



**Administration for Children and Families**

Office of Child Care

Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Implementation and  
Expansion Grants

HHS-2018-ACF-OCC-TH-1365

Application Due Date: 06/25/2018

Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Implementation and  
Expansion Grants

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

<b>Funding Opportunity Title:</b>	Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Implementation and Expansion Grants
<b>Announcement Type:</b>	Initial
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<b>Due Date for Applications:</b>	<b>06/25/2018</b>

### 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 Administration for Children and Families (ACF), Office of Child Care, in partnership with the Health Resources and Services Administration (HRSA), announces the availability of funds and requests applications for the fiscal year (FY) 2018 Tribal Maternal, Infant, and Early Childhood Home Visiting Program (Tribal MIECHV) Implementation and Expansion Grants.

Tribal MIECHV Implementation and Expansion Grant funds will support 5-year grants (cooperative agreements) between ACF and federally recognized Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations that are currently operating an evidence-based home visiting program and propose to conduct a needs and readiness assessment; sustain or expand their established infrastructure for home visiting services in tribal communities; implement performance measurement systems and engage in Continuous Quality Improvement (CQI) activities; engage in activities to strengthen early childhood systems of supports for families with young children; and conduct rigorous evaluation activities.

Applicants under this FOA may include existing grantees under the Tribal MIECHV program with project periods ending on September 29, 2018 that are proposing to sustain services, as well as other tribal entities that can demonstrate past and ongoing experience with conducting such activities and are proposing to expand services. Existing Tribal MIECHV grantees with a project period beyond September 29, 2018 may be eligible to apply only if proposing to expand services to a completely distinct service area from that served by their existing grant.

### I. Program Description

## **Statutory Authority**

Title V, Section 511(h)(2)(A) of the Social Security Act (42 U.S.C. 711(h)(2)(A)).

## **Description**

### **Background**

#### **The Maternal, Infant, and Early Childhood Home Visiting Program**

The Maternal, Infant, and Early Childhood Home Visiting program (MIECHV), administered by HRSA in collaboration with ACF, responds to the diverse needs of children and families in communities at risk and provides an opportunity for significant collaboration and partnership at the federal, state, tribal, and community levels to improve health and development outcomes for at-risk children through evidence-based home visiting programs. The goals of the MIECHV program are to: (1) strengthen and improve the programs and activities carried out under title V of the Social Security Act, Maternal and Child Health Services Block Grant; (2) improve coordination of services for at-risk communities; and (3) identify and provide comprehensive services to improve outcomes for eligible families who reside in at-risk communities.

Information about the HRSA MIECHV grants to states and territories can be found at <https://mchb.hrsa.gov/maternal-child-health-initiatives/home-visiting-overview>.

Congress appropriated \$400 million annually for FY 2018-2022 for the MIECHV program as part of the Bipartisan Budget Act of 2018 (Pub.L. 115-123). Section 511(h)(2)(A) of Title V of the Social Security Act authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to award grants to Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations to conduct an early childhood home visiting program. The legislation sets aside 3 percent of the total MIECHV appropriation for grants to tribal entities and requires that the tribal grants, to the greatest extent practicable, be consistent with the requirements of the MIECHV grants to states and territories, and include conducting a needs assessment and establishing benchmarks. A total of \$12,000,000 in funding is therefore authorized by Section 511 for grants to Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations in FY 2018.

#### **The Tribal Maternal, Infant, and Early Childhood Home Visiting Program**

Along with the goals of the overall MIECHV program, the Tribal MIECHV program has the specific goals of:

- Supporting the development of happy, healthy, and successful American Indian and Alaska Native (AI/AN) children and families through a coordinated home visiting strategy that addresses critical maternal and child health, development, early learning, family support, and child abuse and neglect prevention needs;
- Implementing high-quality, culturally relevant, evidence-based home visiting programs in AI/AN communities;
- Expanding the evidence base around home visiting interventions with Native populations; and
- Supporting and strengthening cooperation and coordination and promoting linkages

among various programs that serve pregnant women, expectant fathers, young children, and families, resulting in coordinated, comprehensive early childhood systems in grantee communities.

The Tribal MIECHV program aims to provide critical maternal, infant, and early childhood home visiting services to eligible families in AI/AN tribal communities, including Indian tribes or urban Indians (as defined by Section 4 of the Indian Health Care Improvement Act, Pub. L. 94-437).

For generations, many AI/AN people have taken care of and attended to the needs of young families in their communities through informal home visits as a traditional cultural practice. More recently, tribal communities have recognized the potential of more structured home visiting programs to support improved child and family outcomes in tribal communities and are implementing a variety of home visiting programs using diverse tribal, public, and private funding streams.

While strong evidence indicates that home visiting is an effective intervention strategy for working with vulnerable families, less is known about the value of these services in tribal settings. Evidence-based home visiting services -- which may include prescriptive curricula, intensive training, fidelity monitoring, and data collection -- remain a relatively new approach in many tribal settings, and may be challenging to adopt in the context of tribal sovereignty and self-determination. These challenges are complicated further by the lack of evidence-based practices developed specifically in and for use with AI/AN populations; there is currently only one home visiting model that meets the HHS criteria for evidence of effectiveness in tribal communities (for more information, see <https://homvee.acf.hhs.gov/>). As is true of most research on home visiting and other prevention and intervention approaches, the limited inclusion of diverse study samples limits our understanding of the applicability of study findings for communities that differ from those included in the specific research studies. There is a great need to expand and strengthen the evidence base for home visiting interventions targeted to AI/AN populations and communities.

Since 2010, ACF and HRSA have supported the planning and implementation of the MIECHV program. Through these and other initiatives, tribal communities have spent years developing strong capacity and infrastructure for delivering evidence-based home visiting services, implementing performance measurement and CQI systems, developing early childhood systems, and conducting rigorous evaluation. With over \$80 million awarded to 29 tribal entities to date, the Tribal MIECHV program has been an unprecedented expansion of high-quality, culturally relevant, evidence-based home visiting services for vulnerable AI/AN families and children. In addition, to expand the evidence base around home visiting interventions within AI/AN populations, the first three cohorts of Tribal MIECHV projects were required to develop and implement rigorous local evaluations. Evaluations were to address questions of local interest, to meet ACF established criteria for rigor, and to utilize a comparison or control group design to assess the effectiveness of the program or components of the program. Contextual factors impacted the research questions and ultimate evaluation design of Tribal MIECHV evaluation studies, including population sizes, local ethics, or policies that required services be provided to all those who are eligible to receive them (i.e., excluding random assignment), and general concerns resulting from a history of unethical and harmful research in AI/AN communities. A range of designs was utilized, including matched comparison designs, single case designs, randomized controlled trials, qualitative within-persons designs, non-matched posttest-only designs, time-series designs, and dynamic waitlist designs to understand the effect of programs.

Some programs created culturally relevant quantitative measures, and many added qualitative components to understand family outcomes. Many programs' evaluation findings have been featured in journal articles, academic and professional conferences, and disseminated internally and externally within tribal communities. In evaluation final reports, nearly every program indicated improved interest and capacity for evaluation as a result of participating in this component of the Tribal MIECHV initiative.

More information about the Tribal MIECHV program, current grantees, and the communities they serve can be found at <https://www.acf.hhs.gov/ecd/home-visiting/tribal-home-visiting>.

