 Administration for Children and Families

Office of Planning, Research and Evaluation

Secondary Analyses of Strengthening Families Datasets
HHS-2014-ACF-OPRE-PD-0802
Application Due Date: 07/16/2014
Secondary Analyses of Strengthening Families Datasets
HHS-2014-ACF-OPRE-PD-0802

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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.

NOTICE: The original Funding Opportunity Number for this announcement, HHS-2014-ACF-OPRE-PA-0802, has been revised to HHS-2014-ACF-OPRE-PD-0802.

The Office of Planning, Research and Evaluation (OPRE), within the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), intends to award up to six cooperative agreements under the Secondary Analyses of Strengthening Families Datasets Grants funding opportunity announcement (FOA) to support rigorous, policy-relevant research secondary data analysis of the Building Strong Families (BSF), Supporting Healthy Marriage (SHM), and Community Healthy Marriage Initiative (CHMI) datasets.

Successful applicants will demonstrate a familiarity with the proposed data for their analysis and an adequate understanding of the variables, sampling, methodology, etc. used to construct the dataset necessary for completion of the work proposed in the application. Proposed research should address topics relevant to strengthening families to improve the lives of children and parents and promote economic stability. Topics of interest include, but may not be limited to, mediators of relationship education programs, the measurement of relationship education and fatherhood with low-income families, or father involvement in low-income families.

It is expected that results from the research funded through this grant program will contribute to the understanding of what works and what does not work in family strengthening programs for low-income families. In addition, findings should add to the body of knowledge in the area of healthy relationships,
co-parenting, or father involvement in low-income families that access family strengthening programs as well as critical aspects of the successful implementation of family strengthening programs. Thus, each grantee is expected to participate in a consortium of grantees, meeting and communicating regularly to share lessons learned, identify opportunities for collaboration, and develop resources to disseminate widely. In the course of working with the consortium, grantees originally proposed plans in such areas as dissemination, analysis plans may be adjusted if appropriate.

## I. Program Description

### Statutory Authority

The Secondary Analyses of Strengthening Families Datasets Grants will be funded under the authority of the Social Security Act, Title XI, Section 1110, 42 U.S.C. 1310.

### Description

#### A. Background

Research suggests that strong families can translate to positive outcomes for parents and children. For example, children raised in two-parent households with nurturing environments had higher living standards, higher levels of education, and higher future incomes, on average (Lerman, 2002; Thomas & Sawhill 2001; Lichter, Graefe, & Brown 2001). Married mothers reported less delinquency and externalizing problems in their adolescents who were raised in continuous two-parent households. (Bachman, Coley, & Carrano 2012). Married parents in the same study reported less economic hardship, more father involvement, and less parenting stress than single or cohabitating parents (Bachman et al., 2012).

Increasingly, there is recognition of the unique contributions fathers make in the lives of their children. Supportive parenting by fathers has been shown to make an independent contribution to positive childrens cognitive development (e.g., Newland, Chen, & Coyl-Shepherd 2013; Tamis-LeMonda, Shannon, Cabrera, & Lamb 2004). Similarly, warm father-child relationships is associated with the development of childrens social skills (e.g., Martin, Brazil, Brooks-Gunne 2013; Webster, Low, Siller, & Hackett 2013). Additionally, father involvement is linked with outcomes that go beyond child well-being such as child birth outcomes (e.g., Plantin, Olukoya, & Ny 2011; Salihu et al. 2013), and maternal well-being (e.g., Meadows, Brooks-Gunn, & McLanahan 2008; Twamley, Brunton, Sutcliffe, Hinds, & Thomas 2013).

To help support the development of strong families, ACF funded three evaluations of family strengthening programs. Building Strong Families (BSF) is an impact and implementation evaluation of healthy marriage and relationship education and related support services for unwed parents at or near the birth of their child provided by eight programs across the country. Supporting Healthy Marriage (SHM) is an impact and implementation evaluation of healthy marriage education and related services for lower-income married couples with children provided by eight programs across the country. Community Healthy Marriage Initiatives (CHMI) is an implementation and impact study of a set of family strengthening demonstrations as well as other healthy marriage and relationship education services. The data collected as part of these grant programs have been archived to allow for access to researchers who have research questions of interest that go beyond the scope of the original grants.


