



**Administration for Children and Families**

Administration on Children, Youth and Families

Implementation Grants to Develop A Model Intervention for Youth/Young Adults With Child Welfare  
Involvement At-Risk of Homelessness

HHS-2015-ACF-ACYF-CA-0961

Application Due Date: 05/26/2015

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

**Program Office:** Administration on Children, Youth and Families - Children's Bureau  
**Funding Opportunity Title:** Implementation Grants to Develop A Model Intervention for Youth/Young Adults With Child Welfare Involvement At-Risk of Homelessness  
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### Executive Summary

#### *Notices:*

- **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/howto>.**

In September 2013, the Children's Bureau (CB) funded 18 grantees, under HHS-2013-ACF-ACYF-CA-0636, for 2 years to develop a plan to reduce homelessness among three specific populations with child welfare involvement. Over those 2 years, these projects conducted a detailed data analysis to determine which youth with child welfare involvement were the most at-risk of homelessness. Based on the risk and protective factors of the populations, the grantees also reviewed the service array to identify gaps in services and supports and structured an approach to best meet the needs of each population. Under this funding opportunity announcement (FOA), CB intends to fund up to eight of the most promising planning grantees, on a competitive basis, to refine and implement the models they developed during their planning process. Grantees will conduct a formative evaluation to determine whether their model is being implemented as intended and to determine whether the outcomes expected can be achieved by the intervention(s), services, and supports. At the end of this 36-month grant period (Phase II), CB expects to fund a subset of the grantees to move to Phase III, a summative evaluation (rigorous impact evaluation).

### I. Program Description

#### **Statutory Authority**

The legislative authority is section 105(b)(5) of the Child Abuse Prevention and Treatment Act of 1978 (42 U.S.C 5106(b)(5)), as amended by the CAPTA Reauthorization Act of 2010 (Pub. L. 111-320).

#### **Description**

## **BACKGROUND**

### **Phase I Grants**

In September 2013, CB funded 18 grantees to engage in a 24-month planning period to identify target populations and to design an approach to reduce homelessness among youth/ young adults with child welfare histories (HHS-2013-ACF-ACYF-CA-0636). This was the exploration stage (Phase I) in which grantees defined their target population, identified protective factors as well as factors that put the target population at risk of homelessness, determined barriers to services, coordinated a teaming structure, promoted buy-in for an intervention, and planned for implementation and evaluation of the intervention. A review of Phase I Grant Requirements follows as these elements of the Phase I FOA also apply to the work of Phase II projects.

### **The USICH Plan to End Homelessness: Opening Doors**

The basis for the work of Phase I and II is the United States Interagency Council on Homelessness' (USICH) framework to end homeless. In September 2012, USICH released an amendment to the federal strategic plan that lays out a specific roadmap to ending homelessness among youth. The amendment can be found at: [http://www.usich.gov/opening\\_doors/amendment\\_2012/](http://www.usich.gov/opening_doors/amendment_2012/).

The plan amendment is a preliminary framework for a shared approach across the federal government, in concert with state and local agencies and communities, to end youth homelessness by 2020. The preliminary framework is divided into two interconnected strategies. The first is a data strategy, to get to better data on the numbers and characteristics of youth experiencing homelessness. The second is a capacity strategy, to strengthen and coordinate the capacity of federal, state, and local institutions to act effectively and efficiently toward ending youth homelessness. The data strategy will enable federal, state, and local entities to have a more accurate and robust understanding of the size and scale of the problem of youth homelessness. The capacity strategy will help federal, state, and local agencies and communities share a common understanding of effective efforts that are needed to end youth homelessness. To do so, the capacity strategy presents a preliminary "intervention model," which is described below, called the USICH's framework in this FOA.

The updated USICH's plan also articulates that ending homelessness among unaccompanied youth must include improved access to housing and service supports for specific subgroups of youth, including youth with current or previous involvement in the child welfare systems. This is the purpose of this series of FOAs: to build evidence of effective intervention(s), services, and supports needed to prevent homelessness among this vulnerable population of youth/ young adults with child welfare involvement.

The components of the preliminary intervention framework were developed by synthesizing the best available scientific evidence from research involving homeless youth. The evidence, and the resulting USICH framework, suggests that effective approaches to ending youth homelessness should aim to target four core outcomes areas - stable housing, permanent connections, education/employment, and social-emotional well-being - by using individual- level services that:

- Implement screening and assessment tools;
- Use culturally appropriate and effective intervention strategies that target assessed needs and strengths of homeless youth based on risk and protective factors;
- Implement trauma-informed care and positive youth development frameworks;
- Implement practices that impact positive changes in risk and protective factors in order to improve core outcome areas over time that help homeless youth make positive transitions; and,
- Implement progress monitoring and program evaluation during and after implementation of interventions to provide important data for adjusting and improving strategies over time (also known as continuous quality improvement (CQI)).

The preliminary intervention framework also considers system- and organizational-level planning an integral component to effectively ending youth homelessness. System- and organizational-level planning

include:

- Establishing screening and assessment tools and practices;
- Planning system and community-wide strategies and service arrays that consider levels and types of risk and protection;
- Implementing intervention strategies with fidelity and attention to practice frameworks;
- Evaluating outcomes; and
- Revising system strategies and programming based on new data and evidence.

Existing research has demonstrated that homeless youth are not a homogeneous group and that they need different kinds and intensities of service. The USICH's framework incorporates a typology developed by Milburn and colleagues (2009) that distinguishes homeless youth as being lower risk, at-risk, and risky. The typology allows for smart system- and organization-level planning targeted to the priority needs of the diverse array of homeless youth. It is based in part on the well-established risk and protective factor literature in that strategies and interventions that develop and improve protective factors and reduce and eliminate risk factors will lead to a reduced likelihood of homelessness. While the research on risk and protective factors that predict youth homelessness is still preliminary, the promise of interventions that promote protective factors, reduce risk factors, and impact core outcomes is worth investigating.

In summary, grants will continue to use the USICH's framework as the basis for their work with a focus on producing outcomes in all four areas: education/employment; housing; permanent connections; and social emotional well-being.

### **Positive Youth Development (PYD)**

Positive youth development is an intentional, pro-social approach that:

- Engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive;
- Recognizes, utilizes, and enhances youths' strengths; and
- Promotes positive outcomes for young people by providing multiple opportunities, fostering positive relationships, and furnishing the support needed to build their skills, sense of mastery, and leadership strengths.

Positive youth development programs provide opportunities for meaningful involvement and promote a number of positive attributes and outcomes in youth.

### **Child Welfare Supports**

There are currently dedicated funding streams to serve youth/young adults in all three points of engagement (see *Points of Engagement* under *PHASE II PROJECT REQUIREMENTS*). However, for various reasons, they are not providing the appropriate services or level of intensity of services. Grants during Phase I were to review and assess the services provided to determine if these services could be realigned to serve the target population. A review of those services and supports is provided here.

***John H. Chafee Foster Care Independent Program*** The John H. Chafee Foster Care Independence Program (Chafee) was created in 1999 with passage the Foster Care Independence Act. Its purpose is to prepare youth in foster care for the transition to adulthood and to support young adults who aged out of foster care, 18 to 21, in their transition to adulthood. The Chafee program is the main funding source for transition services. Approximately \$140 million is made available to states, tribes, and territories under Chafee.

