Administration for Children and Families

Office of Community Services

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Program:
Regional Performance and Innovation Consortium (RPIC)
HHS-2016-ACF-OCS-ET-1128
Application Due Date: 07/01/2016
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The Office of Community Services (OCS) within the Administration for Children and Families (ACF) will support cooperative agreements for the Community Services Block Grant (CSBG): Training and Technical Assistance (T/TA) Program: Regional Performance and Innovation Consortium (RPIC). These cooperative agreements will support an ongoing state and regional strategy for collaboration, capacity-building, and exemplary practice in CSBG and among State Associations.

OCS will fund 11 RPIC to serve as regionally based focal points and continue the development of a coordinated, comprehensive system of T/TA activities among State Associations and between State Associations and State CSBG Lead Agencies. The central mission of the RPIC strategy is to ensure that states, State Associations, and CSBG-eligible entities utilize and adhere to all aspects of the CSBG Performance Management Framework, including organizational standards and Results-Oriented Management and Accountability (ROMA) Next Generation efforts, thereby improving accountability, creating learning organizations, and achieving the best possible results for low-income people and distressed communities.

The RPIC will help strengthen relationships among and between State Associations and State CSBG Lead Agencies. State CSBG Lead Agencies provide management oversight and fiscal accountability to the CSBG eligible entities, including the provision of high-quality technical assistance.
assistance and monitoring. By helping to ensure that T/TA is closely coordinated between State CSBG Lead Agencies and State Associations, which also provide significant T/TA support to local eligible entities, the RPIC can fully leverage the impact of such T/TA for optimal implementation of the CSBG.

I. Program Description

Statutory Authority
This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. §§ 9903(b)(2)(A) and 9913).

Description

HISTORY OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) AND THE REGIONAL PERFORMANCE AND INNOVATION CONSORTIUM (RPIC)

The Community Services Block Grant (CSBG) provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworkers or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities. The CSBG is a federal block grant administered by the Office of Community Services (OCS). CSBG funds support a range of services and strategies to assist the needs of low-income individuals.

Since 2011, OCS has supported cooperative agreement grants to the Regional Performance and Innovation Consortium (RPIC) to serve as geographic focal points for coordination of Training and Technical Assistance (T/TA) activities related to CSBG and the national network of CAAs. In this role, RPICs helped to build an integrated system of T/TA capacity-building activities coordinating the efforts of State Associations and CSBG State Lead Agencies. The activities supported through this funding announcement will build upon regional coordination of CSBG T/TA efforts.

CURRENT CSBG T/TA ACTIVITIES

OCS currently funds several T/TA activities to support the effective and efficient operations of the CSBG Network. This includes five major activities.

The CSBG Nationwide Performance Management System Development and Data Collection, Analysis and Reporting Project is designed to enhance the Network's effectiveness by updating the CSBG National Theory of Change, its National Performance Indicators, and creating new data analysis tools to measure impact for the ROMA Cycle.

The CSBG Organizational Standards Center of Excellence (COE) plays a critical role in federal efforts to develop and disseminate organizational standards. The Organizational Standards COE assists State CSBG Lead Agencies and local CSBG-eligible entities to set and
meet organizational standards that can be used across the network.

The *Strengthening the Capacity and Ability of CSBG-Eligible Entities to Address Legal Issues* cooperative agreement expands the capacity of CSBG-eligible entities to deal with legal issues, especially those that have been shown to significantly impact their administrative, fiscal, and programmatic policies and operating procedures.

The *Learning Communities Resource Center* serves as a learning hub for the CSBG Network, providing bi-monthly peer learning opportunities for CSBG-eligible entity members and State CSBG Lead Agencies to identify effective, promising, and innovative practice models to address current causes and conditions of poverty.

The *Community Services Block Grant (CSBG) State and Eligible Entity Technical Assistance Services (SEETAS)* cooperative agreement coordinates customized technical assistance to State CSBG Lead Agencies. Under this agreement, states are provided T/TA and consultation to develop action plans to address specific state concerns with eligible entities.

It is expected that the RPIC grantees will fully participate in a CSBG Network-wide approach to T/TA provision in partnership with OCS and these projects, while establishing effective partnerships with State CSBG Lead Agencies, State Associations, and other stakeholders.

