



Administration for Children and Families

Administration on Children, Youth and Families

National Quality Improvement Center for Preventive Services and Interventions in Indian
Country

HHS-2016-ACF-ACYF-CA-1175

Application Due Date: 06/29/2016

National Quality Improvement Center for Preventive Services and Interventions in Indian
Country

HHS-2016-ACF-ACYF-CA-1175

TABLE OF CONTENTS

- Overview
- Executive Summary
- I. [Program Description](#)
- II. [Federal Award Information](#)
- III. Eligibility Information
 - 1. [Eligible Applicants](#)
 - 2. [Cost Sharing or Matching](#)
 - 3. [Other](#)
- IV. Application and Submission Information
 - 1. [Address to Request Application Package](#)
 - 2. [Content and Form of Application Submission](#)
 - 3. [Unique Entity Identifier and System for Award Management \(SAM\)](#)
 - 4. [Submission Dates and Times](#)
 - 5. [Intergovernmental Review](#)
 - 6. [Funding Restrictions](#)
 - 7. [Other Submission Requirements](#)
- V. Application Review Information
 - 1. [Criteria](#)
 - 2. [Review and Selection Process](#)
 - 3. [Anticipated Announcement and Federal Award Dates](#)
- VI. Federal Award Administration Information
 - 1. [Federal Award Notices](#)
 - 2. [Administrative and National Policy Requirements](#)
 - 3. [Reporting](#)
- VII. [HHS Awarding Agency Contact\(s\)](#)
- VIII. [Other Information](#)

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

Program Office: Administration on Children, Youth and Families -
Children's Bureau

Funding Opportunity Title: National Quality Improvement Center for Preventive
Services and Interventions in Indian Country

Announcement Type: Initial

**Funding Opportunity
Number:** HHS-2016-ACF-ACYF-CA-1175

Primary CFDA Number: 93.670

Due Date for Applications: 06/29/2016

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>.**

The purpose of this funding opportunity announcement (FOA) is to award a 5-year cooperative agreement to establish a Quality Improvement Center (QIC) on the prevention and intervention of child abuse and neglect in American Indian/Alaska Native (AI/AN) communities. The QIC will gather, generate, and disseminate knowledge regarding effective practice models for strengths-based, culturally relevant, trauma-informed, and preventive services and interventions for all forms of child maltreatment. As part of this work, the QIC will provide technical assistance and implementation assistance for two to five project sites. The purpose of the selected project sites is to implement and assess practice models that show promise in preventing child abuse and neglect and that may be implemented or adapted in other tribal child welfare systems.

The following are the objectives of the QIC:

- Promote awareness and use of culturally relevant child maltreatment prevention and interventions services that are supported by practice-based evidence in tribal child welfare systems;
- Improve holistic services for children and families who have experienced or are at risk of child abuse or neglect; and
- Disseminate findings and support knowledge transfer from the QIC projects to the field.

The goals of the QIC for Preventive Services and Interventions in Indian Country are to

identify, implement, and disseminate culturally relevant services and interventions in AI/AN communities and to empower AI/AN families to develop or enhance the skills, capacities, and protective factors necessary to live healthy, stable lives with their families intact.

I. Program Description

Statutory Authority

The statutory authority is Section 105(b)(5) of the Child Abuse Prevention and Treatment Act (42 U.S.C. § 5106(b)(5)), as amended.

Description

BACKGROUND

The Administration on Children, Youth and Families (ACYF) administers national programs for children and youth; works with states, tribes, and local communities to develop services that support and strengthen family life; seeks joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance to parents. Many of the programs administered by ACYF focus on children from low-income families; abused and neglected children; children and youth in need of foster care, independent living, adoption, or other child welfare services; preschool children; children with disabilities; runaway and homeless youth; and children from Native American and migrant families. ACYF works directly and through grants and contracts to assist states and tribes in improving services to families and children.

Within ACYF, the Children's Bureau (CB) is the federal agency responsible for assisting child welfare systems to improve the services they provide to vulnerable children and families. CB's website (<http://www.acf.hhs.gov/programs/cb>) provides a range of information and links to other relevant websites. Before preparing an application, grantees can learn more about CB's mission and programs by exploring the website.

