Administration for Children and Families

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

Center for Excellence in Foster Family Development
HHS-2019-ACF-ACYF-CW-1562
Application Due Date: 07/26/2019
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Funding Opportunity Title: Center for Excellence in Foster Family Development
Announcement Type: Initial
Funding Opportunity Number: HHS-2019-ACF-ACYF-CW-1562
Primary CFDA Number: 93.556
Due Date for Letter of Intent: 06/28/2019
Due Date for Applications: 07/26/2019

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 & Funding Page at https://www.acf.hhs.gov/grants/howto.

The purpose of this funding opportunity announcement (FOA) is to establish a Center for Excellence in Foster Family Development (the Center) to implement a model program for the selection, development and support of foster families that will work in close collaboration with birth families to preserve and nurture critical parent-child relationships and support reunification. Foster families participating in the program will be prepared and supported in providing enhanced reunification and stability supports to biological families as well as enhanced stability and well-being supports to children transitioning out of congregate care. This demonstration grant will be administered through a cooperative agreement and awarded to one state, tribe or tribal consortium that will install, implement and evaluate the model program in 4-6 local sites. The Center will secure strong partnerships needed for effective and efficient model development, program implementation and evaluation activities. The Center must meaningfully include and engage the voice and input of birth parents, foster parents and youth with lived foster care experience at all stages of model development and implementation.

The Center is expected to demonstrate improvements in:

- Engagement, development and support of foster families (individual and collective services);
- Retention rates and agency relationships with foster families;
- The numbers of foster families prepared to provide enhanced supports to children and their families;
- Development of foster families in the neighborhoods and communities children in foster care most come from and where those children will be placed;
• Comprehensive biological family support services and timely, stable reunifications; and
• Permanency stability, family and community connections, and well-being outcomes for children placed with foster families in the target group.

I. Program Description

Statutory Authority
Title IV, part B, subpart 2 - Promoting Safe and Stable Families, Section 436(c) of the Social Security Act (42 U.S.C. 629f(c)).

Description
BACKGROUND
The Children's Bureau (CB) has set forth priorities for child welfare in order to strengthen families, prevent maltreatment and to prevent unnecessary family disruptions. CB has also set forth priorities in working with families when temporary removals are necessary. CB's vision for a re-imagined child welfare system includes a foster care system that supports entire families, in contrast to one that acts as substitutes for parents. This is based on an understanding that most families can be helped to care for their children in safe and healthy ways, and that even when foster care is necessary, foster families can support parents in their efforts to regain custody of their children. In support of the Family First Prevention Services Act (FFPSA), provisions limiting federal funding for congregate care placements, this vision incorporates a move toward placement of children, when necessary, in family based settings who might otherwise be placed in more restrictive environments. Therefore, we must increase our efforts to develop and support foster families, increasing their capacity to support biological families towards stable and lasting reunifications.

Foster Families, Family Engagement, and Support
Foster families can play a major role in the support and reunification of families who are temporarily separated in order to strengthen the protective capacities of parents. In CB's vision, the role of foster families is to support and mentor the birth family, whenever possible and appropriate, in addition to ensuring that children have a safe and nurturing place to live. This vision includes encouraging child welfare agencies to recruit, train, support foster families to build trust with birth families, reinforce positive parenting practices and healthy family routines that will promote stable, and lasting reunifications.

With a clear set of expectations and recruitment techniques, improved training, skill-building opportunities and individual and collective support services, child welfare systems can develop pools of foster families that are able to provide enhanced and collaborative supports to birth families while their children are in care. Among the skills needed for this role are coaching and mentoring, the ability to support flexible and frequent family visitation, joint foster and birth family support of children's extracurricular activities, participation in and support to birth families in case plan development and goal achievement, prudent parenting and trauma-focused care, and more. At the same time, recruiting foster families within the same communities that children come from is a necessary strategy to normalizing a child's temporary placement in foster care and minimizing or preventing additional trauma.
**Foster Families and Reduction in Congregate Care**

Children and youth entering foster care should be placed in family settings unless there is a particular need that can only be met through placement in congregate care. However, children entering care continue to be placed in shelters and group homes because of a lack of available foster homes and some states rely heavily on congregate care as a first placement. There are also times when children and youth placed in residential facilities and institutions are ready to transition from congregate care to family settings but the lack of foster homes cause them to linger in congregate care unnecessarily. Child welfare systems have historically reported a lack of sufficient foster homes, but there are ongoing efforts to increase these pools of homes through education, marketing, diligent recruitment plans and support programs to improve retention.

In recent years, there has been a focused effort to safely reduce the congregate care population. The overall use of congregate care has decreased by 20 percent since 2009, but there is substantial variation among states and some rely heavily on congregate care as a first placement. According to the Adoptions and Foster Care Analysis and Reporting System (AFCARS), there were still nearly 54,000 or 13 percent of children in foster care placed in group homes and institutions at the end of fiscal year (FY) 2017.