### **Required Grant Activities**

**Please note: a *Definitions* section is located in the Appendix and provides important additional information about expectations for grantees under this FOA; items that are *italicized* are defined in this section.**

This FOA provides FY 2018 funds for Tribal MIECHV Implementation and Expansion Grants. Funds will support 5-year grants (cooperative agreements) between ACF and tribal entities that are currently operating an evidence-based home visiting program and propose to sustain or expand their established infrastructure for home visiting services in tribal communities.

This FOA is intended for tribal entities that have an established and ongoing experience with implementing high-quality, culturally relevant, evidence-based home visiting services to AI/AN families and children; implementing performance measurement and CQI systems; developing early childhood systems; and conducting rigorous evaluation. Successful applicants may include existing grantees under the Tribal MIECHV program that are proposing to sustain services, as well as other tribal entities that can demonstrate past and ongoing experience with conducting such activities and are proposing to sustain, strengthen, and/or expand efforts in tribal communities to provide high-quality, culturally relevant, evidence-based home visiting services to AI/AN families and children.

During the 5-year project periods of the cooperative agreements, funds will support:

- Conducting a coordinated community needs and readiness assessment of at-risk tribal communities through a collaborative process that engages all relevant stakeholders;
- Implementing high-quality, culturally relevant, evidence-based home visiting programs that meet the needs of at-risk tribal communities;
- Improving and enhancing infrastructure and capacity necessary to implement, sustain, or expand home visiting programs in AI/AN communities;
- Engaging with tribal, local, and state early childhood program partners and other stakeholders to maximize the success of home visiting programs and support the comprehensive needs of pregnant women, parents and caregivers, and children from birth to kindergarten entry living in at-risk tribal communities; and
- Conducting rigorous program evaluation activities that will contribute to the empirical evidence base on implementation, efficacy, effectiveness, and/or adaptation of home visiting programs in AI/AN communities.

The activities that grantees carry out throughout this grant will support tribally and locally driven

decision-making, development, implementation, and evaluation of grant-funded projects that are high-quality, evidence-based, and culturally responsive to the community.

Throughout the cooperative agreement, ACF and contractors will provide technical assistance and support to carry out required activities while respecting tribal sovereignty and self-determination.

### ***Year 1: Needs Assessment, Planning, and Capacity Building***

Year 1 grant activities are designed to support grantees in refining their understanding of community needs and adjusting, modifying, sustaining, and/or expanding their programs to meet these needs and fulfill grant requirements, without disrupting critical ongoing home visiting services to eligible families. In Year 1 of the cooperative agreement, grantees must: (A) conduct a comprehensive community *needs and readiness assessment*; (B) improve and enhance organizational and community infrastructure and capacity to sustain or expand high-quality, evidence-based home visiting services; conduct performance measurement and CQI activities; and engage in rigorous program evaluation; (C) develop an implementation plan that describes how the grantee will carry out these activities during Years 2-5; and (D) maintain existing home visiting services to expectant families and families with young children.

#### ***A. Comprehensive Community Needs and Readiness Assessment***

The goals of the needs and readiness assessment that will be conducted by Tribal MIECHV Implementation and Expansion grantees are to identify program and community strengths and needs and, based on this, prioritize goals and strategies to meet needs through sustained, modified, or expanded home visiting services. The assessment will give grantees the opportunity to assess the quality and capacity of existing services (including the existing *home visiting program*) to meet the needs of young children and families in the community, and further develop and sustain partnerships at the community, tribal, and state level. The needs and readiness assessment that Tribal MIECHV Implementation and Expansion grantees will conduct in Year 1 must use *mixed methods* to:

- Identify the *at-risk tribal community* (or communities) in the grantee's target area by collecting data on the health and well-being of individuals and families in these communities, including both strengths/protective factors and risk factors such as: premature births; low birth weight; infant mortality, including infant death due to abuse and neglect or other indicators of at-risk prenatal, maternal, newborn, or child health; poverty; crime; domestic violence; high-school dropout; substance abuse; unemployment; and child maltreatment.
- Assess the quality and capacity of the existing programs or initiatives for maternal, infant, and early childhood home visiting in the target community. (NOTE: This includes existing, ongoing home visiting services provided to families by the grantee using Tribal MIECHV or other funds, as well as any other programs operating in the community.)
- Assess the community's capacity for providing substance abuse treatment and counseling services to individuals and families in need of such treatment or services.
- Assess the community's status and capacity to implement and integrate home visiting services into an early childhood system of support for families, including an assessment of existing or ongoing efforts or resources to develop a coordinated network of supports for

expectant families and families with young children at the community level.

The needs and readiness assessment must involve and engage community stakeholders and partners. In addition, the assessment must be coordinated with and take into account, to the greatest extent possible and as appropriate for the community, other needs assessments conducted by federal, state, tribal, local, and private entities, such as the State MIECHV needs assessment and those related to maternal and child health; public health; mental health and substance abuse; child abuse and neglect; domestic violence, crime, and poverty; and those conducted by Head Start and Early Head Start and other early care and education programs in the community. Finally, grantees will consider *data source characteristics* as they develop and carry out their assessments.

Through conducting or updating a needs and readiness assessment, grantees will set the stage for strengthened cooperation and coordination, and promote linkages among various programs that serve pregnant women, expectant fathers, young children, and families in tribal communities. Coordination across programs helps ensure that high-quality, evidence-based home visiting programs are part of a comprehensive, aligned strategy for improving child and family well-being in tribal communities.

### *B. Planning and Capacity Building*

During Year 1, grantees will improve and enhance infrastructure and capacity necessary to implement, sustain, or expand high-quality, culturally relevant, evidence-based maternal, infant, and early childhood home visiting programs in AI/AN communities. Planning and capacity building activities include, but are not limited to, the following.

- Based on the results of the needs and readiness assessment, grantees, in partnership with tribal, organizational, and community stakeholders, their *local advisory committee*, model developers, and ACF, will maintain and/or expand capacity to implement *evidence-based home visiting models* that meet the needs of the community and families, as well as any necessary cultural or contextual *adaptations, enhancements, and supplements*. This includes:
  - Determining whether the target population for services should change;
  - Refining program goals and objectives;
  - Assessing the home visiting model(s), adaptations, enhancements, and supplements currently being implemented to determine whether they should continue to be implemented or whether another model (or models) and/or set of adaptations, enhancements, and supplements would better meet the needs of the community and target population;
  - Selecting the model or models the grantee plans to implement;
  - Determining and developing necessary adaptations, enhancements, and supplements;
  - Working with developers of selected home visiting models to renew or establish formal agreements;
  - Participating in trainings needed to implement selected models, adaptations,

- enhancements, and supplements;
  - Developing or refining program policies and procedures; and
  - Engaging in other activities that will support effective implementation with *fidelity* of the selected home visiting models, adaptations, enhancements, and supplements.
- Selecting, developing, and supervising a qualified home visiting program workforce, including managers
  - During Year 1, grantees will build and improve administrative and management capacity to support effective implementation of home visiting services. In particular, building on the needs assessment, grantees will consider the ability of existing staff to effectively implement the home visiting program as designed, including data collection, performance measurement, CQI, and rigorous evaluation activities. In response, grantees may hire additional staff, support the training of existing and new staff, and develop policies and procedures to support ongoing professional development and continuity of home visiting services.
  - Grantees will also build, sustain, and/or expand infrastructure to ensure the provision of *reflective supervision, administrative supervision, clinical supervision, and infant and early childhood mental health consultation* to home visitors funded through the MIECHV grant. This includes developing and implementing policies and procedures that ensure the effective provision of these types of supervision and support program-wide with fidelity to the home visiting model or models implemented.
- Developing or improving an integrated data management information system
  - During Year 1, grantees will consider the ability of existing data management information systems to support the collection, input, use, and reporting of data, including, but not limited to, participant demographic and service utilization data, program service delivery data, performance measurement data, and implementation data to support home visiting program quality and fidelity and CQI. Grantees will work with ACF and technical assistance providers to develop and/or improve their management information systems to be able to meet the implementation and evaluation needs of the program.
- Enhancing plans and infrastructure to support performance measurement and data-driven *continuous quality improvement (CQI)* activities
  - In coordination with efforts to develop or improve management information systems, grantees will develop individualized performance measurement plans that will reflect the *Tribal MIECHV performance measurement system*. Building on these performance measurement plans and management information systems, grantees will build or enhance systems, policies, and processes for conducting data-driven CQI activities.
- Working together with tribal and organizational leaders, elders, families, community

members, and early childhood partners to consider how best to meet the needs of families from pregnancy to kindergarten entry through the home visiting program and development of an *early childhood system* of support for families