Child Maltreatment in Tribal Communities

The exact number of AI/AN children involved in tribal child welfare systems across the country is unknown, but data show that AI/AN children are overrepresented in the foster care system (DHHS. [2013]. Retrieved from <http://www.acf.hhs.gov/programs/cb/resource/data-brief-trends-in-foster-care-1>). Reports of AI/AN child maltreatment, including sexual abuse and familial violence, exceed the reported rates of child maltreatment in other U.S. communities. Based on maltreatment reports, AI/AN children are more likely to experience combinations of maltreatment, including neglect, physical abuse, psychological abuse, and sexual abuse.

The prevalence and impact of multiple victimizations and maltreatment is evident for AI/AN children. A 2006 report from the U.S. Department of Justice indicates that AI/AN children experience multiple forms of maltreatment at four-times the rate of other children (Stevens, et al. [2006]. Retrieved from <http://cmx.sagepub.com/content/10/3/211.full.pdf>). Abuse contributes to a range of negative individual and community impacts. For example, adolescent AI/AN death rates are two to five times the rates of Caucasian adolescents. Violence, including intentional injuries, homicide, and suicide, account for 75 percent of deaths for

AI/AN youth between the ages of 12 and 20 years (DHHS, Substance Abuse and Mental Health Services Administration [SAMHSA]. [2011]. Retrieved from <http://www.store.samhsa.gov/shin/content/SMA11-PHYDE020811/SMA11-PHYDE020811.pdf>). Native teens experience the highest rate of suicide of any population group in the United States. For AI/AN youth ages 15-24, suicide is the second leading cause of death, and AI/AN youth in this age group die from suicide at 2.5 times the national rate of their peers (SAMHSA, 2011).

Federal Policy Context

The Child Abuse Prevention and Treatment Act (CAPTA) is the authorizing legislation for this FOA. CAPTA is one of the key pieces of legislation that guides child protection. It is in the interest of ACYF to support innovative programs and projects that show promise for preventing and treating cases of child abuse and neglect. CB encourages interagency collaboration at the local, state, and tribal levels to support families who are at risk of child welfare involvement and those who come to the attention of child welfare and other health and human services agencies. The Keeping Children and Families Safe Act of 2003 (Pub.L. 108-36) encourages federal support of child protective services linkages with developmental, mental health, early intervention, and health services related to the evaluation and treatment of maltreated children. As a result, CAPTA state grant eligibility is now tied to several state practices intended to promote access to services for at-risk children. On December 20, 2010, President Obama signed Public Law 111-320, a reauthorization of CAPTA that continued to encourage cross-system partnerships to address the needs of children in or at risk of child welfare involvement.

Indian Child Welfare Act

The Indian Child Welfare Act (ICWA) recognizes tribal jurisdiction over member children and provides procedural mechanisms for informing state systems, intervening, or transferring cases to tribal court (section 101 of ICWA). Tribal child welfare systems have been steadily growing since ICWA was signed in 1978. However, many tribes seeking to fulfill the intent of ICWA to protect the best interests of Indian children and promote the stability and security of Indian tribes and families are hampered by a lack of stable funding. Tribes often must stitch together grants from a number of federal agencies to support their programs.

Among major federal child welfare programs, the greatest number of tribes participate in the programs authorized by Title IV-B of the Social Security Act: Title IV-B, subpart 1 – the Stephanie Tubbs Jones Child Welfare Services Program and Title IV-B, subpart 2 – the Promoting Safe and Stable Families Program. These programs provide flexible resources to support a range of child welfare services to protect children from abuse and neglect and to support and preserve families at risk or in crisis. Still, out of 567 federally recognized tribes, only about a third receive funds under one or both of the Title IV-B programs. Overall funding is modest (a total of \$16.9 million in FY 2015), and for tribes with small populations, grant amounts can be very small (as little as \$1,200 under Title IV-B, subpart 1 and \$10,000 under Title IV-B, subpart 2). Tribes have only recently been granted direct access to the largest source of federal funding for child welfare: the Title IV-E foster care, adoption assistance, and (optional) kinship guardianship assistance program. The Fostering Connections to Success and Increasing Adoptions Act of 2008 allowed tribes to directly administer Title IV-E programs, and an increasing number of tribes are moving forward with participating or preparing to participate in the program. As of February 2016, seven tribal

grantees (six tribes and one tribal consortium) have been approved to operate the Title IV-E program. Five grantees are now moving forward with operation of the program, and two have postponed implementation. Additional tribes are actively working toward gaining approval to participate in the program.