**RPIC PURPOSE AND GOALS**

The purpose of the RPIC is to provide a regionally focused T/TA mechanism to strengthen the effectiveness and efficiency of CSBG implementation at both the state and local levels. This funding opportunity announcement (FOA) will fund 11 RPIC to continue serving as regional focal points and develop a comprehensive and integrated system of T/TA activities among State Associations that is fully coordinated with State CSBG Lead Agencies. The central mission of the RPIC strategy is to ensure that State CSBG Lead Agencies, State Associations, and CSBG-eligible entities utilize and adhere to all aspects of the CSBG Performance Management Framework, including organizational standards and Results-Oriented Management and Accountability (ROMA) Next Generation efforts, thereby improving accountability and achieving the best possible results for low-income people and communities.

The RPIC will institute a regional approach for T/TA coordination and information dissemination, fostering collaborative efforts that promote partnership with OCS and its national CSBG T/TA providers. These cooperative agreements will support the implementation of T/TA strategies designed to assist State CSBG Lead Agencies, State Associations and CSBG-eligible entities with four goals:

1) Maximizing and Aligning T/TA Resources across State CSBG Lead Agencies, State Associations, CSBG-eligible entities, and national technical assistance grantees to meet the needs of the CSBG Network in each state. The RPIC should:

- Facilitate the development of a joint T/TA plan for each state that will be updated annually. This T/TA plan will collect and analyze data to identify high priority technical assistance needs, establish goals and outcomes for the State CSBG Lead Agency, State Association, and CSBG-eligible entities. The plan will identify effective strategies to achieve the goals and outcomes and align available national resources supported by OCS via cooperative agreements; state resources available from the State CSBG Lead
Agency or other state entity, State Association, and local eligible entity resources. The Organizational Standards COE will provide T/TA Plan tools and templates for RPIC to use in the development of each state's T/TA plan.

- Organize, implement and participate in national or regional T/TA activities designed to address the collaboration, capacity-building and exemplary practice needs of the CSBG Network across the region.
- Conduct regular conference calls among State Associations and State CSBG Lead Agencies within the region to discuss and identify T/TA needs.

2) Helping State CSBG Lead Agencies and CSBG Eligible Entities Implement, Meet and Exceed Organizational Standards in areas such as consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis. This includes:

- Coordinating training and technical assistance to implement, meet and exceed organizational standards; and
- Identifying creative and innovative strategies for disseminating COE-developed organizational standards tools

3) Encouraging a Learning Culture that Embeds ROMA Next Generation in State CSBG Lead Agencies, State Associations, and CSBG-eligible entities in the region, to include:

- Coordinating with State CSBG Lead Agencies and State Associations on the most effective approaches for regional delivery of ROMA Next Generation efforts; and
- Considering mechanisms for State CSBG Lead Agencies, State Associations, and CSBG-eligible entities to share results and promote cross-learning about what is working in the region and how outcomes might be improved. This might include the creation of learning communities or other similar strategies.

4) Disseminating Information in a timely manner to all State CSBG Lead Agencies, State Associations, and CSBG-eligible entities. This includes:

- Efficiently communicating information on relevant conferences, training and working groups and other topics to the State CSBG Lead Agency, State Associations, and CSBG-eligible entities;
- Exploring the use of varied communication strategies to disseminate information, including social media and other virtual strategies that expand the RPIC's reach; and
- Submitting required reports or documents to OCS that are timely and accurate.

The RPIC will work in close collaboration with the Organizational Standards Center of Excellence (COE) throughout this project, including participating in any regionally focused technical assistance convenings and initiatives sponsored via the OCS-funded COE cooperative agreement. RPIC grantees will be required to advise, consult with, and participate in regionally focused T/TA efforts conducted by the COE, which will facilitate state-specific TA initiatives, including in-person meetings or convenings, in 2 - 3 regions each year over a 3-year period. The RPIC will also coordinate with the OCS-funded CSBG Nationwide Performance Management System Development and Data Collection, Analysis and Reporting
Project to facilitate T/TA for ROMA Next Generation efforts.

**RPIC GEOGRAPHIC AREAS**

For purposes of this funding opportunity, the geographic areas will align with established Administration for Children and Families (ACF) regions (see Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Program: Regional Performance and Innovation Consortium, Administration for Children and Families (ACF) Regions, and the ACF Regional Map at [http://www.acf.hhs.gov/programs/oro](http://www.acf.hhs.gov/programs/oro)). This program is not appropriate for projects proposing stand-alone services that target and affect areas outside the aforementioned geographic areas.