- Grantees are expected to continually engage tribal and community stakeholders and partners throughout development and implementation of their home visiting programs to maximize the potential for successful, sustainable, and responsive services. In addition, in partnership with other tribal, local, and state partners (including providers of health, mental health, oral health, early childhood development, home visiting, substance abuse, domestic violence, child maltreatment prevention, child welfare, education, housing, tribal entities, and other social services), grantees must engage in activities to support the development, improvement, and implementation of an early childhood system of support for families that includes home visiting. Where applicable, and in order to support ACF and HRSA's strong commitment to state/tribal collaboration, the list of partners grantees engage should include State MIECHV grantees.
- Engaging in *rigorous program evaluation* planning activities
  - During Year 1, grantees will work with ACF, technical assistance providers, local evaluators, tribal leaders, and community members (including a local advisory committee) to develop a locally relevant rigorous *mixed methods* evaluation. A variety of rigorous program evaluation methodologies (i.e., descriptive and impact studies) could be used by grantees, reflecting the ACF Common Framework for Research and Evaluation ([https://www.acf.hhs.gov/sites/default/files/opre/acf\\_common\\_framework\\_for\\_research\\_and\\_evaluation\\_v02\\_a.pdf](https://www.acf.hhs.gov/sites/default/files/opre/acf_common_framework_for_research_and_evaluation_v02_a.pdf)) and the *MIECHV Learning Agenda*. Though each grantee will be conducting its own local rigorous program evaluation, grantees will participate in a cross-grantee collaborative evaluation planning process, including participation in an in-person rigorous evaluation planning workshop during Year 1 of the grant.
  - Grantees will use Year 1 to build capacity to carry out rigorous program evaluation activities. This could include locating and securing external evaluation partners (such as independent consultants or institute-of-higher-education-based evaluators) and/or maintaining or growing internal capacity for carrying out evaluation activities (e.g., evaluation planning, establishing measures of implementation quality, data collection, consents, data analysis and interpretation).

### *C. Development of an Implementation Plan*

Upon award, ACF will provide grantees with detailed guidance for submitting a needs and readiness assessment and an implementation plan that describes how the grantee will carry out required grant activities in Years 2-5, including implementing home visiting services, conducting performance measurement and CQI activities, and engaging in rigorous evaluation. This detailed guidance will clearly lay out the deliverables that grantees will be required to submit. Grantees will be expected to submit the needs assessment and implementation plan in accordance with submission milestones provided by ACF throughout Year 1.

Grantees must engage in needs and readiness assessment, planning, and capacity-building activities during Year 1, and are expected to continue serving children and families under their existing home visiting program, but will not fully implement their plan. Pending successful Year 1 activities and submission of the needs assessment and implementation plan (as well as an approvable non-competing continuation application), funds will be provided for Years 2-5.

#### *D. Continued Delivery of Existing Home Visiting Services*

As the Tribal MIECHV Implementation and Expansion Grants are designed for communities with existing and ongoing home visiting programs, an important activity during Year 1 of the grant is the continued delivery of home visiting services to *eligible families*, in alignment with the definition of a *MIECHV caseload slot*.

If the grantee's existing home visiting program has been funded with Tribal MIECHV funds prior to award under this FOA, the grantee may use funds provided under this FOA to support ongoing delivery of services during Year 1. If the grantee's existing home visiting program has been funded with non-Tribal MIECHV funds, funds provided to an eligible entity receiving a grant under this announcement shall supplement, and not supplant, funds from other sources for early childhood home visiting programs or initiatives (per the Social Security Act, title V, section 511(f)). Grantees must agree to maintain non-Tribal MIECHV funding for home visiting, including in-kind, and expend funding for activities proposed in this application, at a level of effort and expenditure not less than the level of effort and expenditure for such activities in the most recently completed grantee fiscal year. Penalties for reducing effort or expenditure would result in a proportionate reduction in Tribal MIECHV funds. Tribal MIECHV funds would be reduced by no less than the same percentage reduction applied to non-Tribal MIECHV expenditures to ensure that the Federal Government's share of program costs does not increase.

#### ***Years 2-5: Implementation, Performance Measurement and Continuous Quality Improvement, Early Childhood Systems Building, and Rigorous Evaluation***

In Years 2-5 of the cooperative agreement, grantees will fully implement the various components of their implementation plan and work closely with ACF to ensure implementation and evaluation of high-quality, evidence-based home visiting programs in their community. Grant activities include:

- Implementing high-quality, culturally relevant, evidence-based home visiting programs that meet the needs of at-risk tribal communities and delivering home visiting services to eligible families;
- Partnering with tribal, local, and state early childhood stakeholders to ensure a successful home visiting program and support the comprehensive needs of pregnant women, parents and caregivers, and children from birth to kindergarten entry living in at-risk tribal communities through development of an early childhood system;
- Conducting performance measurement and CQI activities;
- Conducting rigorous program evaluation activities that will contribute to the empirical evidence base on implementation, efficacy, effectiveness, and/or adaptation of home visiting programs in AI/AN communities.

Due to the nature of the activities conducted under this program, grantees must commit a

reasonable and adequate amount of federal funds to comply with the requirements for performance measurement, CQI, and rigorous evaluation. In Year 1, this could entail planning and building capacity to conduct performance measurement and CQI activities and conduct rigorous evaluation activities. In Years 2-5, this could include conducting performance measurement and CQI activities and conducting rigorous evaluation activities. In all years, this would include processes to communicate and coordinate these activities with tribal leaders, community members, and the local advisory committee.

### **Travel for ACF-Initiated Meetings**

The grantee's project director and up to three other key staff members must attend a 2-3 day kickoff meeting in Washington, DC, to be held within 90 days of grant award. The grantee must allocate sufficient funds for participation in this meeting in Year 1, as well as funds to send the project director and up to three other key staff members to an annual, 2-3 day, all-Tribal MIECHV grantee meeting in Washington, DC, and funds to send the project director and up to three other key staff members to a 2-3 day, in-person, rigorous evaluation planning workshop in Washington, DC. In Years 2-5, the grantee must allocate sufficient funds for the project director and up to three other key staff members to attend a 2-3 day, annual, all-grantee meeting in Washington, DC, as well as one annual, 2-3 day, regional meeting in a location to be determined.

## **II. Federal Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$2,000,000
Expected Number of Awards:	5
Award Ceiling:	\$800,000 Per Budget Period
Award Floor:	\$250,000 Per Budget Period
Average Projected Award Amount:	\$400,000 Per Budget Period
Anticipated Project Start Date:	09/30/2018

### **Length of Project Periods:**

Length of Project Period:	60-month project period with five 12-month budget periods
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### **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.