Tribal sovereign nations, communities, and systems have varying degrees of capacity to exercise the authority described under ICWA and to provide child welfare services, but many play a critical role in the support of families and the placement and care of children.

For additional information about how tribes, states, and other jurisdictions can work together more effectively to advance the goals of ICWA, refer to *Tribal-State Relations* at https://www.childwelfare.gov/pubPDFs/tribal_state.pdf.

DEMONSTRATION PROJECTS

Activities funded under this FOA are demonstration projects. A demonstration project puts into place a new, existing, or distinctive approach for delivering services to a specific population. Demonstration projects may assess whether a program or service that has proven successful in one location or setting can work in a different context. These projects may also assess a model, idea, or concept that reflects a new or different way of thinking about service delivery. Demonstration projects may be designed to address the needs of a very specific group of clients or focus on one service component available to all clients. The scope of these projects may be broad and comprehensive or narrow and targeted to specific populations. A demonstration project must complete the following:

- Assess implementation of an evidence-based or practice-based model with new populations or other adaptations and enhancements where there is limited research;
- Develop and implement a practice-based model with specific components or strategies that are based on theory, research, or assessment data or that reproduce or are transferred from successful, evaluated program models;
- Determine the effectiveness, costs, and benefits of the model and its components or strategies using an assessment approach;
- Disseminate project products and findings strategically and effectively; identify and engage with target audiences; produce detailed procedures, materials, and other products based on the program evaluations; and disseminate information about project activities, products, and findings; and
- Contribute to strategies, models, and programs that may be used to guide program improvements or systems change or that may be transferred to other settings.

PURPOSE OF THE QIC

The purpose of the QIC is to build on current knowledge regarding preventing AI/AN child abuse and neglect. There are some known risk factors for and protective factors against AI/AN child maltreatment. However, there is a need to develop culturally relevant prevention practices that mitigate risk factors and create or support protective factors to inform child welfare practice and further AI/AN child maltreatment prevention efforts.

The QIC will gather, generate, and disseminate knowledge of culturally relevant practice models that contribute to preventing all forms of child maltreatment. The QIC will select two to five project sites to implement and assess practice models that show promise in preventing

AI/AN child abuse and neglect and that may be implemented and adapted in other tribal child welfare systems. The QIC will provide technical assistance and implementation assistance to these project sites.

The QIC will assist tribal child welfare systems to develop or enhance practice-based evidence for trauma-informed, strengths-based, and comprehensive community-coordinated preventive interventions that decrease incidents of maltreatment, reduce the likelihood of perpetrator recidivism, promote understanding of the role of historical trauma in maltreatment, promote protective factors, reduce risk factors, and enhance healthy and appropriate relationships in AI/AN communities.

CB anticipates that the QIC will help with the following:

- Promote awareness and use of culturally relevant child maltreatment preventive services and interventions supported by practice-based evidence in tribal child welfare systems;
- Improve holistic services for children and families in/or at risk of entering the child welfare system in tribal communities; and
- Disseminate findings and support knowledge transfer from the QIC projects to the field.

GRANTEE REQUIREMENTS

The QIC is expected to add to the body of knowledge regarding culturally relevant promising practice models or the prevention and treatment of all forms of child maltreatment in AI/AN populations.

The QIC will partner on projects in two to five tribal communities to assess child abuse and neglect prevention services or interventions. The QIC will conduct an evaluation of each of the projects and develop a strategy for disseminating findings.

The QIC work will be structured in two phases: Phase I: Planning (Year 1) and Phase II: Implementation (Years 2-5). The QIC must complete Phase I: Planning based on a strategically developed plan that includes a literature review, clarifies focus, identifies best and promising practices, identifies project sites, and solicits project site applications. Upon CB approval of the Phase I: Planning activities and the Phase II: Implementation plan, Phase II: Implementation will follow. In Phase II: Implementation, the QIC will announce, monitor, and evaluate the project sites. Phase II: Implementation will include implementation, process evaluation, and dissemination plans in each of the project sites. The QIC will provide technical assistance to projects supported under this initiative.

