



Administration for Children and Families

Administration on Children, Youth and Families - Children's Bureau

AdoptUSKids
HHS-2017-ACF-ACYF-CO-1237
Application Due Date: 07/03/2017

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

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: AdoptUSKids
Announcement Type: Initial
Funding Opportunity Number: HHS-2017-ACF-ACYF-CO-1237
Primary CFDA Number: 93.652
Due Date for Applications: 07/03/2017

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <https://www.acf.hhs.gov/grants/howto>.**

The purpose of this Funding Opportunity Announcement (FOA) is to establish, by awarding a cooperative agreement, a multi-faceted national AdoptUSKids project designed to assist states, tribes, and territories (STTs) in the recruitment and retention of foster and adoptive parents for children in public foster care. The AdoptUSKids project will encompass the following components:

1. **National Adoption Internet Photolisting Service:** Maintain and manage the National Adoption Internet Photolisting Website (www.AdoptUSKids.org) and coordinate with all STTs for the listing of their eligible children/youth, while incorporating best practices and quality improvement standards in photolisting;
2. **National Adoption Recruitment Campaign:** Plan, develop, and implement the Children's Bureau's (CB) multimedia National Adoption Recruitment Campaign and a corresponding Recruitment Response Support Initiative intended to reach and inspire adult Americans to adopt by offering important, accurate information about the foster care system and the adoption process;
3. **National Adoption and Foster Care Information Exchange System:** Maintain a National Adoption and Foster Care Information Exchange System that raises public awareness and assists STTs in recruiting foster and adoptive parents for children in foster care;
4. **Adoptive and Foster Family Support Activities:** Develop and disseminate information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities for STTs. Develop and disseminate

information on innovative approaches for creating communities of practice, peer-to-peer technical assistance, and leadership training to enhance and support adoptive and foster family support groups;

5. **Capacity Building Services for Diligent Recruitment and Retention of Foster/Adoptive Families:** Provide limited constituency services and universal product development and dissemination to STTs across the nation to assist in building agency capacity for the diligent recruitment and retention of foster and adoptive families, primarily focused on models of best practices related to photolisting, recruitment media, customer service and adoptive and foster family support activities; and
6. **Minority Professional Leadership Development in the Adoption Field:** Provide for the planning, developing, and implementation of a program to promote professional leadership development of minorities in the adoption field. For this project component, Year 1 of the grant period will be a planning period and Years 2-5 will include the development and implementation.

I. Program Description

Statutory Authority

The legislative authority for the Adoption Opportunities Program is section 203 of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978 (CAPTA), (42 U.S.C. 5113), as amended by the Keeping Children and Families Safe Act of 2003 (Pub. L. 111-320).

Description

BACKGROUND

The Department of Health and Human Services (HHS) is the Federal Government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves. Within HHS, the Administration for Children and Families (ACF) is the agency responsible for federal programs that promote the economic and social well-being of families, children, individuals, and communities. The Administration on Children, Youth and Families (ACYF) within ACF administers national programs for children and youth; works with states, tribes, and local communities to develop services that support and strengthen family life; seeks joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance to parents.

The Children's Bureau

Within ACYF, CB plans, manages, coordinates, and supports child abuse and neglect prevention, child protection, and child welfare services programs. CB is the agency within the Federal Government that is responsible for assisting child welfare systems by promoting continuous improvement in the delivery of child welfare services. CB programs are designed to promote the safety, permanency, and well-being of all children, including those in foster care, available for adoption, recently adopted, and those abused, neglected, dependent, disabled, or

homeless.

CB promotes practice principles to support improved outcomes for children and families. These principles include family-centered social work practice, community-based services, individualized services that respond to the unique needs of children and families, and strengthening parental capacity to protect and provide for their children. CB has a vision that shifts the future focus of child welfare toward supporting families and communities in ways that will prevent maltreatment and keep children within their families and communities. In addition, CB is actively involved in a number of federal interagency collaborative efforts that are all striving to support state efforts at systems integration and systems change to improve outcomes for families and communities. For more information about CB's programs, visit: <http://www.acf.hhs.gov/programs/cb>.

The Need for the National AdoptUSKids Project

According to the most recently published Adoption and Foster Care Analysis and Reporting System (AFCARS) report, there are 428,000 children and youth in the U.S. foster care system (AFCARS, 2015). Of this number, 112,000 youth under the age of 18 years are currently waiting for adoptive families. Though current foster parents and relatives adopt approximately 86 percent of these youth awaiting an adoptive home, the remaining 14 percent need the additional recruitment methods associated with a vibrant and effective recruitment campaign and photolisting service.

Since the AdoptUSKids project began in 2002, their photolisting website, which provides nationwide exposure for children and youth in foster care waiting to be adopted, has proven to be an essential step in finding homes for 26,000 youth that had previously been photolisted on their website. In addition, 39,000 families interested in fostering and adopting youth have been listed on the website to facilitate their being matched with waiting children/youth.

