



## **Administration for Children and Families**

Administration for Native Americans

Social and Economic Development Strategies -SEDS

HHS-2014-ACF-ANA-NA-0776

Application Due Date: 04/15/2014

**Due Date for Applications:**

FY 2014: 04/15/2014

FY 2015: 03/04/2015

FY 2016: 03/04/2016

For FYs 2015 and 2016, the FOA will be open for application submission 90 days prior to the listed due dates. No applications will be accepted in between the open application periods.

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

**Program Office:** Administration for Native Americans  
**Funding Opportunity Title:** Social and Economic Development Strategies -SEDS  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2014-ACF-ANA-NA-0776  
**Primary CFDA Number:** 93.612  
**Due Date for Applications:** **04/15/2014**

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FY 2014: 04/15/2014  
FY 2015: 03/04/2015  
FY 2016: 03/04/2016

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## **Executive Summary**

The Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of Fiscal Year (FY) 2014 funds for community-based projects for the Social and Economic Development Strategies (SEDS) program.

## **I. Funding Opportunity Description**

### **Statutory Authority**

Grants for the Social and Economic Development Strategies (SEDS) program are authorized by 42 U.S.C. § 2991b (Section 803(a) of the Native American Programs Act of 1974 (NAPA)), as amended. The text of this legislation can be located at <http://www.acf.hhs.gov/programs/ana/resource/native-american-programs-act>.

### **Description**

The purpose of the Social and Economic Development Strategies (SEDS) program is to promote economic and social self-sufficiency for American Indians, Alaska Natives, Native Hawaiians, and Native American Pacific Islanders from American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. The SEDS program supports the principle that social and economic development are inter-related and essential for the development of thriving Native communities. The Administration for Native Americans (ANA) is interested in supporting community-driven projects designed to grow local economies, increase the capacity of tribal governments, strengthen families, preserve Native cultures, and increase self-sufficiency and community well-being. Funded SEDS projects will reflect specific, measurable, achievable, relevant, and time-bound outcomes and include specific strategies for reducing or eliminating community problems and achieving long-range community goals.

## Program Areas of Interest

Program areas of interest for this Funding Opportunity Announcement (FOA) include, but are not limited to, the following:

***Social Development:*** Projects that develop and implement culturally appropriate strategies to meet the social service needs of Native Americans. Examples include:

- *Community Living* - Developing and coordinating services to assist people with disabilities by helping them reach their maximum potential through increased independence, productivity, and integration within the community
- *Early Childhood Development* - Supporting stable and high-quality, culturally appropriate childhood education programs; creating early childhood education jobs; and improving community-wide planning and coordination of early childhood programs
- *Youth Development* - Improving the well-being of youth through life-skills training, workforce development training, mentoring programs, substance abuse programs, and preventing pregnancies, suicides, and juvenile crime
- *Community Health* - Promoting improved access to care and quality of care through coordinated local and regional approaches, expanding access to healthy foods, and supporting environmental health
- *Arts and Culture* - Developing or enhancing activities that promote, preserve, or restore Native culture and arts
- *Safety and Security* - Developing or enhancing community-based initiatives to protect the community from external threats and reduce insecurity, violence, and crime
- *Organizational Development* - Increasing organizational capacity to successfully implement mission and goals
- *Nutrition and Fitness* - Promoting increased knowledge and participation in activities that promote healthy foods, active lifestyles, the reduction of obesity, and other healthy-living habits
- *Strengthening Families* - Incorporating culturally relevant strategies to strengthen families and promote family preservation, responsible parenting, and healthy relationship skills; and to foster the well-being of children
- *Responsible Fatherhood* - Supporting responsible fatherhood through activities such as counseling, mentoring, marriage education, enhancing relationship skills, parenting, and activities to foster economic stability
- *Suicide Prevention* - Promoting safety, resilience, and protective factors necessary to foster mental health and reduce incidences of suicide and suicidal ideation
- *Human Trafficking* - Working to identify, report, and prevent human trafficking, and providing outreach and services for victims
- *Two-Spirit/LGBT* - Planning, developing, and coordinating culturally relevant programs and services designed to serve Two-Spirit, lesbian, gay, bi-sexual, and transgender individuals and families

***Economic Development:*** Projects that promote the creation of a sustainable local economy. Examples include:

- *Asset Building* - Increasing availability of effective financial education and other asset-building strategies for individuals and families
- *Economic Stability* - Conducting the necessary planning and/or research to support achievement of long-range economic development goals. Examples may include establishing a separate division to administer economic development programs or performing gap or value-added analyses to identify strengths and weaknesses in the local economy. Strengthening an organization's capacity to deliver programs that promote economic development and security

- *Infrastructure* - Developing infrastructure (transportation systems, communication, distribution networks, financial institutions, technology, etc.) to support the local workforce and make business activity possible
- *Subsistence* - Enhancing subsistence and agricultural activities to retain or revitalize traditional native food sources and practices

**Note:** Additional economic development funding is available through ANA's Sustainable Employment and Economic Development Strategies (SEEDS) Funding Opportunity Announcement (FOA). Please go to the following link: <http://www.acf.hhs.gov/grants/open/foa/index.cfm?switch=foa&fon=HHS-2014-ACF-ANA-NE-0779> to access this FOA.