The QIC must be fully functioning as described in the applicant's timeline within 90 days following the notification of the award.

The remainder of this section highlights grantee requirements in the following areas:

- Target population;
- Collaboration;
- Center roles and responsibilities;
- Evaluation; and
- Dissemination

Target Population

The cooperative agreement funded through this FOA will establish a QIC. The QIC will use promising prevention practices and practice-based evidence to develop and deliver culturally appropriate interventions, including traditional healing, to AI/AN children and families who have experienced or are at risk of child abuse and neglect.

Collaboration

The QIC is expected to actively collaborate with CB, agencies, organizations, and other partners to achieve the purposes of this FOA. In many cases, strong partnerships with spiritual healers, tribal child welfare programs, mental and behavioral health agencies, and other community service providers will be necessary for project site success. The partners involved may vary significantly depending on a tribe's or AI/AN community's location and the role of cultural practices in preventive services and interventions. At the time of site selection, there must be documentation of a strong partnership between the QIC and the agency that is responsible for administering AI/AN abuse and neglect programs and services.

In addition to child welfare, mental health, and other significant community partners, the QIC is expected to engage with experts in tribal child welfare who have knowledge of promising practice models, protective factors strategies, and practice-based evidence that address child maltreatment factors in AI/AN communities.

Center Roles and Responsibilities

The QIC for Preventive and Intervention Services in Indian Country is expected to perform the following functions:

- Develop knowledge about preventing child maltreatment and improving outcomes for AI/AN children and families who have experienced or are at risk of child abuse or neglect;
- Develop knowledge about minimizing risk factors and increasing cultural protective factors for children at risk of child abuse or neglect;
- Build a body of knowledge regarding the systemic factors that impact AI/AN communities;
- Implement models with project sites to promote innovation and practice-based evidence and to build knowledge regarding prevention and intervention services that are rooted in cultural practices and beliefs;
- Promote collaborative problem-solving among project sites;
- Provide capacity-building assistance to identified projects;
- Establish a strategy to disseminate information on promising and best practices;
- Identify barriers and recommend needed changes in policies, procedures, and/or practices; and
- Produce detailed procedures and materials that are based on the knowledge built and that will contribute to and promote practice-based strategies, practices models, and programs that may be implemented in other AI/AN communities.

Evaluation

Tribal Consideration

Evaluation-related work done by the QIC should incorporate CB's *Roadmap for Co-Creating Collaborative & Effective Evaluation To Improve Tribal Child Welfare Programs*. The Roadmap was developed by a workgroup comprising representatives from tribal child welfare programs, evaluators, university researchers, technical assistance providers, and federal program partners. The Roadmap helps create a shared vision for the future of tribal child welfare evaluation and provides a common language for tribal communities and evaluators as they improve evaluation practice. The Roadmap can be accessed at <http://www.acf.hhs.gov/programs/cb/resource/tribal-workgroup>.

General Requirements

CB expects that the QIC will contribute to the development of a knowledge base for best and promising practices that prevent and treat AI/AN child maltreatment. The QIC is expected to identify, test, and evaluate culturally relevant models that are used to prevent and treat all forms of AI/AN child maltreatment. The QIC is expected to identify, implement, and evaluate holistic, culturally relevant child maltreatment preventive services and interventions that are supported by practice-based evidence and that can be implemented and/or adapted in other tribal child welfare systems. The QIC will design and implement an evaluation plan that is guided by its logic model and that focuses on implementation processes and outcomes.

CB encourages the QIC to use participatory and utilization-focused evaluation approaches to guide project assessment, planning, and implementation throughout the grant. The QIC's evaluation is expected to provide regular, timely, and useful feedback to support successful implementation and treatment fidelity and to contribute to the knowledge base of successful strategies for enhancing services to minimize AI/AN child maltreatment.