Related Federal Legislation

The Multi-Ethnic Placement Act (MEPA) of 1994, as amended, prohibits the delay or denial of any adoption or placement in foster care due to the race, color, or national origin of the child or the foster or adoptive parents. It also requires states to provide for diligent recruitment of potential foster and adoptive families who reflect the ethnic and racial diversity of children for whom homes are needed. Section 1808 of Pub. L.104-188 affirms the prohibition against delaying or denying the placement of a child for adoption or foster care on the basis of race, color, or national origin of the foster or adoptive parents of the child involved (42 U.S.C. 1996b).

To meet MEPA's diligent efforts requirement, states must have a comprehensive plan that includes: 1) A description of the characteristics of waiting children; 2) Specific strategies to reach all parts of the community; 3) Diverse methods of disseminating both general and child-specific information; 4) Strategies for assuring that all prospective parents have access to the home study process, including location and hours of services that facilitate access by all members of the community; 5) Strategies for training staff to work with diverse cultural, racial, and economic communities; 6) Strategies for dealing with linguistic barriers; 7) Non-discriminatory fee structures; and 8) Procedures ensuring a timely search for prospective parents awaiting a child, including the use of exchanges and other interagency efforts, provided that

such procedures ensure that the placement of a child in an appropriate household is not delayed by the search for a same race or ethnic placement.

State agencies that operate a program pursuant to title IV-E of the Social Security Act are required to submit a 5-year comprehensive Child and Family Services Plan (CFSP) that outlines initiatives and activities the STT will carry out in administering programs and services to promote the safety, permanency, and well-being of children and families. In the CFSP, each STT must describe its plan for the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the state for whom foster and adoptive homes are needed. In the Annual Services and Progress Report, the STTs must describe their progress and accomplishments made in the past fiscal year with regard to the diligent recruitment of potential foster and adoptive families who reflect the ethnic and racial diversity of children in the state for whom foster and adoptive homes are needed, as well as explain planned activities for recruiting foster and adoptive families in the coming year.

The passage of the Adoption and Safe Families Act of 1997 (ASFA) mandated that STTs no longer are permitted to use jurisdictional barriers as a reason to delay or deny a permanent home to a child. ASFA calls upon STTs to use regional and national information exchange systems (particularly electronic exchange systems), and to report on this utilization in their CFSP.

The Children's Health Act of 2000 provides for the development and implementation of a national adoption recruitment campaign through a grant from HHS. It also provides for assistance to support groups and activities for foster and adoptive families. A National Public Service Adoption Recruitment Campaign fulfills this requirement and will help the more than 112,000 children/youth in the public child welfare system waiting to be adopted. A National Public Service Adoption Recruitment Campaign must provide for accurate information being shared about the children available for adoption and about the adoption process and will result in more children being adopted from foster care.

As a result of the Fostering Connections to Success and Increasing Adoption Act of 2008, recruitment of foster and adoptive parents is needed to provide for sibling placements and to ensure children and youth can remain in their school upon placement into foster care.

The Adoption Opportunities Program, CAPTA Reform Act of 1978, sections 201-205 (P.L. 95-266) as amended by the Keeping Children and Families Safe Act of 2003 (P.L. 108-36) provides for the promotion of professional leadership development of minorities in the adoption field.

Additional Information for Applicants

It is essential that applicants read the entire FOA package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of and support the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and CB's interest in each topic and to address and follow all of the evaluation criteria in ways that demonstrate this understanding. Applications that do not clearly address the evaluation criteria or program requirements generally receive very low scores and are rarely funded. CB's website (<http://www.acf.hhs.gov/programs/cb>) provides a wide range of information and links to other relevant websites. Before preparing an application, applicants can learn more about

CB's mission and programs by exploring the website.

PROJECT REQUIREMENTS

Through a cooperative agreement, AdoptUSKids is expected to include the following project components:

Project Components

A. National Adoption Internet Photolisting Service

The National Adoption Internet Photolisting website (www.AdoptUSKids.org) must be easily accessible by the general public for general information about foster care and adoption, and for the introductory, non-protected information about the specific children for whom foster or adoptive families are sought. This website must be kept up to date through coordination with all STTs for the listing of their eligible children/youth while incorporating best practices and quality improvement standards in photolisting. If the incumbent AdoptUSKids grantee is not chosen for the new award, the new grantee must ensure that the website continuously operates during the transition from the previous grantee and that it's operational on October 1, 2017.