**RPIC REQUIREMENTS**

The core functions of the RPIC are to:

- Promote the regional coordination of economies of scale of State Association technical assistance efforts;
- Encourage, through training and technical assistance, all State CSBG Lead Agencies and CSBG-eligible entities to implement and meet organizational standards and ROMA Next Generation efforts;
- Help facilitate the strengthened coordination and alignment of State CSBG Lead Agencies and their State Association T/TA activities;
- Coordinate and align federal T/TA resources, state T/TA support, and local CSBG-eligible entity resources in an efficient and responsive manner; and
- Participate in regional and national work groups and learning communities supported by OCS.

**RPIC Activities**

These cooperative agreements will assist State CSBG Lead Agencies, State Associations and CSBG-eligible entities in using the organizational standards for self-assessment; helping CSBG-eligible entities meet and exceed the recommended organizational standards in the areas of consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data analysis. The State CSBG Lead Agency and the RPIC are partners in this proposed effort.

As with prior RPIC cooperative agreements, the RPIC Goals, Program Requirements, and Program Activities may be accomplished through the execution of partnership and collaborative agreements between and among State Associations, the national Centers of Excellence and other CSBG T/TA providers. It is expected that this opportunity will further the impact of the Network and meet the needs of families and individuals with low-incomes.

Other critical activities will include: 1) facilitating the creation of a joint T/TA plan developed and executed collaboratively between the State Association and State CSBG Lead Agencies; 2) conducting regional conference calls and information-sharing meetings; 3) funding activities conducted by State Associations through subcontracts; and 4) hosting webinars and training in partnership with various experts, the national COEs, and other CSBG T/TA providers.
Allocation of Funds for the RPIC

Each RPIC must meet the following requirements regarding allocation of funds:

Minimum Distribution to State Associations - The lead grantee for the RPIC will collaborate with State Associations to support technical assistance. The lead grantee for the RPIC consortia will be required to provide at least 40 percent of the federal grant funds awarded through this cooperative agreement, through sub-awards, to other State Associations in the grantee's defined geographic region. Participating State Associations will be required to provide a letter of support from the State CSBG Lead Agency committing to the creation of a joint T/TA annual plan and demonstrating membership, or letters of support, from the majority of CSBG-eligible entities in the state.

Minimum Allocation for Performance Management Efforts - Each RPIC will be required to demonstrate that at least 25 percent of the federal grant funds awarded under this cooperative agreement, among the consortia of State Associations, will support the regional input and implementation of the CSBG Performance Management Framework, including organizational standards, State Accountability Measures, and ROMA Next Generation. Required activities include: 1) participating in national work groups; 2) coordinating training on organizational standards; and 3) participating in federal and State ROMA Next Generation efforts.

The two allocation requirements are not mutually exclusive. This means that a sub-award to a State Association can count toward the Minimum Distribution Requirement for State Associations, as well as the Minimum Allocation for Performance Management Efforts.

However, the grant budget and program plan must clearly indicate that the minimum requirements will be met in both categories.

POST AWARD REQUIREMENTS

Partnerships with OCS and CSBG T/TA Providers

The Project Director and other staff supported through this grant are expected to collaborate in a CSBG Network-wide approach in partnership with OCS and other national CSBG T/TA providers focused on performance management, customized technical assistance and quality improvement, and legal compliance funded under separate cooperative agreements issued by OCS. RPIC will collaborate with these national CSBG T/TA providers to disseminate training materials developed under this announcement.

RPIC and Sub-Award Relationship

Each RPIC will establish partnerships with State Associations through sub-awards supported by the ACF award it receives. It is anticipated that the RPIC’s role in the partnerships with State Associations will be to serve as a fiscal agent and provide technical assistance, including assisting State Associations in planning RPIC-funded activities administered in their defined geographic area. Recipients of RPIC awards are accountable for the federal grant funds received, including those dispersed to project partners, and responsible for the oversight of the various projects, programs, and activities supported by this award in accord with the provisions of the Office of Management and Budget (OMB) Uniform Administrative Guidance.