Key findings in the 2016 policy brief, “Using Evidence to Accelerate the Safe and Effective Reduction of Congregate Care for Youth Involved with Child Welfare” by Chadwick Center and Chapin Hall denotes that youth placed in congregate care and therapeutic foster homes have significantly higher levels of internalizing and externalizing behaviors than those placed in traditional foster care, suggesting that increased access to services that effectively address internalizing and externalizing behaviors are essential to safely reducing the use of congregate care. Also, compared to youth whose clinical needs are met through therapeutic foster care, youth placed in congregate care are more likely have externalizing problems, suggesting that strategies for serving these youth in home-based setting should focus on preparing those homes to respond by de-escalating difficult behaviors.

To continue the safe reduction of congregate care, agencies must develop models of foster family engagement, training and supports that both build the capacity to place children in foster homes upon entry, and builds foster family’s capacity to provide comprehensive quality care that address complex child needs and support meaningful relationships between foster and biological families.

**Foster Family Retention**

Within these needed foster family development models, agencies must also address long-standing retention issues. Exit surveys often show that foster families do not feel well treated or supported by child welfare agencies and they also report a lack of sufficient information and services to properly address the needs of children in their care. To ensure that foster families are able to provide high-quality care, it will be paramount that they are afforded comprehensive and on-going training, services and supports that improve relationships with child welfare systems, address their own well-being needs as part of the overall effort to provide improved care, and strengthen families.

**PROJECT REQUIREMENTS**
Purpose
The Center for Excellence in Foster Family Development (Center) will develop one model program for the engagement, development and support of foster families that have the capacity to provide community-supported, family based placements that support comprehensive family engagement and family well-being, to be implemented in 4-6 local sites. In an effort to promote reunification and maintain children out of needless congregate care placements, this pool of families will be prepared and supported by the child welfare system to provide enhanced reunification and stability supports to biological families and to provide enhanced stability and well-being supports to children transitioning out of congregate care to family settings. The Center will secure partnerships that build corresponding knowledge, expertise and capacity in developing and implementing the model program and in evaluating the process and impact on outcomes. The model program will be integrated with other existing programs, policies and practices promoting improved system response and comprehensive systemic change.

Grantee Requirements
The project will be completed in two phases. Phase I, the first 12 months of the grant, will serve as a planning period, for the Center's installation and selections of local sites. Phase II, includes years 2-4 and will serve as an implementation, evaluation, and scale-up/sustainment period. The Center will develop detailed work plans for each phase. The Center will secure the appropriate partnerships needed for effective and efficient model development, program implementation and evaluation activities.

The grantee will develop and implement a model of working with foster families that supports cultural and practice changes that strengthen:

- Supportive relationships between foster and biological families that include coaching and mentoring by skilled foster parents;
- Provision of family-based care to children who might otherwise be in congregate care; and
- Education, development, and on-going supports of foster families necessary to build their capacity to fulfill their role in supporting biological families, not just the children in care.

Foster families participating in this enhanced program model will be:

- Recruited from prospective or existing foster families;
- Provided education, coaching, and training that enhance their desire and capacity to comprehensively work with biological families toward reunification, serving as a support, not a substitute for biological families;
- Active participants of case planning and permanency planning efforts;
- Afforded access to in-home and out-of-home supports and services that enhance their capacity and ability to assist children transitioning out of congregate care into family settings; and
- Able to address trauma and well-being needs of children placed with the foster family, including social, educational, economic, behavioral, cognitive and relational functionality.
The grantee is expected to develop a local site selection process. Common expectations for local sites that should be explored in the selection process include:

- Have high percentages of children in congregate care settings;
- Commit to including a significant number of American Indian/Alaska Native (AI/AN) children and families (as compared to the grantee's overall AI/AN foster care population);
- Are committed to engaging and developing foster families in the neighborhoods and communities that children in foster care come from;
- Demonstrate the capacity to integrate this program with existing programs, policies and practices related to recruiting, studying, approving, developing, and continuously supporting foster families, both at the system and local levels; and
- Commit to providing sufficient staff and resources to effectively implement all interventions within the foster family program model.

**Target Population**

The target population of this grant includes new and existing foster families recruited and selected to participate in this program.

**Collaboration**

The Center will actively collaborate with CB to achieve the purposes of this FOA. The Center will collaborate with agencies and organizations with which partnerships are critical to successfully implement the proposed project, including but not limited to: model development, program implementation and evaluation activities.

CB's intent is to have the Center and the local sites mutually implement these projects. The Center will be expected to enter into mutually binding work agreements with each project site.

**Evaluation**

The Center will possess the necessary capacity to undertake all data collection and evaluation activities related to this grant. The Center shall have clear, established responsibilities, and establish clear responsibilities for the local sites, which shall be developed through the local site selection process and the evaluation plan that will be developed with each local site. The Center shall provide necessary technical assistance to local sites for the effective completion of all data collection, analysis and reporting activities under both the local and cross-site evaluation. It is expected that these activities will roll out in an orderly process.

In collaboration with the local sites, the Center will design and implement site-specific evaluations for each site, as well as a cross-site evaluation. The cross-site and site-specific evaluations will be guided by logic models developed by the Center in collaboration with the local sites. Evaluations will focus on planning, implementation, outcomes, and cost.