B. National Adoption Recruitment Campaign

The project must consist of the establishment of a multi-media national public service adoption recruitment campaign in donated media to include public service announcements (PSAs) on television, radio, print, social media and other means to reach individuals most likely to adopt children and youth ages 9 and over from the foster care system. This project is to build on the CB annual adoption recruitment campaign body of work completed between 2004 and 2017, providing capability to renew talent used in the prior campaigns conducted between the years noted above. The National Adoption Recruitment Campaign must also further develop and maintain a corresponding Recruitment Response Support Initiative. These are both intended to reach and inspire adult Americans to adopt by offering important, accurate information about the foster care system and the adoption process. This project must provide support to STTs to provide increased access to new recruitment media and their ability to respond in a timely and customer-friendly manner.

C. National Adoption and Foster Care Information Exchange System

The National Adoption and Foster Care Information Exchange System must raise public awareness and assist STTs in recruiting foster and adoptive parents for children in foster care. The Information Exchange System provides 24-hour nationwide response to inquiries from prospective foster and adoptive parents and to the general public.

D. Adoptive and Foster Family Support Activities

The Support Activities to Foster and Adoptive families must include the development and dissemination of information, strategies, and effective or evidence-based models for implementation by STTs. The development and dissemination of information on innovative approaches for creating communities of practice, peer-to-peer technical assistance, and leadership training to enhance and support adoptive and foster family support groups is included in this aspect of the project.

E. Capacity Building Services for Diligent Recruitment and Retention of Foster and

Adoptive Families

The capacity building aspect of the project is expected to provide limited constituency services and universal product development and dissemination to STTs across the nation to assist in building agency capacity for the diligent recruitment and retention of foster and adoptive families, primarily focused on models of best practices related to photolisting, recruitment media, customer services, and adoptive and foster family support activities.

F. Minority Professional Leadership Development in the Adoption Field

The Minority Professional Leadership Development component is expected to promote the leadership development of persons of color in the adoption field and improve the competency of child welfare professionals in the delivery of adoption services.

The AdoptUSKids project should also include the following additional requirements:

Additional Project Requirements

G. Collaboration

The AdoptUSKids project is expected to actively collaborate with CB and other partners to achieve the purposes of this FOA. The project will require collaboration with agencies and organizations, with which partnerships are critical to successfully implement the proposed project. The STTs and private organizations that will be impacted by any of the AdoptUSKids project services will be required partners.

H. Using Evidence-Based and/or Evidence-Informed Practices

Evidence-based practices are approaches to prevention or treatment that are validated by some form of documented outcomes evaluation. This could be findings established through scientific research, such as controlled clinical studies, but other methods of establishing evidence may also be valid.

Evidence-informed practices use the best available research and practice knowledge to guide program design and implementation within context. This informed practice allows for innovation and incorporates the lessons learned from the existing research literature.

I. Evaluation

The AdoptUSKids project will conduct a rigorous, practical, and feasible program evaluation that will document and support the achievement of the purposes of this FOA and determine the effectiveness of the project and whether project activities have been implemented as intended. The evaluation design will answer key questions about project performance and support the refinement/quality improvement of all services offered through the project. The evaluation must be both efficient and able to provide timely and useful information.

J. Dissemination

AdoptUSKids will be a repository for information and resources, and a vehicle for dissemination for products that address a broad range of issues related to the recruitment and retention of foster and adoptive parents. AdoptUSKids is also expected to play a critical role in the dissemination of evidence-based and evidence-informed practices.

CB expects AdoptUSKids to be a point of contact for easily accessible, well-organized, and

user-friendly resources for STTs. In addition to storing and organizing information, AdoptUSKids will be responsible for assessing the quality of its resources and for being knowledgeable about their content. AdoptUSKids will make general information about itself, other applicable programs and services, and specific training curricula, research, reports, tools, or other resources widely available. AdoptUSKids is expected to consult with Child Welfare Information Gateway, the Capacity Building Center for States, the Capacity Building Center for Tribes, and the Capacity Building Center for Courts to capitalize on opportunities to link useful information and facilitate easy navigation by website users without unnecessarily duplicating effort.

K. Operational Requirements

The AdoptUSKids project must be fully operational within the first 90 days following the project start date. Also, within 90 days of the project start date, the project director, evaluator, and/or other key staff must attend a mandatory meeting in Washington, DC.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$5,170,000
Expected Number of Awards:	1
Award Ceiling:	\$5,170,000 Per Budget Period
Award Floor:	\$4,000,000 Per Budget Period
Average Projected Award Amount:	\$5,170,000 Per Budget Period
Anticipated Project Start Date:	09/30/2017

Length of Project Periods:

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

Additional Information on Awards:

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

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

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if

the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

The initial award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the federal government.

In the first budget period, the maximum federal share of the project is not to exceed \$5,170,000. In subsequent budget periods, the maximum federal share of the project is not to exceed \$5,670,000 per budget period.

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

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

- CB review and approval of planning stages of the activities before implementation phases may begin;
- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this announcement that limit the awardee's discretion with respect to scope of services offered; and
- Close monitoring by CB during performance that may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

Please see *Section IV.6 Funding Restrictions* for limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is unrestricted and open to states, local government entities, and public or private organizations (Pub. L. 108-36).