**Governance:** Governance is defined as increasing the ability of tribal and Alaska Native village governments to exercise local control and decision-making, and to develop and enforce laws, regulations, codes, and policies that reflect and promote the interests of community members. Examples include:

- *Federal Recognition* - Offering one-time support to tribes during any stage in the process of seeking federal recognition
- *Emergency Preparedness* - Planning and coordinating emergency response services within the community and with state and local governments to protect against the acts of nature and other catastrophic events such as floods and hazardous material exposure
- *Integration* - Promoting program coordination among human and social service programs for native communities to strengthen the programs they provide to their children, youth, and families
- *Comprehensive Strategies* - Developing comprehensive intergovernmental strategies involving tribal, state, and federal governments to meet the needs of community members
- *Self-Governance Infrastructure and Planning* - Building the capacity and infrastructure to enter into self-governance compacts and other arrangements with funding agencies to take advantage of administrative flexibilities to more effectively operate programs
- *Leadership Skills* - Enriching and strengthening the management and organizational capacities of tribal governments, governing boards, tribally owned enterprises, and community leaders
- *Technology Infrastructure* - Establishing and implementing information management systems for effective and efficient administration of tribal governments and governing boards
- *Governmental Administration* - Developing or amending tribal constitutions, by-laws and codes, and council or executive branch policies and procedures to improve the regulatory, judicial, and administrative infrastructure of tribal and village governments; support and enforce business and investment transactions, contracts, and property rights; rights and procedures addressing family and child welfare issues; and enhance intergovernmental relations, including clarifying tribal jurisdiction
- *ACF Program Support* - Strengthening infrastructure and increased capacity for tribal governments and governing boards to operate various ACF programs

## **Administrative Policies**

### ***Required Grantee Travel and Attendance at Post-Award Meetings***

Grantees will be required to attend Post Award Training during the first year of their ANA award and to attend an annual ANA Grantee Meeting during each year of their ANA award. Please refer to *Section IV.2. Project Description, Project Budget and Budget Justification* for instructions on how to include this in the budget.

### ***Limitation on the Number of Awards Under a Single CFDA Number***

Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number.

### ***Limitation on the Number of Awards Based on Two Consecutive Funding Cycles***

ANA will maximize the reach of its limited funding. Therefore, applicants that have received funding from ANA for at least two consecutive projects within one CFDA number may not be funded for a third consecutive project within the same CFDA number if other applicants who have not received ANA funding in the past three years are within the scoring range to be funded.

### ***Conflict of Interest Standards***

Under the standard terms and conditions for discretionary HHS awards (Grants Policy Statement, page II-7 at <https://www.acf.hhs.gov/grants/terms-and-conditions>), grant recipients are required to establish safeguards to prevent employees, consultants, members of governing bodies and others who may be involved in grant-supported activities from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties. Therefore, with one exception, staff employed through an ANA-funded project cannot also serve as a member of the governing body for the applicant organization. Under the exception, as authorized by 45 CFR 1336.50 (f), the Chief Executive of a federally-recognized Indian tribal government may be paid salary and expenses with ANA grant funds, provided such costs are not a cost of general government and are related to the ANA-funded project.

During the award negotiation phase, ANA will ask the prospective recipient to modify project personnel if a proposed staff member is also a member of the applicant organization's governing body. In addition, there should be a separation of duties between staff and the governing body within an organization to ensure the integrity of internal controls and to minimize disruptions in the continuity of operations.

### **Federal Evaluation**

ANA is required by statute to evaluate the impact of its funding. To fulfill this requirement, ANA will implement a federally-sponsored evaluation strategy to assess the success and impact of approved projects. The federal evaluation strategy will include grantee-level documentation. In accepting a grant award, all grantees agree to participate fully in the federal evaluation if selected, and to follow all evaluation protocols established by ANA or its designee contractor.

### **Definitions**

Program specific terms and concepts described in this Funding Opportunity Announcement are found in the *Appendix*.

## **II. Award Information**

Funding Instrument Type:	Grant
Estimated Total Funding:	\$5,000,000
Expected Number of Awards:	22
Award Ceiling:	\$400,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$225,000 Per Budget Period

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

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

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

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

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

An initial grant award will be for a 12-month budget period. The award of continuation grants for projects approved for more than one 12-month project period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the Federal Government. Grants will be awarded for 12-month budget periods throughout the project. All SEDS grants must have a start date of 9/30.

This announcement offers two funding levels. Applications will be processed and reviewed according to the selected funding level to support competition among projects of similar scope (see *Sections V.1 Criteria* and *V.2 Review and Selection Process* for more information). Funding levels will be classified as follows:

**Annual Funding Level I**  
\$50,000 - \$149,999

**Annual Funding Level II**  
\$150,000 - \$400,000

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**

Pursuant to 42 U.S.C. 2991b and 45 CFR 1336.33, eligible applicants under this announcement are:

- Federally recognized Indian tribes, as recognized by the Bureau of Indian Affairs;
- Incorporated non-federally recognized tribes;
- Incorporated state-recognized Indian tribes;
- Consortia of Indian tribes;
- Incorporated non-profit multi-purpose community-based Indian organizations;
- Urban Indian Centers;
- Alaska Native villages as defined in the Alaska Native Claims Settlement Act (ANSCA) and/or non-profit village consortia;
- Non-profit native organizations in Alaska with village-specific projects;
- Incorporated non-profit Alaska Native multipurpose, community-based organizations;
- Non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects;
- Non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act

- or Traditional Councils) as recognized by the Bureau of Indian Affairs;
- Public and non-profit private agencies serving Native Hawaiians;
  - National or regional incorporated non-profit Native American organizations with Native American community-specific objectives;
  - Public and non-profit private agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands;
  - Tribal Colleges and Universities, and colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands that serve Native American Pacific Islanders.