Funding for Years 2-5 will be provided through a non-competing continuation award, contingent on availability of funding, satisfactory grantee performance, and a determination that continued funding is in the best interest of the federal government. It is possible that the Year 2-5 award amount may differ from the Year 1 award amount, depending on a variety of factors including grantee need.

### **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. Cooperative agreements defining the respective responsibilities of ACF and grantees will be negotiated. ACF 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:

- ACF review and approval of the needs assessment and implementation plan developed in Year 1;
- ACF involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial development, review, and funding of grantee or subgrantee activities, if applicable;
- ACF and grantee joint collaboration in the performance of key programmatic activities (e.g., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation);
- Close monitoring by ACF of the requirements stated in this FOA that limit the grantee's discretion with respect to scope of services offered, organizational structure, and management processes; and
- Close ACF monitoring during performance, which may, in order to ensure compliance with the intent of this FOA, exceed those federal stewardship responsibilities customary for discretionary grant activities.

In addition, as part of the cooperative agreement and in accordance with the statutory requirements in Section 511, ACF anticipates providing training and technical assistance to grantees throughout the 5-year project period. The overall goals of the technical assistance are to build the capacity of grantees to complete needs assessments, planning, capacity building, implementation, performance measurement and CQI, and rigorous evaluation activities, and to ensure that programs are implemented effectively and with fidelity to evidence-based home visiting models.

While ACF recognizes that many home visiting models grantees are likely to implement

provide model-specific technical assistance, ACF anticipates providing technical assistance in several areas, including: identifying and accessing data sources and developing methodologies for needs assessments; strategic planning; collaboration and partnerships; communication and marketing; fiscal leveraging; implementing home visiting programs; selecting home visiting model(s), adaptations, enhancements, and supplements to meet the target populations' needs; data and information systems; CQI; workforce development; strategies for coordinating and providing technical assistance to programs within the community; early childhood systems building; training; outreach; sustainability; and evaluation. The above list of topics is not meant to be exhaustive and ACF intends to tailor technical assistance to meet needs identified by the grantees.

### **III. Eligibility Information**

#### **III.1. Eligible Applicants**

Eligible applicants are federally recognized Indian tribes (or consortium of tribes), tribal organizations, and urban Indian organizations, as defined by Section 4 of the Indian Health Care Improvement Act, Pub. L. 94-437, available at [https://www.ssa.gov/OP\\_Home/comp2/F094-437.html](https://www.ssa.gov/OP_Home/comp2/F094-437.html)

Existing Tribal MIECHV grantees with a project period beyond September 29, 2018, may be eligible to apply only if proposing to expand services to a completely distinct service area from that served by their existing grant.

"Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group, or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

"Tribal organization" means the elected governing body of any Indian tribe or any legally established organization of Indians that is controlled by one or more such bodies or by a board of directors elected or selected by one or more such bodies (or elected by the Indian population to be served by such organization) and that includes the maximum participation of Indians in all phases of its activities.

"Urban Indian organization" means a nonprofit corporate body situated in an urban center, governed by an urban Indian controlled board of directors, and providing for the maximum participation of all interested Indian groups and individuals; this body is capable of legally cooperating with other public and private entities for the provision of health care and referral services.

Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this FOA. Collaborative efforts and interdisciplinary approaches are encouraged. Applications from eligible collaborative groups (i.e., consortia) must identify a primary applicant responsible for administering the grant (cooperative agreement).

Applicants must include a fully executed Tribal Resolution(s) (including number, voting information, and authorized signatures) from the governing body of each tribe agreeing to

participate in the project and receive services (whether the applicant is a tribal government or an organization representing a consortium of tribes). Applicants that are tribal or urban Indian organizations but are not planning to serve any specific tribe are not required to submit Tribal Resolutions. If the applicant is a tribally authorized component or division of the tribal government, the applicant must also include documentation that the governing body of the tribe approves the application submission. All documentation must be signed and dated.

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*.

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

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at [www.acf.hhs.gov/grants/howto#chapter-6](http://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](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new

date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.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**

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**

Moushumi Beltangady  
Administration for Children and Families  
Office of Early Childhood Development  
330 C Street SW  
3014 H  
Washington, DC 20201  
Phone: (202) 260-3613  
Fax: (202) 401-0981  
Email: [moushumi.beltangady@acf.hhs.gov](mailto:moushumi.beltangady@acf.hhs.gov)

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

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

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

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at [www.Grants.gov](http://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 [www.Grants.gov](http://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](http://www.gsa.gov/fedrelay).

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

### FORMATTING APPLICATION SUBMISSIONS

Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

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

#### **Authorized Organizational Representative (AOR)**

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

#### **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.

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

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

### **Accepted Application Format**

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

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

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

The application should be submitted in 2 files, with the total submission limited to **125 pages**.

File 1 (Project Description) must include the following in this order: Table of Contents; Abstract (one page); Objectives and Need for Assistance; Approach; Organizational Capacity; and Budget and Budget Justification. Applicants should title each section accordingly.

File 2 (Appendices) must be submitted in this order: Organizational Capacity Supplemental Information (i.e., organizational charts, resumes, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant), Third-Party Agreements, Proof of Non-profit Status (if applicable), Indirect Cost Rate Agreement (if applicable), and Tribal Resolutions (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](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

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

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

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

### **Adherence to the Two-File Requirement**

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

### **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 “Online Answers.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package.

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.

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see

<https://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](http://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](http://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](http://www.Grants.gov).

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Documentation that the governing body of the tribe approves the application submission	Referenced in Section III.1 under "Eligible Applicants."	Submission due by application due date found in Overview and Section IV.4. Required if the applicant is a tribally authorized component or division of tribal government.
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.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Maintenance of Effort (MOE) Certification	A <i>sample</i> of a standard Maintenance of Effort (MOE) certification is available in the application instructions for this FOA at <a href="http://www.grants.gov">www.grants.gov</a> . Applicants self-certify their maintenance of effort. The MOE should be on the applicant organization's letterhead. Submission is required for all applicants under this FOA. See <i>Section IV.2. Formatting Application Submissions</i> for instructions on its placement in the application submission.	Required for all applications.
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.
Tribal resolution(s)	Referenced in Section III.1	Submission due by application due date

	under "Eligible Applicants."	found in Overview and Section IV.4.
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.

### **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](mailto: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.

#### Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*.

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

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

Letters of intent may be submitted by email by 11:59 pm ET on the due date to

moushumi.beltangady@acf.hhs.gov, subject line: Tribal MIECHV Implementation and Expansion - Letter of Intent.