Applicants must demonstrate experience in child welfare, foster home development, adoption services, and professional leadership development for minority populations. (See

“Organizational Capacity” in *Section IV.2 The Project Description*.)

CB will accept applications that represent partnerships among organizations with relevant experience. Applicants may subcontract with organizations specializing in their assigned tasks. Applications from collaborations must identify a primary applicant responsible for administering the cooperative agreement.

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient’s failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)

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

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

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

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

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to <https://www.Grants.gov>.

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

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. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

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).

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

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

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

Signatures

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

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

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of SFs and forms approved by the Office of Management and Budget (OMB), the application submission is **limited to 100 pages** in its entirety. The two files applicants must submit are:

The **Project Description** file must include these items:

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

8. Line Item Budget and Budget Justification

The **Appendices** file must include these items:

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

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

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

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on

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

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

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at 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 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. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*" at www.acf.hhs.gov/grants/howto#chapter-6

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).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

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.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Certificate of Good Standing	Submission is required for all for-profit organizations .	Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.

	http://www.sam.gov .	
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.

Mandatory Grant Disclosure

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. (Mandatory Disclosures, 45 CFR 75.113)

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 Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

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

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

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.

Objectives And Need For Assistance

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

Expected Outcomes

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

Approach

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

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

Applicants must develop and propose a plan that clearly and concisely describes a strategy for:

- Developing and implementing the National Adoption Recruitment Campaign and a corresponding Recruitment Response Support Initiative;
- Managing and maintaining the National Adoption Internet Photolisting Website;
- Further developing and maintaining the National Adoption and Foster Care Information Exchange System;
- Developing and supporting Adoptive and Foster Family Support Activities;
- Providing limited capacity building services for the Diligent Recruitment and Retention of Foster/Adoptive Families, primarily focused on models of best practices related to photolisting, recruitment media, customer service and adoptive and foster family support activities;
- Planning, developing, and implementing a Minority Professional Leadership Development Program; and
- Ensuring that the project is fully operational within the first 90 days following the project start date.

All services, program activities, and materials developed and provided must be done so in a manner that is racially and culturally sensitive to the population being served.

A. National Adoption Internet Photolisting Service

Applicants must describe a plan to maintain and manage the National Adoption Internet Photolisting Website (www.AdoptUSKids.org) and coordinate with all STTs for the listing of their eligible children/youth while incorporating best practices and quality improvement standards in photolisting. This plan should describe how the applicant will:

- Maintain and provide password-protected information for authorized professionals

working on behalf of children in foster care for whom families are sought, as well as professionals who are working on behalf of such families;

- Manage and track the linking of children and families;
- Provide continued quality improvement, capacity building services to all STTs in the practice of preparing children/youth for photolisting and in the preparation and writing of state-of-the-art child/youth descriptions used in photolistings;
- Have the capacity, from data maintained on the website, to produce multiple types of reports for a variety of audiences;
- Obtain feedback from users of the website throughout the project, to include both professionals (i.e., state child welfare and adoption agency employees) and prospective foster and adoptive parents, and incorporate that feedback into website technology, content, and accessibility improvements;
- Enhance and maintain a national database of waiting children and adoptive families;
- Collaborate with the current grantee in the timely transfer of any software and photolisting system materials developed under the previous cooperative agreement;
- Cooperate with future grantees to transfer products developed under the cooperative agreement awarded from this announcement; and
- Ensure that the website is operational October 1, 2017.

B. National Adoption Recruitment Campaign

Applicants must propose a plan for the planning, development, and implementation of CB's multimedia National Adoption Recruitment Campaign and a corresponding Recruitment Response Support Initiative intended to reach and inspire adult Americans to adopt by offering important, accurate information about the foster care system and the adoption process. This plan must describe how the applicant will:

1. Create a Multi-media National Public Service Advertising Campaign that will:
 - Provide for the planning, development, and implementation of an annual national campaign to provide information to the public regarding the more than 112,000 children/youth in the public child welfare system who are waiting to be adopted;
 - Conduct comprehensive market research (both qualitative and quantitative) to assure the campaign is meeting the established need;
 - Provide extensive national media outreach and public relations efforts;
 - Develop a donated media public service adoption campaign strategy to recruit and connect foster and adoptive families with waiting children throughout the United States, to include a themed message, target audience definition, and recommended media placement;
 - Annually create and produce appropriate multi-media products supporting the strategy. These products must include PSAs for broadcast, print, radio, internet, and social media (at least 2-4 of each on an annual basis). Key decision-makers in each of these media properties will receive individual media kits describing the sponsor's message with a specific request to donate media time or space;
 - Include PSAs on television, radio, print, social media and other means that will reach

individuals who are most likely to adopt children/youth that may be older, need adoption with their sibling group and/or have special needs;

