-house capacity to conduct an objective and rigorous evaluation of the project or presents a sound method for contracting with a third-party evaluator. The proposed evaluator has extensive experience with research and/or evaluation, clearly understands the population of interest, and demonstrates the necessary independence from the project to assure objectivity.

## **Organizational Capacity**

**Maximum Points: 20**

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

1. The proposed Center has extensive relevant experience and expertise with the administration, development, implementation, management, and evaluation of similar child welfare system programs.
2. The proposed project director and key project staff demonstrate the extensive relevant knowledge, experience, and capabilities (e.g., resume) needed 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, are clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.
3. The applicant clearly demonstrates that the Center has the experience and will have the capacity to work in partnership with state, county, and/or tribal child welfare systems in the development of the project sites and in the delivery of accessible and individualized behavioral and mental health services to children in the child welfare system.
4. The applicant clearly demonstrates that there would be a mutually beneficial relationship between the Center and its project sites and other work planned, anticipated, or underway with federal assistance by the applicant.
5. The applicant clearly shows how the project would accomplish its objectives on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
6. The applicant clearly defines the roles and responsibilities of the Center.
7. The applicant clearly describes the effective management and coordination of activities carried

out by the individual project sites to be selected during the planning period as well as any other partners, subcontractors, and consultants.

## **Budget and Budget Justification**

**Maximum Points: 5**

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

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

Note: In the first budget period, the maximum federal share of the project is not to exceed \$3.4 million. In subsequent budget periods, the maximum federal share of the project is not to exceed \$5 million per budget period. The project awarded will be for a project period of 60 months. The initial cooperative agreement award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the project, and a determination that continued funding would be in the best interest of the federal government.

1. The costs of the project are reasonable and program-related and are commensurate with the types and range of activities and services to be conducted, the number of participants to be served, and the expected goals and objectives.
2. A detailed budget narrative and a narrative budget justification for the first budget period (not to exceed \$3.4 million), and a detailed budget for each budget period thereafter (not to exceed \$5 million).
3. The applicant includes funds for all required items for the project budget, including travel to attend the entrance conference and annual meeting in Washington, D.C.
4. The budget includes a specific percentage for evaluation and the applicant demonstrates that there are sufficient funds in their project budgets each year to support evaluation and data collection activities.

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

## **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.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

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>.

### **Award Term and Condition for Federal Recognition of Same-Sex Spouses/Marriage**

A standard term and condition of award will be included in the final Notice of Award (NOA); all grant recipients will be subject to a term and condition that instructs grantees to recognize any same-sex marriage legally entered into in a U.S. jurisdiction that recognizes their marriage, including one of the states, the District of Columbia or U.S. territory, or in a foreign country so long as that marriage would also be recognized by a U.S. jurisdiction, when applying the terms of the Federal statute(s) governing the award. This applies regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. However, this does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage. Accordingly, recipients must review and revise, as needed, any policies and procedures which interpret or apply Federal statutory or regulatory references to such terms as “marriage,” “spouse,” “family,” “household member,” or similar references to familial relationship to reflect inclusion of same-sex spouses and marriages. Any similar familial terminology references in HHS statutes, regulations, or policy transmittals will be interpreted to include same-sex spouses and marriages legally entered into as described herein.

### **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>.

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

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

### **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.

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

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms) 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](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](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](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**

June Dorn  
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/](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/](http://www.acf.hhs.gov/).

ACF Grants Homepage [https:// www.acf.hhs.gov/grants](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/](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](http://www.grants.gov) Forms Repository webpage at [http:// www.grants.gov/web/grants/forms.html](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  |
|--|---|---|
| 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> .   |
| 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.                   |
| 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 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> .   |

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| <p>Proof of Non-Profit Status</p>                 | <p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>   | <p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p> |
| <p>Logic Model</p>                                | <p>Referenced in <i>Section IV.2. The Project Description</i>.</p>   | <p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>  |
| <p>Project Sustainability Plan</p>                | <p>Referenced in <i>Section IV.2. The Project Description</i>.</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>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</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>  |

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|  | <p>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>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<br/>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 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/ grant s/ 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</li> </ul> | <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> |

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|   | and SF-424B, along with the SF-424 and SF-P/PSL.  |   |
| Certification Regarding Lobbying (Grants.gov Lobbying Form) | <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>   | 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.  |
| SF-424 - Application for Federal Assistance                 | <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/ grant s/ 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> <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> |
| SF-Project/Performance Site Location(s) (SF-P/PSL)          | <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</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>  |

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|  | <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 <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>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p> | <p>Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>   | <p>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.</p> |