The QIC is required to rigorously evaluate the project. Rigorous research incorporates the following four criteria:

- **Credibility:** Ensuring what is intended to be evaluated is actually what is being evaluated; making sure that descriptions of the phenomena or experience being studied are accurate and recognizable to others; ensuring that the method used is the most definitive and compelling approach that is available and feasible for the question being addressed. If conclusions about program efficacy are being examined, the study design should include a comparison group (i.e., randomized control trial or quasi-experimental design);
- **Applicability:** Ensuring generalizability of findings beyond the current project (i.e., when findings "fit" into contexts outside the study situation) and that the population being studied represents one or more of the populations served by the program;
- **Consistency:** Consistently following and clearly describing processes and methods so that someone else could replicate the approach and other studies can confirm what is found; and
- **Neutrality:** Producing results that are as objective as possible and acknowledges biases brought to the data collection, analysis, and interpretation of the results.

CB is particularly interested in the following:

- Factors and strategies associated with successful implementation (facilitators), including contributing organizational and system conditions;

- Implementation barriers;
- Factors related to the appropriateness of fit between the selected practices and the systems and settings into which they are introduced;
- Sustainability of the new practices and services; and
- Cost of implementation and ongoing service-delivery changes.

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

- Implementation;
- System integration;
- Service delivery;
- Sustainability;
- Cost; and
- Outcomes

Helpful information on evaluation for program managers may be found in a document titled *Program Manager's Guide to Evaluation*, which can be accessed at http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/index.html.

Dissemination

CB expects information and knowledge generated by the QIC and the project sites will be shared with the field and that efforts will be made to integrate project knowledge into recommendations, policy, and practice. The QIC is expected to incorporate dissemination activities into its work according to identified dissemination goals. The QIC will disseminate information strategically and effectively so that it is received by key target audience and used as intended. The QIC will ensure that project sites work with the QIC to disseminate their individual project products, findings, and work at appropriate times. The QIC will evaluate the extent to which its target audiences receive project knowledge and use it as intended and assess the impact of dissemination. It will allocate sufficient staff time for dissemination.

The QIC is expected to work throughout the course of its project with the Federal Project Officer (FPO) and other CB stakeholders to conduct the following activities:

- Finalize the QIC's and individual projects' dissemination goals and objectives;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation;
- Develop and disseminate summarized or synthesized information about the project;
- Produce a high-quality comprehensive final report suitable for archiving in the CB Discretionary Grant Library (https://library.childwelfare.gov/cbgrants/ws/library/docs/cb_grants/GrantHome); and
- Ensure publications and websites are accessible. Although not required, grantees are strongly encouraged to consider using Section 508 standards to ensure accessibility.

II. Federal Award Information

Funding Instrument Type: Cooperative Agreement
Estimated Total Funding: \$1,000,000
Expected Number of Awards: 1
Award Ceiling: \$1,000,000 Per Budget Period
Award Floor: \$500,000 Per Budget Period
Average Projected Award Amount: \$1,000,000 Per Budget Period
Anticipated Project Start Date: 09/30/2016

Length of Project Periods:

Length of Project Period: 60-month project with five 12-month budget periods

Additional Information on Awards:

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

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

Note: For those programs that require matching or cost sharing, recipients 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 recipient'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.

In the first budget period, the maximum federal share of the project is not to exceed \$1,000,000. In subsequent budget periods, the maximum federal share of the project is not to exceed \$1,750,000 per budget period. The project awarded will be for a project period of 60 months. The initial cooperative agreement award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the project, and a determination that continued funding would be in the best interest of the federal government.

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

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

- CB review and approval of planning stages of the activities before implementation phases may begin;
- Joint CB and recipient 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 announcement that limit the awardee's discretion with respect to the scope of services offered; and
- Close monitoring by CB during performance that may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is unrestricted and open to the following: state governments, county governments, city or township governments, special district governments, Independent school districts, public and state controlled institutions of higher education, Native American tribal governments (federally recognized), public housing authorities/Indian housing authorities, Native American tribal organizations (other than federally recognized tribal governments), nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education, private institutions of higher education, for profit organizations other than small businesses, and small businesses.

Applications from collaborations must identify a primary applicant responsible for administering the grant.

If the primary applicant responsible for administering the grant is not the public child welfare agency, the applicant must document a strong partnership with the public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) and courts having jurisdiction over the targeted child welfare population.

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients 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 amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

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. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

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

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

Missing the Application Deadlines (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

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

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

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

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

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

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and

administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

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

Point of Contact

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

Application Checklist

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

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.

