Administration for Children and Families

Office of Child Support Enforcement

Behavioral Interventions for Child Support Services
HHS-2014-ACF-OCSE-FD-0818
Application Due Date: 08/05/2014

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Department of Health & Human Services
Administration for Children and Families

Program Office:	Office of Child Support Enforcement
Funding Opportunity Title:	Behavioral Interventions for Child Support Services
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Funding Opportunity Number:	HHS-2014-ACF-OCSE-FD-0818
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Executive Summary

Notices:

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

In order to improve both the effectiveness and operations of child support programs, to expand the application of behavioral economics to child support contexts through the development of promising interventions, and to build a culture of regular, rapid-cycle evaluation and critical inquiry in the child support community, the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE) will award Behavioral Interventions in Child Support Services (BICS) grants. BICS will be funded by Section 1115 funds awarded under cooperative agreements to state IV-D agencies to explore the potential relevance and application of behavioral economics principles to child support services. This cooperative agreement will allow the selected state agency to use this federal grant award and the Federal Financial Participation (FFP) associated with these grant funds to test behaviorally informed interventions to improve child support outcomes by focusing on areas such as early engagement, right-sizing orders, debt reduction, reliable payment, family distribution (including child savings accounts), family-centered services, and other innovations to improve establishment and enforcement outcomes. Grantees, in cooperation with an OCSE-funded, third-party technical assistance and evaluation team (TAE team), will identify and implement behaviorally informed process improvements and evaluate progress towards goals. The TAE team will be funded through a companion funding announcement, HHS-2014-ACF-OCSE-FD-0822 (http ://www.acf.hhs.gov/grants/open/foa/view/HHS-2014-ACF-OCSE-FD-0822).

Eligible applicants for this cooperative agreement may also submit an application under the companion FOA, but it is not a requirement for application or selection under this announcement.

I. Program Description

Statutory Authority

Section 1115 of the Social Security Act authorizes funds for experimental, pilot, or demonstration projects that are likely to assist in promoting the objectives of Part D of Title IV. Section 1115 provides that the project must be designed to improve the financial well-being of children or otherwise improve the operation of the child support program; may not permit modifications in the child support program which would have the effect of disadvantaging children in need of support; and must not result in increased cost to the Federal Government under part A of such title.

The principal purpose is to carry out the public purpose of implementing a demonstration project that is likely to "improve the financial well-being of children or otherwise improve the operation of the child support program" as stated in the statutory authority. Any responsibility to the federal government is a condition for receiving the grant, but not a principal purpose.

Description

A. Background

As described below, behavioral economics is an exciting new framework for identifying and using small changes in program processes or operations, also called "tweaks," to improve outcomes in a range of fields. The behavioral economic lens can be thought of as a particular type of business process reengineering or process redesign. While the language and level of attention may feel new and different, the concepts will be very familiar to child support program administrators. The child support program has a long record of using an understanding of the realities of human behavior to inform its work, regularly seeks and applies the contributions of expert consultants, and is experienced in making data-driven process improvements. The BICS project has much in common with familiar process improvement initiatives like business process reengineering and continuous quality improvement. Willingness and capacity to learn and change, rather than an academic knowledge of behavioral economics, are the key ingredients for BICS success.

Introduction to Behavioral Economics

Behavioral economics uses insights from psychology and related fields to explain why and how people may act in ways that do not appear to be in their best interest. It differs from traditional economic models that presume that people will always use all available information and make the best decisions in order to get the greatest benefit. Evidence demonstrates that people deviate from what would be predicted by traditional economics, and behavioral economics is based on how people actually act (see Richburg-Hayes, Lashawn, Caitlin Anzelone, Nadine Dechausay, Saugato Datta, Alexandra Fiorillo, Louis Potok, Matthew Darling, John Balz (2014). Behavioral Economics and Social Policy: Designing Innovative Solutions for Programs Supported by the Administration for Children and Families. OPRE Report No. 2014-16a. Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services: https://www.acf.hhs.gov/programs/opre/resource/behavioral-economics-and-social-policy-designing-innovative-solutions-for-programs-supported-by-the-administration-for).

Behavioral economics acknowledges and explains why people procrastinate, get overwhelmed by too many choices, miss important details or focus on details that are unimportant, and are influenced by small features of the environment. Traditional economists assume that all people have unlimited cognitive resources available to make decisions and can think through complex problems effortlessly and always arrive at the "correct" choice. In contrast, behavioral economists find that individuals economize on scarce cognitive resources—including available time, attention, focus, memory, patience, and confidence—and that intuition plays a large role in decision making. Traditional economists assume that people have perfect self-control, whereas experiments confirm that the amount of self-control that people have at any moment in time is limited.

Programs can use an understanding of behavioral economics to better understand why program participants do not always seem to carefully consider options, analyze details, and make seemingly rational decisions to maximize their well-being. Behavioral economics can also suggest tools to improve outcomes for program participants. Simple things like reminders, use of social influence (e.g., communicating that most other people do this), the introduction of channel factors (e.g., a link someone can click on in an e-mail), and setting appropriate defaults are all tools that behavioral economics suggests can help people and programs better achieve the goals they set out for themselves.