In addition to the base Chafee funds that states and some tribes receive, there is a separate allocation to fund the Education and Training Voucher program. Under this program eligible young adults can receive up to \$5,000 a year to assist in pursuing post-secondary education (generally until 21, but in some cases to the age of 23). The voucher funds can be used for a variety of purposes to support their educational pursuit, including tuition, child care, and housing. Due to the growing popularity of this program, with

some exceptions, young adults are receiving far less than the \$5,000 maximum federal allowance. Based on reports from states, we estimate about 17,000 youth receive a voucher each year.

States use Chafee funds to support a variety of programs and purposes. Typical services currently provided under Chafee vary by state and county, but include assessments on preparedness to live independently, independent living skills classes or trainings, payments for driver's education, funds for mentors, stipends for youth to buy a bicycle/car, money to open a utility account, first month's rent and/or security deposits, emergency cash assistance, money to buy necessities, and a variety of other activities and services.

Chafee was developed to help states address the significant challenges youth in foster care face as they transition to adulthood. The Chafee statute includes a requirement for evaluation so that states and service providers can learn how to improve services over time, by understanding what works, what does not, and why. The Multi-Site Evaluation of Foster Youth Programs (Chafee Evaluation) was the first rigorous evaluation of programs designed to help youth in foster care with the transition to adulthood. The evaluation featured random assignment studies of four programs that were representative of the types of independent living services commonly provided to this population of youth. Overall, significant impacts were found in only one of the four sites, where the program had an impact on college enrollment and persistence and on the likelihood of youth choosing to remain in care beyond age 18. In the remaining sites, there were no significant impacts on any of the key outcomes examined, including employment, education, economic hardship and stability, preparedness, or avoidance of risk behaviors (i.e., parenting or criminal justice involvement).

In general, services and independent living skills classes are not targeted and are often provided in a group format. Duration and intensity are not significant enough to produce changes in behavior. Often they are not provided in an age-appropriate manner. Furthermore, interventions and expected outcomes are not well-defined, and outcomes are not tracked to determine the effectiveness of the services provided or the impact in change in knowledge.

It is also not clear that the services required to address trauma-related needs and improve youth functioning across the well-being domains are sufficiently built into the existing service array. Phase II provides an opportunity for grants to operationalize the realignment of the service array provided through Chafee in order to support youth to become independent and successful adults.

For additional information on work or resources conducted under the Chafee Evaluation, please see ACF's Office of Planning, Research and Evaluation at: [http://www.acf.hhs.gov/programs/opre/resource-library/search?topic\[2872\]=2872](http://www.acf.hhs.gov/programs/opre/resource-library/search?topic[2872]=2872) .

In terms of housing, funds from Chafee can be used to support housing for youth who aged out of the foster care system. However, there is a 30 percent limit on the amount of funds that can be used for this purpose. In the last years, two major reports have been commissioned by the federal government. The report commissioned by the U.S. Department of Health and Human Services, *Housing Assistance for Youth Who Have Aged Out of Foster Care: The Role of the Chafee Foster Care Independence Program* examines states' use of Chafee funds to support housing for youth aging out of foster care (<http://aspe.hhs.gov/hsp/12/chafeefostercare/rpt.shtml>). This report shows the wide range of states' use of Chafee funds for this purpose.

The companion piece, commissioned by the U.S. Department of Housing and Urban Development, *Housing for Youth Aging Out of Foster Care: A Review of the Literature and Program Typology*, examines other housing supports outside of the Chafee program for this population ([http://www.huduser.org/portal/youth\\_foster\\_care.html](http://www.huduser.org/portal/youth_foster_care.html)).

**Federal Title IV-E Foster Care** The foster care system in the U.S. provides federal reimbursement to eligible title IV-E agencies to provide for the room and board of children who have been found to have been abuse or neglected. Effective October 1, 2010, title IV-E agencies are now allowed to extend eligibility for the federal title IV-E foster care program to youth ages 18-21. Currently, 21 states have

approved or have pending title IV-E plan amendments to operate a federal foster care program serving young adults after the age of 18 under various conditions. Under this new law (Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351)), states have an additional option to house young adults in supervised independent living settings that may not need to be licensed and can include a wide range of housing options.

Title IV-E foster care payments can provide for a limited number of services to facilitate the transition to adulthood. However, these funds are used primarily for “room and board” in family foster homes or group home/residential settings with the latter being more likely for many older youth in foster care. While some group home settings may provide more access to real-life independent living skills (planning meals, doing one’s own laundry), many advocates argue that these settings and the shift care staffing patterns do not help young people develop critical relationships with caring adults.

### **Other System Supports and Resources for Youth to Prevent and Reduce Homelessness**

In addition to the title IV-E program and Chafee, there are other housing related services and supports for youth who are or were in foster care that can be coordinated at the community level to provide services that align with the goals of this FOA. Each is described below.

***Family and Youth Services Bureau (FYSB)*** Providers of runaway and homeless youth services (specifically those funded by FYSB) can be partners in working with transition-aged young adults. While FYSB’s runaway and homeless youth services are designated for non-system youth (youth not in the foster care or juvenile justice systems), there are many similarities in serving these populations. Many organizations funded by FYSB also serve system youth with local or state funding. In general, FYSB offers three types of services for youth and young adults experiencing homelessness, including:

***Street Outreach Programs (SOP)*** The SOP works with homeless, runaway, and street youth to help them find stable housing and services. SOPs focus on developing relationships between outreach workers and young people to support the rebuilding of connections with caring adults. Street outreach services include street based education and outreach, access to emergency shelter, survival aid, treatment and counseling, crisis intervention, and follow-up support. SOPs may come into contact with youth who have run away from foster care or who are in need of foster care services.

***Basic Center Program (BCP)*** BCPs work to meet the immediate needs of runaway and homeless youth under 18 years old. BCPs try to reunite young people with their families or locate appropriate alternative placements. BCPs provide supportive services including up to 21 days of shelter; food, clothing, and medical care; individual, group, and family counseling; crisis intervention; recreation programs; and aftercare services for youth after they leave the shelter. BCPs are sometimes used as foster care placements for youth in foster care and can potentially support the work of the grant.

***Transitional Living Programs (TLP)*** TLPs provide long-term residential services to homeless youth between the ages of 16 and 22. TLPs offer or refer for the following services: safe, stable living accommodations; basic life skills building, including consumer education, budgeting, housekeeping, food preparation, and parenting skills; educational opportunities, such as GED preparation, post-secondary training, and vocational education; job attainment services, such as career counseling and job placement; mental health care, including individual and group counseling; and physical health care, such as physicals, health assessments, and emergency treatment. While youth in foster care are not eligible for the TLPs under FYSB funding, young adults who have aged out of foster care are often residing in TLPs to support their transition to adulthood.