CB encourages the Center to use participatory and utilization-focused evaluation approaches that will help guide project focus, assessment, planning, and implementation throughout the grant. The Center's evaluation is expected to provide regular, timely, and useful feedback to support successful implementation and intervention fidelity, as well as to contribute to the developing knowledge base about successful strategies for adopting, installing, implementing, scaling up and sustaining promising practices to evidence-informed/evidence-based services for...
the target population.

The Center is required to follow the principles of rigor, relevance, independence, transparency, and ethic of the ACF Evaluation Policy (https://www.acf.hhs.gov/evaluation-policy). When working with tribes and/or tribal organizations, the Center is expected to follow the values and priorities of CB's Roadmap for Collaborative and Effective in Tribal Communities (https://www.acf.hhs.gov/cb/resource/tribal-workgroup).

The Center is expected to evaluate the degree to which its interventions have been embedded into policies, interagency and provider agreements, data systems, organizational structure, quality assurance protocols, and training and human resource systems. These institutional and organizational changes will be critical to the success of the proposed interventions, fidelity to the model program, and improved outcomes. Additionally, the Center will actively disseminate findings throughout the project - including initial and interim findings.

Both during and at the conclusion of the 4-year project, the Center will be expected to answer individual and cross-site evaluation questions, including, but not limited to, the following topics:

1. Implementation and service delivery, including:
   o Output data (including quantity and frequency of activities and services performed);
   o Descriptive data about the strategies and interventions implemented;
   o Descriptive data about the activities carried out to implement the interventions;
   o Data about the degree to which adoption and implementation (e.g., uptake, penetration, fidelity, etc.) of the interventions has occurred; and
   o Data about changes in readiness, capacity, infrastructure, and organization intended to support and sustain implementation;
2. Ability to integrate the model, including promising strategies and interventions, with existing training, policy, practice and programs to effect systemic change;
3. Scaling-up and sustainability;
4. Outcomes related to the logic models (see Section IV.2. The Project Description, Funded Activities Evaluation Plan).

Within these areas, CB is particularly interested in the following:

- Factors and strategies associated with successful implementation (facilitators), including contributing organizational and system conditions;
- Implementation barriers;
- Factors related to the appropriateness of fit between the selected practices and the systems and settings into which they are introduced;
- Degrees to which implementations spread and are maintained over time;
- Scaling-up and sustainability of the new practices and services; and
- Cost of implementation and ongoing service delivery changes

**Expected Outcomes**

CB's expected outcomes for this project include:
A model for foster care that is designed to keep children and youth meaningfully connected to birth parents, siblings, extended family and community will have been tested and available nationally for other jurisdictions to utilize. That model will contain strategies to ensure that:

- Foster families are recruited, trained and supported to work directly with birth parents to help build birth parent capacities to care for their children in safe and healthy ways.
- Foster parents that provide care under the model understand that it is expected that they will actively work to establish and maintain positive and supportive relationships with birth parents and extended family members of the child or youth in their care.
- Foster parents that provide care under the model have a clear understanding that they are expected to invite birth parents into their home on a regular basis, stay in regular communication with the birth parent to ensure he/she/they remain aware of the daily health, well-being and emotional status of their child.
- Foster parents under the model commit to co-parenting with the birth parents.
- A level of care to children and youth and level of support to birth families that is provided that will help mitigate the need for congregate care placement and the trauma that is caused by placement in restrictive environments and the isolation and distance from family, friends and community that are common as a result of congregate care and institutional settings.

- Development of a pool of foster families that have the skills and supports needed to regularly provide enhanced care and supports to children in foster care and their families;
- Improved system response in engagement, development and support of foster families, including integration with existing programs, policies, interagency and provider agreements, data systems, organizational structure, quality assurance protocols, and training as these institutional and organizational changes will be critical to the success of the proposed model program;
- Improved foster family satisfaction and retention rates;
- Increase in the pool of foster families available in the neighborhoods and communities children in foster care most come from;
- Improved placement stability and permanency and well-being outcomes for children placed with foster families within the target group; and
- Identifiable sites with supporting protocols, reports, tools and products that other child welfare agencies seeking to implement similar programs can look to for guidance, insight, and possible replication.

**Dissemination Plan**

The Center is expected to share information and knowledge generated with the field in an effort to integrate project knowledge into policy and practice across the child welfare system.

The Center will develop a Dissemination Plan at each project phase that will outline how it will gather important and relevant cross-site and individual site information and data, to include research and findings on promising practices and evidenced-informed/evidence-based
interventions in models of foster family development. The Center will:

- Plan and implement strategic individual and cross-site dissemination activities;
- Identify and engage with target audiences for dissemination;
- Develop and disseminate summarized/synthesized information about the project;
- Produce detailed procedures, tools and other products that interested sites may use to replicate the program and its implementation; and
- Produce a high quality comprehensive final report suitable for archiving in the CB Discretionary Grant Library at: https://library.childwelfare.gov/cbgrants/ws/library/docs/cb_grants/Grant%20Home

**Project Sustainability**

The Center will develop a Sustainability Plan during the implementation phase that will outline how it will create systemic change through scaling-up and sustainment of 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. The plan will include:

- Approach to project scale-up and sustainment that will be most effective and feasible;
- Key individuals and/or organizations whose support will be required;
- Types of alternative support that will be required to scale-up and sustain the planned program; and
- How the cooperation and collaboration of key partners will be maintained.