Broad Lessons from Behavioral Economics

Behavioral economics generally aims to provide a more psychologically realistic representation of human behavior. Three frequently recognized behavioral economics principles are:

- **Cognitive resources are limited and can be overwhelmed.** Because of the inherent limits on cognitive ability, people "economize" on cognitive resources when making decisions. They rely, when possible, on fast, intuitive thinking, as if they are reserving deliberative thinking for special situations. However, too much information can sometimes stand in the way of understanding (see Iyengar and Lepper, 2000). Issues around the limits of cognition may be of particular relevance to human services programs where staff often put clients through detailed orientations about rules, responsibilities, and procedures.
    - **Attention is a finite mental resource.** "Spending" this resource to perform one difficult task reduces one's ability to perform other tasks that also demand attention (see Kahneman, 1973; Kahnman, 2011). Behavioral research has also shown that people regularly forget, or neglect, to do important tasks whose benefits far outweigh their costs (see Choi, Laibson, Madrian, and Metrick, 2004). Programs in human services often require clients to be attentive to program schedules, deadlines, and paperwork requirements. Limited attention may explain why, in some instances, clients fail to meet these requirements.
    - **Exercising restraint depletes a person's available stock of self-control.** Experiments confirm that people have a limited amount of self-control at any moment in time. This means that exercising restraint in some way (for example, resisting tempting food, avoiding a cigarette, or saving money) actually depletes a person's available stock of self-control. These limits on self-control explain why people sometimes fail to follow through on decisions they have made, and why ***small hassle factors*** (like having to find a stamp in order to mail something) can lead people to abandon goals they have previously set (see, for example, Bettinger, Long, Oreopoulos, and Sanbonmatsu, 2009). To the extent that programs in human services require people to stick to plans or to undertake actions where the reward is in the future, the limits of self-control may help explain why people do not always follow through.

Application to Human Services

There has been relatively little exploration of the potential application of behavioral science to complex, large-scale human services programs. Though the application of behavioral economics is not new, it is most frequently used in marketing products and services to potential consumers, and in healthcare and workplace programs.

Program designers often implicitly assume that all involved will carefully consider options, make decisions that maximize the well-being of the client, and diligently follow through. Behavioral economics may help explain why these assumptions are not always borne out and seek new ways to meet program goals.

The largest and most recent study to apply a behavioral economics lens to programs that serve poor and vulnerable families in the United States is the Behavioral Interventions to Advance Self-Sufficiency (BIAS) project, sponsored by ACF's Office of Planning, Research and Evaluation. BIAS was launched in

2010 and is ongoing. Its goal is to learn how tools from behavioral economics can improve the well-being of individuals and families served by programs supported by ACF.

In the first phase of the project, the team conducted extensive outreach to stakeholders across ACF's programs to explore potential relevance and application of behavioral principles to ACF programs, performed a review of the literature of experimental tests of behaviorally informed interventions across similar public policy domains, and engaged behavioral economics experts. In summer 2012, the team hosted a BIAS Peer Practicum for ACF programs to explore behaviorally informed intervention strategies. The team has developed behavioral maps of select ACF programs.

BIAS is currently conducting several pilot tests of behaviorally informed interventions. In partnership with state agencies, the BIAS team uses a method, like business process reengineering, that is called behavioral diagnosis and design. They delve into a problem that program administrators are facing, diagnose potential behavioral "bottlenecks" that may inhibit performance, and identify areas where a relatively easy and low-cost behaviorally informed change might improve outcomes. A behavioral bottleneck is generally a point in the process where human behavior means that people do not follow through or take the action necessary to proceed. For example, if a noncustodial parent receives a letter from the child support program, but does not open it, that might be considered a bottleneck preventing them from taking the action proposed in the letter.

The BIAS project expects to primarily test service delivery innovations aimed at short-term objectives, such as enrollment, engagement, and program completion. These innovations result from a business redesign process based on behavioral economics principles. In general:

- The **behavioral diagnosis and design process** provides a way to understand and address the reasons programs are not performing to expectation. The process may reveal that there are behavioral bottlenecks at work that are amenable to behavioral solutions. It may also identify "structural" issues, such as a need to hire more staff, that are often outside of the scope of the BIAS project.
- The **diagnosis process** encourages program designers to take a step back and examine multiple possible explanations for underperformance before embracing a particular theory or solution. This may improve the likelihood of success of any behavioral intervention.

As the project moves forward, the BIAS team will continue to design and apply behavioral interventions in child care, child support, and TANF to yield new ways of tackling problems. Since experimentation is the only way to determine what is actually causing outcomes to change, interventions that move to a piloting stage will be tested using random assignment methodology to assess what causes outcomes to change and BIAS will report the impacts of these interventions over the next few years. You can read more information about BIAS and the case studies here: http://www.acf.hhs.gov/programs/opre/research/project/behavioral-interventions-to-advance-self-sufficiency.