FYSB-funded services can be helpful for thinking about what community services and support could be aligned in the community for transition-aged young adults. FYSB is active partner in furthering the work of the USICH’s framework and the realignment of services and supports to homeless youth/young adults to achieve the four core outcomes. Furthermore, the FYSB-funded TLP (including Maternity TLPs) can be used as a housing resource for youth/young adults. For more information on FYSB services and providers, please see the websites at: <http://www.acf.hhs.gov/programs/fysb/> and [www.ncfy.com/](http://www.ncfy.com/).

In communities where FYSB-funded services are available, grantees are expected to coordinate services. In addition, there are many communities with local providers of runaway and homeless youth services. Grantees of both Phases I and II funding are expected to maximize knowledge and resources across the community to serve the most at-risk youth/young adults.

***Family Unification Program*** The Family Unification Program Vouchers (FUP) provides a limited number of housing vouchers paired with support services to youth who, after 16, were in foster care. In the context of this FOA, FUP is important because it is a housing resource available to the target population(s). In order to receive vouchers, the public housing authority must partner through a formal memorandum of understanding with the child welfare agency so that services are provided to the young adult while in the subsidized housing. These services can include help to find housing, secure furniture, and assist with employment, education, and independent living skills. Some of these services may be provided by the housing agency. There are some limitations of note to FUP: (1) vouchers are time-limited to a total of 18 months, (2) not all public housing authorities have FUP vouchers, and (3) not all public housing authorities offer the FUP vouchers to youth.

### **Other HUD Housing/Homelessness Supports**

Public Housing Authorities (PHAs) financed and supported by HUD have the ability to serve homeless youth who have/had foster care involvement. PHAs can designate special priority populations, including youth aging out of foster care. HUD also funds local homeless assistance planning networks called Continuums of Care (CoCs). The primary responsibility of a CoC is to organize and deliver housing and services for people who are homeless in each community. CoC's have an infrastructure to provide services to homeless adults, families, and unaccompanied youth. As a result of new expectations for homelessness services in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, HUD recently issued guidance for CoCs that demonstrates new thinking about transition-aged youth to be measured as a distinct group with a distinct set of service and housing needs. The Hearth Act and HUD's new guidance provides an opportunity for CoCs to form new partnerships that support transition-age youth. CoCs can be engaged at the community level to provide a set of services that align with the goals of this FOA.

***Workforce/Employment Supports*** Employment-specific programs funded by the Department of Labor are important to consider when aligning efforts to implement the USICH's framework in response to this FOA.

***Forming Public - Private Partnerships*** Over the last decade, child welfare agencies have worked to forge new partnerships that support the children, youth, and families they serve. Child welfare agencies are partnering with the general public, consumers, foundations, universities, corporations, and faith-based and non-profit organizations. For example, child welfare agencies have worked to cultivate internships or other employment opportunities for youth in foster care at local businesses. Child welfare agencies have partnerships to receive donations and other supplies from local businesses. Some child welfare agencies have cultivated relationships with landlords and other housing providers to create a stock of housing available for young adults and families involved in child welfare. Community organizations can also create opportunities for youth to meet caring and supportive adults.

CB continues to encourage projects in Phase II to seek out public-private partnerships in support of their efforts to implement an intervention approach that prepares youth to successfully transition to adulthood, including the avoidance of homelessness.

### **OVERVIEW OF PHASES I, II, and III**

As noted under *BACKGROUND*, Phase I, in September 2013, CB funded 18 grantees to engage in a 24-month planning period to identify target populations and to design an approach to reduce homelessness among youth/ young adults with child welfare histories (HHS-2013-ACF-ACYF-CA-0636). This FOA (Phase II) is a limited competition to support initial implementation and testing of up to eight of the most

promising models developed during Phase I. Based on the work conducted by the grantees in Phase II, it is expected that several Phase II projects will be selected for Phase III - full implementation and rigorous evaluation.

During Phase II, the target population will begin to experience the intervention(s), services, and supports. Grantees, through rapid cycle improvements processes, will test critical elements, such as key processes and data collection activities, and modify early-occurring components so that intervention processes are improved and fine-tuned. For more information on the process to move from Phase I to Phase II/ Phase III, please see: [http://www.acf.hhs.gov/sites/default/files/cb/pii\\_approach\\_report.pdf](http://www.acf.hhs.gov/sites/default/files/cb/pii_approach_report.pdf) or <https://www.childwelfare.gov/topics/management/practice-improvement/evidence/implementing/>.

In Phase II, grantees will review and refine implementation teams and monitor and assess implementation supports and intervention fidelity. Formative evaluation is part of the Phase II work as grantees will test whether the intervention(s), services, and supports are associated with expected program outputs and short-term outcomes of interest. Data collected during the formative evaluation phase will be used to ensure that short-term, individual-level outcomes are trending in the right directions, and the initiative is not harming youth or producing negative results.

Grants that are funded for the Phase III will demonstrate readiness for full implementation of the intervention and for conducting a rigorous, summative evaluation. Full implementation requires that practitioners are skilled in the intended service delivery, and organizational and systems changes are institutionalized.

A summative evaluation (Phase III) is a rigorous evaluation of the long-term impact of the intervention(s), services, and supports. It determines whether long-term individual-level outcomes are achieved and the extent to which these outcomes can be attributed to the intervention. During the summative evaluation, grants will also conduct OR participate in an impact, process, and cost study.

In summary, during Phase I (planning/exploration), grantees were to:

- Define the target population, current interventions, and intended outcomes;
- Develop the planning structure (partners);
- Conduct research, review, and assess interventions for appropriate “fit” to the population;
- Develop a theory of change and a logic model;
- Assess organizational and system capacity; and
- Create an implementation plan for the next step of intervention(s), services, and supports.

In Phase II, the installation and implementation of plans developed during Phase I, grantees will:

- Prepare the system for change;
- Review and refine the teaming structure to ensure the functionality of the teaming structure;
- Operationalize the intervention by implementing and testing the critical elements of the intervention;
- Monitor and assess how the intervention adheres to the program model (fidelity to the model) and adjust implementation supports as needed;
- Conduct formative evaluation activities;
- Refine and pilot test data collection of cost data;
- Continue to collect data and information that supports the grantee’s ability to conduct a rigorous evaluation; and
- Submit their plan for a rigorous summative evaluation to the Administration for Children and Families for review.

At the conclusion of Phase II, CB anticipates funding a number of projects to fully implement and rigorously evaluate their tested models on a competitive basis.

## **PHASE II PROJECT REQUIREMENTS**

Note: Because projects funded under this FOA (Phase II) will be refining and implementing the plans

developed during Phase I, *Section IV.2* provides a detailed description of the information applicants will be required to provide about the models they developed during Phase I and propose to implement with Phase II grant funding.

Projects funded for Phase II will:

1. Refine and implement the intervention developed during Phase I; or
2. Continue to build and strengthen partnerships to provide the set of interventions necessary to improve outcomes for the target population; or
3. Conduct evaluation activities (see specific requirements in *Section IV.2*).