### **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.

The application for funding for Tribal MIECHV Implementation and Expansion Grants under this FOA must describe the approach the applicant proposes to take in Year 1 to conduct a comprehensive community needs and readiness assessment, engage in planning and capacity building activities, develop an implementation plan, and continue delivery of existing home visiting services to children and families. The description of the Year 1 approach should include, at a minimum, but is not limited to, the following elements:

1. Identification of the lead entity that will be responsible for conducting Year 1 activities and its organizational capacity to conduct the activities;
2. A plan for developing and enhancing relationships with tribal leaders, community members, partner agencies, and stakeholders, including a preliminary list and description of agencies and stakeholders that will be involved during Year 1, and the composition of the program's local advisory committee (please see *Third-Party Agreements* later in this section);
3. A plan for providing management and oversight for this project, including methodology for ensuring that key staff possess the necessary education, experience, and/or resources to successfully complete Year 1 activities (please see *Organizational Capacity* later in this section for more information);
4. A plan and detailed timeline for conducting a comprehensive needs and readiness assessment that meets the requirements described in *Section I. Program Description, Required Grant Activities, Year 1: Needs Assessment, Planning, and Capacity Building*, including a preliminary description or definition of the at-risk tribal community or communities to be assessed and a general description of the applicant's anticipated approach and methodology to conducting the assessment during Year 1. It is expected that grantees will fully engage their communities, using partnerships, collaborations, culturally relevant strategies, and innovative methodologies, to seek out and gather relevant quantitative and qualitative data as they conduct their assessments;
5. An anticipated process and timeline for planning and building capacity during Year 1 to respond to identified needs through an evidence-based home visiting program and collaborate with community members and early childhood system partners, as described in *Section I. Program Description, Required Grant Activities, Year 1: Needs Assessment, Planning, and Capacity Building*;
6. An anticipated process and timeline for planning and building capacity to conduct rigorous evaluation activities and enhance plans and infrastructure to support performance measurement and CQI activities, as described in *Section I. Program Description, Required Grant Activities, Year 1: Needs Assessment, Planning, and Capacity Building*;
7. An anticipated process and timeline for developing and submitting an implementation

plan that describes how the grantee will carry out required grant activities in Years 2-5, including implementing home visiting services, conducting performance measurement and CQI activities, and engaging in rigorous evaluation (please see *Project Timeline and Milestones* below for more information);

8. An anticipated approach to continued delivery in Year 1 of existing voluntary home visiting services to eligible families in a way that supplements, and does not supplant, funds from other non-Tribal MIECHV sources for early childhood home visiting programs or initiatives; and
9. Anticipated technical assistance needs related to conducting the needs and readiness assessment; related to planning and building capacity during Year 1 to: respond to identified needs through an evidence-based home visiting program, enhance plans and infrastructure to support performance measurement and data-driven CQI activities, collaborate with community members and early childhood system partners, and engage in rigorous program evaluation planning activities; related to developing an implementation plan; and related to continuing to deliver existing home visiting services to eligible participants.

### **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.

### **Geographic Location**

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

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Applicants must include a fully executed Tribal Resolution(s) (including number, voting information, and authorized signatures) from the governing body of each tribe agreeing to participate in the project and receive services (whether the applicant is a tribal government or an organization representing a consortium of tribes). Applicants that are tribal or urban Indian organizations but are not planning to serve any specific tribe are not required to submit Tribal Resolutions. If the applicant is a tribally authorized component or division of tribal government, the applicant must also include documentation that the governing body of the tribe approves the application submission. All documentation must be signed and dated.

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.

### **Project Sustainability Plan**

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

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

### **Organizational Capacity**

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

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

- possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

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

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

### **Dissemination Plan**

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

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

### **Third-Party Agreements**

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

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

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

### **Letters of Support**

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

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

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

oversee staff and/or partners/contractors.

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

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

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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

***Special Note:*** *The Consolidated Appropriations Act, 2018, (Division H, Title II, Sec. 202), 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 of 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 \$189,600. 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.

The applicant must allocate sufficient funds in the budget to:

- Provide for the project director and other key partners to attend a 2-3 day kickoff meeting for grantees funded under this FOA to be held within the first 90 days of the grant (Year 1 only) in Washington, DC, as well as one 2-3 day, all-Tribal MIECHV grantee meeting in Washington, DC, and one 2-3 day, rigorous evaluation planning workshop in Washington, DC.

- Due to the nature of the activities conducted under this program, grantees must commit a reasonable and adequate amount of federal funds to comply with the requirements for performance measurement, CQI, and rigorous program evaluation. In Year 1, this could entail planning and building capacity to conduct performance measurement and CQI activities and engage in rigorous evaluation activities. In Years 2-5, this could include conducting performance measurement and CQI activities and engaging in rigorous evaluation activities. In all years, this would include processes to communicate and coordinate these activities with tribal leaders, community members, and the local advisory committee.

Please see *Section IV.6 Funding Restrictions* prior to preparing the Budget and Budget Justification.

### **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 rate. 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, 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. 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](http://www.Grants.gov)

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

### Electronic Delivery

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

### How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Obtain a DUNS Number:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**Register with SAM:** In addition to having a DUNS number, organizations applying online

through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>

**Authorize Grants.gov Roles:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

**Track Role Status:** To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

### **How to Submit an Application to ACF via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for->

[grants.html](#)

**Create a Workspace:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

**Complete a Workspace:** Add participants to the workspace, complete all the required forms, and check for errors before submission.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

**Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

**Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

**Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

**Track a Workspace:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **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](http://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:

[https://www.acf.hhs.gov/sites/default/files/assets/acf\\_policy\\_for\\_requesting\\_an\\_exemption\\_from\\_required\\_electronic.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf).

### **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 Date for Letter of Intent

Due Date for Letter of Intent: **05/10/2018**

### Due Dates for Applications

Due Date for Applications: **06/25/2018**

### Explanation of Due Dates

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

### Electronic Applications

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

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

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

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

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

### Mailed Paper Format Applications

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

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

### Hand-Delivered Paper Format Applications

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

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

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

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

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

**Emergency Extensions**

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

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

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

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

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

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

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

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

**IV.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.

The Tribal MIECHV program is a service delivery program. Funds made available to grantees under this FOA must be used to support the delivery of home visiting services under the Tribal MIECHV program. Grant funds may not be used except as provided for in the authorizing legislation (Section 511 of the Social Security Act); applicable implementing program policy issuances, including this FOA and the notice(s) of award; and other federal laws, regulations, and policies applicable to the use of federal grant awards.

In accordance with the stated objectives of the Tribal MIECHV program, grantees must implement home visiting services that result in improvements in the coordination and referrals for other community resources and supports to support the needs of families in the program. Recipients may coordinate with and refer to direct medical, dental, mental health, or legal services and providers covered by other sources of funding for which non-MIECHV sources of

funding may provide reimbursement. The MIECHV program generally does not fund the delivery or costs of direct medical, dental, mental health, or legal services; however, some limited direct services may be provided (typically by the home visitor) to the extent required to implement the selected home visiting model.

## 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](http://www.acf.hhs.gov/grants/howto#chapter-6).

### Submission By Mail

Moushumi Beltangady  
Administration for Children and Families  
Office of Early Childhood Development  
330 C Street SW  
3014 H  
Washington, DC 20201

### Hand Delivery

Moushumi Beltangady  
Administration for Children and Families  
Office of Early Childhood Development  
330 C Street SW  
3014 H  
Washington, DC 20201

### Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.Grants.gov).  
For all submissions, see *Section IV.4. Submission Dates and Times.*

## V. Application Review Information

### V.1. Criteria

**Please note:** With the exception of the funding opportunity announcement and relevant statutes and regulations, 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.

**Please note: a Definitions section is located in the Appendix and provides important additional information about this FOA; items that are italicized are defined in this section.**

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

Objectives and Need for Assistance	Maximum Points:20
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1. The applicant demonstrates that its proposed project will contribute to achieving the goals and objectives of the relevant legislation and this FOA.
2. The applicant presents a clear description of the proposed project, including a clear statement of goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
3. The applicant clearly identifies and justifies the target population to be served under the proposed project.
4. The applicant demonstrates a thorough understanding of the characteristics of the tribal community and the service needs of this population and community.
5. The applicant demonstrates a thorough understanding of maternal, infant, and early childhood *home visiting programs*.
6. The applicant demonstrates a thorough understanding of concepts of *fidelity*, *adaptation*, and *enhancement* in evidence-based policy in relation to home visiting programs in AI/AN communities.
7. The applicant demonstrates a thorough understanding of *early childhood systems* and how they contribute to the success of a home visiting program.
8. The applicant demonstrates a thorough understanding of issues associated with *rigorous program evaluation* of home visiting programs in tribal communities.