Application of behavioral insights to healthcare and social services is an area of keen interest at the federal level. On March 14, 2014, HHS hosted a Behavioral Insights Conference to highlight federal efforts to apply behavioral economics. The BIAS project was included in this conference, and it is available to view via webcast here: http://videocast.nih.gov/summary.asp?Live=13883&;bhcp=1.

Behavioral Economics and Child Support

The Child Support Program is a perfect fit for this kind of work. It is very well suited to both further incorporate behavioral economics insights and to sustain a culture of inquiry and empirical evaluation. Continuous learning and improvement are already second nature to child support program administrators.

Like in many other human services programs, parents in most child support programs are required to make active decisions and follow a series of steps in order to benefit — from deciding to apply, completing forms, arranging transportation, appearing at court, keeping the child support program updated about changes, and paying child support regularly. And parents aren't the only ones making decisions along the way. Child support staff and partners, like court personnel and judges, also have to make numerous decisions and follow a series of steps to get to the desired result.

Behaviorally informed practice is already part of the Child Support Program. Automatic wage withholding, through which the majority of child support collections are made, is a prime example of an "opt-out" approach used in behavioral economics. This approach acknowledges and eliminates many potential bottlenecks, that is, places where human behavior causes holdups in the business process, by simply "opting" all appropriate cases into wage withholding with no need for either parent to take action.

Further application of behavioral principles can improve child support processes in areas such as early engagement, right-sizing orders, reliable payment, family-centered services, and other establishment and enforcement outcomes including debt reduction and family distribution. For example, appropriate child support order amounts based on real ability to make payments improves payment compliance and reduces the risk of arrears debt. However, parents often do not follow through to request order modification when their incomes change. Behavioral principles may help to improve processes in order to increase requests for modifications when they are needed and, therefore, assure that more orders are the "right size." Behavioral interventions may also help increase voluntary payment of support for parents whose employment does not permit automatic wage withholding and improve reliable child support payments.

In the early intervention area, we know that parents are more likely to comply with child support obligations when they perceive that the proceedings have been fair, they have been able to explain their circumstances and be heard, and they have been treated respectfully. Behavioral principles may be applied to refine child support communication strategies to improve voluntary payment compliance. They could also improve early invention techniques, assuring that cases get started on the right foot and that a regular payer who has unexpectedly missed a payment is successfully engaged to address the issues preventing payment.

B. Purpose and Goals

BICS grantees will test behaviorally informed interventions to improve child support outcomes by focusing on areas such as early engagement, right-sizing orders, reliable payment, family-centered services, and other innovations to improve establishment and enforcement outcomes. Grant projects will first diagnose and design a behaviorally informed intervention and pilot test intervention at a multi-county (or large single county) level. If the intervention is found to be successful at the pilot stage, it is expected to be implemented statewide, or on the broadest scale possible for the state. Pilot tests will involve random assignment to determine whether desired outcomes are achieved. Projects will focus on shorter-term goals such as enrollment, engagement, and program completion.

The overall goal of the BICS project is to introduce and encourage institutionalizing a way of doing business that takes behavioral factors and regular evaluation into account to improve success. Child support programs will have the opportunity to work with a team of behavioral experts to analyze their business processes and pilot, evaluate, and replicate program improvements.

BICS grants will provide states with an opportunity to improve the effectiveness of their child support program through incorporating behaviorally informed, well-evaluated policies and practices into standard business practices. It will also help states strengthen their own expertise in behavioral economics and evaluation so they can sustain a practice of critical inquiry and regular, rapid-cycle evaluation to continue program improvements in a financially sustainable and cost-effective manner. Grantees will develop skills of their staff and organizations to regularly design and implement low-intensity evaluation and improvement.

OCSE intends for the BICS projects to develop behaviorally informed practices that states can scale up and roll out statewide. BICS grantees should also be able to build the practices of inexpensive, frequent piloting, evaluation, and refinement (sometimes called rapid cycle evaluation) into their ongoing work beyond the grant period, in a financially sustainable and cost-effective way. Ideally, the improvements identified as part of the BICS process would be implemented statewide; the strongest grant projects are those that will be ultimately applied to impact the largest number of people. While child support programs cannot guarantee that they will make statewide or countywide policy or process changes as a result of BICS or adopt a rapid-cycle evaluation approach, the strongest grantees will show a commitment and openness to change, active participation from state (and if applicable, county) child support leadership, and past experience having made program changes based on research and evaluation.

C. Program Design

Under BICS, grantees will design, implement, evaluate, refine, and replicate behavioral interventions in close collaboration with the expert TAE team and OCSE.

Grantees will identify a set of child support outcomes to address topic areas in this FOA, such as right-sizing orders and locations within the state where they will conduct pilot work. Intensive technical assistance and grantee evaluations will be conducted by the third-party team of expert consultants—the TAE team—funded through a companion FOA HHS-2014-ACF-OCSE-FD-0822 (http://www.acf.hhs.gov/grants/open/foa/view/HHS-2014-ACF-OCSE-FD-0822).The TAE team will work with grantees through a behavioral diagnosis and design process, similar to working through components of business process reengineering. Each grantee will set a goal and then work individually with the TAE team to identify behavioral bottlenecks (places where people fall off or fail to follow through), and then design, pilot, and evaluate an intervention.