B. Grant Program Goals and Expectations

The specific goals of the Secondary Analyses of Strengthening Families Datasets Grants are:

- **To gain a deeper understanding about the determinants of effectiveness for family strengthening programs.** Applicants are encouraged to use existing data to explore elements related to program operation and implementation to identify constructs predictive of family outcomes. Relevant constructs may include implementation factors, delivery strategies, and population and staff characteristics as well as other potential moderators or mediators of program success.

- **To add to the body of knowledge in the area of co-parenting and father involvement.** A strong family often entails the presence of a father. Family strengthening programs must be prepared to recruit and engage fathers in their programs. Curricula may also address the complexities of navigating a co-parenting relationship. Applicants may choose to investigate participant demographics, curriculum, parental attitudes, and other like variables as they relate to family and child outcomes.

- **To gain a deeper understanding of relationships that end.** Implicit in family strengthening work is strengthening the current relationship, however the demise of an unhealthy relationship may be a positive outcome under certain circumstances. Applicants may propose analyses that explore the dynamics of relationships that terminate following participation in a Marriage and Relationship Education (MRE) program.

- **To add to body of knowledge about outcomes beyond partner relationships that may result from family strengthening programs.** The primary aim of family strengthening programs may be helping partners maintain nurturing, intact relationships but many other indirect outcomes are also expected. For example, greater economic stability and increased child well-being. Applicants are encouraged to explore these and other outcomes that may result due to participation in family strengthening programs.

C. Additional Project Requirements

Under the cooperative agreement, substantial involvement is anticipated between OPRE and the grantees during the project period. This includes seeking review and approval from OPRE on certain aspects of the project. Grantees will be expected to:

- Meet annually with fellow grantees and federal staff;
- Collaborate on products for dissemination;
- Communicate regularly with fellow grantees about project process;
- Communicate and/or collaborate with the Center for Hispanic Children and Families or the Responsible Fatherhood Research Network grantees.

See Section II. Award Information for information regarding ACF’s roles and responsibilities under the cooperative agreement.

II. Award Information

<table>
<thead>
<tr>
<th>Funding Instrument Type:</th>
<th>Cooperative Agreement</th>
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</thead>
<tbody>
<tr>
<td>Estimated Total Funding:</td>
<td>$600,000</td>
</tr>
<tr>
<td>Expected Number of Awards:</td>
<td>6</td>
</tr>
<tr>
<td>Award Ceiling:</td>
<td>$100,000 Per Budget Period</td>
</tr>
<tr>
<td>Award Floor:</td>
<td>$100,000 Per Budget Period</td>
</tr>
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</table>
Average Projected Award Amount: $100,000 Per Budget Period

Length of Project Periods:
17-month project and budget period

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

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

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

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

Under the cooperative agreement, substantial involvement is anticipated between ACF and the grantees throughout the duration of the funded projects. ACF will monitor the project and provide technical assistance and feedback when necessary. ACF will provide leadership to maximize cooperation and collaboration among grantees, including organizing periodic consultations and teleconferences to review research activities, to share information, and to promote coordination of the project. ACF will schedule and host annual meetings for grantees, set the agenda, and coordinate activities. ACF will work collaboratively with grantees to facilitate accomplishment of project goals, including development of final analysis and dissemination plans.

See Section I. Program Description for information regarding grantees' roles and responsibilities under the cooperative agreement.

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

State governments
County governments
City or township governments
Special district governments
Independent school districts
Public and State controlled institutions of higher education
Native American tribal governments (Federally recognized)
Public housing authorities/Indian housing authorities
Native American tribal organizations (other than Federally recognized tribal governments)
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
Private institutions of higher education
For profit organizations other than small businesses
Small businesses

Additional Information on Eligibility:

Eligibility is open to States and public and other organizations and agencies. ACF encourages Tribally Controlled Land Grant Colleges and Universities, Historically Black Colleges and Universities, and Hispanic Serving Institutions to apply. Additionally, any other institutions with the research capacity and interest in the focus of the grant is welcome to apply.

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with Section 1110, Title XI of the Social Security Act (42 U.S.C. 1310).

Cost sharing is required for these projects. Applicants must provide a cost sharing amount in the Budget and Budget Justification. Cost-sharing may be in cash or in-kind and may include indirect cost. The cost sharing amount will not affect the Award Ceiling amount as a disqualification factor. See Section III.3. Other, Application Disqualification Factors. Please also see Section IV.2. Budget and Budget Justification, Commitment of Non-Federal Resources and Section V.1. Criteria, Budget and Budget Justification.