Please refer to *Section III.3. Other* and *Section IV.2. Project Description, Legal Status of Applicant Entity and Additional Eligibility Documentation* for additional eligibility requirements.

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: Yes

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

Grantees must provide at least **20** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$400,000.00** in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least **\$100,000.00**, which is **20** percent of total approved project cost of **\$500,000.00**.

**Note:** Grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications, even when the projected non-federal commitment exceeds the required amount of matching or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of federal funds. However, lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Applicants must establish proof of the firm commitment of cash or in-kind contributions for at least the first budget period by submitting documentation, such as a letter or other proof, from the source of such resources. See *Section IV.2. The Project Budget and Budget Justification*.

### **ANA Match Waiver**

Applicants may request a waiver of the requirement for a 20 percent match. To receive a waiver or a reduction in the required match, the applicant must provide ANA with written documentation of their need. This request must establish whether the applicant satisfies each waiver criteria in 45 CFR 1336.50(b)(3). The waiver request should be submitted with the application if possible. This should be submitted as an attachment. Approval of the waiver request cannot be assumed by the applicant without written notification from ANA. Waiver requests will not result in a deduction of points in the evaluation of the application.

45 CFR 1336.50(b)(3):

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

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

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

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

### **Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)**

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

## **III.3. Other**

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

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See

the SAM Quick Guide for Grantees at: [https:// www.sam.gov /sam / transcript /SAM Quick Guide Grants Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

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

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

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

### **Projects Ineligible for Funding**

45 CFR 1336.33(b) has the effect of making the following projects ineligible for funding under this announcement:

- Projects for which a grantee will provide third party training and technical assistance (third party T/TA) to other tribes or Native American organizations or to non-members of the grantee organization where such training or technical assistance is duplicative of ANA funded training and technical assistance available to tribes and other entities that are eligible to apply for ANA funding. This does not apply to ‘train-the-trainer’ capacity building projects.
- Projects that require funding for feasibility studies, business plans, marketing plans, or written materials such as manuals that are not an essential part of the applicant's long-range development plan.
- Projects with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project.
- The support of ongoing social service delivery programs or the expansion, or continuation, of existing social service delivery programs. This means that ANA will not fund projects that provide or expand ongoing services that involve cash transfers or other material assistance such as food, medicine, child care, or income support to individuals.
- Projects that do not further the three interrelated ANA goals of economic development, social development, and cultural preservation.
- Projects from consortia of tribes that do not include documentation from each participating consortium member specifying their role and support. Projects from consortia must have goals and objectives that will encompass the participating communities. ANA will not fund projects by a consortium of tribes that duplicate activities for which participating member tribes also receive funding from ANA.
- The purchase of real estate.

### **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.**

### **Assurance of Community Representation on Board of Directors**

*This disqualification factor applies only to applicants that are **not** tribes or Native Alaska villages:*

Organizations applying for funding must show that a majority of board members are representative of the community to be served. Applicants must submit documentation that identifies each board member by name and indicates his/her affiliation or relationship to at least one of ANA's four categories of community representation, which include: (1) members of federally or state-recognized tribes; (2) persons eligible to be a participant in, or beneficiary of, the project to be funded; (3) persons who are recognized by the eligible community to be served as having a cultural relationship with that community; or (4) persons considered to be Native American as defined in 45 CFR § 1336.10 and Native American Pacific Islanders as defined in the Native American Programs Act. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

### **Only One Active Award Per CFDA**

*This disqualification factor applies to all types of eligible applicants:*

Organizations can have no more than one active award per CFDA number for an ANA program at any given time. Therefore, organizations with a current ANA grant that is eligible for a Non Competing Continuation (NCC) award that: A) will go beyond the start date of the possible new award, and B) was awarded under the same CFDA number as this FOA, will not have their applications considered for the competition. This disqualification factor is based on the administrative policy that prohibits grantees from having more than one active grant per CFDA number. This disqualification factor does not apply to organizations eligible for an NCC award for the continuation of an ANA grant made under a different CFDA number.

#### **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**

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

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

The electronic application submission package is available 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 APPLICATION SUBMISSIONS

#### 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 Application 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 will have the 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 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 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.

### **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.

### **Page Limitations and Content for All Application Submission Formats:**

ANA has implemented a **page limit of 150 total pages** for applications submitted in response to this FOA. The page limitation excludes the required forms, assurances, and certifications listed under *Section IV.2. Content and Form of Application Submission*. Business Plans are also excluded from the page limitation.

### **Required Application Elements:**

- Table of Contents
- Project Narrative (Objectives and Need for Assistance, Outcomes Expected, Approach, Geographic Location, Organizational Capacity, Protection of Sensitive and/or Confidential Information, and the Plan for Oversight of Federal Award Funds)
- Budget and Budget Justification, including travel to required ANA trainings and meetings

- Project Summary/Abstract
- Required Governing Body Documentation
- Assurance of Community Representation on Board of Directors, if applicable
- Proof of Non-profit Status, if applicable
- Commitment of Non-federal Resources
- Job Descriptions
- Resumes
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third Party Agreements, if applicable
- Business Plan, if applicable
- Other attachments if necessary

All required forms, assurances, and certifications, including the OMB-approved OWP form, must be uploaded separately. These forms must be completed at Grants.gov and are not included in the page limits. Please refer to *Section VIII. Checklist* for additional information.

## **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.**

There are no restrictions on the number of files that applicants may submit.

**Applicants may 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-P/PSL (Project/Performance Site Location(s)). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as an attachment to the SF-424 will be removed and will not be reviewed.**

### **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."

### **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 other application 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 files are uploaded as PDF documents.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

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

**Do Not Encrypt or Password-Protect the Electronic Application Files.**

If ACF cannot access submitted electronic files because they have been encrypted or 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.