### **Points of Engagement**

As in Phase I, Phase II projects will engage with youth at three points of engagement: youth in foster care, ages 14-17; young adults who were in or are in foster care, ages 18-21; and homeless youth with foster care histories, up to age 21. These points of engagement will be continued in Phase II:

#### *Youth in foster care, ages 14-17*

One part of the strategy to end homelessness is to intervene with youth entering foster care after age 13 who have limited protective factors and high-risk factors for later homelessness. These youth may run away from their placements one or more times, may form unhealthy relationships, and exhibit behaviors that limit their inability to function in positive ways. They may have symptoms associated with mental health diagnoses like post-traumatic stress disorder (PTSD), attention deficit/hyperactivity disorder (ADHD), major depressive disorder (MDD), and conduct disorder (CD)/oppositional defiant disorder (ODD) as a result of their maltreatment. Educational success may be challenging for them.

#### *Young adults who were in or are in foster care, ages 18-21*

Another part of the strategy to end homelessness among youth with foster care involvement is to intervene with youth at the point of aging out. These are youth who have not achieved legal permanency and are leaving foster care through emancipation.

#### *Homeless youth with foster care histories, up to age 21*

The third point of intervention is with youth who are no longer in foster care and are actively homeless, up to age 21. These could be young adults who exited foster care to a safe and permanent placement, yet months or years later are unable to find stable housing. They could be young adults who previously emancipated from foster care and have a series of precarious housing situations before becoming homeless. In some cases, they could be teenagers who run away or are rejected from their permanency arrangement (i.e., had been adopted, reunified, or were in a legal guardianship).

Research suggests that this group is likely to have a set of mental health needs, behavioral health challenges, and/or substance use histories as a result of unaddressed trauma that has limited their ability to maintain a job or finish school and to secure the income necessary to stay stably housed. These youth may be discharged from a mental health facility, substance abuse clinic, or hospital, with no stable place to live. These teenagers and young adults can have extensive experience on the street and are at highest risk of being sexually exploited or trafficked.

Planning grantees are finding that they have access to the most information and data (and data sources) about youth who are currently in foster care and the least amount of information about homeless youth/young adults with foster care histories. However, because of the interrelation of the three populations, projects funded under this FOA (Phase II) will continue to focus on a target population within all three points of engagement. The information learned about these populations during Phase I and II is invaluable in moving the field forward in ending youth homelessness.

### **Target Population**

Phase II projects will use data from Phase I to continue to refine the target populations (at-risk of

homelessness) from each of the three points of engagement listed above. For example, based on Phase I data, a grantee could determine that youth at age 15 with a documented mental health diagnosis, a history of substance abuse, and more than 3 placements are the most at-risk of homelessness. But in Phase II, during the installation and initial implementation stages, the grantee may find that caseworkers are unaware of the substance use of youth on their caseload, and therefore, are not referring youth to the intervention. In this example, the grantee can establish methods for caseworkers to obtain substance abuse information or refine the criteria for referral to the program. The grantee would then continue to monitor the size of the population and utilization of intervention services to determine if further refinement is needed.

### **USICH's Four Individual-Level Outcome Areas**

Projects funded for Phase II will refine and implement their Phase I plans to address each of the four USICH's individual-level outcome areas:

1. Stable housing: a safe, affordable, and stable place to live;
2. Permanent connections: the presence of supportive adults who will provide physical and emotional support throughout the young person's life;
3. Social and emotional well-being: the skills, capacities, and characteristics that enable young people to understand and navigate their world in healthy, positive ways; and
4. Education/employment: the ability to access and perform in both school and in employment towards self-sufficiency.

### **Intervention**

In each of the four USICH individual-level outcome areas, projects funded for Phase II will refine and implement their Phase I plans to:

1. Screen and assess youth for risk factors and protective factors and to determine needs;
2. Address current service gaps, with particular attention paid to the heterogeneous characteristics of youth at each point of engagement;
3. Where evidence-based services are not currently being provided, incorporate those into the service array (i.e., contract with service providers, develop relationships with community providers) or adapt evidence-based intervention for other populations to ensure the full range of effective services are offered to youth; and
4. Cultivate and strengthen local public-private resources.

### **Evaluation**

During Phase II, grantees will be required to refine and begin to implement the evaluation plans developed during Phase I. Based on Phase I work, assessment, and evaluation of that work, the grantee will have a qualified team in place to develop and conduct the formative evaluation plan.

The plans for evaluation activities include:

- A Theory of Change that clearly identifies the theory that guides the selection of proposed activities for desired outcomes;
- A Logic Model that displays how intervention(s), services, and supports are aligned to produce intended short-term outcomes, and how these are related to the long-term outcomes specified in the USICH framework;
- A plan for conducting rapid cycle testing of the intervention components to identify any needs to refine or fine tune the intervention(s), services, and supports. These activities will provide important data for adjusting and improving strategies as needed;
- Detailed plans for conducting formative evaluation of the interventions, including evaluation of program implementation and achievement of short-term outcomes identified in the program logic model(s);
- Plans for utilizing data collected throughout the project period for continuous quality improvement;

and

- Plans for development and testing of cost analysis measures.

CB recognizes that Phase II projects will need to do significant additional program development and implementation work prior to launching rigorous evaluation efforts, particularly in areas where program models are not well-defined and lack clear evidence-informed theories of change. Doing this work and conducting formative evaluation activities will maximize the chances of program success during subsequent summative evaluation efforts, which are anticipated during Phase III.

During Phase II, grantees will be expected to conduct formative evaluations of their interventions. Findings from formative evaluation activities will determine whether interventions are ready for rigorous evaluation, or whether additional model refinements are needed. If the results of formative evaluations are not positive (i.e., the intervention is not being implemented with fidelity, does not seem likely to be associated with expected outcomes, or is producing negative outcomes), grantees will carefully analyze formative evaluation data to make determinations about where the problems are, and make adjustments so the intervention can continue, either as planned or in a modified state.

It is anticipated that Phase III will include rigorous impact evaluations (summative evaluation) of some of the programs planned and tested under Phases I and II. In particular, Phase III evaluations will be conducted in sites where formative evaluations demonstrate promise in terms of clearly articulated and theoretically supported logic models, strong program implementation, and demonstrated readiness to participate in rigorous evaluation; and where program models are of interest to the broader field. Phase III grantees will be responsible for or will participate in a summative evaluation that includes an impact evaluation, a process evaluation, and a cost analysis.

The grantee must participate if CB chooses to do a cross-site evaluation or a technical assistance contract that relates to this funding opportunity announcement.

If applicable, grantees must archive data from the program evaluation with the National Data Archive on Child Abuse and Neglect within 90 days of the termination of Federal funding for the project. The applicant's Institutional Review Board (IRB) and research participants should be made aware that the data from the project will be archived and made available to other researchers after personal identifiers have been removed. Archiving will involve providing individual respondent data in electronic form and the accompanying documentation, including the codebook, the final report, and copies of the research instruments, as appropriate. A manual describing the guidelines of the Archive, *Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Contributors*, is available from the Archive directly at the Family Life Development Center, MVR Hall, Cornell University, Ithaca, NY 14853 (phone: (607) 255-7799), from the Archive website at <http://www.ndacan.cornell.edu>, or from the Child Welfare Information Gateway website at <https://www.childwelfare.gov>.