This includes, but is not limited to, 1) making sub-recipients aware of requirements imposed
upon them by federal laws, regulations, the provisions of sub-awards, and any supplemental requirements imposed by the pass-through entity; 2) assisting sub-recipients as necessary to ensure that federal sub-awards are used for authorized purposes, in compliance with laws, regulations, and that sub-award performance goals are achieved; and 3) analyzing financial and programmatic reports submitted by sub-recipients (including analyses to identify patterns and trends of program activity) and performing such other procedures as necessary to ensure proper accountability and compliance with program requirements and achievement of performance goals of the award.

Identification of Federal Support

Whenever T/TA projects are either entirely or partially supported by CSBG funds, the CSBG T/TA partner (grantee) must clearly identify the associated activities, services, or resources as part of the strategy for promoting exemplary practices and risk mitigation for CSBG. Furthermore, the grantee must include a certification statement as follows:

"This publication was created by [grantee organization name] in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number [90ETXXXX]. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families."

PRE-APPLICATION TELECONFERENCE AND/OR WEBINAR

OCS will conduct a pre-application teleconference on Thursday, May 19, 2016, from 2:00 PM – 3:00 PM ET. The call-in number is 1-866-763-0127; the passcode is 7233795. The goal of the teleconference/webinar is to provide background information on the Regional Performance and Innovation Consortium, as well as provide potential applicants with the structure of the CSBG Network. Pre-application teleconference materials may be accessed on the ACF website at: [http://www.acf.hhs.gov/programs/ocs/resource/csbg-powerpoint-show-regional-performance-and-innovation-consortium-pre-application-call-fy-2016](http://www.acf.hhs.gov/programs/ocs/resource/csbg-powerpoint-show-regional-performance-and-innovation-consortium-pre-application-call-fy-2016).

Joining and participating in the teleconference is voluntary. There will not be a question/answer (Q &A) portion to this call. Participants will remain anonymous on the teleconference. Opting not to participate in the teleconference will not affect the application scoring or selection process. Interested applicants unable to participate in the pre-application teleconference may access a recording of the teleconference and the PowerPoint presentation on the ACF website, following the teleconference.

DEFINITION OF TERMS

For the purposes of this announcement, the following definitions apply:

Community Action Agency (CAA) - Local-level organizations that are CSBG-eligible entities (as described in Section 673(1) (A) of the CSBG Act (42 U.S.C. § 9902(1) (A)). They provide a number of types of assistance with the goals of reducing poverty and enabling low-income families to become economically self-sufficient.

CSBG-Eligible Entities - An eligible entity as described in Section 673(1)(A) of the CSBG Act (42 U.S.C. § 9902(1)(A)) (as in effect on the day before the date of enactment of the Coats Human Services Reauthorization Act of 1998) as of the day before such date of
enactment or is designated by the process described in Section 676A (42 U.S.C. § 9909) (including an organization serving migrant or seasonal farmworkers that is so described or designated); and that has a tripartite board or other mechanism described in the subsection (a) or (b), as appropriate, of Section 676B (42 U.S.C. § 9910). These private non-profit and public organizations work to reduce poverty, revitalize low-income communities, and empower low-income families and individuals to become fully self-sufficient.

**CSBG Network** - A national network of CAAs, State CSBG Lead Agencies, State CAA Associations, tribal organizations, national CSBG T/TA partner organizations, and OCS working together to alleviate the conditions of poverty and help families and communities achieve economic self-sufficiency.

**CSBG Tripartite Board** - The CSBG Act requires that a private non-profit CAA administer its CSBG Program through a tripartite board whose members fully participate in the development, planning, implementation, and evaluation of the program. The tripartite board must be composed as follows: 1) one-third of the board must consist of elected public officials; 2) no fewer than one-third must be persons chosen in accordance with democratic selection procedures adequate to assure that the members are representative of low-income individuals and families in the neighborhood served and, if they represent a specific neighborhood, that they live in that neighborhood; and 3) the remainder must be members or officials of the private groups and interests in the community (business, industry, labor, religious, law enforcement, education, or other major groups and interests).

**State CSBG Lead Agency** - The agency designated by the Governor or Chief Executive Officer of a state to submit the state’s official CSBG plan, monitor the activities of eligible entities, and assures compliance with all statutory and regulatory requirements for the CSBG program.

**State Community Action Agency Associations** - (also referred to as State Associations) Organizations that provide member services, coordination, and training. A State CAA Association in each region is designated as the lead agency (RPIC) to coordinate communication and training.

