



**Administration for Children and Families**

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

National Child Welfare Capacity Building Center for Tribes

HHS-2019-ACF-ACYF-CZ-1557

Application Due Date: 06/18/2019

National Child Welfare Capacity Building Center for Tribes  
HHS-2019-ACF-ACYF-CZ-1557  
TABLE OF CONTENTS

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

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

<b>Funding Opportunity Title:</b>	National Child Welfare Capacity Building Center for Tribes
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	HHS-2019-ACF-ACYF-CZ-1557
<b>Primary CFDA Number:</b>	93.658
<b>Additional CFDA Number:</b>	93.652 93.648
<b>Due Date for Applications:</b>	<b>06/18/2019</b>

### Executive Summary

*Notice:*

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

The purpose of this funding opportunity announcement is to establish by cooperative agreement a National Child Welfare Capacity Building Center for Tribes (CBCT). CBCT will serve as the technical assistance focal point for coordinated and culturally competent capacity building technical assistance (TA) to title IV-B and title IV-E American Indian and Alaska Native Nations.

CBCT will be the Children's Bureau's (CB) principal vehicle for delivering effective, high quality technical assistance (universal, targeted, and tailored) to tribal child welfare agencies to successfully meet current and future standards and requirements described in statute and federal regulations (including those specified under titles IV-B and IV-E of the Social Security Act), to improve organizational and system performance, and to improve outcomes for tribal children, youth, and families. In addition, CBCT will be responsible for increasing the knowledge, skills, capacity, and resources of tribal child welfare professionals.

### I. Program Description

#### Statutory Authority

- Foster Care: Title IV, part E section 476(c)(1), (2)(A)(i)-(ii) and (2)(C) of the Social Security Act (42 U.S.C. 676(c)(1), (2)(A)(i)-(ii) and (2)(C))
- Adoption Opportunities: Title II of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978 (42 U.S.C. 5113(b)(4))

- Child Welfare Research, Training, and Demonstration: Title IV, part B, subpart 1 - Stephanie Tubbs Jones Child Welfare Services Program, section 426(a)(1)(A) of the Social Security Act (42 U.S.C. 626(a)(1)(A))

## **Description**

### **BACKGROUND**

#### **Need for a Capacity Building Center for Tribes**

Tribal child welfare has had a particularly painful history. Thousands of Indian children were forcibly removed from their homes, families, and tribes and placed in boarding schools where a policy of assimilation left them unable to speak their native language or participate in their native culture. Native customs and practices were destroyed, families were broken up, and generations of Indian children grew to adulthood without the benefit of parenting or the support of their families or tribes.

Since the passage of the Indian Child Welfare Act in 1978, the development of tribal child welfare systems has been steadily growing and a number of tribes have begun the process to access federal foster care funds (title IV-E) rather than receiving services through state and county agencies. However, disparity continues in tribal access to federal funds and resources to support their child welfare systems. Out of 566 federally recognized tribes, less than half have access to title IV-B family preservation and support funding. Of those who receive title IV-B funds, the funding level is often insufficient to support the tremendous need for services in the community. Some tribes access title IV-E foster care funds through tribal-state agreements, but have found the agreements can be challenging to navigate because of tribal and state relations. For many tribes, taking on the full responsibility of child welfare services may be new. Tribal child welfare systems face significant challenges in recruiting staff and retaining a well-trained workforce.

Tribes benefit from access to the support and guidance of a tribal-specific TA provider. A tribal-specific and dedicated capacity building vehicle maximizes tribal access to existing federal resources and provides culturally competent TA to tribes and states to support jurisdictions efforts in delivering effective services to American Indian and Alaska Native Nations.