## General Requirements

- Grantees must have the project fully functioning as described in their timeline, within 90 days following the notification of the award.
- Grantees must provide a budget that fulfills the requirements for travel to Washington, D.C. for grantee meetings. See *Section IV.2 Budget and Budget Justification* for more information.
- Grantees must include the following notice on all grantee materials, products, publications, news releases, etc.: Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant #\_\_\_\_\_. The contents of this publication do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit \_\_\_\_\_.

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,350,000
Expected Number of Awards:	5
Award Ceiling:	\$670,000 Per Budget Period
Award Floor:	\$200,000 Per Budget Period
Average Projected Award Amount:	\$670,000 Per Budget Period
Anticipated Project Start Date:	09/30/2015

**Length of Project Periods:**

36-month project with three 12-month budget periods

**Additional Information on Awards:**

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

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

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

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

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

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

**III. Eligibility Information**

**III.1. Eligible Applicants**

Eligibility is limited to the 18 organizations that received planning grants in FY 2013 under HHS-2013-ACF-ACYF-CA-0636. The 18 grantees funded in FY 2013 for Phase I have undertaken an intensive and structured planning process over the last 2 years. Because much of the work conducted under the planning grants was foundational, limiting the competition to the 18 organizations from phase I would assist CB in funding those grants that are most promising based on the required, intensive, and system-level work developed during the planning grant.

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

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

### III.3. Other

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

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

**Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

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 through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

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

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

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

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

## Application Disqualification Factors

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

### Award Ceiling Disqualification

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

### Required Electronic Application Submission

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

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

### Application Deadlines

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

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

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

Eligibility is limited to only those 18 organizations that were awarded planning grants in FY 2013 under funding opportunity number HHS-2013-ACF-ACYF-CA-0636. Ineligible applicants will be disqualified from competitive review and from funding under this FOA.

## **Notification of Application Disqualification**

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

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

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

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

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

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at [www.Grants.gov](http://www.Grants.gov). They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

#### **Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

#### **Federal Relay Service:**

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

## **Section IV.2. Content and Form of Application Submission**

### **FORMATTING ACF APPLICATIONS**

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

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

**Authorized Organizational Representative (AOR)**

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

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

### **Point of Contact**

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

### **Application Checklist**

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

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

### **Accepted Font Style**

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

### **Page Limitations**

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

**All applications must be double-spaced.** 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 table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

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

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

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

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

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

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

### **Copies Required**

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

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

### **Signatures**

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

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

### **Accepted Application Format**

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

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

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

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

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission is limited to 125 pages in its entirety. The two files applicants must submit are:

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

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

The Appendices file which must include these items in this order:

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

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

## **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 "Support" at the top menu bar and selecting "Technical Support". Under the "Technical Support" section select "Recommended 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 <https://www.acf.hhs.gov/grants/howto#chapter-7> under "How to Apply for a Grant/Submit an Application." [ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [https://www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf) under "How to Apply for a Grant/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**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html>

**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.

**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 are available in the Application Package 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 Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

<p>Certification of Filing and Payment of Federal Taxes</p>	<p>Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in federal funding for a multi-year project to be fully funded.</p>	<p>Applicants are advised of the following requirement contained in Section 518 of the “Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014,” (Pub.L. 113-76, Division H).</p> <p>This requirement remains in effect: Sec. 518.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the 3 years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multi-year project to be funded in FY 2015, or as a multi-year project to be fully funded in FY 2015, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
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<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> and registration at SAM.gov at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>SF-424 Key Contact Form</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p>

The applicant must take the needs of lesbian, gay, bisexual, transgender, and questioning youth into consideration in the program design. Applicants consider how their programs will be inclusive of and non-stigmatizing toward such participants. If not already in place, applicants and, if applicable, sub-awardees should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an

application for this funding opportunity constitutes an assurance that applicants have or will have such policies in place prior to receiving the award. Awardees should ensure that all youth-serving staff are trained to prevent and respond to harassment or bullying in all forms. Programs serving youths should be prepared to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. In addition, any sub-awardees or subcontractors: have in place or will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin; will enforce these policies; will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and; have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

## **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.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

## **Table of Contents**

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

## **Project Summary/Abstract**

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

Please place the following at the top of the abstract:

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

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

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

## **Approach**

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

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

Applicants are expected to use their Phase I work and findings as the basis for their Phase II proposals.

## **Target Population and Geographical Area**

Phase II applicants must summarize the work they did during Phase I (planning) to clearly define (and refine) the target population at each point of engagement and the results of this work. This includes information learned by the source of data. This summary must demonstrate their understanding that not all youth/ young adults in the three points of engagement are at the same level of risk for homelessness (a youth at 17 in a foster home versus a group home). The summary must include an analysis of the prevalence of the risk and protective factors among the target population that was part of the Phase I work

to continue to define the target population to determine the appropriate services. In the application, provide:

- Description of current outcomes for youth/young adults in each of the three points of engagement in the four outcome areas described in *Section I. Program Description, PHASE II PROJECT REQUIREMENTS*;
- Detailed information on the refined target population at each point of engagement and how the applicant will identify youth most at risk, and the process for selection and referral of members of the target population at each point of engagement to the intervention(s), services, and supports;
- Information detailing the findings of the Phase I data analysis;
- Supporting information on how this data analysis informs the selection of a target population for implementation, including risk and protective factors;
- Information on how many youth/ young adults are at-risk in the target population in each of three points of engagement;
- Description of cultural aspects of the youth/young adults targeted by the intervention, such as tribal membership, race, ethnicity, gender, and sexual orientation (as appropriate or known);
- Evidence that project partners are in agreement with the youth/ young adults identified as the most at-risk; and
- Information on how the applicant solidified the support for selecting this population with project partners.

Describe:

- Evidence that your community needs Phase II funding;
- How the geographic location was strategically chosen to implement the intervention(s), services, and supports, in anticipation of future evaluation;
- The geographic area where the intervention(s), services, and supports will be piloted;
- How the initial implementation area is appropriate to the intervention(s), services, and supports selected;
- The plan for scaling up the intervention to other areas (if applicable) for full implementation; and
- The factors that will be monitored if the intervention(s), services, and supports are expanded to a wider area.

### **Installation and Initial Implementation of the Intervention Model**

Phase II applicants must summarize the work they did during Phase I to conduct a detailed analysis of the services and supports provided to the target population to determine to what extent they meet their needs, and summarize the results of this analysis. Applicants for Phase II must demonstrate that their proposed services will fit well with the assessed needs, characteristics, and preferences of the identified target population, and will be delivered in a way that is sensitive to their identity and culture. Describe:

- The service array currently available in the area to be served by Phase II;
- The process that was used to conduct an assessment of the programs that can or do currently serve the target populations and to what extent these programs are achieving the core outcomes of their proposed intervention model;
- How and why those services are not currently meeting the needs of the target populations;
- Services that will be provided during Phase II to address the needs of the target population and how they form the intervention(s), services, and supports;
- How the services provided will be aligned to achieve the four core individual-level outcomes of the USICH's framework (education/ employment; housing; permanent connections; social and emotional well-being);
- How the intervention(s), services, and supports fit well with the assessed needs, characteristics, and preferences of the target population, and how they will be delivered in a way that is sensitive to their identity and culture;