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**II. Federal Award Information**

<table>
<thead>
<tr>
<th>Funding Instrument Type:</th>
<th>Cooperative Agreement</th>
</tr>
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<tr>
<td>Estimated Total Funding:</td>
<td>$4,400,000</td>
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<tr>
<td>Expected Number of Awards:</td>
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<td>Award Ceiling:</td>
<td>$400,000 Per Budget Period</td>
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<td>Award Floor:</td>
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<td>Average Projected Award Amount:</td>
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<td>Anticipated Project Start Date:</td>
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Length of Project Periods:
Length of Project Period: 36-month project with three 12-month budget periods

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

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

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

OCS will be issuing one award per region as referenced in Section I. Program Description, RPIC Geographic Areas, with the exception of ACF Region IV. In Region IV, awards will be made for two separate service areas (one award will be made to serve Florida, Georgia, Alabama, and Mississippi, and a separate award will be made to serve South Carolina, North Carolina, Tennessee, and Kentucky).

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement
ACF's involvement in the performance of this project includes:

- Identifying State CSBG Lead Agencies, State Community Action Associations, and RPIC grantees that require T/TA assistance with ROMA Next Generation performance management efforts and implementing and meeting organizational standards;
- Convening in-person planning and coordination meetings involving national CSBG T/TA providers to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects;
- Participating, as conducted by the assigned OCS Program Specialist, in monthly scheduled conference calls to review project timelines, assess progress related to activities of the RPIC, and provide updates on current and planned CSBG activities;
- Participating in webinars with national CSBG T/TA providers and facilitate the exchange of information that helps to identify common quality improvement issues; and
- Communicating with the RPIC via Dear Colleague Letters, or OCS-issued information updates, Information Memoranda, or OCS-issued policy updates, email, conference
calls, in-person meetings, conferences, and/or webinars to ensure that information on
current and planned CSBG activities are disseminated in a timely fashion.

### III. Eligibility Information

#### III.1. Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. § 9913(c)(2)), eligible applicants are CSBG-eligible entities or statewide or local organizations or associations with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.

The applicant organization must be physically located in the ACF region they propose to serve. For more information on the ACF regions, please see Section I. Program Description, RPIC Geographic Areas. A single applicant organization will serve as the grantee within each region. However, eligible applicants in each region may coordinate efforts and apply as consortia.

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

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

**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](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will
be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov 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
Andrala Walker
Office of Community Services
Grant Operations Center
c/o F2 Solutions LLC
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

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

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package

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

**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**

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 are limited to a combined total of no more than 150 pages.

The Project Description has a suggested limitation of 75 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Organizational Capacity
Dissemination Plan
Plan for Oversight of Federal Award Funds
Project Budget and Budget Justification

The Appendices has a suggested limitation of 75 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Third-party Agreements
- Letters of Support
- Resumes
- Other Supporting Documentation

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. Grant.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](http://www.Grants.gov).


<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>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. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management</td>
<td>Mandatory Disclosures, 45 CFR 75.113</td>
</tr>
</tbody>
</table>
Specialist,  
330 C Street, SW.,  
Switzer Building,  
Corridor 3200,  
Washington, DC  
20201  

And  
U.S. Department of  
Health and Human  
Services,  
Office of Inspector  
General,  
ATTN: Mandatory  
Grant Disclosures,  
Intake Coordinator,  
330 Independence  
Avenue, SW., Cohen  
Building,  
Room 5527,  
Washington, DC  
20201

<table>
<thead>
<tr>
<th>SF-Project/Performance Site Location(s) (SF-P/PSL)</th>
<th>Submission is required for all applicants by the application due date.</th>
<th>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>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.</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>Form</td>
<td>Required Information</td>
<td>Notes</td>
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<tr>
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</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</td>
<td>A DUNS number (Unique Entity Identifier) is required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
<td>A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants. See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>If submission of this form is applicable, it is due at the time of application. If it is not available at the</td>
<td>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</td>
</tr>
</tbody>
</table>
time of application, it may also be submitted prior to the award of a grant.

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.

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

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

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

Please place the following at the top of the abstract:

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

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

**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.

Describe in detail the expected achievements for the RPIC based on the four goals addressed in Section I. Program Description, RPIC Purpose and Goals.