Approach	Maximum Points:45
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Overall Project Implementation Strategy (30 points)

1. The applicant provides a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates.
2. The applicant articulates a reasonable approach to developing and submitting an

implementation plan.

3. The applicant describes the factors that could speed and hinder completion of activities, as well as explain how these factors would be managed and leveraged.
4. The applicant articulates a reasonable approach to conducting a comprehensive *community needs and readiness assessment*.
5. The applicant articulates a reasonable approach to using needs and readiness assessment findings to develop and implement a home visiting program that will meet population and community needs, including an *evidence-based home visiting model* and any necessary cultural and contextual *adaptations, enhancements, and supplements*.
6. The applicant articulates a reasonable approach to maintaining or building capacity to implement an evidence-based home visiting program.
7. The applicant articulates a reasonable approach to selection, development, and supervision of a qualified home visiting program workforce to support effective implementation of home visiting services.
8. The applicant articulates a reasonable approach to supporting and engaging with an early childhood system.
9. The applicant demonstrates that its proposed approach is likely to result in the implementation of a high-quality, evidence-based home visiting program that is culturally responsive to the target population.
10. The applicant demonstrates that it will continue delivery of existing voluntary home visiting services to *eligible families* and that its proposed efforts will supplement, and not supplant, home visiting services paid for with other non-Tribal MIECHV funding sources.

#### Community and Stakeholder Engagement (5 points)

1. The applicant demonstrates that it has involved the community in developing its proposed project, including evidence that the community desires and is invested in project implementation.
2. The applicant submits a fully executed Tribal Resolution (including Resolution number, voting information, and authorized signatures) from the governing body of each tribe agreeing to participate in the project and receive services (if applicable).

#### Strategy for Data Collection, Evaluation, and Knowledge Development (10 points)

1. The applicant articulates a reasonable approach to building capacity to engage in rigorous program evaluation activities.
2. The applicant articulates a reasonable approach to developing or updating infrastructure to engage in performance measurement and *continuous quality improvement (CQI)* activities.
3. The applicant describes an approach that will contribute to increased knowledge or

understanding of the problems and issues addressed by this FOA.

**Organizational Capacity**

**Maximum Points:25**

1. The applicant identifies the lead entity that will be responsible for conducting activities under this FOA.
2. The applicant demonstrates an established and ongoing history of implementation of *evidence-based home visiting models* that meet the requirements of this FOA.
3. The applicant demonstrates expertise, experience, and organizational capacity to implement high-quality, culturally relevant, evidence-based home visiting services to AI/AN families and children.
4. The applicant demonstrates expertise, experience, and organizational capacity to conduct performance measurement activities that meet the requirements of this FOA.
5. The applicant demonstrates expertise, experience, and organizational capacity to conduct CQI activities that meet the requirements of this FOA.
6. The applicant demonstrates expertise, experience, and organizational capacity to conduct rigorous program evaluations that meet the requirements of this FOA.
7. The applicant demonstrates that the proposed project director and key project staff possess sufficient relevant knowledge, experience, and capabilities (as substantiated by a resume) to institute and manage a project of this topic, size, scope, and complexity effectively.
8. The applicant demonstrates the organizational capacity of each participating organization (including partners, subgrantees, and contractors) to fulfill its assigned roles and functions effectively.
9. The applicant clearly and adequately describes the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including subgrantees, consultants, contractors and subcontractors, and/or partners, and demonstrates that each position is appropriate and relevant to the successful implementation of the proposed project.
10. The applicant describes a sound oversight and management plan (including management and coordination of activities by any partners, subgrantees, contractors and subcontractors, and consultants) for achieving the objectives of the proposed project on time and within budget.

**Budget and Budget Justification**

**Maximum Points:10**

1. The applicant demonstrates that Year 1 costs are reasonable, thoroughly justified, and appropriate in view of the activities to be conducted and expected results and benefits.
2. The applicant demonstrates that its fiscal controls and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this FOA.

3. The applicant demonstrates that it has committed a reasonable amount of the Year 1 project budget to planning and conducting a needs and readiness assessment.
4. The applicant demonstrates it has committed a reasonable amount of the Year 1 project budget to planning and building capacity to conduct rigorous program evaluation, performance measurement, and CQI activities.

## 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 (<http://fedgov.dnb.com/webform>) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### Initial ACF Screening

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

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

### Objective Review and Results

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

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

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

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

In addition, federal staff from the Office of Early Childhood Development and the Office of Child Care will conduct an administrative review of the applications and the results of the

competitive review and will make recommendations for funding to the Director, Office of Child Care.

With the results of the competitive review and information from federal staff, the Director of the Office of Child Care will make the final funding decisions. ACF will consider past performance on previous related grants when making funding decisions.

### **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/](http://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](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](http://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](http://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    Semi-Annually  
Reports:

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](http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2).

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

Financial Reports:            Semi-Annually

## VII. HHS Awarding Agency Contact(s)

### **Program Office Contact**

Moushumi Beltangady  
Administration for Children and Families  
Office of Early Childhood Development  
330 C Street, SW.  
3014 H  
Washington, DC 20201  
Phone: (202) 260-3613  
Fax: (202) 401-0918  
Email: [moushumi.beltangady@acf.hhs.gov](mailto:moushumi.beltangady@acf.hhs.gov)  
URL: <https://www.acf.hhs.gov/ecd/home-visiting/tribal-home-visiting>

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

Tim Chappelle  
Administration for Children and Families  
Office of Administration  
Office of Grants Management  
330 C Street, SW.  
Washington, DC 20201  
Phone: (202) 401-4855  
Email: [tichappelle@acf.hhs.gov](mailto:tichappelle@acf.hhs.gov)

### **Federal Relay Service:**

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

## VIII. Other Information

### Reference Websites

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

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

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

Grants.gov Accessibility Information [www.grants.gov/web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

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

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

Tribal Maternal, Infant, and Early Childhood Home Visiting program information on the Internet <https://www.acf.hhs.gov/ecl/home-visiting/tribal-home-visiting>

### Application Checklist

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

What to Submit	Where Found	When to Submit
Tribal resolution(s)	Referenced in <i>Section III.1</i> under "Eligible Applicants."	Submission due by application due date found in <i>Overview</i> and <i>Section IV.4</i> . Required by applicants that are tribal governments or tribal organizations that are proposing to serve a specific tribe or consortium of tribes.
Documentation that the governing body of the tribe approves	Referenced in <i>Section III.1</i> under "Eligible Applicants."	Submission due by application due date found in <i>Overview</i> and <i>Section IV.4</i> . Required by applicants that are a

the application submission		tribally authorized component or division of the tribal government.
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 <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.  To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .  To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.  Active registration at SAM must be maintained throughout the application and project award period.
Letter of Intent	Referenced in <i>Section IV.2. Project Description</i> .	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.4</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	If submission of this form is applicable, it is due at the time of application.  If it not available at the time of application, it may also be submitted prior to the award of a grant.
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> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> .  The Project Summary/Abstract	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and</i>

	is limited to one single-spaced page.	<i>Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	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.  If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Maintenance of Effort (MOE) Certification	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications.</i> A sample of a standard MOE is available in the application instructions for this FOA at <a href="http://www.grants.gov">www.grants.gov</a> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i> If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
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>
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	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>
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>

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.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.  They are required for applications that include only non-construction activities.	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> .
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	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> .