Placement stability and permanency is of the utmost importance to ensuring the well-being of Native children. Foster care and adoptive placements are most likely to be successful when tribal child welfare agencies have been provided culturally relevant interventions and capacity building services to eliminate barriers to placement stability. Permanency services benefit all aspects of foster care and customary adoption by strengthening the tribal child welfare agencies' understanding of the unique needs of the children in care. Much has been learned in the past decade regarding the effects of maltreatment and the long-term impact of separation and loss experienced by Native children removed from their birth parents. Tribal customary adoption projects will assist tribal child welfare agencies to strengthen the array of permanency options for Native children and youth. The success of these projects will be heavily influenced by the tribal child welfare agencies' capacity to engage in culturally sensitive education related to the background and needs of the child placed in their care; their capacity to implement culturally appropriate intervention strategies for the mental health, medical, emotional, and behavioral challenges of the child; and a demonstrated commitment to fully embrace these challenges. Tribal customary adoption project preparation services will benefit overall placement stability

and permanency outcomes by strengthening the agencies' understanding of the unique needs of the Native child and developing the caregivers' capacities to meet the child's needs and to nurture a permanency relationship.

### **Vision for the Future of TA Funds**

CB is committed to advancing national efforts that strengthen the capacity of families to nurture and provide for the well-being of their children, including: primary prevention of child maltreatment and unnecessary foster care placement; foster care as a support to families, not a substitute for parents; child welfare practice that supports the well-being of children and families; community-based, collaborative programs that support families; and a strong, healthy child welfare workforce to achieve better outcomes. Accordingly, CB has high expectations for TA provided by CBCT. CBCT will provide services by skillfully collecting and using data to assess the needs and problems of their service recipients. CBCT will present well-reasoned justifications for their project goals and objectives. CBCT will assist tribes in improving their practice and programs by assessing the most pressing needs for improvement as the foundation for identifying TA priorities.

CBCT will provide complementary types of TA. 1) *Universal TA* to a broad target audience of professionals and stakeholders in the field of child welfare to increase awareness, understanding, engagement, access, and/or use; 2) *Targeted TA* to increase knowledge and skills of a particular cohort of child welfare professionals on a particular topic or in a specific aspect of child welfare practice; 3) *Tailored TA* to increase the knowledge and skills of individuals and promote improvements in organizational and system capacity; and 4) *Tribal Customary Adoption projects* to expand an array of culturally relevant permanency options for Native children and youth.

Tribal and state child welfare agencies and systems, including courts, are complex, diverse, and constantly changing. The child welfare outcomes that an agency achieves can be influenced by a multitude of internal and external factors, from worker turnover to changes in the national and local economy. Despite these and many other factors, CB believes that effective training, coaching, tools, tailored consultation, and other support services can enhance the knowledge and skills of child welfare professionals and build organizational capacity to increase the likelihood that child welfare agencies can improve outcomes for children and families.

### **Change and Implementation-Focused Technical Assistance**

CB's approach to TA will be systematic and will require CBCT to:

1. Identify and assess needs and opportunities;
2. Develop a theory of change;
3. Select and adapt/design intervention(s);
4. Plan, prepare, and implement; and
5. Evaluate and apply findings.

All TA efforts to tribes, states, and courts will be provided in a manner that supports integration of the Child and Family Service Planning and Review Processes. CB guidance is provided in the following Program Instructions (PI):

- ACYF-CB-PI-14-03: <https://www.acf.hhs.gov/cb/resource/pi1403>
- ACYF-CB-PI-14-04: <https://www.acf.hhs.gov/cb/resource/pi1404>
- ACYF-CB-PI-15-04: <https://www.acf.hhs.gov/cb/resource/pi1504>
- ACYF-CB-PI-18-10: <https://www.acf.hhs.gov/cb/resource/pi1810>

## **PROJECT REQUIREMENTS**

### **CBCT Purpose**

CBCT will be the principal CB-supported TA provider responsible for building the capacity of tribal child welfare systems. CBCT will serve tribes that differ in the size, capacity, and scope of their respective child welfare programs. The target population and consumers of CBCT TA are tribal agencies, tribal courts, and tribal organizations that support the successful administration of title IV-B and title IV-E child welfare programs.

CBCT will provide a responsive TA delivery system with culturally appropriate flexibility to address varying levels of TA requests by tribes. CBCT infrastructure will support a variety of TA training, resources, and modalities, such as on-site and off-site assessment of, and planning for, culturally competent capacity building, information dissemination, curriculum or framework development, learning and networking opportunities, and collaborative activities with the CB and CB-funded TA providers for tribal child welfare systems.