- Provide access to a broad range of media outlets to ensure national distribution of the message and to ensure the general public receives the message and information through more than one type of media; the media outlets must include broadcast and cable television, radio, print and out-of-home, alternative media and the worldwide web;
- Make optimal use of emerging social media strategies and assure a responsive system is in place for individuals using these sites;
- Monitor and periodically report on the results of the dissemination effort;
- Provide for the leveraging of the media community to garner voluntary, pro bono and “low bono” support to work on the campaign;
- Target various populations, taking into account geographic regions, as appropriate, and carried out in the language and cultural context that is most appropriate to the population involved;
- Provide a Spanish language recruitment campaign and respond to inquiries from Spanish-speakers;
- Build on the CB annual adoption recruitment campaign body of work completed between 2004-2017; and
- Provide capability to renew talent used in the prior campaigns conducted between the years noted above.

2. Develop a Recruitment Response Support Initiative that will:

- Work closely with state agency communication directors and state adoption administrators to link the multi-media campaign throughout local markets increasing the capacity of states to use the national campaign rather than create local campaigns;
- Work with STTs to make optimal use of emerging social media strategies and assure a responsive system is in place for individuals using these sites;
- Provide comprehensive campaign fulfillment and coordination for the national recruitment campaign, including responding to inquiries at the national level, and making inquiry information available to STTs; and
- Assist STTs in planning and implementing follow-up activities in response to the national recruitment campaign.

C. National Adoption and Foster Care Information Exchange System

Applicants must outline a plan for maintaining a National Adoption and Foster Care Information Exchange System that raises public awareness and assists STTs in recruiting foster and adoptive parents for children in foster care. This plan should describe how the applicant will:

- Conduct National Adoption Month activities to raise public awareness and coordinate with organizations sponsoring National Foster Care Month activities;
- Host an annual event to raise awareness of National Adoption Month and to promote and recognize the recipients of the HHS annual Adoption Excellence Awards;

- Encourage STTs to recognize and publicize local adoption and foster care excellence during National Adoption Month, National Foster Care Month, and throughout the year;
- Provide a 24-hour, nationwide, toll-free communications network designed to respond to the inquiries from prospective foster and adoptive parents as well as the general public regarding the foster and adoption process. This information includes lists of all national, state, and regional organizations that provide services in the preparation, development, and licensing of foster and adoptive families. These services will be provided in English and Spanish and will be accessible to other limited English-speaking and non-English speaking callers and those who may require other communication accommodations; and
- Provide information about foster care and adoption/guardianship subsidies and service supports, including support groups and other post-adoption services available to individuals/families adopting children/youth.

D. Adoptive and Foster Family Support Activities

Applicants must provide a plan for developing and disseminating information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities for STTs. Applicants will be required to develop and disseminate information on innovative approaches for creating communities of practice, peer-to-peer technical assistance, and leadership training to enhance and support adoptive and foster family support groups.

E. Capacity Building Services for Diligent Recruitment and Retention of Foster/Adoptive Families

Applicants must describe a plan to provide limited constituency services and universal product development and dissemination to STTs across the nation to assist in building agency capacity for the diligent recruitment and retention of foster and adoptive families, primarily focused on models of best practices related to photolisting, recruitment media, customer services, and adoptive and foster family support activities. In describing a plan to provide capacity building services, this plan must explain how applicants will:

- Coordinate and collaborate with the Capacity Building Center for States, the Center for Tribes, and the Center for Courts in efforts to build capacity in the STTs in the development and implementation of their diligent recruitment plans and in their recruitment activities to prepare, develop, train, and support foster and adoptive families, including customer service models in both English and Spanish in response to recruitment of foster and adoptive families;
- Provide opportunities for peer-to-peer mentoring and networking between STTs through individual consultation, webcasts, and through the use of all forms of media;
- Identify, develop, and disseminate promising, innovative, and evidence-based or evidence-informed practices related to models of best practices related to photolisting, recruitment media, customer services and adoptive and foster family support activities;
- Use the experience and expertise of CB Regional Offices, stakeholders, and other resources in providing capacity building materials on recruitment and retention; and
- Partner closely with CB, the Capacity Building Center for States, the Center for Tribes,

and the Center for Courts, STTs and other regional and national stakeholders in supporting capacity building efforts across the nation.

F. Minority Professional Leadership Development in the Adoption Field

Applicants must describe a plan to provide a professional leadership development program for persons of color in the adoption field that can influence the overall competency of child welfare professionals in the adoption field. Year 1 will be a planning year and Years 2-5 will include the development and implementation of this component. The description of the plan to develop and implement this aspect of the project must include:

- Minority professional leadership development that is racially and culturally guided by minority leadership and uses mentors and national leaders who represent minorities (persons of color);
- Content that is informed by evidence-based practices, federal legislation and policies, cultural responsiveness/competence, effective public relations, leadership, and communication skills;
- Prominent leaders in the adoption field from child welfare systems, courts, universities, public and private agencies, legal/judicial organizations, and national advocacy organizations;
- A system of mentor to mentee relationships for learning and development;
- A sound plan for promoting, strengthening, and formalizing peer-to-peer consultation, problem-solving, learning across a group of mentees and mentors; and
- Networking activities that are likely to increase peer-to-peer learning, transfer of knowledge, and communication.