- Whether the services are an evidence-based treatment (EBT), evidence-informed, an adaptation of an EBT, a promising practice, or a newly developed intervention;
- How project partners were involved in the process of identifying the gaps in services and the extent and nature of project partner support for the identified intervention(s), services, and supports;
- The plan for selection, training, and coaching of staff so that once it is determined what intervention(s), services, and supports are effective for the target population, the organization can be confident that what they intend to happen actually will happen;
- How they will install, and then fully implements their proposed intervention(s), services, and supports by at least the end of the project period;
- Which elements of the intervention(s), services, and supports will need to be tested before full implementation and what factors will be used to determine if the interventions, services, and supports are likely to achieve the proximal outcomes identified in the logic model;
- Timelines and milestones appropriate to the project;
- Any system level supports that have taken place during Phase I to increase competency to provide trauma-informed services;
- How the system improvements and identified intervention(s), services, and support will address the pervasive impact of trauma on the target population, from the internalizing and externalizing behaviors that may present, to the impact on everyday functioning, to their ability to access services;
- PYD activities that occurred during Phase I;
- How those PYD activities have informed the Phase II intervention(s), services, and supports and this application for Phase II funding;
- How the PYD framework will be utilized to develop the skills and abilities that can impact the four core individual-level outcome areas as you implement Phase II interventions, services, and supports;
- The specific steps in the plan for obtaining housing and supporting the target population in housing at each point of engagement;
- Youth engagement activities that occurred during Phase I;
- The plan to continue to involve youth/ young adults in your implementation; and
- The preliminary plan to refer and select eligible youth/young adults to the intervention(s), services, and supports.

## **Partnerships**

Applicants must describe how they will build on their Phase I work during Phase II to intentionally connect practices and procedures among multiple service providers to improve a targeted set of outcomes for youth/young adults. Applicants must:

- Demonstrate an awareness that serving transition-age youth/young adults cannot solely be the responsibility of the child welfare system;
- Describe how “child” and “adult” systems will be transformed to meet the unique needs of the target populations;
- Describe how community partners have been and will be brought to the table to determine if their services can be adapted to achieve the outcomes intended for the target populations, or if other providers must be found;
- Describe the need for additional partnerships and how these will be formed during Phase II.
- Describe the key partners in the project in Phase II;
- Include information on what resources partners bring to the table;
- Describe how key partner participation influences the trajectory of the implementation of the project. (Please note: Key partners are those who do much more than simply attend meetings to get information on the grant.)
- Describe the barriers to key partners’ participation in the planning grant and the design of the intervention(s), services, and supports;
- Propose a plan to overcome these barriers; and
- Explain the role of philanthropic organizations and foundations as partners and what resources and

supports they will bring to Phase II.

## **Organizational Capacity**

Applicants must describe:

- Their organization's capacity for successful administration, development, and implementation of the proposed intervention;
- Their organization's fiscal control and accountability procedures;
- Their capacity to design, install, and implement the proposed intervention in terms of the areas that are critical to implementing the intervention with fidelity;
- The proposed management team for the implementation of the project, to include resumes and an organizational chart;
- Who in the grantee organization will be involved in the implementation of the project in Phase II, amount/percent of time on the grant project, their duties, and how they will support the implementation teams. (Please note: Personnel involved in the planning grant (Phase I) may or may not be appropriate for the implementation (Phase II));
- The qualifications of the implementation team to manage the implementation, data, and information to achieve the outcomes intended (as described in the logic model) and their ability to make mid-course corrections;
- How leadership will be leveraged to achieve the core outcomes and problem-solve;
- Capacity for implementing the project with fidelity through individuals who are adept at managing change and are receptive to coaching;
- How the grantee organization will hire, train, coach, and supervise frontline staff responsible for delivering the intervention(s), services, and supports. If the applicant will not be responsible for frontline staff, describe in detail the agencies responsible for hiring, training, coaching, and supervising the frontline staff who will be implementing the model with fidelity; and
- The plan for the provision of comprehensive training and technical assistance and support to implementation sites, front line staff, and staff or workers who may only be peripherally involved in the project but may be in contact with referred youth/young adults, and will be involved in the organization-level and system-level culture shift that will likely be necessary to effectively engage with these populations.

If the applicant is not the public child welfare agency, describe:

- How the child welfare agency participated in Phase I. This includes their names, positions, and what they were specifically able to bring or provide to the planning grant;
- The role the child welfare agency will play during Phase II;
- The barriers they anticipate encountering with the child welfare agency during implementation; and
- How they plan to overcome these barriers.

## **Project Timeline and Milestones**

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

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

## **Funded Activities Evaluation Plan**

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

Applicants are expected to use their Phase I work and findings as the basis for their Phase II proposals. Phase II applicants must provide a plan to conduct rapid cycle testing of intervention components and a formative evaluation of their intervention(s), services, and supports.

Overall, by the end of Phase II, these activities should allow the grantee to demonstrate readiness to move to Phase III - full implementation and a rigorous summative evaluation - or determine whether additional model refinements are needed.

The applicant must:

- 1) Describe their current theory of change. For most applicants, the theory of change was revised during Phase I. Applicants must provide a strong justification for the theory of change and discuss why this theory of change is now most appropriate to guide the work of the grant based on what was learned during the planning grant period. Lastly, it is important that applicants provide information on how the theory of change will be continuously re-evaluated during Phase II.
- 2) Include a logic model. The logic model should demonstrate how core elements of the intervention(s), services, and supports are aligned to produce intended short-term individual-level outcomes, and how these are related to the long-term outcomes specified in the USICH's framework. (Please note: Applicants may have a different logic model for their target population at each of the three points of engagement.)
- 3) Provide a plan for rapid cycle testing of intervention components to identify any needs to refine or fine tune the intervention(s), services, and supports prior to conducting the formative evaluation. This plan should demonstrate how attention to the quality of the implementation process will aid in achieving positive short-term, individual-level outcomes with the delivery of evidence-based, evidence-informed, and adaptations of evidence-based interventions, services, and programs.
- 4) Include a detailed formative evaluation plan that describes how the applicant will objectively document and assess key aspects of program implementation identified in the logic model (e.g., program activities, recruitment and retention, dosage, quality, participant responsiveness, program reach), as well as over-arching organizational factors that may influence program implementation (e.g., infrastructure and resources, organizational culture and climate) and leadership and professional development of providers (e.g., training, fidelity monitoring, coaching/supervision, and feedback). The applicant should also describe the plan for evaluating the short-term outcomes that are consistent with the program's logic model(s).

The plan should contain:

- Key formative evaluation questions;
- Estimates of the proposed sample size for the formative evaluation, including relevant comparison cases (if applicable);
- Descriptions of data collection instruments or administrative data sources that will be used to track formative evaluation information;
- Description of the data collection strategy, including plans for locating and engaging youth in data

- collection;
- Description of the analysis strategy; and
- A timeline for conducting the evaluation activities.

5) Describe any preliminary activities that may be required prior to conducting formative evaluation including, but not limited to developing Interagency Agreements (IAA) or Memoranda of Understanding (MOU) for data sharing; obtaining any necessary court system approvals required for data collection with youth in foster care; and plans for securing IRB review. The applicant should provide an assessment of the support in the community for a rigorous evaluation, including any ethical issues related to the target populations, and describe anticipated barriers to the formative evaluation activities and plans to address the barriers.