#### **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
<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-424 - Application for Federal Assistance</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>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.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>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</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</p>

	submitted prior to the award of a grant.	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.
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.
ANA Objective Work Plan (OWP)	Submission is required for all applicants by the application due date.	<p>The OWP is a required OMB-approved form that serves as a blueprint for project implementation and, once completed, will:</p> <ul style="list-style-type: none"> <li>• Identify the problem statement, project goal, objectives (maximum of three), activities, results, benefits, and criteria for evaluating results and benefits;</li> <li>• List activities chronologically, with start and end dates that provide sufficient time to complete each activity;</li> <li>• Demonstrate logical connections between the different project elements so that it is clear how implementing activities will lead to achieving the objectives, and how achieving the objectives will accomplish the project goal and directly address the problem statement.</li> </ul> <p>For all applicants, one OWP form must be completed for each objective per budget period.</p> <p>The OWP form and instructions for completing the form may be found by using the link to Administration</p>

		<p>for Native Americans Forms at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and in the '424 Family' application forms at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>
<p>Certification of Filing and Payment of Federal Taxes</p>	<p>Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G).</p> <p>This requirement remains in effect: Sec. 523.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>

Maintenance of Effort (MOE) Certification	An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https://www.acf.hhs.gov/grants-forms</a> . Submission required for all applicants.	Required for all applications.
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### 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.

### **Outcomes Expected**

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

### ***Objectives***

ANA requires outcome-oriented objectives that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Therefore, although objectives are also referenced in other sections, applicants should provide detailed information on each objective using SMART criteria in this section. This description should align with, and fully describe, the objectives identified in the OWP. A project can have a maximum of three total objectives. Each objective must be:

- **Specific** – in identifying the outcome(s) that will be achieved
- **Measurable** – using quantifiable or objective terms to describe how progress and completion will be measured
- **Achievable** – given the proposed time frame, approach, and resources
- **Relevant** – to the problem statement, project goal, and the long term goals of the community to be served
- **Time-bound** – with an end date reflecting completion within the project period

Additionally, discuss any other specific outcomes that will be achieved beyond what is described in the objectives, if applicable. Please note that the feasibility of all outcomes must be clearly supported by the Project Approach.

### ***Impact***

Discuss the overall impact that the project will have in the community being served. Describe how accomplishing the objectives above will improve the lives of the beneficiaries identified in the Need for Assistance. Include a projection of how many people will directly benefit by the end of the project period. Describe any specific changes that will be evident at the community level. Changes in individual or community well-being can be cultural, economic, governmental, social, emotional, environmental, or any other type of change that directly addresses the condition(s) identified in the problem statement. The impact discussed here must be a direct result of achieving the objectives described above.

**Impact Indicator(s)**

ANA requires a project’s impact to be monitored through at least one impact indicator. An impact indicator is a quantitative measure used to monitor progress in achieving a project’s intended outcomes and impact. Impact indicators should reflect how the condition(s) discussed in the problem statement will change by using the same measure at three points in time:

1. **Pre-Grant Status:** This is the baseline measure at the start of project implementation, and should typically match the problem statement provided in the Need for Assistance. This can consist of A) a current, existing measure such as survey results, census data, etc., or B) a relevant, verifiable measure that will be made as an initial project activity.
2. **End-of-Grant Target:** The end-of-grant target is the anticipated data point at the end of the project period. This goal represents the extent to which the applicant expects to measure a change in the problem condition by the end of the ANA grant.
3. **Three-Year Target (Post Project):** The 3-year target is the anticipated data point for three years after the grant funding has ended. This goal serves to measure the intended growth or sustainability of the desired change.

Additionally, the means of measurement must be identified, i.e., *how* the measurement(s) will be made.

For example, if the purpose of a project is to address insufficient foster care capacity within a tribe by providing foster parent training, certification, and licensing to tribal members, the impact indicators would likely include the number of tribal members that obtain foster parent licenses and the number of tribal youth that are placed for foster care in these homes. These impact indicators could be communicated as follows:

<b>Impact Indicator</b>	<b>Pre-Grant Status</b>	<b>End-of-Grant Target</b>	<b>Three-Year Target (Post Project)</b>	<b>Means of Measurement</b>
Number of tribal members with foster parent licenses	4	12	20	Program data from foster parent licensing entity
Percent of tribal youth in foster care that are placed within tribal members’ homes	15%	45%	75%	Social service records

**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.

### ***Planning and Implementation***

Describe the planning steps that have been taken to ensure that all necessary resources beyond the requested grant funds are available to implement the project. This includes the required non-federal share as well as any additional leveraged resources (for example, in-kind staff hours, materials, facilities, etc.). Discuss how partnerships will be developed, maintained, and utilized to support the project.

Provide details explaining how key activities will be completed (for example, how project participants will be selected, how surveys will be conducted, etc.). Explain the timeline for completing activities, objectives, and the overall project, as appropriate. This narrative should align with, and expand on, the information in the OWP, allowing the reviewer to clearly conceptualize how the project will be accomplished.

Discuss what measures will be taken to ensure that the positive outcomes achieved by the project will be sustained. Additionally, describe what measures will be taken to ensure programmatic sustainability, if applicable.

### ***Community Involvement***

Describe how community input was used in developing the project (for example, from community meetings, surveys, community members participating in the planning process, etc.). Explain how community support and/or participation will be maintained during project implementation, including recruitment strategies for participants if applicable. Discuss specific outreach activities or other methods for building community awareness of the project and keeping community members informed of progress and outcomes.