**II. Federal Award Information**

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<thead>
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<th>Funding Instrument Type:</th>
<th>Cooperative Agreement</th>
</tr>
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<tr>
<td>Estimated Total Funding:</td>
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<tr>
<td>Anticipated Project Start Date:</td>
<td>09/30/2019</td>
</tr>
</tbody>
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**Length of Project Periods:**

| Length of Project Period: | 48-month project period with four 12-month budget periods |

**Additional Information on Awards:**

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

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

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

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

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

- CB review and approval of planning stages of the activities before implementation phases may begin;
- CB review and approval of reports, tools, presentations, products and other materials developed through the grant;
- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance (T/TA), publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this announcement that limit the awardee's discretion with respect to scope of services offered;
- Close monitoring by CB during performance which may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities;
- CB will provide the cooperative agreement for signature after grant award and anticipates that upon the recipient's signature on the SF 424 and SF 424A that the award is accepted as outlined in the cooperative agreement.

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

### III. Eligibility Information
III.1. Eligible Applicants

Eligibility is restricted and open only to the following: state governments, Native American tribal governments (Federally recognized), and tribal consortia. Applicants are strongly encouraged to form strong partnerships with national organizations or institutions of higher education to engage quality technical assistance and evaluation resources.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.

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

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

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

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.
The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

**Notification of Application Disqualification**

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

### IV. Application and Submission Information

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

CB Operations Center  
c/o LCG, Inc.  
Attn: HHS-2019-ACF-ACYF-CW-1562  
6000 Executive Boulevard, Suite 410  
Rockville, MD 20852  
Phone: (888) 203-6161  
Email: CB@grantreview.org

**Electronic Application Submission:**

**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 "Select Grant Opportunity 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**

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. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission is limited to 100 pages in its entirety. The two files applicants must submit are:

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

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

The Appendices file must include these items in this order:

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

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options for information about requesting an exemption.
Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile.

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

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

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

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

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

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

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility,” which is listed under the topic “Online Answers.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, 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. 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 "Select Grant Opportunity 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

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately.
The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

**Addresses for Submission of Paper Applications**

See Section IV.7. Other Submission Requirements for addresses for paper format application submissions.

**Required Forms, Assurances, and Certifications**

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs</td>
<td>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are</td>
<td>Required for all applications when applying for a non-construction project.</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Requirement</td>
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<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</td>
<td>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any 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, &quot;Disclosure Form to Report Lobbying,&quot; in accordance with its instructions.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</td>
<td>Submission of the required information and forms is due with the application package by the due date listed in the Overview and Section IV.4. Submission Dates and Times. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</td>
<td>Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http:// www.hhs.gov/ohrp/assurances/forms/index.html</a>. General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a>. Applicants may also contact OHRP by email (<a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a>) or by phone (240-453-6900).</td>
</tr>
</tbody>
</table>
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov. See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.

Mandatory Grant Disclosure
All applicants and recipients are required to submit, 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:


And to:

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

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

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

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in Section I. Program Description. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in Section V.1. Criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

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 optimal. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

The letter of intent should be submitted to:
CB Operations Center
c/o LCG, Inc.
Attn: HHS-2019-ACF-ACYF-CW-1562
6000 Executive Boulevard, Suite 410
Rockville, MD 20852
Phone: (888) 203-6161
Or
Email: CB@grantreview.org
Subject: Letter of Intent - HHS-2019-ACF-ACYF-CW-1562

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

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

Please place the following at the top of the abstract:

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

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

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

**Expected Outcomes**

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

**Approach**

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

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

Applicants must provide a sound management plan for each phase of the project that describe the scope and detail of how they will implement the program strategies and activities to achieve the goals and objectives of the proposed project on time. This plan must include clearly defined responsibilities for the Center, the local sites and all partners/consultants as well as timelines, and milestones for accomplishing project tasks and ensuring quality. The plan must clearly describe the effective management and coordination of activities carried out by any partners/consultants.

In addition, applicants must detail relevant existing child welfare system policies, programs and verifiable practices that would enhance or support the development and retention of foster families in the target population and explain how that work will be leveraged in support of and coordination with this grant.