Grantees are expected to incorporate a cycle of continuous improvement, not just trying one thing and evaluate its effectiveness. The ideal behavioral intervention process is iterative, allowing for multiple rounds of hypothesis testing. Therefore, multiple rounds of piloting and evaluation may be utilized in order to refine the intervention. For components of the pilot that prove effective based on the evaluation, the grantee shall plan and implement processes to bring the intervention to scale statewide. Grantees will work to make testing and evaluation a regular part of their business practices throughout the grant period and beyond.

Overall, grantees will set a goal and work with the expert TAE team to develop a plan for continuous improvement. In summary, the process will be:

1) diagnose;

2) design;

3) implement, pilot, and evaluate;

4) refine and re-evaluate (as needed); and

5) implement improvements at a large scale, preferably statewide.

Given the nature of this process, grantees will need to be able to make small policy and operational changes quickly, without an arduous process requiring executive or legislative approval.

Behavioral interventions are most often service delivery and process innovations aimed at short-term objectives. These would include areas such as child support order modification, right-sizing orders, or improved or quicker payment compliance. However, grantees may also use these projects to make policy and program changes that are necessary to reap the full benefit of behavioral interventions and bring them to scale statewide. For example, if program evaluation determines that a set of behaviorally informed process improvements significantly increase order modification requests from incarcerated parents, then the grant may provide for other system improvements necessary to capitalize on this change. In this example, improvements may include things such as training for judges on order modification for incarcerated parents, improved access to courts for incarcerated parents, or changes to statewide policy guidance.

Expert consultation and technical assistance will be provided at every step in the process. Grantees will work closely with the behavioral experts on the TAE team and OCSE. Based on their experience participating in BICS, grantees will gain skills so that a cycle of analysis and hypothesis testing—continuous process improvements—become a routine part of program operations beyond the grant period.

Timelines

Grantee interventions will vary and, therefore, so will grantee timelines. In general:

Year 1 of the grant will be used for diagnosis and design. The **diagnosis phase** generally consists of gathering data, such as interviews and program data; creating a "process map" of where individuals must make choices and take action; and hypothesizing bottlenecks in the process, where people get held up and fall off the expected decision-making process. In the **design phase**, the grantee will work with the TAE team to consider which behavioral interventions might work to overcome the problems identified in the diagnosis phase. Grantees will attend two workshops in Washington, DC, during year 1, and participate in two onsite visits from the TAE team to assist in these processes.

Years 2, 3, and 4 will be devoted to implementing, evaluating, and refining the interventions. As noted above, a pilot may be evaluated and refined based on initial evaluation findings, and then again piloted and evaluated to determine if the desired outcomes have been achieved.

The intervention is expected to have some meaningful measurable effect within approximately 6 to 9 months. For example, an intervention aimed at increasing the number of noncustodial parents who accurately request an order modification would need to measure this outcome within 6 to 9 months of implementing the behaviorally informed intervention. Grantees must ensure a significant number of clients/staff (usually at least 1,500 to 2,000) that could potentially be affected by the behavioral intervention. Interventions should have the potential to be replicable across multiple sites and states, and to be scaled up within the grant period or closely thereafter. Grantees will participate in one onsite technical assistance visit from the TAE team during years 2, 3, and 4.

In years 4 and 5, grantees will apply the learnings from the evaluations to make statewide or large scale improvements and implement any necessary training or other policy and program updates. If no approaches worthy of replication have been identified, the grantee should focus on sharing the learnings from the grant and implementing an approach to sustain regular piloting and evaluation of program innovations.

Also, in Year 5, grantees will also implement plans for sustaining critical program analysis and a process for piloting and using simple, low-cost evaluation methods to continue process improvements beyond the life of the grant. Grantees will participate in a capstone event in Washington, DC, to share their learnings with the child support field.

D. Evaluation Design

Grantees will actively participate in ongoing diagnosis, experimentation, and communication with the expert TAE team. The first behavioral intervention that is implemented might not have the desired effect. Testing behavioral interventions using rigorous scientific methods is a crucial step in the process.

Grantee evaluations will be conducted by the third-party TAE team funded under a separate FOA (see *Section IV.5. Funding Restrictions*). Given this, BICS grantees do not need to conduct their own evaluation and are not permitted to expend grant funds on their own evaluations. However, they must support and fully participate in technical assistance and evaluation activities conducted by the TAE team.

Evaluations will be designed specifically for each intervention. They will use the most rigorous methods possible, using a random assignment design wherever possible to determine the impact of the intervention and its benefits and costs. BICS evaluation methodologies must be quick and nimble, and the random assignment processes used will be much less intensive for grantees to implement than, for example, random assignment evaluation of participation in a special program. In BICS, for example, a random assignment evaluation might simply compare the response rate for people who received a standard letter to people who received a colorful postcard.

In some cases, alternative evaluation approaches, such as propensity score matching or other experimental or quasi-experimental methods, may be used. These kinds of evaluations use data to create a similar group to compare to those people who received the behavioral intervention. Implementation analysis, including interviews with program staff and stakeholders, will also be conducted in each site.