### ***Staffing Plan***

Describe the tribe or organization's ability to administer the project. Include a detailed project staffing plan that includes staff responsibilities and project personnel (including key partners and consultants) with sufficient qualifications to fulfill those responsibilities (for example, required licensing, professional experience, subject matter expertise, etc.). If new staff members are to be hired, describe the recruitment and hiring process. Describe how oversight and management of federal funds will be properly ensured; identify who will be responsible for monitoring progress and maintaining oversight of program reporting, staff, partners, and finances.

### **Objective Work Plan (OWP)**

The OWP is a required OMB-approved form that serves as a blueprint for project implementation. The OWP form and instructions for completing the form may be found at <https://www.acf.hhs.gov/programs/ana/resource/objective-work-plan>.

### **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.

### **Additional Eligibility Documentation**

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

### **Required Governing Body Documentation**

Pursuant to 45 CFR 1336.35, all applicants must submit documentation demonstrating that the governing body of the organization on whose behalf the application is submitted approves the application's submission to ANA for the current grant competition period. If the applicant is a tribally authorized component or division of a tribal government, the applicant must also include documentation demonstrating that the governing body of the tribe approves the application's submission to ANA for the current competition period. All documentation submitted must be signed and dated by an official of the governing body. Written Board Resolutions, meeting minutes from the governing body, and/or letters from the authorizing official reflecting approval are acceptable documentation depending on what is appropriate for the applicant's governance structure. This documentation should be included with the applicant's submission to ANA. Without ANA's receipt of signed and dated documentation prior to the start of the award of grant funds, the applicant's project cannot be approved.

**Assurance of Community Representation on Board of Directors** (*this applies only to applicants that are **not** tribes or Native Alaska villages*).

Organizations applying for funding must show that a majority of board members are representative of the community to be served. Non-profit organizations are required to submit documentation that identifies each board member by name and indicates his/her affiliation or relationship to at least one of ANA's four categories of community representation, which include: (1) members of federally or state-recognized tribes; (2) persons eligible to be a participant in, or beneficiary of, the project to be funded; (3) persons who are recognized by the eligible community to be served as having a cultural relationship with that community; or (4) persons considered to be Native American as defined in 45 CFR § 1336.10 and Native American Pacific Islanders as defined in the Native American Programs Act. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition. Refer to *Section III.3. Other, Application Disqualification Factors* for more information.

### **Business Plan**

When federal grant funds will be used to support a business operation, provide a business plan. The business plan shall include:

- An executive summary
- A description of the industry
- A description of the products or services to be produced, sold, or marketed
- Market research
- A marketing plan
- An operational plan
- An assessment of risks and assumptions
- Financial statements (if already in operation)
- Projected operational costs

### **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);
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

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

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

### **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.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

## Letters Of Support

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

## Plan for Oversight of Federal Award Funds

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

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

## The Project Budget and Budget Justification

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

Project budget 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, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe 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 justification 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 each 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.

**Grantees will be required to attend Post Award Training during the first year of their ANA award and to attend an annual ANA Grantee Meeting during each year of their ANA award.**

## Post Award Training

For Post Award Training, applicants should include \$2,500 in the budget under Travel to attend this training. This is a mandatory training in the first budget period for the project director and financial

administrator to attend from each grantee organization. Post Award Training is normally two days long and is conducted regionally.

### **Annual ANA Grantee Meeting**

Applicants must include costs in the budget to attend ANA’s annual Grantee Meeting. The ANA Grantee Meeting is normally three days and is typically held in the Washington, DC area. Costs are determined based on the location of the applicant. The rates are based on travel for two individuals that are directly working on the project to attend the meeting. Use the table below to determine the cost that should be included for two people to attend the ANA Grantee Meeting. These costs should be included in the budget under Travel for each project year.

<b>Applicant's Regional Location</b>	<b>Cost per grantee to attend annual ANA Grantee Meeting</b>
Eastern Region*	\$4,000
Western Region*	\$4,500
Alaska	\$5,500
Hawaii	\$6,000
American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands	\$8,500

\*To determine the region you are located in, please refer to the following link:  
[http:// www.acf.hhs.gov/programs/ ana/t-ta-regions-map](http://www.acf.hhs.gov/programs/ana/t-ta-regions-map)

### **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 and currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each 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.

## **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

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

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

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

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

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

## Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act 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: **04/15/2014**

#### **Due Date for Applications:**

FY 2014: 04/15/2014

FY 2015: 03/04/2015

FY 2016: 03/04/2016

For FYs 2015 and 2016, the FOA will be open for application submission 90 days prior to the listed due dates. No applications will be accepted in between the open application periods.

#### **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.

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

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

- Activities that qualify as major renovations and alterations.

### **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**

Tim Chappelle

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management - [HHS-2014-ACF-ANA-NA-0776]  
Aerospace Center - 370 L'Enfant Promenade, SW.  
6th Floor-East  
Washington, DC 20447

### Hand Delivery

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management - [HHS-2014-ACF-ANA-NA-0776]  
Aerospace Center - 901 D Street, SW.  
6th Floor-East  
Washington, DC 20024

### Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.  
For all submissions, see *Section IV.3*. 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 should be prepared based on the instructions identified in *Section IV.2. Project Description*, however, please note that panel reviewers will score applications using the evaluation criteria outlined in this section. The following table is a guide for reviewers when assessing each application:

Excellent	93 - 100
Very Good	86 - 92
Good	78 - 85
Fair	70 - 77
Needs Significant Improvement	0 - 69

Funding is awarded based on availability of funds and in part by the rank order of applications based on the scores assigned by panel reviewers. A separate ranking will be made for each funding level (I and II) according to the relative merit of all proposals reviewed within that funding level (refer to *Section II. Award Information* for details on funding levels). Objective review scores and rankings are not binding; they are one element ANA takes into consideration in the review and selection process (see *Section V.2. Review and Selection Process*). Thus, an application that scores in the excellent range is not

guaranteed funding.