**Phase I: Planning**

Applicants must describe how they will perform, at a minimum, the following functions during the initial 12-month planning process:

- Install the structure necessary to effectively establish the Center (including securing personnel, executing agreements and contracts, developing program and evaluation processes and protocols, and developing strategic education and marketing strategies);
- Fine-tune the proposed model program that will guide the selection of strategies and interventions to be installed and implemented at the local sites;
• Develop a structure for communication and collaboration between local sites with key staff having input and decision-making authority in parallel interventions, programs and projects that will support the enhanced foster families development program, including the areas of birth and foster family engagement, provision of trauma-informed well-being services and the safe reduction of congregate care placements;
• Develop enhanced training, education, skill development and individual and collective service and support innovations for the foster families selected in to the program (with corresponding on-going evaluation of the satisfaction with and effectiveness of these services);
• Assess the existing pool of available foster families and explore gaps in the current pool based on the determined characteristics of children in foster care;
• Develop appropriate criteria for the local site selection processes, considering the local site selection requirements provided in Section I. Program Description, Project Requirements, Grantee Requirements;
• Complete the local site selection process, selecting four to six local sites of varying structures that best meet the target local site expectations provided in Section I. Program Description, Grantee Requirements;
• Demonstrate current and thorough knowledge of how to develop, install and implement successful model programs to positively impact relationships with and outcomes for the target population, as well as how to conduct programmatic and outcome evaluation of the program;
• Demonstrate the necessary capacity to provide intensive technical assistance and support to the local sites in all aspects of program and evaluation planning, installation and implementation;
• Identify linkages with appropriate providers and organizations and develop a plan for establishing and building upon collaborative partnerships needed to guide and support successful implementation, including the meaningful involvement of consumers;
• Develop a plan for data collection, analysis and reporting to meet expectations provided in Section I. Program Description, Evaluation;
• Develop plans for determining the estimated number of foster families and children to be served by each local site;
• Demonstrate how the project is clearly innovative and would lead to increased knowledge and understanding of how to comprehensively address the problems and issues described in Section I. Program Description, Background;
• Enter into mutually binding work agreements with each local site, which reflects CB’s intent to have the Center and the local sites mutually implement these projects; and
• Revisit the preliminary design for Phase II submitted in the application and submit to CB a fine-tuned Phase II work plan (including the evaluation plan). Describe the approach and processes that would be used to address anticipated logistical and administrative challenges. The revised plan must be submitted to CB no later than 60 days before the start of Phase II.

Phase II: Implementation

Applicants must describe how they will perform, at a minimum, the following functions from years 2 through 4 of the cooperative agreement:
• Design an administrative and management structure for (1) ensuring that local sites have completed installation and begin implementation within 90 days of the beginning of Phase II and (2) monitoring sites, including ensuring project accountability;
• Develop an implementation plan and logic model for program and evaluation activities of each local site. Draft plans and logic models will be submitted within 45 days of the start of Phase II;
• Develop a plan for providing ongoing support, guidance, and technical assistance to sites in project implementation, data collection, and evaluation;
• Develop a description of mechanisms for forming and maintaining a method of information sharing and collaboration between local sites, as well as for communication and collaboration with other programs and projects that support the goals of this grant;
• Develop a methodology for conducting data collection and analysis within each project site as well as cross-site evaluation, including ensuring that local sites collect appropriate qualitative and quantitative process and outcome data to meet all evaluation expectations;
• Collaborate with local agencies and community-based organizations that are able to provide family centered supports and services within the communities that children in foster care come from;
• Conduct ongoing analysis of impact, proposing modifications to CB if deemed appropriate to improve the implementation and impact of the model program, and addressing challenges and barriers to successful implementation;
• Integrate with existing programs, policies, interagency and provider agreements, data systems, organizational structure, quality assurance protocols, and training systems so as to create lasting systemic change;
• Identify linkages with appropriate providers and organizations at the local sites and develop a plan for establishing and building upon collaborative partnerships needed to guide and support successful implementation, including the meaningful involvement of consumers;
• Ensure dissemination of products and materials that build knowledge and awareness of the populations of children and youth in foster care in need of permanent homes, the strategies within the comprehensive diligent recruitment program, and the expected impact and positive outcome changes; and
• Develop and carry out a strategy for the scaling-up and sustainment of effective interventions and practices within the model program.

Applicants must describe how successful implementation of their proposed project would result in the following improved outcomes for the target population and the children in foster care that would be placed in these homes:

• A model informed by birth parent, foster parent and youth with lived experience voice is designed and developed to keep children and youth meaningfully connected to birth parents, siblings, extended family and community will have been tested and available nationally for other jurisdictions to utilize.
• Development of a pool of foster families that have the skills and supports needed to
regularly provide enhanced care and supports to children in foster care and their families;

- Improved system response in engagement, development and support of foster families, including integration with existing programs, policies, interagency and provider agreements, data systems, organizational structure, quality assurance protocols, and training as these institutional and organizational changes will be critical to the success of the proposed model program;
- Improved foster family satisfaction and retention rates;
- Increase in the pool of foster families available in the neighborhoods and communities children in foster care most come from;
- Improved placement stability and permanency and well-being outcomes for children placed with foster families within the target group; and
- Identifiable sites with supporting protocols, reports, tools and products that other child welfare agencies seeking to implement similar programs can look to for guidance, insight, and possible replication.

**Project Timeline and Milestones**

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

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

**Program Performance Evaluation Plan**

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

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

**Funded Activities Evaluation Plan**

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

Applicants must demonstrate the in-house capacity to conduct an objective and rigorous evaluation of the project or presents a sound method for contracting with a third-party evaluator. An evaluation plan will guide data collection, analysis and reporting for all evaluation-related activities.