6) Provide a plan for using the data collected throughout the project for continuous quality improvement. Specifically, please discuss how the information collected will be utilized to support current practice and inform any refinements needed for the intervention. In addition, please include information about how the evaluation will support the continued refinement of the target population for referral and selection to the intervention(s), services, and supports.

7) Provide a plan for continued development and testing of cost analysis measures. Applicants must summarize the cost analysis plan developed during Phase I. Applicants must describe their plan to implement and pilot test systems for collecting the data elements needed for the cost analysis that is required during Phase III, including, but not limited to, collecting data on the following factors:

- Service delivery hours;
- Rates of reimbursement;
- Staff and/or clinical caseloads;
- Supervisor to worker and/or clinician ratios;
- Cost per youth or unit of service;
- Transportation costs;
- Training and consultation costs;
- Installation and maintenance costs;
- Quality assurance costs; and
- Value of benefits derived.

The applicant describes the evaluation team to be in place for Phase II to conduct the formative evaluation plan, including roles and responsibilities. The applicant describes how the Phase II evaluation team was involved in Phase I work. The applicant describes how the data elements needed for cost analysis in Phase III will be collected, and how the evaluation team will provide state, local, and tribal policy makers with the data and information they need to make more thoughtful decisions about resource allocation in their communities.

## **Geographic Location**

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

## **Logic Model**

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

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);

- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

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

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

### **Dissemination Plan**

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

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

### **Third-Party Agreements**

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

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

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

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

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

### **The Project Budget and Budget Justification**

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

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

**Special Note:** *The Consolidated and Further Continuing Appropriations Act, 2015 (Pub.L. 113-235), enacted December 16, 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 \$183,300. Please see <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level>. This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

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

Applicants must budget for at least 15 percent per year of their total budget to support the evaluation and evaluation activities.

Applicants must allocate sufficient funds in the budget to support the following required travel: a) Within 3 months after the award, the project director, child welfare liaison (if different from the project director), evaluator, and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, D.C. ; and b) The project director, the child welfare agency liaison (if different from the project director), and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, D.C.

## **General**

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

## **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

## **Travel**

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

## **Equipment**

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

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

## **Supplies**

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

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

## **Contractual**

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

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

invitations for bids, independent cost estimates, etc., available to ACF.

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

### **Indirect Charges**

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

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

### **Program Income**

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

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

### **Paperwork Reduction Disclaimer**

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

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and

obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.

- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### **Application Validation at [www.Grants.gov](http://www.Grants.gov)**

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

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

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

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

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

### **Systems Issues**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [https://www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

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

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

To receive an exemption from required electronic application submission, applicants must submit a written

request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at [www.Grants.gov](http://www.Grants.gov).

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

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

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

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

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

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

All exemption requests must include the following information:

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

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

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

## **Paper Format Application Submission**

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

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

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

### **IV.3. Submission Dates and Times**

Due Date for Applications: **05/26/2015**

#### **Explanation of Due Dates**

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

#### **Electronic Applications**

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

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

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

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

#### **Mailed Paper Format Applications**

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

#### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address

provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

**No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

**Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

**Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

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

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

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

**Acknowledgement from ACF of an electronic application's submission:**

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

**Acknowledgement from ACF of receipt of a paper format application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

**IV.4. Intergovernmental Review of Federal Programs**

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

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

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

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

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

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

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

As required under section 105(c) of the Child Abuse Prevention and Treatment Act (42 U.S.C. § 5106(c)), funding for evaluations shall be provided as a stated percentage of a demonstration grant. CB is requiring that at least 15% per year of the total budget must be used to support the evaluation and evaluation activities conducted under the grant.

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

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

##### **Submission By Mail**

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

##### **Hand Delivery**

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

##### **Electronic Submission**

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

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

#### **V. Application Review Information**

## V.1. Criteria

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

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

### Objectives and Need for Assistance

**Maximum Points: 10**

In reviewing the Objectives and Need for Assistance, reviewers will consider the extent to which:

1. Based on their Phase I work, the applicant provides detailed information on the current outcomes of the target population at the three points of engagement in the four core individual-level outcomes areas of the USICH's intervention model that demonstrates why Phase II funding is needed to implement the model intervention(s). This includes estimates of the number of youth/young adults to be served at each point of engagement each year over the 36 months of the grant.
2. The applicant demonstrates they understand the importance of focusing on a target population within each of the three points of engagement.
3. The applicant provides a strong justification that supports why they are best suited to provide "lessons learned" to the field on their work.

### Approach

**Maximum Points: 40**

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

#### Target Population and Geographic Area(s) (10 points)

1. The applicant provides information on the process used to conduct the data analysis in Phase I. The applicant provides conclusive information that provides an overview of what was learned during the Phase I data analysis. This should include information on the sources of data.
2. The applicant provides detailed information on the refined target population at each point of engagement based on Phase I work. The applicant defines the youth most at risk at each point of engagement. The applicant provides information on the target populations risk and protective factors.
3. The applicant provides information on the geographic location(s) of where the youth/young adults will be served and why the geographic location is appropriate.

#### Implementation Plan for the Models (25 points)

1. The applicant provides detailed information on the model(s) to be implemented during Phase II to each of the target populations. The intervention(s), services, and supports are identified as evidence-based treatment (EBT), evidence-informed, an adaptation of an EBT, a promising practice, or a newly developed intervention. The applicant provides information on the sources of

- funding for the intervention(s), services, and supports.
2. The applicant describes in detail how the intervention(s), services, and supports fit well with the assessed needs, characteristics, and preferences of the target population, and how they will be delivered in a way that is sensitive to their identity and culture.
  3. The applicant provides a detailed plan on how they will install, and then fully implement their proposed intervention(s), services, and supports by at least the end of the project period. This includes milestones and timelines appropriate to the project.
  4. Based on Phase I work, the applicants clearly details how the system improvements and identified intervention(s), services, and supports in Phase II will address the pervasive impact of trauma on the target population(s).
  5. Based on Phase I work, the applicant provides the plan to utilize a PYD framework to develop the skills and abilities that can impact the four core outcome areas in Phase II.
  6. Based on Phase I work, the applicant details the specific steps that will be used in Phase II to obtain safe, stable, and appropriate housing for target population at each point of engagement.
  7. Based on Phase I work, the applicant provides the plan to continue to involve youth/young adults in Phase II.

### **Screening and Assessment/ Referral and Selection (5 points)**

1. The applicant provides an overview of the screening and assessment tools selected for use in Phase II with the target population at each of the three points of engagement, and who will administer them.
2. The applicant provides a reasonable proposal of who can refer to the interventions, and how youth/young adults will be selected.