## Need for Assistance

Maximum Points: 10

*To evaluate the Need for Assistance, reviewers will consider the extent to which the application includes:*

1. A concise problem statement that identifies the current condition(s) to be addressed by the project
2. Supporting information or data detailing the scope and nature of the problem
3. Current challenges standing in the way of addressing the problem
4. A clear description of the community to be served and who the intended beneficiaries are

## Outcomes Expected

Maximum Points: 25

Applicants: please note ANA requires outcome-oriented objectives, so although objectives are also mentioned in other sections of the project description, reviewers will evaluate them under this criterion.

*To evaluate project objectives, reviewers will consider the extent to which they are Specific, Measurable, Achievable, Relevant, and Time-bound (S.M.A.R.T.), as follows:*

- **Specific** in identifying the outcomes that will be achieved
- **Measurable** using quantifiable or objective terms in describing how progress and completion will be measured
- **Achievable** given the proposed time frame, approach, and resources
- **Relevant** to the problem statement, project goal, and the long term goals of the community to be served
- **Time-bound** with an end date reflecting completion within the project period

*To evaluate the projects intended impact, reviewers will consider the extent to which:*

1. The condition(s) identified in the problem statement will be addressed
2. The lives of community members and beneficiaries will improve
3. The intended impact is feasible given the projects objectives

*To evaluate the Impact Indicator(s), reviewers will consider the extent to which the applicant describes:*

1. How impact will be measured with at least one impact indicator using the same measure at three points in time; baseline (beginning of project), end of project, and three years post-project
2. Baseline information that was determined through accurate or verifiable methods (for example, surveys, census data, etc), OR if baseline data are not identified, the extent to which the applicant describes a relevant baseline measure that will be established as an initial project activity
3. An end of project target and a three year post-project target that are realistic and adequately measure a change in the condition identified in the problem statement
4. How data will be effectively collected and tracked

## Approach

Maximum Points: 30

To score the Approach, reviewers will consider the following components: Planning and Implementation, Community Involvement, and Organizational Capacity and Staffing Plan. These considerations will be made as follows:

*To evaluate Planning and Implementation, reviewers will consider the extent to which the applicant:*

1. Includes a comprehensive implementation plan for the full project period, including a detailed

- description of all key activities
- 2. Provides sufficient details explaining how specific tasks and activities will be completed (for example, how project participants will be selected, how surveys will be conducted, etc.)
- 3. Identifies contingency plans that describe adequate strategies to address potential obstacles and challenges
- 4. Has secured the non-federal resources (staff, materials, facilities, etc.) necessary to implement the project and provides sufficient plans describing how any other necessary resources will be leveraged
- 5. Describes how partnerships will be developed, maintained, and utilized to support the project
- 6. Describes sufficient measures that will be taken to ensure that project outcomes will be sustained and, if applicable, how programmatic sustainability will be achieved

***To evaluate Community Involvement, reviewers will consider the extent to which the applicant:***

- 1. Describes how community input was used in developing the project (for example from community meetings, surveys, community members participating in the planning process, etc.)
- 2. Demonstrates the ability to maintain community support and/or participation during project implementation, including how participants will be recruited if applicable
- 3. Includes specific outreach activities or other methods for building community awareness of the project and keeping community members informed of progress and outcomes

***To evaluate Organizational Capacity and Staffing Plan, reviewers will consider the extent to which the applicant:***

- 1. Provides details demonstrating the necessary capacity to implement activities and monitor project progress in order to ensure successful completion of objectives
- 2. Fully describes a project staffing plan that includes staff responsibilities and project personnel with sufficient qualifications to fulfill those responsibilities, e.g., required licensing, professional experience, subject matter expertise, etc.
- 3. Details a realistic plan for recruitment and hiring (only applicable if new hires are required)
- 4. Clearly describes how oversight and management of federal funds will be properly ensured, and identifies who will be responsible for maintaining oversight of program reporting, activities, staff, partners, and finances
- 5. Demonstrates that proposed partners or consultants have the expertise necessary to perform assigned project tasks

**Objective Work Plan (OWP)**

**Maximum Points: 25**

***To evaluate the OWP, reviewers will consider the extent to which it:***

- 1. Aligns with the information provided in the project narrative, serving as a stand-alone document to communicate the problem statement, project goal, objectives, activities, results, benefits, and criteria for evaluating results and benefits
- 2. Includes all key activities needed to implement the project in each project year, indicating start and end dates with sufficient time for completion and detailing how, when, and by whom each activity will be conducted
- 3. Includes results and benefits that mark milestone achievements in support of accomplishing objectives, and criteria for evaluating results and benefits that explain how these milestones will be measured
- 4. Demonstrates logical connections between the different project elements so that it is clear how implementing activities will lead to achieving the objectives, and how achieving the objectives will accomplish the project goal and directly address the problem statement

**Budget and Budget Justification**

**Maximum Points: 10**

**To evaluate the line-item budget and budget justification, reviewers will consider the extent to which the applicant:**

1. Provides a comprehensive line-item budget for each project year, accounting for all expenditures (federal and non-federal) necessary to implement the project
2. Includes a budget justification for each project year, detailing cost basis and calculations to demonstrate how each line-item expenditure was derived, with vendor estimates for larger expenditures where applicable
3. Sufficiently explains all costs to be programmatically justified in relation to the proposed activities and objectives

## **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.

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

### **ANA Screening**

After initial ACF screening, each application will be screened to determine whether the applicant has submitted governing body documentation and, if applicable, documented assurance of community representation on board of directors as required by *Section IV.2. Additional Eligibility Documentation*.