Grantees' proactive support of random assignment and commitment to rigorous evaluation is important. Grantees must facilitate access to data systems and ensure TAE team access to qualitative observations and interviews. Accurate and complete data should be made available on a timely basis.

Most tests of behavioral interventions involve large numbers of individuals, easily identified in a short amount of time. Given that these interventions often involve relatively small changes but affect large numbers of individuals, a large sample size is important. Ideally, the sample size would be at least 1,500 to 2,000 individuals, but smaller sample sizes will be considered.

E. Program Management

Child support agencies must ensure appropriate project management for BICS projects. At a minimum, the projects must employ:

- one full-time project director (40 hours/week); and
- a site manager employed for an appropriate number of hours for each site identified.

The primary task of the **project director** is to ensure that the project is planned, implemented, and evaluated successfully, resulting in the statewide application of successful intervention practices. The primary task of **site managers** is to ensure that all plans developed as a result of the grant project are appropriately designed, implemented, and evaluated at their assigned site.

Additionally, the state child support (IV-D) director, county child support (IV-D) directors, and child support (IV-D) policy and operating managers must be involved in the design phase, and an appropriate number of hours for these individuals must be dedicated to the BICS grant. OCSE requires that the child support (IV-D) director, or equivalent staff person, dedicate a minimum of 4 hours a month to BICS program administration to ensure a statewide scope is considered in program design and management.

Both positions will have frequent contact with project partners, administrators, the TAE team, and OCSE. Together, the project director and site managers are responsible for the following tasks, grouped into four general areas of responsibility:

Project Development and Management

- Actively engage and collaborate with the TAE team to diagnose, design, implement and refine the behaviorally informed interventions, including attending workshops in year 1 in Washington, DC.
- Serve as primary point of contact for the TAE team for each site.
- Maintain communication with project decision makers, including the state child support (IV-D) director, and ensure that all necessary stakeholders are included as appropriate.
- Check in regularly with project staff to identify issues and concerns related to evaluation activities and communicate those to the TAE team.
- Collaborate with the TAE team to address any concerns raised by program staff related to evaluation activities.
- Inform the TAE team of any potential shifts in the program area being tested.
- Share grant findings and experience in a capstone event in Washington, DC.

Data Collection and Management

- Ensure that all evaluation-related data collection and submission is appropriately staffed and managed with access to necessary technology, and that program staff who will be responsible for

collecting evaluation-related data receive necessary training from the TAE team.
- Ensure that the TAE team has the necessary data and information for the design and diagnosis phases as well as the evaluation.
- As necessary, assist the TAE team in arrangements to obtain child support administrative data and administrative data of other agencies and programs, and materials that facilitate use of such data (e.g., data dictionaries).
- Assist the TAE team in identifying and addressing any concerns related to administrative data.

Onsite Visits

- Actively participate in TAE team onsite visits and work with TAE team to coordinate logistics and agenda, as requested, and arrange for participation by all key decision makers.
- Assist the TAE team in scheduling any onsite visits conducted for training or data collection purposes.
- Assist the TAE team in scheduling interviews, surveys, focus groups, and any other required means of information collection for the purposes of program mapping and evaluation.

Dissemination of Findings

- Review written documents that the TAE team prepares about your sites and provide comments in a timely manner.

Expert Technical Assistance

Expert-led technical assistance and peer learningwill support the administration of BICS projects over the 5-year project period.

Years 1 and 2: The TAE team will host two workshops (in Washington, DC) during Year 1 and focus on diagnosis and design. During Year 2, the TAE team will host one workshop (in Washington, DC), which will assist grantees in beginning the implementation, evaluation, and refinement period. The project director and site managers should attend all workshops. The child support (IV-D) director and other key personnel are also encouraged to attend.

Grantees will attend two workshops in Washington, DC during Year 1, and the TAE team will make two site visits to each grantee in year 1 and one visit in year 2.

Years 3 to 5: The TAE team will be devoted to assisting grantees with implementing, evaluating, and refining the interventions, and applying learnings to make statewide improvements. In years 3 to 5, the TAE team will not only provide expert-led technical assistance and training, but also coordinate peer learning activities to promote knowledge development and resource sharing among grantees. Grantees should expect to participate in at least six remote-access peer learning activities a year during years 3 to 5. In year 5, there will be a capstone event in Washington, DC. The project director must attend; other key personnel are encouraged to attend or participate remotely.

The TAE team will visit each site one time each year during Years 2, 3, and 4 to provide technical assistance and evaluation oversight.

F. Waiver Requirements

The applicant may need to request a waiver of certain provisions of the Act. Section 1115(a)(1) of the Act allows the Secretary of Health and Human Services to waive a state plan requirement in Section 454, and Section 1115(a)(2)(A) allows the Secretary to treat certain unallowable expenditures as allowable state expenditures for purposes of the demonstration project. OCSE anticipates that grantees will need to request to waive statewideness. They may also need to request waiver of other state plan requirements that facilitate the conduct of the project or enable the state to accomplish the purposes of the project. However, given the focus on statewide replication after the grant period, OCSE does not anticipate the need to grant many other waivers, although requests will be fully considered.