The applicant's evaluation plan must include how it will do the following:

- Design an evaluation strategy(ies) that is (are) rigorous and appropriate given the goals and objectives of the proposed project and the logic model;
- Use participatory and utilization-focused evaluation approaches to guide the local site and cross-site evaluations;
- Implement the proposed rigorous evaluation methods, including timeline for activities, ongoing analysis and securing institutional review board (IRB) review (if applicable);
- Describe how the evaluation plan would likely yield useful findings about effective strategies and interventions to develop and support the foster families in the target population;
- Articulate the factors and strategies associated with implementation barriers and successful implementation, cost, scaling-up and sustainability, including contributing organizational and system conditions;
- Discuss the factors related to the appropriateness of fit between the selected practices and the systems and settings into which they are introduced;
- Propose an appropriate sampling plan that ensures sample sizes sufficient to detect significant effects;
- Develop, during Phase I, preliminary evaluation plans and logic models (both for components and across eventual site projects), key research questions, methods to study key components (i.e. evaluation design), and instrumentation that are based on key intervention components of the model;
- Work collaboratively with local sites to develop and refine site-specific evaluation plans and logic models, finalize evaluation questions/design/instrumentation, and pilot data collection procedures; and
• Work collaboratively during Phase II with local sites to ensure integrity of data collection processes and to review, analyze, and interpret data.

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

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

• Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
• Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
• Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
• Target population (e.g., the individuals to be served);
• Activities (e.g., approach, listing key intervention, if applicable);
• Outputs (i.e., the direct products or deliverables of program activities); and
• Outcomes (i.e., the results of a program, typically describing a change in people or systems).

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

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

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

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

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

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

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

Third-Party Agreements

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

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

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

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

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

The Project Budget and Budget Justification

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

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

Special Note: The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, (Division B, 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.
Applicants must allocate sufficient funds in their budgets to support required travel: a) Within three months after the award, the project director, evaluator and other key staff must attend a two-day kick-off meeting in Washington, DC, b) In the site-selection process, the project director, evaluator, and other key staff must attend a two-day meeting in Washington, DC, to present and defend proposed local site selections and c) The project director, evaluator and other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.

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

- Collection of evaluation data, including costs of staff training and time to collect data;
- Storage of data, including costs for staff to conduct regular activity such as data entry, quality checks, reliability training for coding, etc.; and
- Monitoring and reporting data, including costs for staff to analyze data, create and review reports, and plan and monitor adjustments.

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.1.* of this announcement.

**Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 02/28/2022. 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**
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:

**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:

**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:

**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 (GRANTXXXXXXXXXX) 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. 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 (GRANTXXXXXXXXXX) 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 acknowledgement 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**

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電子ic.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 their 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: **06/28/2019**
- Due Date for Applications: **07/26/2019**

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

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

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

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


Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.
Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

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

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

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

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

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

- Applications submitted electronically via www.Grants.gov 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).

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

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


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

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review
This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions
Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

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

Grant awards will not allow reimbursement of pre-award costs.
Construction is not an allowable activity or expenditure under this grant award.
Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.7. Other Submission Requirements

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

Submission By Mail
CB Operations Center
c/o LCG, Inc.
Attn: HHS-2019-ACF-ACYF-CW-1562
6000 Executive Boulevard, Suite 410
Rockville, MD 20852

Hand Delivery
CB Operations Center
c/o LCG, Inc.
Attn: HHS-2019-ACF-ACYF-CW-1562
6000 Executive Boulevard, Suite 410
Rockville, MD 20852

Electronic Submission
See Section IV.2 for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see Section IV.4. Submission Dates and Times.

V. Application Review Information

V.1. Criteria

Please note: 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.

### Objectives and Need for Assistance

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<th>Objectives and Need for Assistance</th>
<th>Maximum Points: 20</th>
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In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The applicant presents a clear, concise, and appropriate vision for and description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
2. The applicant demonstrates a thorough understanding of the education, skill building, training, collective and individual supports and services needed to develop and retain a pool of foster families specialized in supporting birth families in reunification and in supporting family centered well-being services.
3. The applicant demonstrates how the program is logically linked to improving stability, permanency, and well-being outcomes.
4. The applicant demonstrates a thorough understanding of the need to assess the characteristics of the target population and the children that would be placed in these homes.
5. The applicant demonstrates a thorough understanding of the need to target localities that have a high percentage of children in congregate care in the areas they propose to serve.
6. The applicant demonstrates a thorough understanding of the need to assess the status of existing programs and services that promote reunification, reduction in congregate care use, and building supporting relationships between foster and biological families.
7. The applicant demonstrates linkages with relevant programs, partnerships, policies and verifiable practice within the child welfare system.
8. The applicant demonstrates an understanding to develop these pools of foster families in the communities that children come from and will be placed in.
9. For applicants with AI/AN children and families within the service population, the application demonstrates an understanding to develop services and supports for AI/AN children and families.
10. The applicant clearly describes the strategies to be applied to assure key partnerships and collaborations are achieved at the Center and local levels.