### **Partnerships**

**Maximum Points: 10**

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

1. Based on Phase I work, the applicant identifies who the key partners will be in Phase II. The applicant clearly details why the partner is critical to the success of the implementation and formative evaluation. There are letters of commitment or memoranda of understanding from each of the entities that will be partners or collaborators.
2. The applicant details the additional partners who will need to be part of Phase II but have not yet been engaged. The applicant details the barriers to the engagement of these partners and provides a plan to overcome the barriers.
3. Based on Phase I work, the applicant details what strategic partnerships will be leveraged in Phase II with philanthropic entities, foundation, and business communities based on their expertise, resources, and other assets related to achieving the goals of this initiative. There are letters of commitment or memoranda of understanding from each of the entities that will be partners or collaborators.
4. Based on Phase I work, the applicant details their plan in Phase II for strong partnerships with community-based/non-governmental entities. There are letters of commitment or memoranda of understanding from each of these organizations, agencies, or consultants that will be partners, subcontractors, or collaborators.
5. Based on Phase I work, the applicant demonstrates their plan in Phase II for strong partnerships with state and/or local governmental entities, including education (e.g., local education agencies, schools), Temporary Assistance for Needy Families, juvenile and family court system, county and/or city leadership (e.g., Mayor's office). There are letters of commitment or memoranda of understanding from each of these entities that will be partners, subcontractors, or collaborators.

### **Evaluation**

**Maximum Points: 25**

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

1. The applicant provides an evaluation plan to include: key formative evaluation questions; a description of data collection instruments or administrative data sources that will be used to track formative evaluation information; a description of the data collection strategy, including plans for locating and engaging youth in data collection; and a description of the analysis strategy. The plan is associated with a reasonable timeline to conducting the evaluation activities and the logic model.
2. The applicant demonstrates that there is a qualified and appropriate team in place to develop and conduct the formative evaluation plan. The applicant provides information on whether or how that team has been involved in Phase I work and demonstrates why they continue to be appropriate for Phase II. The applicant indicates if this team is in-house or will be contracting with a qualified third-party. Roles and responsibilities of the evaluator are outlined in the application.
3. Based on Phase I work, the applicant provides their current theory of change. This theory of change provides a strong rationale for the activities to be implemented.
4. Based on Phase I work, the applicant provides their current logic model(s). The logic model(s) provides clearly articulated information on how the core elements of the intervention(s), services, and supports to be implemented align with one another and the individual-level outcomes expected in the four areas of the USICH's model.
5. The applicant provides a sound plan for the rapid cycle testing of intervention components to identify any needs to refine or fine tune the intervention(s), services, and supports prior to conducting the formative evaluation. The applicant outlines their process for determining how the formative evaluation will evaluate whether their intervention is associated with expected program outputs and short-term outcomes of interest.
6. The application contains estimates of the proposed sample size of cases, including relevant comparison cases (as applicable), and how that would support a rigorous evaluation in Phase III.
7. The applicant's plan describes the preliminary activities that may be required prior to collecting data or referring youth to the intervention/evaluation including, but not limited to, developing IAAs or MOUs for data sharing; obtaining any necessary court system approvals required for data collection with youth in foster care; and plans for securing IRB review. The applicant identifies barriers to obtaining approval and a plan to overcome those barriers.
8. Based on Phase I work, the applicant should provide an assessment of the support in the community for a rigorous evaluation, including any ethical issues related to the target populations, and describe anticipated barriers to the formative evaluation activities and plans to address the barriers.
9. The applicant has a plan for using the data collected throughout the project for continuous quality improvement. The applicant provides a solid plan to utilize this information to support current practice and inform any refinements needed for the intervention.
10. Based on Phase I work, the applicant provides a solid plan to continued development and testing of cost analysis measures. The plan describes the efforts to implement and pilot test systems for collecting the data elements that would be needed for the cost analysis that is required during Phase III.

## **Organizational Capacity**

**Maximum Points: 10**

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

1. The proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities to effectively institute and manage a project of this size, scope, and complexity. The role, responsibilities, and time commitments of each proposed project staff position are clearly defined (e.g., job description) and appropriate to this project. The applicant

details how this staffing was involved in Phase I, and how they continue to be appropriate to implement the model(s).

2. The applicant provides a plan for selection, training, and coaching of staff appropriate to the implementation. The applicant provides information on the use of leadership, and how it will be leveraged to achieve the core individual and system-level outcomes of the USICH's model and to problem-solve.
3. The plan for the provision of comprehensive training and technical assistance and support to implementation sites, front-line staff, and staff or workers.
4. The applicant provides the plan of how the partner organizations will address the organization-level and system-level culture shift that will likely be necessary to effectively engage with these populations of young people.
5. If the applicant is not the child welfare agency, the applicant provides an MOU that documents the child welfare agency as an essential partner in the work. The MOU outlines the roles and responsibilities of the child welfare agency. The applicant details how the child welfare agency participated in Phase I activities. This includes their names and positions. The applicant identifies any barriers they anticipate encountering with the child welfare agency during implementation and how to overcome them.

## **Budget and Budget Justification**

**Maximum Points: 5**

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

1. There is a detailed narrative budget justification for each year of the project. The costs are reasonable in view of the activities to be conducted and expected results and benefits.
2. The applicant budgets for at least 15 percent per year of the total grant funds to be used for the evaluation or to conduct evaluation activities. The applicant's budget for evaluation activities and staffing levels are appropriate to implementation and formative evaluation activities.
3. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.
4. The applicant identifies and appropriately budgets for any technical assistance to be procured to assist in implementing and evaluating activities of Phase II.
5. The applicant provides a budget that fulfills the requirements for travel to Washington, D.C. for grantee meetings.

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

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

### **Initial ACF Screening**

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

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

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of

experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

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

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

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

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

### **Approved but Unfunded Applications**

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

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

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

Applications will be reviewed during the Summer 2015. Funded projects will have a start date no later than September 30, 2015.

## **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, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. 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 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. 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 § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)\_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/partner-ships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

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

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

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

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

### **Debarment and Suspension**

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

### **Pro-Children Act**

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

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and

points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

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

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

### **Award Term and Condition under Title VI of the Civil Rights Act of 1964**

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination.

[www.hhs.gov/ocr/civilrights/understanding/index.html](http://www.hhs.gov/ocr/civilrights/understanding/index.html).

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency.

[www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html](http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html). Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

## **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.

### **Performance Progress Reports (PPR)**

Notice of Award (NoA) 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 ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at <https://www.acf.hhs.gov/grants-forms>

### **Federal Financial Reports (FFR)**

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

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 ACF. As a result, a recipient that receives awards from more than one federal program 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. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

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

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

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

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

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

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

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of \$5,000 or more, and residual supplies with an aggregate fair market value exceeding \$5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

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

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumbrance Request (SF-429C, Attachment C). The forms are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

## **VII. Agency Contacts**

### **Program Office Contact**

Catherine Heath  
Administration for Children and Families  
Administration on Children, Youth and Families  
CB Operations Center, c/o LCG, Inc.  
1400 Key Boulevard, Suite 900  
Arlington, VA 22209  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

### **Office of Grants Management Contact**

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

### **Federal Relay Service:**

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

## **VIII. Other Information**

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

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

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

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

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

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

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

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

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

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

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>.

## Application Checklist

What to Submit	Where Found	When to Submit
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection</p>	<p>If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	with this commitment providing for the United States to insure or guarantee a loan.	
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

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

	<p>Available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p><b>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</b></p>
<p>SF-424 Key Contact Form</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

	<p>FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>