Non-federal resources will be evaluated under criteria found in Section V.1. of this announcement.

Refer to Section IV.2 for information on pre-application submissions.

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

OPRE Review Team: Strengthening Families Secondary Data Analysis
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031
Phone: (877) 350-5913
Fax: (703) 934-3740
Email: SFDataAnalysis@icfi.com

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.

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](http://www.Grants.gov). ACF will not accept applications submitted via email or via facsimile.

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

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

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

**Adherence to the Two-File Requirement**

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

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

**Application Upload Requirements**

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

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

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

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:**

**Applicants must limit their entire application** (including the narrative and appendices) to **100 pages**. Pages submitted beyond the first 100 in the application will be removed prior to panel review.

The suggested page limit for the **Project Description** file is **60 pages**. The file should include:

- Table of Contents
- Project Summary/Abstract (one page maximum)
- Project Description Narrative
  - Outcomes Expected
  - Approach
  - Project Timeline and Milestones
  - Organizational Capacity
  - Protection of Sensitive and/or Confidential Information
  - Dissemination Plan
  - Plan for Oversight of Federal Award Funds
- Budget Justification

The suggested page limit for the **Appendices** file is **40 pages**. The file should include:

- Biographical Sketches / Resumes / Job Descriptions
- Organizational Charts

**Required Forms, Assurances, and Certifications**

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed **Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications will be available in the application kit posted for this funding opportunity at [www.grants.gov](http://www.grants.gov).

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

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>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.</td>
</tr>
</tbody>
</table>
| **Certification Regarding Lobbying**  
(Grants.gov Lobbying Form) | Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant. | Submission of the certification is required for all applicants. |
| SF-424 - Application for Federal Assistance | Submission is required for all applicants by the application due date. | Required for all applications. |
| SF-LLL - Disclosure of Lobbying Activities | If submission of this form is applicable, it is due at the time of application. If it is 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.

| 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. |
| Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule) | Submission of the required information and forms is due with the application package by the due date listed in the Overview and Section IV.3. Submission Dates and Times. If the information is not available at the time of application, it must be submitted prior to the award of a grant. | Form is available at [http://www.hhs.gov/ohrp/assurances/forms/index.html](http://www.hhs.gov/ohrp/assurances/forms/index.html). General information about the HHS Protection of Human Subjects regulations can be obtained at [http://www.hhs.gov/ohrp/](http://www.hhs.gov/ohrp/). Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900). |
| SF-424 Key Contact Form | Submission is required for all applicants by the application due date. | Required for all applications. |
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.

SF 424 Key Contact Form
Please include contact information for the Principal Investigator.

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.

Letter of Intent
Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3. Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is optional. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Letters of intent should be submitted via e-mail to SFDDataAnalysis@icfi.com or mailed to the following address:
OPRE Review Team
Strengthening Families Secondary Data Analysis
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

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.

Introduce the proposal; outline the goals, expected outcomes, and specific objectives of the proposed project; and explain the significance of the problem that will be addressed.

**Goals, expected outcomes, and specific objectives**

- Provide a brief introduction to the problem to be addressed and the research project that is being proposed to address it.
- State concisely the goals of the proposed project and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the field of child care policy research.
- List succinctly the specific objectives of the research proposed, e.g., solve a specific problem, address a critical barrier to progress in the field.

**Significance**

- Explain how the proposed project will address issues of current relevance to healthy marriage/responsible fatherhood programs at the local, state, and/or national levels. Describe specific program and/or policy decisions that will be informed by the results of the proposed project.
- Explain how the proposed project will improve current knowledge and contribute to future research. Review the relevant literature, and identify gaps and limitations that will be addressed by the proposed project. Include a reference list for literature cited.
- If applicable, identify any specific populations for whom the results would have particular significance (e.g., dual language learners, infants/toddlers, family child care providers).
- Explain how the proposed project is innovative in its analysis of secondary data. Identify any refinements, improvements, or new applications of existing approaches or methods, and explain their advantage over existing approaches or methods.