Describe the likely outcomes for State CSBG Lead Agencies, State Associations, and CSBG-eligible entities that participate in proposed T/TA activities. Describe likely benefits for the CSBG Network due to the proposed T/TA activities relating to having a state T/TA plan that aligns federal T/TA resources, state T/TA support, and resources from local CSBG-eligible entities and coordinates T/TA activities; and implementing the CSBG Performance Management framework, including organizational standards and ROMA Next
Generation efforts.

**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.

**IMPLEMENTATION PLAN**

The plan for the RPICs must present a well-conceived overall approach to the project, including details demonstrating that the project will be implemented in an effective way and will achieve the purpose and goals as stated in *Section I. Program Description*. The implementation plan must include a clear and comprehensive vision of how the proposed RPIC would operate. The plan must include the following:

- A clear approach to identify the region to be served in accordance with the RPIC Geographic Areas as referenced in *Section I. Program Description*.
- An effective method for: 1) helping to develop a technical assistance plan for each state that promotes the partnership, support, and collaboration between CSBG State Lead Agencies, State Associations, and CSBG-eligible entities within the designated region; 2) coordinating with other national CSBG T/TA providers, including the Organizational Standards COE, to encourage the seamless provision of T/TA to State CSBG Lead Agencies, State Associations, and CSBG-eligible entities and ensure that project activities complement one another as stated in *Section I. Program Description*.
- A strategy to continue to: 1) institute a regional approach for T/TA coordination and information dissemination and foster efforts that promote the major focus goals, activities, and requirements of the RPIC; and 2) work in partnership with OCS and national CSBG T/TA providers focused on performance management, program quality improvement, and legal compliance.
- A clear approach to facilitating training on implementing and meeting organizational standards.
- A clear approach to support local implementation of ROMA Next Generation efforts.

**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.

**Program Performance Evaluation Plan**

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Provide a narrative addressing how the project and its results will be evaluated.

- Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved.
- Describe how the proposed plan for performance evaluation will help ensure that immediate T/TA needs are addressed, as well as the ways in which the proposed plan will help OCS address long-term T/TA needs related to quality improvement support in the CSBG Network. The applicant must describe how the proposed plan will evaluate and measure program effectiveness, including specific outcomes and milestones.
- Describe plans for evaluating outcomes from training events.
- Describe plans for evaluating the impact of technical assistance activities on the management, strategic planning, performance assessment, and service delivery practices of organizations that receive technical assistance.

**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).

**Organizational Capacity**

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
• 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;
• Copy or description of the applicant organization’s personnel policies;
• Information on compliance with federal/state/local government standards;
• Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

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

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

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.

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

**Plan for Oversight of Federal Award Funds**

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

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

**The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is 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.

The budget shall reflect the 12-month budget period, not the 36-month project period.

The budget must include funding for travel for a RPIC grantee lead staff member to attend a T/TA conference in Washington, DC, during each year of the grant and a regionally focused T/TA meeting or convening held by the Organizational Standards COE.

The budget must also reflect the minimum distribution to State Associations (40 percent) and minimum allocation for organizational standards performance management efforts (25 percent).

Minimum Distribution to State Associations - The lead grantee for the RPIC will collaborate with State Associations to support technical assistance. The lead grantee for the RPIC consortia will be required to provide at least 40 percent of the federal grant funds awarded through this cooperative agreement, through sub-awards, to other State Associations in the grantee's defined geographic region. Participating State Associations will be required to provide a letter of support from the State CSBG Lead Agency committing to the creation of a joint T/TA annual plan and demonstrating membership, or letters of support, from the majority of CSBG-eligible entities in the state.

Minimum Allocation for Performance Management Efforts - Each RPIC will be required to demonstrate that at least 25 percent of the federal grant funds awarded under this cooperative agreement, among the consortia of State Associations, will support the regional input and implementation of the CSBG Performance Management Framework, including organizational standards, State Accountability Measures, and ROMA Next Generation. Key activities will include: 1) participating in national work groups; 2) coordinating training on organizational standards; and 3) participating in federal and State ROMA Next Generation efforts.

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 Item18. "Estimated Funding ($)" on the SF-424.

Applications 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.I.** 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](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

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

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

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

Each time an application is re-submitted to [www.Grants.gov](http://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

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

All exemption requests must include the following information:

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

**Exemption requests must be received by ACF no later than two weeks before the application due date,** that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.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:** 07/01/2016

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

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

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


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

**Mailed Paper Format Applications**

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

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

Applicants will 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.