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:

The Project Description and the Appendices must not exceed a combined total of 125 pages. The Project Description must include these items:

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

The Appendices must include these items:

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)

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

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 earlier 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.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

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 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. 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/applicants/submitting-utf-8-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. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. 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 FOA at 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.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes

		relating to nondiscrimination.
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.
Mandatory Grant Disclosure	<p>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201</p> <p><u>And</u></p> <p>U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator,</p>	Mandatory Disclosures, 45 CFR 75.113

	330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and	A DUNS number and SAM registration are eligibility requirements for all applicants. See <i>Section IV.3. Unique Entity Identifier and</i>

	<p>project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p><i>Identify and System for Award Management (SAM) for more information.</i></p>
--	---	--

Non-Federal Reviewers

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

The Project Description

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.

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.

Expected Outcomes

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

Approach

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

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

Applicants must describe their understanding of the need for this QIC as it relates to the relevant legislation, risk factors related to AI/AN child maltreatment, known protective factors, the role of historical trauma, and practice-based evidence or promising practices to prevent and treat AI/AN child maltreatment. Applicants must develop, describe, and propose a design that clearly and concisely describe a strategy for Phase I: Planning (Year 1) and a preliminary plan and strategy for Phase II: Implementation (Years 2-5).

Applicants must propose how they will implement the program strategies and activities during Phase I: Planning and Phase II: Implementation.

Phase I: Planning

Applicants must describe how they will perform, at a minimum, the following functions during the first year of the project:

- Analyze the current state of research on preventive services and interventions in AI/AN communities;
- Develop a feasible and appropriate strategy for conducting a comprehensive review of the literature and best and promising practices;
- Identify and conduct an environmental scan of the practice-based evidence for AI/AN child abuse and neglect prevention and interventions services;
- Develop and implement a systematic approach to focusing the research topics and refining the implementation plan;
- Analyze practice-based evidence to aid healing individuals affected by maltreatment;
- Establish a plan to determine, review, and collaborate with CB regarding the selected project sites (all sites must receive final approval from CB);
- Establish an approach and method for the timely development of the Phase II: Implementation plan;
- Develop a preliminary design for the Phase II: Implementation plan that presents a clear and comprehensive vision of how the proposed QIC would operate; and
- Solicit applications for project sites and make award selections.

Phase II: Implementation

The Phase II: Implementation plan, with any revisions and project selection, is due 10 months after the grant award. Applicants must illustrate that they have the capacity to perform, at a minimum, the following functions during years 2–5 of the project:

- Present the results of the Phase I: Planning work, including the literature review, environmental scan, and meetings with tribal experts;
- Establish and implement a plan to select projects that will implement or enhance services or interventions that are evidence-based or supported by practice-based evidence;
- Establish and implement an administrative structure for implementing each project and a plan for using practice-based components and strategies;
- Develop and implement a plan to provide ongoing technical assistance, support, and

guidance to selected project sites for assessment, intervention, implementation, and process evaluation;

- Work intensively with each project site to identify barriers and make recommendations for needed changes in the state, county, or tribal child welfare system policies, procedures, and practices;
- Design and implement an administrative and management structure for ensuring that projects will begin implementation within 60 days of site selection and that projects are monitored to ensure accountability;
- Create and maintain a method for sharing information and collaboration between project sites;
- Develop and implement a methodology for conducting a report synthesizing the activities of the project sites;
- Identify partnerships with appropriate organizations and links to resources; and
- Develop and implement a strategy for information dissemination.

The applicant also must describe how the proposed QIC will meet the following requirements:

- Target population, as described in *Section I, Program Description, Project Requirements, Target Population*;
- Collaboration, as described in *Section I, Program Description, Project Requirements, Collaboration*; and
- Dissemination, as described in *Section I, Program Description, Project Requirements, Dissemination*.

Project Timeline and Milestones

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

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

Funded Activities Evaluation Plan

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation may be supported by a logic model. The evaluation must assess processes and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions. The plan must discuss how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a

valid and reliable measurement plan and sound methodological design. Details regarding the proposed data collection activities, the participants, and data management, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementation of the planned evaluation and how those obstacles will be addressed.