For more information on program components specific to this FOA, please reference *Section IV.2 Content and Form of Application Submission, The Project Description, and Budget and Budget Justification.*

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$1,200,000
Expected Number of Awards:	8
Award Ceiling:	$150,000 Per Budget Period
Award Floor:	$125,000 Per Budget Period
Average Projected Award Amount:	$150,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

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

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

The initial award will be made for the first 12-month budget period. Noncompeting continuation awards for the subsequent 12-month budget periods will be subject to the availability of funds, satisfactory progress by the recipient, and a determination that continued funding would be in the best interest of the Federal Government. Applicants will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period.

OCSE expects to award a total of $390,000 per grantee in Section 1115 funds over the 5-year project period. The award ceiling in FY 2014 and 2015 is $150,000. The award ceiling in FY 2016, 2017, and 2018 is $30,000.

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

A cooperative agreement is federal assistance in which substantial federal involvement in project activities is anticipated. Responsibilities of federal staff and the successful applicant are reviewed prior to award.

OCSE anticipates substantial involvement in the following activities, in addition to those activities mentioned in the *Section I, Program Description*:

1. Promoting collaborative relationships/partnerships and facilitating exchange of information between the TAE team and grantee organizations;
2. Identifying grantees' technical assistance and training needs, emerging issues, and research findings in collaboration with the grantee and the project director of the Evaluation BICS project;
3. Providing consultation to the grantee with regard to the development of the BICS plans, testing, and expansion;
4. Visiting grantee sites to monitor the grant project, provide technical assistance, learn about emerging findings, and observe grant activity;
5. Advising and directing approaches to address problems and strengthen grantee capacity to meet BICS goals; and
6. Providing timely review, comments, and decisions on key issues related to the project design and on inquiries and documents submitted by the grantee.

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

Eligibility for awards is limited to State Title IV-D agencies, including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands, **or the umbrella agency of the IV-D program**, are eligible to receive awards under this FOA. State grantees may partner with county Title IV-D agencies, community-based organizations, or other entities.

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.*

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

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

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.

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

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

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

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

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov**. 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 after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

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

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.3. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Robin Bunch

Administration for Children and Families

Office of Grants Management, Division of Discretionary Grants

370 L'Enfant Plaza SW

Washington, DC 20447

Phone: (202) 401-5513

Fax: (202) 260-6585

Email: acfogme-grant@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http:// www.acf.hhs.gov/ grants-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.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
Available at the Grants.gov Forms Repository website at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

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

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

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

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

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

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

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

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to FOA Formatting, Font, and Page Limitation Requirements

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

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

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

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

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

Copies Required

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

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

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

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

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

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

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

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

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

forms.

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

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

Adherence to the Two-File Requirement

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

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

Application Upload Requirements

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

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

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: https:// www.acf.hhs.gov/ sites/ default/ files/ assets/ pdf995_ instructions_ for_video.pdf. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

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

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

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

Addresses for Submission of Paper Applications

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Applications are limited to 100 pages.

File One:

- Table of Contents
- Project Summary/Abstract
- Approach
- Organizational Capacity Narrative
- Line Item Budget and Budget Justification

File Two:

- Organizational Capacity Supporting Documents (Organizational charts, resumes, and job descriptions)
- Letters of Support

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.

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	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.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this

		commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than $5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than $5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than $5,000,000 in Federal funding for a multiyear project to be fully funded.	Applicants are advised of the following requirement contained in Section 518 of the "Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014," (Pub.L. 113-76, Division H). This requirement remains in effect: Sec. 518. 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. Accordingly, if applicants request more than $5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2014, or as a multiyear project to be fully funded in FY 2014, the applicant will be required to submit a certification complying

		with the requirements, prior to receiving an award.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	A DUNS number and SAM registration are eligibility requirements for all applicants. See *Section III.3. Other* for information on obtaining DUNS number at http://fedgov.dnb.com/ webform and registration at SAM.gov at http ://www.sam.gov.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

SF-424 Key Contact Form

Please include the application contact, Authorizing Official, the proposed program manager, and site managers (if selected).

Non-Federal Reviewers

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

The Project Description

Part I: The Project Description Overview

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

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

Part II: General Instructions for Preparing a Full Project Description

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

Table of Contents

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

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

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

Outcomes Expected

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

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.

Understanding of Technical Approach

The application must include:

- A sound plan that outlines the proposed intervention area(s) and scope of pilot testing, and that provides relevant details and basic justification for the proposal.
- A sound approach to demonstrate that the pilot can be taken to scale and serve a significant number of people.
- Explanation making clear that the pilot test will take place in two or more counties.
- Evidence that the approaches proposed are feasible to implement in the timelines required for the project.
- A sound approach to ensure timely communication and collaborative working relationships with the TAE team to support the requirements of the evaluation, including collection of appropriate data.