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

Applicants should go to the following URL for the official list of the jurisdictions that
have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as
possible, to alert them of their prospective applications and to receive instructions on
their jurisdiction's procedures. Applicants must submit all required application
materials to the SPOC and indicate the date of submission on the Standard Form (SF)
424 at item 19.

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and
Human Services, Administration for Children and Families, Office of Grants
Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington,
DC 20201.

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

Sub-contracting

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant is expected to have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar subcontracting for specific services or activities that are needed to conduct the project.

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
Attn: HHS-2014-ACF-OCS-ET-1128
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Grant Operations Center, c/o F2 Solutions LLC
1401 Mercantile Lane, Suite 401
Largo, MD 20774

Hand Delivery
Attn: HHS-2014-ACF-OCS-ET-1128
U.S. Department of Health and Human Services
V. Application Review Information

V.1. Criteria

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

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

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>Maximum Points:10</th>
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</table>

In this section, reviewers will consider the extent to which:

(1) The applicant clearly identifies the significant features and components of the RPIC, clearly states the goals (i.e., products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the project, and provides the rationale for the project goals. The applicant clearly describes how the goals and objectives of proposed project activities will address the needs of the RPIC. (0 - 10 points)

<table>
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<tr>
<th>IMPLEMENTATION PLAN</th>
<th>Maximum Points:40</th>
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In reviewing this section, reviewers will consider the extent to which:

(1) The applicant presents a well-conceived overall approach to the project describing how the project will continue to operate in an effective way to achieve the purpose and goals stated in Section I. Program Description. (0 – 15 points)

- The project description clearly identifies the region to be served.
- The project description is clear and complete and includes a timeline with specific and measurable goals and objectives. The project narrative of the application presents a clear statement of work to be undertaken and addresses the four RPIC goals and objectives to be achieved during the period of the proposed work.
- The approach clearly describes efforts to ensure that State CSBG Lead Agencies, State Associations, and CSBG-eligible entities are able to implement all elements of the CSBG Performance Management Framework, including organizational standards and ROMA Next Generation efforts.

(2) The applicant provides a clear and detailed plan on how it will facilitate the development of a joint T/TA plan for each state. The T/TA plan, which will be updated annually, will analyze relevant data to identify high priority T/TA needs; establish goals and outcomes for the State CSBG Lead Agency, State Association and CSBG eligible entity; and align available national, state, and local resources. (0 - 15 points)

(3) The applicant provides a plan to organize, implement, and participate in regional T/TA activities designed to address the collaboration, capacity-building, and exemplary practice needs of the CSBG Network across the region. The grantee clearly describes its commitment to participate in regionally focused T/TA initiatives conducted by the Organizational Standards COE. (0 - 5 points)

(4) The applicant provides an approach to participate in national work groups and learning communities supported by OCS. (0 - 5 points)

OUTCOMES EXPECTED

In reviewing the outcomes expected, reviewers will consider the extent to which:

(1) The applicant presents a well-defined logic model that guides the proposed project and emphasizes outcomes. The logic model demonstrates strong linkages between the applicant's expected achievements and likely short-term, intermediate, and long-term outcomes. The applicant discusses proposed indicators that will be used to measure the progress and effectiveness of the approach. The logic model also addresses the purpose and goals stated in Section I. Program Description. (0 - 10 points)

(2) The applicant describes how the project will strengthen the coordination and alignment between State CSBG Lead Agencies, State Associations, and CSBG-eligible entities in the interest of enhancing CSBG services and activities throughout the CSBG Network. The applicant clearly discusses the intended impact and benefits of the project once the proposed strategies have been implemented. (0 - 10 points)

ORGANIZATIONAL CAPACITY

Maximum Points:20

Maximum Points:15
In reviewing the organizational capacity, reviewers will consider the extent to which:

(1) The applicant provides strong evidence of sufficient experience and expertise in the program areas of this FOA; in collaboration with partner organizations; in culturally competent service delivery; and in administration, development, implementation, management, and evaluation of similar projects. (0 - 5 points)

- The applicant provides evidence of expertise in the area of technical assistance related to the purpose and goals stated in Section I. Program Description.

(2) The applicant describes, for example in a resume, the level of knowledge, skills, and abilities of the proposed project director and primary staff members, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities. (0 - 5 points)

(3) The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners. These are well defined and appropriate to the successful implementation of the proposed project. (0 - 5 points)

**BUDGET AND BUDGET JUSTIFICATION**

| Maximum Points:15 |

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

(1) The applicant includes a budget that details the itemized expenses for the project. The narrative budget justification clearly states how each itemized expense will be utilized. (0 - 10 points).