Applicants must either demonstrate the in-house capacity to conduct an objective and rigorous evaluation of the QIC or present a sound method for contracting with a third-party evaluator. The proposed evaluator must have adequate experience with research and/or evaluation, clearly understand the population of interest, and demonstrate the necessary independence from the project to ensure objectivity.

Applicants must describe an evaluation plan that is feasible, comprehensive, and appropriate to the goals of the project. The proposed evaluation plan must include the following:

- Methods for determining the extent to which the QIC achieves its stated objectives and the extent to which accomplishments of the objectives are attributable to the project;
- Plan to use evaluation findings for ongoing documentation of project activities and results that can be used to modify the work, as necessary, and serve as a basis for project adjustments;
- How the evaluation is likely to yield useful findings or results about effective prevention strategies and contribute to and promote practice-based evidence that could be implemented in other settings;
- Methods for collecting high-quality data, including measures of inputs, outputs, and outcomes that are objective and have strong reliability, validity, and internal consistency; and
- Description of how the QIC will work with the designated evaluator to secure informed consent and implement an institutional review board (IRB) review and a tribal review.

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

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).

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;

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.

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

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. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), 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 "Rates of Pay for the Executive Schedule" is \$185,100. 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 of the applicant organization. This salary limitation also applies to subawards and subcontracts under an 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 each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

In the first budget period, the maximum federal share of the project is not to exceed \$1,000,000. In subsequent budget periods, the maximum federal share of the project is not to exceed \$1,750,000 per budget period.

Allocate sufficient funds in the budget to support required travel: (a) Within 3 months after the award, the project director, evaluator and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC and (b) the project director, and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.

Funds for evaluation must appear in the budget. Applicants must state the percentage of the total budget that will be allocated to evaluation. Applicants must provide a rationale showing that the budgeted amount is sufficient to conduct the proposed evaluation.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are 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 are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. 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.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, . . . may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants

awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients 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 amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

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 and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

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

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses,

the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

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

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are 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.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support 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. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

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.

Request an Exemption from Required Electronic Application Submission

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

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

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

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

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

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

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

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

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

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,

- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by ACF no later than two weeks before the application due date*, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. 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.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is 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.7.* 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.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://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 must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least 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.

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **06/29/2016**

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. Other, Application Disqualification Factors*.

Electronic Applications

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

review and from funding under this announcement.

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

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

Instructions for electronic submission via www.Grants.gov are available at: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

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

Mailed Paper Format Applications

The deadline for receipt of 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.7. Other Submission Requirements*.

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

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

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

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the

due date.

- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the 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 by ACF.

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

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

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

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

IV.7. 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
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209

Hand Delivery

CB Operations
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.4. 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 Needs for Assistance

Maximum Points:20

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

1. The applicant demonstrates clear links between project activities and the authorizing legislation (CAPTA).
2. The applicant demonstrates a thorough understanding of the need to increase knowledge regarding effective practice models for culturally relevant preventive services and interventions for all forms of AI/AN child maltreatment.
3. The applicant includes a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project. The applicant presents a clear vision for developing and implementing the proposed project to contribute to achieving these goals and objectives and clearly addresses each of the items in *Section IV.2, The Project Description*.
4. The applicant clearly demonstrates how the proposed QIC and project sites, if successfully implemented, will build the knowledge base for successful preventive services and interventions that improve outcomes for AI/AN children and youth that experience or are at risk of maltreatment.

Approach

Maximum Points:35

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

1. The applicant provides a reasonable timeline for implementing the proposed project, including major milestones and target dates related to project implementation. The applicant clearly describes the factors that could speed or hinder project implementation and convincingly explains how these factors would be managed.
2. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed strategies and activities and the intended short-term, intermediate, and long-term outcomes.
3. The proposed approach clearly addresses each of the items listed in *Section IV.2, Project Description, Approach* of this FOA. The applicant provides a detailed description of the activities the applicant proposes to undertake during Phase I: Planning and demonstrates the capacity to carry out Phase II: Implementation.
4. The applicant presents a strong approach to analyzing practice models and best practices and developing and implementing a plan to select two to five project sites.
5. The design of the proposed QIC clearly reflects up-to-date knowledge from the research and literature on preventive services and interventions for child maltreatment in AI/AN communities. The applicant is knowledgeable regarding current culturally relevant prevention models, practice-based evidence, and best practices. The project is clearly innovative and would lead to increased knowledge of the issues addressed by this FOA.
6. The applicant proposes a feasible plan to produce findings and results about effective prevention and intervention strategies that may be implemented in other settings.
7. The intended audience (e.g., researchers, policymakers, practitioners) for dissemination of products and findings is clearly appropriate to the goals of the proposed project. The project's products and findings would be useful to the identified audiences; the plan for disseminating information is clearly appropriate; and the mechanisms and forums that would be used to convey the information and support adaptability by other interested agencies are clearly appropriate. The proposed dissemination plan is clearly appropriate in scope and budget.