Applications will also be screened under the “Assurance of Community Representation on Board of Directors” and “Only One Active Award per CFDA” disqualification factors as listed in *Section III.3. ACF Disqualification Factors*.

Pursuant to 45 CFR §1336.35, an applicant for ANA funding that has had its application rejected either because it has been found ineligible or because the activities it proposes are ineligible for funding, may appeal the Commissioner’s finding to the Departmental Appeals Board, in writing, within 30 days following receipt of ineligibility notification. See 45 CFR § 1336.35 for procedures for filing such an appeal.

### ***Competitive Review Process***

Applications not excluded from competition will be evaluated by a panel of independent reviewers (three per panel) in accordance with the evaluation criteria in *Section V.I*. Panels will evaluate applications that are similar in scale, as indicated by funding level.

ANA may use the statistical technique of normalization to convert raw scores from review panels to a standardized scale and to negate, to the extent possible, any differences in scoring behaviors among different panels and numerous reviewers.

### ***Application Consideration***

Funding decisions are based on the analysis of applications, scores derived from such analysis from panel reviewers, and analyses by ANA staff to determine whether the proposed project is consistent with the purposes of NAPA, all relevant statutory and regulatory requirements, and this FOA.

ANA has a preference for funding those projects that are community driven and reflect a strong relationship between planned activities and intended results, demonstrate a realistic action plan for sustainability, and promote social and economic self-sufficiency in emerging, unserved, or underserved populations. ANA will also consider the geographic distribution of grant awards in order to maximize the impact of award decisions.

### ***ANA Internal Review of Proposed Projects***

Based on the ranked order of applications, ANA staff will perform an internal review and analysis of the applications ranked highest as a result of the panel’s review and scoring in order to determine the application’s consistency with the purposes of NAPA, all relevant statutory and regulatory requirements, and the requirements of the relevant FOA. ANA’s Commissioner has discretion to make all final funding and award decisions. In the exercise of such discretion the Commissioner will consider:

- Whether the project, as determined based on ANA’s administrative and programmatic expertise, does not further the purpose of the funding opportunity as described in *Section I. Funding Opportunity Description*.
- Whether the project is determined to be unlikely to be successful or cost effective based on the application submitted for evaluation in response to *Section IV.2. Project Description and Budget and Budget Justification*.
- Whether the project allows any one community, or region, to receive a disproportionate share of the funds available for award.
- Whether the project is essentially identical or similar in whole or in part to previously funded projects proposed by the same applicant or activities or projects proposed by a consortium that duplicate activities for which any consortium member also receives or has received funding from ANA.
- Whether the project provides couples or family counseling activities that are medically-based.
- Whether the project originated and was designed by consultants, who have provided a major role for themselves in the performance of the project, and who are not members of the applicant organization, tribe, or village.
- Whether the project contains contingent activities that may impede, or indefinitely delay, the

progress of the project.

- Whether the project has the potential to cause unintended harm to participants, or that could negatively impact the safety or privacy of individuals.
- Whether the project may be used for the purpose of providing loan capital. Federal funds awarded under this FOA may not be used for the purpose of providing loan capital. This restriction is not related to loan capital authorized under Sec. 803A of NAPA [42 U.S.C. 2991b-1(a)(1)] for the purpose of the Hawaiian Revolving Loan fund.
- Whether the project includes human subject research as defined at 45 CFR 45.102 (d) and (f).
- Whether the project is duplicative of projects funded by other federal agencies.

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

### **Approved but Unfunded Applications**

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

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

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

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

## **VI. Award Administration Information**

### **VI.1. Award Notices**

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

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

### **VI.2. Administrative and National Policy Requirements**

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

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

### **Prohibition Against Profit**

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

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

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

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

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

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award

term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

## **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

## **Debarment and Suspension**

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

## **Pro-Children Act**

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

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and

conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

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

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

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

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

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=29e5b9b2adb89d90568dacb2b5fede86&rgn=div5&view=text&node=45:4.1.2.4.15&idno=45>.

## **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

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

### **Tangible Property Report (SF-428) and Real Property Status Report (SF-429)**

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

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

### **Tangible Personal Property (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.

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

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

ANA grantees are required to report project progress using the Objective Progress Report (OPR) (OMB No. 0970-0429, expiration date 08/31/2015) on the GrantSolutions system and report financial information using the SF-425 form. For additional information on reporting requirements and due dates, please refer to the following website: <http://www.acf.hhs.gov/programs/ana/resource/reporting-requirements>.

Please note grantees will still be required to submit a Federal Financial Report - Federal Cash Transaction Report (FFR-FCTR) to Division of Payment Management quarterly.

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

## **VII. Agency Contacts**

### **Program Office Contact**

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

## Office of Grants Management Contact

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

### Federal Relay Service:

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

## VIII. Other Information

### Reference Websites

U.S. Department of Health and Human Services (HHS) [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."