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.

Applicants must provide a narrative addressing how the implementation and effectiveness of the project will be evaluated. Please describe how the proposed preliminary evaluation plan will determine the extent to which the project achieved the stated objectives and the extent to which the accomplishments of the objectives can be attributed to the project. In providing this information, please also discuss the following:

- The implementation and effectiveness research questions that will be addressed by the evaluation (including those provided below);
 - To what extent do quality photolisting standards lead to an increase in youth and families listed on the National Adoption Internet Photolisting Website and number of children inquired about and adopted;
 - To what extent has capacity building support improved the proficiency and consistency in the STT's diligent recruitment and development of foster and adoptive families;
 - To what extent do project activities lead to an increase in STTs' use of social media strategies and an improved responsive system;
 - To what extent does media dissemination facilitate media use and campaign effectiveness;
 - To what extent does the campaign lead to improved public perceptions of adopting children from the foster care system; and
 - To what extent has the Minority Professional Leadership Development component contributed to building leadership capacity within child welfare systems;
- A data collection plan, including proposed data collection system, processes (e.g., observations, interviews, focus groups, surveys, etc.) and methods;
- Proposed sampling plan; and
- A data analysis plan for answering questions about implementation and effectiveness.

The evaluation must include a sound plan for documenting project activities and results, including the development of a data collection infrastructure that is sufficient to support a

methodologically sound evaluation. Applicants must include a plan for tracking data elements that assess all aspects of National Adoption Internet Photolisting Service, the National Adoption Recruitment Campaign, the National Adoption and Foster Care Information Exchange System, Adoptive and Foster Family Support Activities, Capacity Building Services for Diligent Recruitment and Retention of Foster/Adoptive Families, and the Minority Professional Leadership Development Program. Specific data tracking elements for the National Adoption Recruitment Campaign must include the media dissemination, media placement by media type, geographic area and audience composition, and the tracking of all earned media coverage, the reporting and assessment of fulfillment data such as unique visitors to the campaign website, and the download of campaign materials. The evaluation must also provide for conducting a pre-wave study to gauge a baseline of attitudes and behaviors prior to the campaign launch.

Project evaluations are very important. If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, then CB advises that applicants describe their plan to contract with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. In either case, it is important that applicants demonstrate that their evaluator has the necessary independence from the project to ensure objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

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

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Organizational Capacity

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

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

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 \$187,000. 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 the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in their budgets to support travel of the project director, evaluator, and/or other key staff (within 3 months of the award) to attend a mandatory meeting in Washington, D.C.

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

General

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

Personnel

Description: Costs of employee salaries and wages.

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

and consultants should not be placed under this category.

Fringe Benefits

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

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

Travel

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

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

Equipment

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

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

Supplies

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

less than \$5,000.

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

Contractual

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Other

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

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

Indirect Charges

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

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

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

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

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

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

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

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient’s failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other

than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

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

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.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 www.grants.gov/web/grants/applicants/apply-for-grants.html.

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

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system.

Over the next two business days, an applicant should receive two emails from Grants.gov:

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

Application Validation at www.Grants.gov

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

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

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

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

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

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

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at: www.acf.hhs.gov/grants/howto#chapter-6.

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: **07/03/2017**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See

Section III.3. Other, Application Disqualification Factors.

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

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

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

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

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

Emergency Extensions

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

Acknowledgement from www.Grants.gov

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

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

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

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

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at www.acf.hhs.gov/grants/howto#chapter-6.

Submission By Mail

CB Operations Center c/o LCG, Inc.

1400 Key Blvd, Suite 900
Arlington, VA 22209

Hand Delivery

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

Electronic Submission

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

For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

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

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

Objectives and Need for Assistance

Maximum Points:20

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

1. The applicant demonstrates a clear and thorough understanding of each of the stated components of the AdoptUSKids project and how they apply to Project Requirements in *Section I.*
2. The applicant presents a clear and concise statement of goals and objectives of the proposed project, and how this project will contribute to achieving those goals.