Personnel and Resources

The application must include:

- Proposal of a qualified project director with relevant experience and resources adequate to plan, manage, and complete the project.
- Proposal of staff that are able to work closely with project sites and the TAE team to implement the project and meet the evaluation requirements.
- Proposal of staff that have experience making policy decisions based on evaluation findings and data analysis.
- Proposed structure for continued meaningful involvement of the state child support (IV-D) director and other relevant decision-makers (including county IV-D directors where applicable) throughout the life of the grant to ensure that successfully piloted strategies will be implemented statewide; or an explanation of why findings cannot be implemented statewide and a justified explanation of the largest scale possible for implementation in the state.
- Explanation demonstrating openness and commitment to taking the pilot to scale statewide.

Experience and Capacity

The application must include:

- Explanation and evidence of ability and authority to promote and encourage flexibility among sites, make small policy changes quickly, and make mid-course corrections according to interim evaluation findings.
- Explanation and evidence of previous experience working with a third-party evaluator, participating

in an evaluation, and understanding of the evaluation requirements of the grant project.

- Explanation and evidence of capacity to make program-wide changes as a result of evaluation findings, and experience doing this in the past.
- Explanation and evidence of ability and experience managing a grant and working with project partners such as OCSE and technical assistance and/or evaluation providers.
- Explanation and evidence of ability and experience communicating programmatic change to the child support field.
- Explanation and evidence of ability and experience using and sharing administrative and program data for evaluation, and sharing it with a third-party evaluator.

Project Timeline and Milestones

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

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

Geographic Location

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

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- 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.

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.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2014 (Pub.L. 113-76), enacted January 17,2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is $181,500 (http://www. opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary- tables/pdf/2014/EX.pdf). This amount reflects an individual's base salary* ***exclusive*** *of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The application must include:

- A detailed budget that contains reasonable cost estimates for the project, including adequate staffing.
- A budget proposal that includes the following: salary for at least one full-time project director, an adequate number of hours from site managers, 4 hours a month from the state IV-D director, and the attendance of the project director and site managers at TWO 2-day workshops in Washington, DC, during Year 1.

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.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

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

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

Indirect Charges

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

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

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- 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, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should 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

After an application has been successfully submitted to 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 for more information.

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

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

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

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

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

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

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

Paper Format Application Submission

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

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

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

IV.3. Submission Dates and Times

Due Date for Applications: **08/05/2014**

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

Applications submitted to 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 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

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

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

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of 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.

If applicants are developing automated tools, utilities, applications, or computer programs under the cooperative agreement, OCSE funds may not be used to pay for functionality mandated for state and tribal child support systems as a requirement for system certification as such expenses are otherwise eligible for regular FFP reimbursement. Additionally, OCSE funds may not be used for the costs of proprietary software that is not readily available to the general public at established catalog or market prices. Grant funds, however, may cover enhancements to mandated state and tribal child support systems provided those enhancements do not duplicate or modify existing functionality in those systems. The grantee must maintain all ownership of any automated tools, utilities, applications, or computer programs and all associated documentation and materials developed under this cooperative agreement, and grants to the Federal Government a royalty free, nonexclusive, and irrevocable right-in-license to reproduce, publish, or otherwise use and to authorize others to use for government purposes such software, modifications, and documentation. Costs not eligible for title IV-D funding will only be covered under this grant if a Section 1115 waiver is issued, as described in *Section I, Program Description, Waiver Requirements*.

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

Robin Bunch

Administration for Children and Families

Office of Grants Management, Division of Discretionary Grants

Aerospace Building, 6th Floor East

370 L'Enfant Plaza SW

Washington, DC 20447

Hand Delivery

Robin Bunch

Administration for Children and Families

Office of Grants Management, Division of Discretionary Grants

Aerospace Building, 6th Floor East

370 L'Enfant Plaza SW

Washington, DC 20447

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3.* Submission Dates and Times.

V. Application Review Information

V.1. Criteria

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

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

Understanding of Technical Approach	**Maximum Points: 25**

To what degree does the applicant demonstrate and/or provide the following:

- A sound plan that outlines the proposed intervention area(s) and scope of pilot testing and provides relevant details and basic justification for the proposal? (8 points)
- A sound approach to demonstrate that the pilot can be taken to scale and serve a significant number of people? (5 points)
- The pilot test will take place in two or more counties? (4 points)
- Evidence that the approaches proposed are feasible to implement in the timelines required for the project? (4 points)
- A sound approach to ensure timely communication and collaborative working relationships with the TAE team to support the requirements of the evaluation, including collection of appropriate data? (4 points)

Personnel and Resources	**Maximum Points: 30**

To what degree does the applicant demonstrate and/or provide the following:

- Qualified project director with relevant experience and resources adequate to plan, manage, and complete the project? (8 points)
- Staff that are able to work closely with project sites and the TAE team to implement the project and meet the evaluation requirements? (7 points)
- Staff that have experience making policy decisions based on evaluation findings and data analysis? (5 points)
- Structure for continued meaningful involvement of the state child support (IV-D) director and other relevant decision-makers (including county IV-D directors where applicable) throughout the life of the grant to ensure that successfully piloted strategies will be implemented statewide? Award of points will also be considered for projects that will not be implemented statewide, but will be implemented on the largest scale possible in the state. (5 points)
- Openness and commitment to taking the pilot to scale statewide? (5 points)