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

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

<http://www.acf.hhs.gov/programs/ana/assistance>

Project development training materials can be found at:

<http://www.acf.hhs.gov/programs/ana/resource/project-planning-and-development-participant-manual>

Pre-application training materials can be found at:

<http://www.acf.hhs.gov/programs/ana/resource/pre-application-training-manual>

## Application Checklist

Applicants may use the checklist below as a guide when preparing the application package. All forms, certifications, and OMB-approved forms are required and uploaded directly to the Grants.gov application package. These required application elements are identified at the beginning of the checklist.

The additional application elements identified in the checklist are ordered based on the preferred order of application assembly as stated below and also referenced in *Section IV.2. Formatting ACF Applications*.

- Table of Contents
- Project Narrative (Objectives and Need for Assistance, Outcomes Expected, Approach, Geographic Location, Organizational Capacity, Protection of Sensitive and/or Confidential Information, and the Plan for Oversight of Federal Award Funds)
- Budget and Budget Justification, including travel to required ANA trainings and meetings
- Project Summary/Abstract
- Required Governing Body Documentation
- Assurance of Community Representation on Board of Directors, if applicable
- Proof of Non-profit Status, if applicable
- Commitment of Non-federal resources
- Job Descriptions
- Resumes
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third-Party Agreements, if applicable
- Business Plan, if applicable
- Other attachments if necessary

**What to Submit**

**Where Found**

**When to Submit**

<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.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>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.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p> <p><b>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</b></p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at</p> <p><a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at</p> <p><a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	<p>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>Maintenance of Effort (MOE) Certification</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications.</i></p> <p>An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https://www.acf.hhs.gov/grants-forms</a>.</p> <p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>

	<p><a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a></p> <p>by using the link to "SF-424 Family."</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-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
<p>ANA Objective Work Plan (OWP)</p>	<p>Referenced in Section IV.2. of this announcement.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and</p>	<p>Submit the completed form with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

	<p>Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>A 508-compliant version of the form is available at the Grants.gov Forms Repository as "HHS Objective Work Plan" at . Use the link to "SF-424 Family."</p> <p>Instructions on filling out the ANA OWP may be found by using the link to Administration for Native Americans Forms at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a>.</p> <p>Applicants with an exemption to apply in paper format may download a fillable OWP form using the link found at the bottom of the web page.</p>	
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> .
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> .
Geographic Location	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Organizational Capacity	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .

Protection of Sensitive and/or Confidential Information	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Plan for Oversight of Federal Award Funds	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
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> .
Required Governing Body Documentation	Referenced in <i>Section I</i> of the announcement.	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.
Assurance of Community Representation on Board of Directors	Referenced in <i>Section III.3</i> of the announcement.	If applicable, submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description</i> , <i>Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3</i> .

		<i>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.
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times.</i>
Job Descriptions	Referenced in <i>Section IV.2. The Project Description.</i>	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3.</i>
Resumes	Referenced in <i>Section IV.2. The Project Description.</i>	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3.</i>
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i> The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.
Letters of Support	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

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.
Business Plan	Referenced in <i>Section IV.2. The Project Description</i> .	If applicable, submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Other Attachments	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .

## Appendix

### Definitions

Program specific terms and concepts in this Funding Opportunity Announcement are based on the following definitions:

**Board Resolution:** A current, signed and dated document reflecting a formal decision voted on by the applicants official governing body in support of the project for the entire project period. The Resolution must indicate who is authorized to sign documents and negotiate on behalf of the tribe or organization. The Resolution should indicate that the community was involved in the project planning process and indicate the specific dollar amount of any eligible matching funds (if applicable).

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

**CFDA:** The Catalog of Federal Domestic Assistance (CFDA) is a comprehensive listing of all federal programs available to state and local governments (including the District of Columbia); federally recognized Indian tribal governments; territories (and possessions) of the United States; domestic public, quasi-public, and private profit and non-profit organizations and institutions; specialized groups; and individuals.

**Construction:** Construction of a new building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads). Please note construction costs are not allowable under this funding opportunity.

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

**Core Administration:** Salaries and other expenses for those functions that support the applicant

organization as a whole or for purposes that are not related to the actual management or implementation of the ANA-funded project.

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

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

*Impact Indicator:* A quantitative measure used to monitor a projects progress in achieving its intended outcomes and impact. An impact indicator should identify the extent to which a projects overall desired outcome was achieved and should describe how the conditions discussed in the Need for Assistance were changed as a result of the project. For example, a project focused on language revitalization would likely use the number of fluent speakers in the community as an impact indicator.

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

*Interoperability:* Collaborative administration or information sharing that integrates the efforts of individual programs, projects, and/or departments with one another in order to strengthen programs and provide coordinated, comprehensive services.

*Leveraged Resources:* Any resource not including the federal share, non-federal contribution, and program income, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project. Please note leveraged resources should not be identified in the budget or budget justification. Please refer to *Section IV.2 Project Description, Approach* for additional information.

*Loan Capital:* Refers to monies derived from grant funds that are used to make loans to individuals or business entities or to establish revolving or other loan accounts or funds.

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

*Objective Work Plan (OWP):* The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities.

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

*Program Income:* Gross income earned by a recipient and/or subrecipient that was directly generated by the grant-supported activity or earned as a result of the award. Program income includes (but is not limited to) income from fees for services performed, the use or rental of real or personal property acquired with federal funds, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

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

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

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

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

*S.M.A.R.T. Criteria:* This acronym describes five essential characteristics of an effective project objective:

- **Specific** in identifying the outcome(s) that will be achieved
- **Measurable** using quantifiable or objective terms to describe how progress and completion will be measured
- **Achievable** given the proposed time frame, approach, and resources
- **Relevant** to the problem statement, project goal, and the long term goals of the community to be served
- **Time-bound** with an end date reflecting completion within the project period