3. The proposed goals and objectives clearly address each of the six components (A-F) described in *Section IV.2, The Project Description, Approach*.
4. The applicant demonstrates extensive knowledge of the history of CB's National Public Service Adoption Recruitment Campaign and can demonstrate the ability to build on the base of the themes established through this campaign.
5. The applicant demonstrates extensive knowledge of and experience in the public service donated media market and the elements that play key roles in the success of any public service communications program.
6. The objectives of the project will effectively launch an annual national adoption recruitment campaign that will produce a measurable change in public perceptions about adopting children from the foster care system.
7. The objectives provide a means to effectively increase the number of families inquiring about adoption.
8. The objectives provide a means to increase the number of children, especially older children, adopted from the foster care system.
9. The objectives provide a clear and effective Response Initiative and a means to determine its effectiveness.
10. The Response Initiative will provide for a measurable penetration into the local media markets of each state of the multi-media campaign.
11. The Response Initiative will provide for a responsive system that supports states in managing the increased volume of inquiries due to the new media materials and national public service advertising campaign.
12. The Response Initiative will provide for a measurable increase in the use of emerging social media strategies in the states.
13. The objectives of the project include the development of a comprehensive plan for a professional development leadership program for persons of color working in the adoption field that will be implemented in Years 2-5 of the grant.

Approach

Maximum Points:40

In reviewing the approach, reviewers will consider the extent to which the application meets the criteria in Part 1 and Part 2 of the criteria below.

Part 1 (20 points):

The extent to which:

1. The applicant provides a workable plan of action. The plan relates to the stated objectives and scope of the project and reflects the intent of this FOA.
2. The workable plan relates to the intent of the legislation noted in the background section of this FOA.
3. The application includes a reasonable timeline (e.g., charts such as a Gantt chart, bar chart, or other chart that illustrates project schedules) for implementing the proposed project, including the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates, and the factors that may accelerate or decelerate the work.
4. The application includes the applicant's plans to collaborate and coordinate with other

federal and national efforts.

5. The applicant's services, program activities, and materials will be developed and provided in a manner that is racially and culturally sensitive to the population being served.
6. The applicant presents a sound plan for promoting peer-to-peer consultation and problem-solving across the STTs child welfare agencies and their partners.
7. The applicant provides a plan for ensuring that the project is fully functioning within 90 days following the project start date.

Part 2 (20 points)

The extent to which:

1. The applicant includes a detailed description of how it would operate, maintain, and enhance the National Adoption Internet Photolisting Website. This plan includes assuring the website will be operational on October 1, 2017.
2. The applicant includes a detailed description of how it would provide for the planning, development, and implementation of the multimedia National Adoption Recruitment Campaign.
3. The applicant includes a detailed description of how it would support the National Adoption Recruitment Campaign by planning, carrying out, and assisting STTs to carry out fulfillment activities in response to a national multi-media adoptive parent recruitment campaign.
4. The applicant includes a detailed description of how it would operate a National Adoption and Foster Care Information Exchange System that provides information and assists STTs in the recruitment of prospective foster parents and adoptive parents for children in public foster care.
5. The applicant provides a detailed description of how it would provide a 24-hour response system to inquiries from prospective foster/adoptive parents as well as the general public.
6. The applicant includes a detailed description of how it would develop and disseminate information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities of STTs.
7. The applicant provides a detailed description of how it will provide constituency services and universal product development and dissemination to STTs across the nation in building agency capacity in recruitment, retention, photolisting, recruitment media, customer service and foster/adoptive family support as outlined in *Section IV.2, The Project Description, Approach* of this FOA.
8. The applicant provides a detailed description of how it will plan, develop, and implement the minority professional development leadership in the adoption field component. The planning for this component will occur in Year 1 of the project and the development and implementation will occur in Years 2-5 of the project.

Evaluation

Maximum Points:15

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

1. The logic model effectively illustrates the project's approach and guides its evaluation plan.
2. The evaluation strategy thoroughly addresses both the effectiveness of the project and whether project activities have been implemented as intended.
3. The applicant presents a reasonable preliminary evaluation plan that can be expected to provide regular, meaningful feedback for project improvement.
4. The applicant proposes a representative sampling plan.
5. The evaluation plan includes methods and quantitative and qualitative measures that are appropriate for the objectives of the project.
6. The applicant demonstrates the capacity to conduct a rigorous evaluation either in-house or through a third-party evaluator.
7. The applicant presents a sound plan for documenting project activities and results, including the development of a data collection infrastructure that is sufficient to support a methodologically sound evaluation.
8. The evaluation plan provides for how the project will monitor results of the media dissemination.
9. The evaluation provides for how media placement will be tracked by media type, geographic area, and to the extent possible, audience composition.
10. The evaluation provides for the development of semi-annual reports evaluating campaign performance to aid in measuring the campaign's effectiveness.
11. The evaluation plan provides for the tracking of all earned media and coverage surrounding the issue.
12. The evaluation provides for the reporting and assessment of fulfillment data, such as unique visitors to the campaign website and download of campaign materials.
13. The evaluation provides for conducting a pre-wave study to gauge a baseline of attitudes and behaviors prior to the campaign launch.
14. The evaluation provides for the tracking, review, and overall evaluation of the minority professional leadership development in the adoption field aspect of the project.