**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.

Describe, in detail, the **technical approach** for addressing the issues and achieving the objectives laid out in the previous section. Clearly describe the research questions, sample, data sources, measures and indicators, and analytic strategy. Explain how they are **appropriate and sufficient** for addressing the goals, objectives, and research questions addressed in the study. Discuss the **strengths and limitations** of each aspect of the design; cite relevant methodological literature as appropriate. Identify any technical or logistical **challenges** that may arise, and propose **solutions** for them. In this section, applicants should also discuss ways in which the approach is **flexible** and would accommodate participation in collaborative
research efforts. Address all aspects of the proposed research project, including:

**Research Design**

- Present the conceptual framework for the proposed research.
- Present specific, clearly defined research questions, hypotheses, constructs, and variables. Describe how the research questions, hypotheses, constructs, and variables relate to one another, and include a flow chart, table, or conceptual model that demonstrates these interrelationships.

**Sample**

- Describe the proposed study sample, how it will be constructed, and how it relates to the population of interest.
- Describe how the proposed project will provide for adequate protection of human subjects; describe the process by which Human Subjects Certification will be obtained.

**Data Sources**

- Identify and describe the datasets that will be used.
- Provide evidence of access to the selected datasets by, for example, including copies of written agreements between the applicant and the individuals/entities authorized to provide access to specific administrative datasets or copies of licenses for restricted-use datasets.
- Describe the nature and scope, including the sample or population, of each dataset. Describe the original research or other purpose of the data, describe the original sample, and explain how the dataset is appropriate for the proposed project. If applicable, describe the procedures that will be used to link datasets.
- Describe any prior secondary analyses that have been conducted using the proposed data. Provide results of any preliminary analyses for the proposed project, including tables of descriptive statistics.

**Measures and Indicators**

- Describe and provide evidence for the validity of all measures and indicators.

**Analytic Strategy**

- Provide a detailed plan describing the analytic approach, statistical techniques, and methods of inference that will be used to analyze and interpret the data.
- Provide results of power analyses, demonstrating that the sample size will be sufficient to detect effects using the proposed analytic techniques.

In addition to describing the technical approach, describe the management plan for the proposed project. Describe the contributions of the organizations and key individuals who will work on the project. See also the related requirements under Project Timeline and Milestones and Organizational Capacity (i.e., documentation of the qualifications of the organizations and key individuals to carry out the proposed project).

**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.

**Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

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

**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.

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

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

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

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

**Plan for Oversight of Federal Award Funds**

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

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

**The Project Budget and Budget Justification**

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

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

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

Provide a budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.
Applicants are reminded of the following:

- Costs for primary data collection activities are not allowable and may not be included in the project budget.
- The award ceiling reflects the total costs, including both direct and indirect costs.

**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.

**Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

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

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

**Contractual**

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

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

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

**Other**

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

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

**Indirect Charges**

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

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

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

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

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

Paperwork Reduction Disclaimer

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

Application Submission Options


- 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](http://www.Grants.gov) for more information.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

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

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

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

**Systems Issues**


**Request an Exemption from Required Electronic Application Submission**

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or

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 Letter of Intent
Due Date for Letter of Intent: 06/16/2014
Due Date for Applications: 07/16/2014
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.


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.


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

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

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

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

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

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

IV.5. Funding Restrictions
Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

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

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

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

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

Funds from this grant may not be used for data collection.

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
OPRE Review Team: Strengthening Families Secondary Data Analysis Grants
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

Hand Delivery
OPRE Review Team: Strengthening Families Secondary Data Analysis Grants
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

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.