Experience and Capacity	**Maximum Points: 35**

To what degree does the applicant demonstrate and/or provide the following:

- Ability and authority to promote and encourage flexibility among sites, make small policy changes quickly, and make mid-course corrections according to interim evaluation findings? (10 points)
- Previous experience working with a third-party evaluator, participating in an evaluation, and understanding of the evaluation requirements of the grant project? (5 points)
- Capacity to make program-wide changes as a result of evaluation findings and experience doing this in the past? (5 points)
- Ability and experience managing a grant and working with project partners such as OCSE and technical assistance and/or evaluation providers? (5 points)
- Ability and experience communicating programmatic change to the child support field? (5 points)
- Ability and experience using and sharing administrative and program data for evaluation and sharing it with a third-party evaluator? (5 points)

Budget Details	**Maximum Points: 10**

To what degree does the applicant demonstrate and/or provide the following:

- A detailed budget that contains reasonable cost estimates for the project, including adequate staffing? (8 points)
- A budget proposal that includes the following: salary for at least one full-time project director, an adequate number of hours from site managers, 4 hours a month from the state IV-D director, and the attendance of the project director and site managers at TWO 2-day workshops in Washington, DC, during Year 1? (2 points)

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

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

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

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

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Award Dates

OCSE anticipates announcing grant awards on or before October 1, 2014.

VI. Award Administration Information

VI.1. Award Notices

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

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

VI.2. Administrative and National Policy Requirements

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

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

Prohibition Against Profit

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

Equal Treatment for Faith-Based Organizations

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

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

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hh s.gov/ partner ships /about/r egulations/. 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 /progra ms/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.s am.gov/, although checking the EPLS is not required. More information is available at https://w ww.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.go v/ grants/ discretionary-competitive-grants.

Freedom of Information Act (FOIA)

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

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at https://www.acf.hhs.gov/grants-forms

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30

July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/ grants_forms and at https://www.acf.hhs.gov/grants-forms. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

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

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

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

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

Tangible Property Report (SF-428)

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

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

The form is available under "Reporting" at http://www.acf.hhs.gov/ grants-forms and at http:// www.whitehouse.gov/ omb/ grants_forms.

Real Property Status Report (SF-429)

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

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

The form is available under "Reporting" at http://www.acf.hhs.gov/ grants-forms and at http:// www.whitehouse.gov/ omb/ grants_forms.

VII. Agency Contacts

Program Office Contact

Jessica Lohmann
Administration for Children and Families
Office of Child Support Enforcement
Division of Program Innovation
Aerospace
370 L'Enfant Promenade SW
Washington, DC 20447
Phone: (202) 205-4854
Email: Jessica.Lohmann@ACF.hhs.gov

Office of Grants Management Contact

Robin Bunch
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
370 L'Enfant Promenade SW
Washington, DC 20447
Phone: (202) 401-5513
Fax: (202) 260-6585
Email: acfogme-grants@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/.

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

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

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

ACF Funding Opportunties http://www.acf.hhs.gov/grants/open/foa/.

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

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

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

Standard grant forms are available at the Grants.gov Forms Repository webpage at

http:// www. grants.gov/web/ grants/ forms.html. See "SF- 424 Family."

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

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

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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." The form is also available at http ://www. acf.hhs.gov /grants-forms and at http://www.grants.gov/ web / grants/ forms.html by using the link to "SF-424 Family." If applicable, submission of this form is required if any funds have been paid, or will be paid, to any	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.

	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.	
Certification of Filing and Payment of Federal Taxes	Referenced in *Section IV.2. Forms, Assurances, and Certifications* of the announcement. The Certification may be found at http:// www.acf.hhs.gov/ grants -forms.	If applicable to the applicant, it must be submitted prior to the award of a grant.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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." Also available at http://www.acf.hhs.gov /grants -forms and at http://www.grants.gov/ web/ grant s/ forms.html by using the link to "SF-424 Family." These forms are ***required*** for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*

	the SF-424 and SF-P/PSL.	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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." Available at [http:// www.acf.hhs .gov/grants- forms](http://www.acf.hhs.gov/grants-forms) and at [http ://www. grants.gov/ web/ grants/ forms. html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* 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." Also available at [http://www.acf .hhs.gov/ grants-forms](http://www.acf.hhs.gov/grants-forms) and at [http://www.grants.gov/web/ grant s/ forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.* **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.***
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*

	"Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is also available at http ://www.acf.hhs.gov/ grants-forms and at http:// www. grants. gov/ web/ grants/forms.html by using the link to "SF-424 Family."	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* 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." Also available at http://www.acf .hhs.gov/ grants-forms and at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section III.3. Other* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http ://www.sam.gov.	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.

Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* 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 *Overview* and in *Section IV.3. Submission Dates and Times*.
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.3*. If not available at the time of application submission, due by the time of award.
Job Descriptions	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.3*.
Resumes	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.3*.
Other Attachments	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.3*.