Organizational Capacity

Maximum Points:20

In reviewing the organizational capacity, reviewers will consider the extent to which the application meets the criteria in Part 1 and Part 2 of the criteria below.

Part 1 (12 points):

The applicant and (its partners and contractors, if applicable) demonstrate sufficient and relevant experience and expertise in administration, development, implementation, management, and evaluation of similar projects, specifically addressing:

1. Operating, maintaining, and enhancing the National Adoption Internet Photolisting Services.
2. Supporting a National Recruitment Campaign by planning, carrying out, and assisting STTs in carrying out fulfillment activities in response to the National Campaign.
3. Operating a National Adoption and Foster Care Information Exchange System that provides information and assists STTs in the recruitment of prospective foster and adoptive parents for children in foster care.

4. Developing and disseminating information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities in STTs.
5. Providing constituency services and universal product development and dissemination to STTs to build capacity primarily focused on models of best practices related to photolisting, recruitment media, customer services, and foster and adoptive family support activities.
6. Conducting comprehensive (qualitative and quantitative) market research to inform development of a national public service campaign targeted to a specific population.
7. Developing successful donated media public service campaigns to recruit and connect adoptive families with waiting children throughout the U.S.
8. Creating and producing appropriate multimedia products supporting the identified strategy.
9. Disseminating multimedia products to national media outlets and using best efforts to encourage use of PSAs.
10. Demonstrated extensive experience in marshalling volunteer talent from the advertising and communications industries, the facilities of the media, and the resources of the business and non-profit communities to spread a public service message, create awareness, foster understanding, and motivate action for public service issues.
11. Established relationships with successful advertising and media elite and with regional media outreach experts who can champion the public service messages and secure additional commitments from this sector.
12. Demonstrated experience in securing pro-bono work for the campaign from the nations' leading advertising agencies in the research, strategy, creative execution and production of multi-media PSA advertisements.
13. Demonstrated capacity and experience in producing annual and multi-year, multi-media PSA campaigns focused on the adoption of special needs children from the child welfare system.
14. Demonstrated capacity in the ability to develop and promote leadership in the adoption field that is racially and culturally guided by minority leadership.

Part 2 (8 points):

The applicant demonstrates:

1. That the roles, responsibilities, and time commitments of each proposed key project staff position, including consultants, subcontractors, and/or partnering agencies or organizations, are clearly defined and appropriate for the successful implementation of the proposed project.
2. That it has secured commitments from its key partners, if applicable.
3. That the proposed project director and key project staff possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity effectively.
4. That it has a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
5. That the applicant's organization and its staff have experience and expertise in

successful collaboration with a variety of partners in the provision of services as described in the project.

Budget and Budget Justification

Maximum Points:5

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

1. There is a narrative budget justification for the first year of the project that provides sufficient detail to support each line item of the budget.
2. The costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits.
3. There is a sufficient percentage of the budget that is allocated to the evaluation and adequate rationale supporting the percentage allocation.
4. The budget includes sufficient travel allocation for a Washington, DC, meeting within 90 days of project start date for the project director, evaluator, and other key staff.
5. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.

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 elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to reporting requirements in *Section VI.3. Reporting*.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, 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), 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 in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. 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*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible

for ensuring that their activities comply with all applicable federal regulations.

VI.3. Reporting

Performance Progress Reports: Semi-Annually

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 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:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

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

Office of Grants Management Contact

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

Federal Relay Service:

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

VIII. Other Information**Reference Websites**

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

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" www.acf.hhs.gov/grants/how-to-apply-for-grants.

Grants.gov Accessibility & Compliance www.grants.gov/web/grants/accessibility-compliance.html.

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

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

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

Evaluation Resources

For more information on evaluation, see *Program Manager's Guide to Evaluation* <http://www.acf.hhs.gov/programs/opre/resource/the-program-managers-guide-to-evaluation-second-edition>

More information on HHS Protection of Human Subjects regulations (Office of Human Research Protections is available at <http://www.hhs.gov/ohrp/>, ohrp@csophs.dhhs.gov, 240-453-6900).

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
Indirect Cost Rate Agreement (IDR)	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i></p> <p>The IDR must be submitted with the application package.</p>	<p>If the IDR is available by the application due date, it must be submitted with the application package.</p> <p>If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>, it may be submitted prior to the award of a grant.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Proof of Non-Profit Status	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA.</p> <p>If it is not available at the time of application submission, it must be</p>

		submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at www.Grants.gov .	Submission is due with the application package or prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

<p>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
<p>Certificate of Good Standing</p>	<p>See <i>Section IV.2. Required Forms, Assurances and Certifications</i> and <i>The Project Description, Legal Status of Applicant Entity</i>.</p>	<p>Submission is required with the application by the Application Due Date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>