Evaluation

Maximum Points:20

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

1. The methods of evaluation are feasible, comprehensive, and appropriate to the goals of the project. Applicants should describe the following:
 - Methods for determining the extent to which the project has achieved its stated objectives and the extent to which accomplishment of objectives can be attributed to the project; and
 - An evaluation plan that is strongly guided by the applicant's logic model.
2. The applicant provides an appropriate and realistic plan for using evaluation findings in ongoing documentation of project activities and results that can be used

- to modify the work, as necessary, and serve as a basis for project adjustments.
3. The proposed evaluation plan is likely to yield useful findings or results about effective prevention and intervention strategies and contribute to and promote practice-based evidence that could be implemented in other settings.
 4. The applicant describes a sound method for collecting high-quality data. The evaluation includes measures of inputs, outputs, and outcomes. The measures are objective and have strong reliability, validity, and internal consistency.
 5. There is an appropriate plan for working with the designated evaluator for securing informed consent and implementing an IRB review and tribal review.
 6. The applicant either demonstrates the in-house capacity to conduct an objective and rigorous evaluation of the project or presents a sound method for contracting with a third-party evaluator. The proposed evaluator, if proposed, has adequate experience with research and/or evaluation, clearly understands the population of interest, and demonstrates the necessary independence from the project to ensure objectivity.

Organizational Capacity

Maximum Points:20

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

1. The proposed project director and key project staff demonstrate the relevant knowledge, experience, and capabilities (e.g., resume) needed to effectively institute and manage a project of this size, scope, and complexity. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, are clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.
2. The application clearly shows how the project would accomplish its objectives on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
3. The application clearly defines the role and responsibilities of the applicant and any partnering organizations in the implementation of the QIC.
4. The application clearly describes the effective management and coordination of activities carried out by the individual project sites to be selected during the planning period and implementation phase.

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 of the proposed project are reasonable in view of the activities to be conducted and expected results and benefits. The budget includes the costs associated with travel to grantee meetings in Washington, DC.
2. There is evidence that the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this funding opportunity announcement.
3. The applicant proposes the amount and percentage of the project budget to be

allocated to program evaluation and provides a sound rationale for the stated amount.

V.2. Review and Selection Process

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

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 FOA.

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.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any

information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

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 determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal 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.6. Funding Restrictions.*

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:
<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at
<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

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

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Roshanda Shoulders
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau
CB Operations Center, c/o LCG, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Administration
Office of Grants Management
CB Operations Center, c/o LCG, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161

Email: CB@grantreview.org

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

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 through <https://www.acf.hhs.gov/grants-forms>.

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

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

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

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

United States Code (U.S.C.) <http://uscode.house.gov/>.

Application Checklist

What to Submit	Where Found	When to Submit
<p>SF-424A - Budget Information - Non-Construction Programs and</p> <p>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 http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be</p>

		submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. 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.4</i> . If not available at the time of application submission, due by the time of award.
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.4. Submission Dates and Times</i> .
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.4. Submission Dates and Times</i> .

<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 http:// www . grants. gov/ web/ grants/forms.html 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.4. 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 FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html 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.4. Submission Dates and Times.</i></p>
<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times.</i> If it is not available at the time of application submission, it</p>

		must be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	<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 http://www.grants.gov/web/grant/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

	Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."	
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. 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.4. Submission Dates and Times.</i>
Project Sustainability Plan	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.4. Submission Dates and Times.</i>
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.4. Submission Dates and Times.</i>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	Concurrent submission to the Administration for Children and Families and to the Office of the

		Inspector General is required.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.