### Approach

<table>
<thead>
<tr>
<th>Approach</th>
<th>Maximum Points: 40</th>
</tr>
</thead>
</table>

44 of 55
In reviewing the approach, reviewers will consider the extent to which:

1. Birth parent, foster parent and youth with lived experience voice has been used to help develop the model.
2. The design of the project reflects a clear understanding of the importance of developing strategies to ensure that:
   - Foster families are recruited, trained and supported to work directly with birth parents to help build birth parent capacities to care for their children in safe and healthy ways.
   - Foster parents that provide care under the model understand that it is expected that they will actively work to establish and maintain positive and supportive relationships with birth parents and extended family members of the child or youth in their care.
   - Foster parents that provide care under the model have a clear understanding that they are expected to invite birth parents into their home on a regular basis, stay in regular communication with the birth parent to ensure he/she/they remain aware of the daily health, well-being and emotional status of their child.
   - Foster parents under the model commit to co-parenting with the birth parents.
   - A level of care to children and youth and level of support to birth families that is provided that will help mitigate the need for congregate care placement and the trauma that is caused by placement in restrictive environments and the isolation and distance from family, friends and community that are common as a result of congregate care and institutional settings.
3. The design of the proposed project clearly reflects up-to-date knowledge from the research and literature on issues affecting the enhanced development and on-going support of foster families.
4. There is a clearly defined framework for a model that provides comprehensive individual and collective opportunities for the development, services and supports of foster families.
5. The applicant provides a reasonable timeline for implementing the proposed project, including major milestones and target dates.
6. The applicant describes the factors that could speed or hinder project implementation and explains how these factors would be managed.
7. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short-term, intermediate, and long-term outcomes. This includes a clear articulation of the connection between the needs of the target population, the core components of the selected strategies and interventions, and desired outcomes.
8. The applicant addresses each of the items regarding Phase I: Planning in Section IV.2. The Project Description, Approach.
9. The applicant addresses each of the items regarding Phase II: Implementation in Section IV.2. The Project Description, Approach.
10. The proposed project provides for the development and implementation of interventions that enhance the capacity of the child welfare system to be responsive to the needs of the target population.
11. The project is innovative and would lead to increased knowledge and understanding of
appropriate elements to consider and effective interventions to apply when developing and implementing a comprehensive model of effective foster family development and support services.

12. The applicant outlines plans for establishing and building upon collaborative, necessary and appropriate partnerships, including with existing and planned complementing programs, at the local and systems levels.

13. The proposed project would be integrated into the local sites' programs, policies, and practices, including within the systems of the child welfare agency and other relevant/appropriate agencies and organizations.

14. The proposed dissemination plan details the development and dissemination of interventions, findings, protocols, assessments, products, and elements to consider and address when building a model of engagement and interventions when developing foster families.

15. The proposed dissemination plan is appropriate in scope and budget and the mechanisms and forums that would be used to convey the information and support replication by other interested agencies are clearly suitable.

16. There is a sound plan for scaling-up and continuing this project beyond the period of federal funding under this FOA.

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Maximum Points:20</th>
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<tbody>
<tr>
<td>In reviewing the evaluation plan, reviewers will consider the extent to which:</td>
<td></td>
</tr>
</tbody>
</table>

1. The applicant proposes a clear and convincing plan for evaluating the project at the local level and across sites, strongly guided by the logic model, and addressing each of the items regarding Funded Activities Evaluation Plan in Section IV.2 The Project Description and the methods of evaluation are feasible, comprehensive, appropriate to the goals, objectives, and the context of the project.

2. The applicant describes its plan to develop preliminary logic models (both for components and across local sites), key research questions, methods to study key components, and instrumentation that are based on key intervention components related to the target population and the children placed in these homes.

3. The evaluation plan outlines an appropriate sampling plan for site-specific evaluations that ensures sample sizes sufficient to detect significant effects.

4. The target sample represents the intended recipients of the services to the greatest extent possible given the project's structure and resources.

5. The evaluation would rigorously measure achievement of project objectives; staff acquisition of skills or knowledge necessary to produce positive changes in family and system outcomes; effectiveness of program services and project strategies; efficiency of the implementation on process and effectiveness; and impact of the project on improving outcomes for the target population and the children placed in these homes.

6. The applicant proposes a set of strategies that allow for the analysis of the impact on outcomes for service array changes in foster family training, development, services and supports at the systems and individual service recipient levels.

7. The applicant proposes a set of strategies that allow for the analysis of the impact
on outcomes for service array changes, at the systems and individual service recipient levels, for children placed within the foster families in the target population, including permanency, maintaining connections, placement stability, and well-being.

8. The applicant describes proposed data collection activities, the participants, and data management and analysis plans. The applicant specifies expected outcomes and any research questions.

9. The applicant describes how it will capture information about the amount of services provided as well as data about the adoption of the interventions and the level of adherence to the key components, procedures, and protocols by practitioners.

10. The applicant discusses the factors related to the appropriateness of fit between the selected practices and the systems and settings into which they are introduced.