## Appendix

### Definitions

- Adaptation
  - For the purposes of the Tribal MIECHV program, an acceptable adaptation of an evidence-based model or promising approach includes changes to the model that have not been tested with rigorous impact research and are determined by the model developer to alter core components related to program impacts, are aligned with Tribal MIECHV program requirements, and are agreed to by the model developer and ACF in partnership with the grantee.
- Administrative supervision
  - For the purposes of the Tribal MIECHV program, administrative supervision is the oversight of employees' adherence to tribal, federal, state, and agency regulations and policies (including the rules and policies of the Tribal MIECHV program), program policies and procedures, quality assurance, and safety. Administrative supervision is aimed at monitoring an employee's productivity

and performance.

- At-risk tribal community
  - For the purposes of the Tribal MIECHV program, in order to reflect the diverse circumstances of tribal populations, ACF takes a broad and inclusive view of what constitutes an at-risk tribal community. Grantees may define an at-risk tribal community in the following ways:
    - A tribe or tribes within a discrete geographic region (e.g., on a reservation, Tribal Jurisdictional Service Area, Alaska Native village) could be considered an at-risk tribal community;
    - Subgroups or communities of a tribe or tribes within a discrete geographic region could be considered an at-risk tribal community; or
    - Members of a tribe(s) could live scattered throughout a larger, non-tribal geographic area interspersed with non-tribal members (e.g., AI/AN living in an urban environment) and be considered an at-risk tribal community.
- Clinical supervision
  - For the purposes of the Tribal MIECHV program, clinical supervision is case-focused and supports a practitioner in reviewing, discussing, and evaluating cases, including treatment planning, implementation of intervention strategies, and progress of clients. Clinical supervision may or may not be reflective.
- Continuous quality improvement (CQI)
  - For the purposes of the Tribal MIECHV program, an effectively implemented system of CQI within a home visiting program supports the ongoing use of performance and implementation data to optimize program outcomes, facilitate cultural and contextual adaptations of evidence-based models to meet community and program needs, identify and disseminate best practices, and test new approaches in home visiting that can increase efficiency and enhance effectiveness of programs. To maximize the utility of data for decision-making and learning, grantees under this FOA will build capacity for rapid-cycle CQI and testing of improvement strategies through use of run charts and other tools.
- Data source characteristics
  - Grantees under this FOA should consider the following in planning for and conducting needs and readiness assessments:
    - *Recency or timeliness of data:* Data sources are updated on different schedules, some annually and others much less frequently. The most recently updated data sources may be preferred to more outdated sources, even if the estimates may be less precise.
    - *Geographic boundaries of data:* Grantees have discretion in how they geographically define 'community(ies).' However, whenever possible, needs assessment data should be aggregated at the same or similar geographic level (e.g., tribal reservations, counties, cities, neighborhoods,

zip codes, census tracts, etc.) as the communities being described. Thus, when choosing between data sources, grantees should make careful note of the geographic units for which the data are available.

- *Stability of data:* While it may be possible to disaggregate some national, tribal, and state data into community level data, this does not mean that the data indicators will be stable or reliable at that level. For many assessments, the sub-sample of residents from a specific community will be too small to be a trustworthy representation of the characteristic of that community and its residents.

- Early childhood system

- For the purposes of the Tribal MIECHV program, an early childhood system brings together health, early care and education, and family support program partners, as well as tribal and community leaders, families, and other stakeholders to achieve agreed-upon goals for thriving children and families. An early childhood system aims to: reach all children and families as early as possible with needed services and supports; reflect and respect the strengths, needs, values, languages, cultures, and communities of children and families; ensure stability and continuity of services along a continuum from pregnancy to kindergarten entry; genuinely include and effectively accommodate children with special needs; support continuity of services, eliminate duplicative services, ease transitions, and improve the overall service experience for families and children; value parents and community members as decision makers and leaders; and catalyze and maximize investment and foster innovation.

- Eligible family

- The MIECHV legislation (Section 511(k)(2) of the Social Security Act) states that an eligible family in MIECHV means a woman who is pregnant and the father of the child if the father is available; or a parent or primary caregiver of a child aged birth through kindergarten entry, including grandparents or other relatives of the child, foster parents who are serving as the child's primary caregiver, and non-custodial parents who have an ongoing relationship with, and at times provide physical care for, the child. Section 511(d)(4) of the Act further requires that MIECHV grantees give priority to serving high-risk groups including: eligible families who reside in at-risk tribal communities in need of such services, as identified in the needs assessment, taking into account staffing, community resources, and other requirements to operate at least one approved model of home visiting and demonstrate improvements for eligible families; low-income eligible families; eligible families who are pregnant women who have not attained age 21; eligible families that have a history of child abuse or neglect or have had interactions with child welfare services; eligible families that have a history of substance abuse or need substance abuse treatment; eligible families that have users of tobacco products in the home; eligible families that are or have children with low student achievement; eligible families with children with developmental delays or disabilities; and eligible families who, or that include individuals who, are serving or formerly served in the Armed Forces, including

such families that have members of the Armed Forces who have had multiple deployments outside of the United States.

- Enhancement
  - For the purposes of the Tribal MIECHV program, an acceptable enhancement of an evidence-based model or promising approach includes changes or additions to the model that have not been tested with rigorous impact research but are determined by the model developer not to alter the core components related to program impacts, are aligned with Tribal MIECHV program requirements, and are agreed to by the model developer and ACF in partnership with the grantee.
- Evidence-based home visiting models
  - For the purposes of the Tribal MIECHV program, the term evidence-based home visiting models is used to describe both models that meet the HHS criteria for evidence of effectiveness in tribal communities and models that are considered promising approaches. Grantees under the Tribal MIECHV program may choose to implement both models that meet the HHS criteria for evidence of effectiveness in AI/AN communities and promising approaches. HHS uses Home Visiting Evidence of Effectiveness (HomVEE, <https://homvee.acf.hhs.gov/>) to conduct a thorough and transparent review of the home visiting research literature and provide an assessment of the evidence of effectiveness for home visiting models that target families with pregnant women and children from birth to kindergarten entry. There is currently one model that meets the HHS criteria for evidence of effectiveness in AI/AN communities. All other home visiting models, including those that have been designated by HHS as meeting criteria for evidence of effectiveness for the general population through the HomVEE review, are currently considered promising approaches for use with AI/AN populations.
  - The home visiting models that Tribal MIECHV grantees select must be research-based and grounded in relevant, empirically based knowledge; target outcomes specified in the authorizing legislation; be associated with (or developed by or in partnership with) a national organization or institution of higher education; and have comprehensive home visiting program standards that ensure high-quality service delivery and CQI. Grantees may incorporate cultural and contextual adaptations, enhancements, and supplements to their selected models, and must ensure fidelity of implementation of selected home visiting models, adaptations, enhancements, and supplements.
- Fidelity
  - For the purposes of the Tribal MIECHV program, fidelity constitutes a grantee's adherence to model developer requirements for high-quality implementation as well as any affiliation, certification, or accreditation required by the model developer, if applicable. These requirements include all aspects of initiating and implementing a home visiting model, including, but not limited to, recruiting and retaining clients; providing initial and ongoing training, supervision, and professional development for staff; establishing a management information

system to track data related to service delivery and model fidelity; and developing an integrated resource and referral network to support client needs. Changes to a model that alter the core components related to program outcomes (otherwise known as drift) could impair fidelity and undermine the program's effectiveness. Therefore, Tribal MIECHV grantees will work in close partnership with communities, model developers, and ACF to identify, develop, and implement the cultural and contextual enhancements and adaptations that will support optimal fit between the model and the community without compromising the potential impact of the services.