<table>
<thead>
<tr>
<th><strong>Approach</strong></th>
<th>Maximum Points: 40</th>
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<tbody>
<tr>
<td>The extent to which the applicant:</td>
<td></td>
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<tr>
<td>• addresses one of the goals of the project.</td>
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<tr>
<td>• presents a literature review that is current, comprehensive, and supports the study rationale.</td>
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<tr>
<td>• presents a proposal that reflects a solid understanding of critical issues, information needs, and research issues of the family strengthening field.</td>
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<tr>
<td>• proposes research questions and hypotheses that are clearly defined and appropriately linked.</td>
<td></td>
</tr>
<tr>
<td>• proposes research questions and hypotheses that reflect the goals of family strengthening researchers and programs.</td>
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</tr>
<tr>
<td>• proposes a research design that appropriately links research issues, questions, variables, data sources, samples, and analyses.</td>
<td></td>
</tr>
<tr>
<td>• proposes the use of a dataset that is appropriate and sufficient for addressing the hypothesis and/or questions in the study.</td>
<td></td>
</tr>
<tr>
<td>• demonstrates access to the selected dataset (e.g., by including copies of licenses or written agreements).</td>
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</tr>
<tr>
<td>• proposes a design and data analytic plan that demonstrates how access to the necessary data sources for the project will be gained.</td>
<td></td>
</tr>
<tr>
<td>• proposes a research design and data analytic plan that are clearly described, as well as appropriate and sufficient for addressing the goals, objectives, hypotheses, and/or questions addressed in the study.</td>
<td></td>
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<tr>
<td>• demonstrates through preliminary analyses of data that the planned variables to be used are appropriate and sufficient for the questions of the study and the population to be studied.</td>
<td></td>
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<tr>
<td>• proposes analyses that both reflect knowledge and use of state-of-the-art analytic techniques and advance the state of the art.</td>
<td></td>
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<tr>
<td>• proposes analytic techniques that are appropriate for the questions under consideration.</td>
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<tr>
<td>• proposes a sample size sufficient for the analyses, including the size of any subgroups of interest.</td>
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<tr>
<td>• demonstrates an understanding of any and all confidentiality issues involved in using the proposed data and the adequacy of the plans for maintaining confidentiality.</td>
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</tr>
<tr>
<td>• proposes a design and data analytic plan that reflects sensitivity to technical, logistical, and ethical issues that may arise.</td>
<td></td>
</tr>
<tr>
<td>• proposes a design and data analytic plan that provides for adequate protection of human</td>
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</tbody>
</table>
subjects, confidentiality of data, and consent issues related to the use of datasets.

- goes beyond simply recording linguistic, ethnic and racial categories to providing a more thorough examination of how these groupings intersect with important cultural dynamics such as position, immigration status, family practices, or parental goals for socialization, if addressing questions regarding culture.
- presents a proposal that reflects a solid understanding of low-income working families from various cultural, linguistic, and ethnic groups.

**RESULTS OR BENEFITS EXPECTED**

Maximum Points: 20

The extent to which the applicant:

- proposes a study that would address gaps in the research literature and unanswered questions.
- proposes a study that would contribute new knowledge to the field.
- specifies a sound description of the anticipated results and benefits of the project.
- specifies how the results will benefit future family strengthening program and policy decisions, either directly or indirectly, by influencing future research.

**STAFF AND POSITION DATA**

Maximum Points: 15

The extent to which the applicant:

- provides information on the skills, experience, and capabilities of the project director and key project staff, including the principal investigators and other key staff at each site.
- demonstrates that the research team and other noted staff, including partners (if any), possess the research expertise and commitment necessary to conduct the study as demonstrated in the application and information contained in their vitae, including relevant background, experience, and training on related research or similar projects.
- demonstrates the knowledge and expertise to conduct the proposed analyses.
- demonstrates that the research team has an understanding of the social services field and the needs of low-income families and the diverse cultural, linguistic, and ethnic population it serves.
- demonstrates evidence of effective organizational structure and collaborative relationships, if appropriate.
- demonstrates the capacity to use datasets such as those proposed for the analysis.
- demonstrates that the proposed staff reflects an understanding of, and sensitivity to, the issues of working with confidential datasets.
- describes an adequate management plan for achieving the objectives of the study on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.

**DISSEMINATION PLAN**

Maximum Points: 15

The extent to which the applicant:

- has considered ways to maximize the applicability of findings through dissemination and the appropriateness of the proposed distribution channels to reach the intended audience.
- includes an effective plan for the dissemination and utilization of information by researchers, policymakers, and practitioners in the field.
proposes a dissemination plan that encompasses both research and practitioner oriented products.

includes assurances and plans for working with OPRE to archive final products.

**BUDGET AND BUDGET JUSTIFICATION**

| Maximum Points: 10 |

The extent to which the applicant:

- proposes project costs that are reasonable, appropriately allocated, and sufficient to accomplish the objectives, research design, and dissemination plan.
- meets the requirement for cost-sharing (see Sections III.2 and IV.2 for additional information on this requirement) and will contribute to the overall success of the project.

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

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

**Initial ACF Screening**

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

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

**Objective Review and Results**

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

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

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

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

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

V.3. Anticipated Announcement and Award Dates

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

VI. Award Administration Information

VI.1. Award Notices

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

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

VI.2. Administrative and National Policy Requirements

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

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

Prohibition Against Profit

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

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

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

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

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

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

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

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

Pro-Children Act

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

HHS Grants Policy Statement

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

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

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

**Freedom of Information Act (FOIA)**

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

**Other Administrative and National Policy Requirements**

**Human Subjects Research**

If the proposed project involves research activities involving human subjects, the applicant must comply with the HHS regulations at 45 CFR part 46 regarding the protection of human research subjects, unless the activities are exempt as specified in the regulation.