11. The applicant either demonstrates that the applicant has the in-house capacity to conduct an objective and rigorous evaluation of the project or presents a sound method for contracting with a third-party evaluator. The proposed evaluator has extensive experience with research and/or evaluation, clearly understands the population of interest, and demonstrates the capacity to ensure objectivity of evaluation findings.

12. There is a sound method for securing informed consent and obtaining IRB approval, if applicable.

Organizational Capacity

Maximum Points: 15

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

1. The proposal clearly demonstrates the applicant’s ability to administer and implement the project effectively and efficiently. The applicant's organization and any partnering organizations collectively have relevant experience and expertise with administration, development, installation, implementation, management, and evaluation of similar child welfare system projects and programs. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.

2. The proposed project director, key project staff, and any partnering organizations demonstrate sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity; and to provide technical assistance and guidance to local projects on strategic implementation, organizational change, and systemic intervention to provide high-quality service delivery. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, is clearly defined (e.g., job descriptions) and appropriate to the successful implementation of the proposed project.

3. The applicant clearly demonstrates the experience and capacity to work in partnership with appropriate child welfare systems, to include meaningful and needed partners and stakeholders (including service recipients), in the development of the model program, implementation within appropriate local communities and the delivery of accessible and individualized services for the target population.
4. There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined roles and responsibilities, timelines, and milestones for accomplishing all tasks, while ensuring quality.
5. The application evidences secured commitments from its key partners, including appropriate MOUs or letters of commitment from all key partnering organizations.
6. The applicant organization and its staff document experience and expertise in successful collaboration with a variety of partners and community entities in the provision of service delivery at the community level, inclusive of services and supports to AI/AN children and families and demonstrates the capacity to effectively work with local communities and tribes or tribal organizations in the area of evaluation.

<table>
<thead>
<tr>
<th>Budget and Budget Justification</th>
<th>Maximum Points: 5</th>
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</thead>
<tbody>
<tr>
<td>In reviewing the budget and budget justification, reviewers will consider the extent to which:</td>
<td></td>
</tr>
</tbody>
</table>

1. The applicant provides a budget for each year of the proposed project and there is a detailed budget and narrative budget justification for the first year of the project. The costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits.
2. The applicant allocates a specific line-item in the budget for the evaluation and provides a rationale showing that the budgeted amount is sufficient to conduct the proposed evaluation.
3. The costs of the project are reasonable and program-related and are commensurate with the types and range of activities and services to be conducted, the number of participants to be served, and the expected goals and objectives.
4. There is evidence that the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this funding opportunity announcement.
5. The budget includes costs associated with travel for the project director, child welfare director (if different from the project director), evaluator, and/or other key staff or collaborating partners to attend annual grantees conferences and required meetings in Washington, DC.

### 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](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 elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to ACF reporting requirements.

**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 not selected for
V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in Section IV.6. Funding Restrictions.

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

VI.2. Administrative and National Policy Requirements

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

HHS Grants Policy Statement

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

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

VI.3. Reporting

Performance Progress     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.

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
Taffy Compain
Administration for Children and Families
Children's Bureau
CB Operations Center
c/o LCG, Inc.
VIII. Other Information

Reference Websites


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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

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


## Application Checklist

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

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td></td>
<td>The Project Summary/Abstract is limited to one single-spaced page.</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>Referenced in <em>Section IV.2. Project Description.</em></td>
<td>Submission is due by the Letter of Intent due date found in the <em>Overview</em> and in <em>Section IV.4.</em></td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in <em>Section IV.2. The Project Budget and Budget Justification.</em></td>
<td>Submission is required in addition to submission of SF-424A and / or SF-424C.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submission is required with the application package by the due date in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>Referenced in <em>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</em> in the announcement.</td>
<td>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</td>
</tr>
<tr>
<td></td>
<td>To obtain a DUNS number (Unique Entity Identifier), go to</td>
<td>Active registration at SAM must be maintained throughout the application</td>
</tr>
<tr>
<td>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</td>
<td>Referred in Section IV.2. Forms, Assurances, and Certifications. See <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> for additional information. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a></td>
<td>Submission of the required information and forms is due with the application package by the due date listed in the Overview and Section IV.4. Submission Dates and Times. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</td>
</tr>
<tr>
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</tr>
<tr>
<td>Table of Contents</td>
<td>Referred in Section IV.2. The Project Description.</td>
<td>Submit with the application by the due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Referred in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a></td>
<td>Submission is due with the application by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Referred in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a></td>
<td>Submission is due with the application package or prior to the award of a grant.</td>
</tr>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; in Section IV.2. Required Forms, Assurances and Certifications.</td>
<td>If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>SF-424A - Budget</td>
<td>Referred in Section IV.2.</td>
<td>Submission is due by the application</td>
</tr>
<tr>
<td>Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Required Forms, Assurances, and Certifications. 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.</td>
<td>due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>The Project Description</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>&quot;Disclosure Form to Report Lobbying&quot; is referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>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.</td>
</tr>
</tbody>
</table>