- The budget must also reflect the minimum distribution to State Associations (40 percent) and minimum allocation for organizational standards and performance management efforts (25 percent).

(2) The costs of the project are reasonable, allocable, and program-related and are commensurate with the types and range of activities and services to be conducted and the expected goals and objectives. (0 - 5 points).

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

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See Section 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](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](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
Andrala Walker
Administration for Children and Families
Office of Community Services
Division of State Assistance
Grant Operations Center, c/o F2 Solutions LLC
1401 Mercantile Lane, Suite 401
Largo, MD 20774
Phone: (855) 792-6551
Email: andrala.walker@acf.hhs.gov

Office of Grants Management Contact
Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
330 C Street, SW
Rm. 3223 Mary E. Switzer Building
Washington, DC 20201
Phone: (202) 401-5542
Email: bridget.sheawestfall@acf.hhs.gov

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.


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.


**Application Checklist**

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

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; entry in the table in Section IV.2. Required Forms, Assurances and Certifications.</td>
<td>Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>Commitment of Non-Federal Resources</td>
<td>Referenced in <em>Section IV.2. The Project Budget and Budget Justification</em>.</td>
<td>Submission is due by the application due date found in the Overview and <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
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</tr>
<tr>
<td>Table of Contents</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submit with the application by the due date found in the Overview and <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission is due by the application due date found in the Overview and <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td><strong>The Project Description</strong></td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission is due by the application due date found in the Overview and <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications</em>.</td>
<td>Submission is due by the application due date found in the Overview and <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
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<td></td>
<td>For electronic application submission, these forms are available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application</td>
<td></td>
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<thead>
<tr>
<th>Certification Regarding Lobbying (Grants.gov Lobbying Form)</th>
<th>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, these forms are available on the FOA's Grants.gov page under the &quot;Application Package&quot; tab in the section entitled, &quot;Mandatory.&quot; Available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot;</th>
<th>Submission is due with the application package or prior to the award of a grant.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, these forms are available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Mandatory.&quot; Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
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<td>Family.</td>
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</tr>
<tr>
<td><strong>SF-424 Key Contact Form</strong></td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, this form is available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Optional.&quot; The form is also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot;</td>
<td>Submission is due with the application by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td><strong>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</strong></td>
<td>Referenced in Section IV.3. Unique Entity Identifier and System for Award Management (SAM) in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
<td>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</td>
</tr>
<tr>
<td><strong>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</strong></td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, these forms are available on the FOA's</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
</tbody>
</table>
Grants.gov “Download Opportunity Instructions and Application” page under "Download Application Package" in the section entitled, "Mandatory."

Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."

These forms are required for applications under this FOA:

- Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.

SF-LLL - Disclosure of Lobbying Activities

"Disclosure Form to Report Lobbying" is referenced in Section IV.2. Required Forms, Assurances, and Certifications.

For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."

The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."

If applicable, submission of this form is 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.
A 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.

<table>
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<tr>
<th><strong>The Project Budget and Budget Justification</strong></th>
<th>Referenced in Section IV.2. <em>The Project Budget and Budget Justification</em> of the announcement.</th>
<th>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <em>Overview</em> and in Section IV.4. <em>Submission Dates and Times</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logic Model</strong></td>
<td>Referenced in Section IV.2. <em>The Project Description</em>.</td>
<td>Submission is due with the application package by the application due date found in the <em>Overview</em> and in Section IV.4. <em>Submission Dates and Times</em>.</td>
</tr>
<tr>
<td><strong>Third-Party Agreements</strong> (also, MOUs and Consortia Agreements)</td>
<td>Referenced in Section IV.2. <em>Project Description</em>.</td>
<td>If available, submission is due by the application due date found in the <em>Overview</em> and in</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date listed in the Overview and in Section IV.4. Submission Dates and Times.</td>
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<td>Section IV.4. If not available at the time of application submission, due by the time of award.</td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Referenced in Section IV.2. The Project Description, Legal Status of Applicant Entity.</td>
<td>Proof of non-profit status should be submitted with the application package by the due date listed in the Overview and Section IV.4. Submission Dates and Times. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</td>
</tr>
</tbody>
</table>

Appendix