Before engaging in ACF-supported human subjects research, an institution must:

1. hold or obtain a Federalwide Assurance (FWA) approved by the Office of Human Research Protections (OHRP); and
2. certify to ACF that the research has been reviewed and approved by an Institutional Review Board (IRB) designated in the FWA and will be subject to continuing review by an IRB.

As referenced in Section IV.2. Required Forms, Assurances, and Certifications, applicants proposing to conduct research activities with human subjects must submit the form Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) with the application package; if the information is not available at the time of application, it must be submitted prior to the award of a grant.

For more information, see [http://www.hhs.gov/ohrp/index.html](http://www.hhs.gov/ohrp/index.html).

**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/](https://www.acf.hhs.gov/)
**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.

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

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

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

**Program Progress Reports:** Semi-Annually  
**Financial Reports:** Semi-Annually

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

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF’s Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at [https://www.acf.hhs.gov/grants/discretionary-competitive-grants](https://www.acf.hhs.gov/grants/discretionary-competitive-grants).
Tangible Property Report (SF-428)
As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428).

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

The form is available under "Reporting" at http://www.acf.hhs.gov/grants-forms 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
T’Pring Westbrook
Administration for Children and Families
Office of Planning, Research and Evaluation
KMD Aerospace
901 D St SW
Washington, DC 20447
Phone: (202) 401-5660
Fax: (202) 205-3598
Email: Tpring.Westbrook@ACF.hhs.gov

Office of Grants Management Contact
Tim Chappelle
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


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

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

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


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.


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

Information about the BSF data can be found at

Information about the SHM data can be found at

Information about the CHMI data can be found at

For information and requirements regarding research activities involving human subjects: [http://www.hhs.gov/ohrp/index.html](http://www.hhs.gov/ohrp/index.html)

**Application Checklist**

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

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>&quot;Disclosure Form to Report Lobbying&quot; 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 &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Optional.&quot; The form is also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot; If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.

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/grants/forms.html](http://www.grants.gov/web/grants/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 the SF-424 and SF-P/PSL. |

| 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](http://www.acf.hhs.gov/grants-forms). |

|  | Submission is due by the application due date found in the Overview and in Section IV.3. Submission Dates and Times. 
If applicable to the applicant, it must be submitted prior to the award of a grant. |
| **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 "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](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 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](http://fedgov.dnb.com/webform).

To register at SAM, go to [http://www.sam.gov](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. |

| **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."


by using the link to "SF-424 Family."

<p>| <strong>Submission is due by the application due date found in the Overview and in Section IV.3. Submission Dates and Times.</strong> |</p>
<table>
<thead>
<tr>
<th>Subject</th>
<th>Reference</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</td>
<td>Referenced in <em>Section IV.2. Forms, Assurances, and Certifications.</em> Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</td>
<td>Submission of the required information and forms is due with the application package by the due date listed in the <em>Overview</em> and <em>Section IV.3. Submission Dates and Times</em>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Commitment of Non-Federal Resources</td>
<td>Referenced in <em>Section IV.2. The Project Budget and Budget Justification.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> For electronic application submission, these forms are available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Mandatory.&quot; Also available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot;</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>. <strong>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.</strong></td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> For electronic application submission, these forms are available on the FOA's Grants.gov page</td>
<td>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.</td>
</tr>
</tbody>
</table>
under the "Application Package" tab in the section entitled, "Mandatory."


<table>
<thead>
<tr>
<th>Letter of Intent</th>
<th>Referenced in Section IV.2. Project Description.</th>
<th>Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submit with the application by the due date found in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in Section IV.2. The Project Description. The Project Summary/Abstract is limited to one single-spaced page.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in Section IV.2. The Project Budget and Budget Justification of the announcement.</td>
<td>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.</td>
</tr>
<tr>
<td>The Project Description</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Referenced in <em>Section IV.2. The Project Description, Legal Status of Applicant Entity.</em></td>
<td>Proof of non-profit status should be submitted with the application package by the due date listed in the <em>Overview</em> and <em>Section IV.3. Submission Dates and Times.</em> If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</td>
</tr>
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</tr>
<tr>
<td>Biographical Sketches or Resumes for Key Staff and Job Descriptions for Vacant Positions</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>Organizational Charts</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times.</em></td>
</tr>
</tbody>
</table>