- Infant and early childhood mental health consultation
  - Infant and early childhood mental health consultation is a prevention-based service that pairs a mental health consultant with families and adults who work with infants and young children in the different settings where they learn and grow, such as child care, preschool, and their home. The aim is to build adults' capacity to strengthen and support the healthy social and emotional development of children, early and before intervention is needed. In contrast to direct therapeutic services, infant and early childhood mental health consultation offers an indirect approach to promoting positive social and emotional development among children and families. Mental health consultation can be an important support to home visiting programs by enhancing their capacities to address children's and families' mental health needs.
  
- Home visiting program
  - For purposes of the Tribal MIECHV program, a home visiting program:
    - Includes home visiting as the primary service delivery strategy (excluding programs with infrequent or supplemental home visiting);
    - Is offered on a voluntary basis to eligible families in at-risk tribal communities; and
    - Targets outcomes specified in the MIECHV legislation, including: improved maternal and child health; prevention of child injuries, child abuse, or maltreatment, and reduction of emergency department visits; improvement in school readiness and achievement; reduction in crime or domestic violence; improvements in family economic self-sufficiency; and improvements in the coordination and referrals for other community resources and supports.
  
- Local advisory committee
  - For the purposes of the Tribal MIECHV program, a local advisory committee is comprised of community members from the program's service area and provides input on a variety of program and evaluation activities. Local advisory committees are created to ensure that the program is in touch with the community's needs and incorporates the community's perspective in program operations and evaluation activities. Local advisory committees should meet on a

regular basis and perform a number of valuable functions, including providing input on needs and readiness assessment, performance measurement, CQI, evaluation, and dissemination activities; defining program vision, goals, objectives, and design; and helping shape many core functions and activities of the program.

- MIECHV caseload slot
  - ACF recognizes that grantees may utilize a number of funding streams and use different administrative practices for assigning and reporting MIECHV caseload slots (the number of families that would be served by the grantee at any point in time when fully enrolled). For the purposes of reporting to ACF, a MIECHV caseload slot is defined as a family served during the reporting period by a trained home visitor implementing services with fidelity to the model, and that is identified as a MIECHV caseload slot at enrollment. All members of one family or household represent a single MIECHV caseload slot. Families are designated as MIECHV caseload slots at enrollment based on the designation of the home visitor they are assigned. Using this methodology, grantees designate all families as MIECHV caseload slots that are served by home visitors for whom at least 25 percent of his/her personnel costs (salary/wages including benefits) are paid for with MIECHV funding. Once designated as a MIECHV caseload slot, the family is tracked for the purposes of data collection through the tenure of service in the program. All members of one family or household represent a single MIECHV caseload slot. The count of MIECHV caseload slots should be distinguished from the cumulative number of enrolled families during the reporting period.
- MIECHV Learning Agenda
  - A learning agenda approach is a foundation of evidence-based policy. Such an approach aims to continually improve program performance by applying existing evidence about what works, generating new knowledge, and using experimentation and innovation to test new approaches to program delivery. The MIECHV learning agenda involves a combination of: (1) CQI; (2) performance measurement; (3) rigorous evaluation at the national and local level using impact, quasi-experimental, and descriptive approaches; and (4) support for research infrastructure in the field. Each of these activities provides important, but distinct, information about the program to help improve MIECHV's effectiveness and to build the broader knowledge base regarding home visiting.
- Mixed methods
  - The use of quantitative and qualitative data, methods, and methodologies in a research study or set of related studies.

- Needs and readiness assessment
  - For the purposes of the Tribal MIECHV program, a thorough needs and readiness assessment has two major components: an assessment of community needs and an analysis of community readiness to determine the capacity of organizations and programs to meet these needs.
- Reflective supervision
  - For the purposes of the Tribal MIECHV program, reflective supervision is a distinctive form of competency-based professional development that is provided to multidisciplinary early childhood home visitors who are working to support very young children's primary caregiving relationships. Reflective supervision is a practice that acknowledges that infants and toddlers have unique developmental and relational needs and that all early learning occurs in the context of relationships. Reflective supervision is distinct from administrative supervision and clinical supervision due to the shared exploration of the parallel process; that is, attention to all of the relationships is important, including the relationships between home visitor and supervisor, between home visitor and parent, and between parent and infant/toddler. Reflective supervision supports professional and personal development of home visitors by attending to the emotional content of their work and how reactions to the content affect their work. In reflective supervision, there is often greater emphasis on the supervisor's ability to listen and wait, allowing the supervisee to discover solutions, concepts, and perceptions on his/her own without interruption from the supervisor.
- Rigorous program evaluation
  - For the purposes of the Tribal MIECHV program, rigorous program evaluation is the use of quality research methods to systematically study, appraise, and help improve social programs, including their conceptualization and design, their implementation and administration, their outcomes, their effectiveness, and their efficiency. The most appropriate research methods to use for evaluation depend on the question being addressed. It is important to note that no specific evaluation type is more rigorous than another. Descriptive studies, quasi-experimental studies, and experimental studies can all be rigorous. Rigorous program evaluation incorporates the following features:
    - *Credibility/Internal Validity*: Ensuring what is intended to be evaluated is actually what is being evaluated; making sure that descriptions of phenomena or experience being studied are accurate and recognizable to others; ensuring that the method(s) used is the most definitive and compelling approach that is available and feasible for the question being addressed. If conclusions about program efficacy are being examined, the limitations of non-experimental designs are carefully considered.
    - *Applicability/External Validity*: Generalizability of findings beyond the current project (i.e., when findings fit into contexts outside the study situation). Ensuring the population being studied represents one or more

of the populations being served by the program.

- *Consistency/Reliability*: When processes and methods are consistently followed and clearly described so that someone else could replicate the approach and other studies can confirm what is found.
- *Neutrality*: Producing results that are as objective as possible and acknowledge the bias and limitations brought to the collection, analysis, and interpretation of results.

- Supplement

- For the purposes of the Tribal MIECHV program, an acceptable supplement to an evidence-based model or promising approach is the addition of a supportive or complementary curriculum to an evidence-based home visiting model. The supplement may or may not have been tested with rigorous impact research, but must be determined by the model developer not to alter the core components related to program impacts, aligned with Tribal MIECHV program requirements, and agreed to by the model developer and ACF in partnership with the grantee.

- Tribal MIECHV Performance Measurement System

- This system, developed by ACF following consultation with Tribal MIECHV grantees and other stakeholders, will support grantees under this FOA to collect, analyze, and use data on program implementation and improvements for the eligible families participating in the program in the legislatively mandated benchmark areas of: 1) improved maternal, newborn, and child health; 2) prevention of child injuries, child abuse, neglect, or maltreatment, and reduction of emergency room visits; 3) improvements in school readiness and child academic achievement; 4) reductions in crime or domestic violence; 5) improvements in family economic self-sufficiency; and 6) improvements in the coordination and referrals for other community resources and supports. Grantees are required by the legislation to demonstrate improvement in at least four of the six benchmark areas within 3 and 5 years of implementation. More information about the Tribal MIECHV performance measurement system is available at <https://www.acf.hhs.gov/ecd/performance-measurement>.