CBCT will successfully engage tribes to enhance their access to and utilization of TA, to assess tribal child welfare capacity building needs, and to facilitate peer-to-peer consultation among tribes, between tribes and states, and any other entities as appropriate. CBCT will work to increase cultural competence and sensitivity to tribal voices in CB-funded TA and in state child welfare systems. CBCT's approach will be based on needs assessments of the targeted recipient's utilizing sound theories of change.

CBCT will support Tribal customary adoption projects to assist tribal child welfare agencies to strengthen the array of permanency options for Native children and youth. The success of these projects will be heavily influenced by the tribal child welfare agencies' capacity to engage in culturally sensitive education related to the background and needs of the child placed in their care; their capacity to implement culturally appropriate intervention strategies for the mental health, medical, emotional, and behavioral challenges of the child; and a demonstrated commitment to fully embrace these challenges. Tribal customary adoption project preparation services will benefit overall placement stability and permanency outcomes by strengthening the agencies' understanding of the unique needs of the Native child and developing the caregivers' capacities to meet the child's needs and to nurture a permanency relationship.

CBCT will take into consideration CB's priorities to strengthen families when providing capacity building services (such as preventing maltreatment and unnecessary placements; prioritizing the importance of the family; focusing interventions on the well-being of children and their parents; building the capacity of communities to support their children and families; and developing and supporting a healthy and stable tribal child welfare workforce). CB is committed to advancing national efforts that strengthen the capacity of families to nurture and provide for the well-being of their children. CBCT will use available evidence from research and evaluation, as well as knowledge from experts, communities, and practice experience.

CBCT will provide a consultant pool of subject matter experts to identify and address the continuum of TA needs requested by the tribes. When a tribe has identified a particular need and/or challenge that requires exploration, CBCT will consult with the tribe, CB, experts with field experience and other CB-funded TA providers to offer the necessary support for systematic change.

In order to achieve these objectives, CBCT's TA delivery approach must integrate multiple complementary TA categories, including, but not limited to:

1) *Universal TA*: typically intended to increase awareness, understanding, engagement, access, and/or use of a broad target audience or of professionals and stakeholders in the field of tribal child welfare as a whole. Universal TA activities include, but are not limited to, reviewing and distilling research, gathering and organizing information and resources, making information more accessible for broader consumption, developing products and tools, and strategically disseminating information to the general public or to target audiences within the tribal child welfare and related fields.

2) *Targeted TA*: typically intended to increase knowledge and skills of constituents on a particular topic or in a specific aspect of child welfare practice. A major component of this targeted TA will be effective and promising training, coaching, and peer networking activities. Targeted TA may also attempt to foster increased communication between professionals, and build relationships and networks that will support learning and expand leadership abilities.

3) *Tailored TA*: typically intended to increase the knowledge and skills of individuals and to foster improvements in organizational and system capacity, tailored to the unique needs and conditions within a specific tribal child welfare system. Tailored TA varies in degree of intensity based on the needs of the jurisdiction, but will move a tribal child welfare system toward achieving their program improvement goals. Intensive tailored services are often delivered through capacity building projects that require formal agreements between provider(s) and recipient(s).

4) *Tribal Customary Adoption projects*: specific projects that will assist tribal systems to implement an array of culturally responsive permanency options for Native children and youth who have been maltreated or neglected and who cannot safely remain with their birth families. CBCT will determine and address barriers to diligent recruitment and to adoption/permanency in tribal communities by providing TA services through these projects. CBCT must complete a minimum of five permanency projects each year (budget period) of the cooperative agreement.

## **Strategic Plan**

CBCT will develop and submit an outcome-focused strategic plan outlining the implementation and management of CBCT's universal, targeted, tailored, and permanency project services. The strategic plan will address the grantee's timeline, organizational capacity, short- and long-term outcomes, goals, objectives, roles and responsibilities of partners and collaborating organizations, understanding of multiple funding sources to provide an array of TA, capacity-building resources and interventions, and use of technologies and innovation to increase access for targeted audiences and to achieve project objectives and outcomes. The grantee's strategic plan will also demonstrate a clear and logical understanding of how universal, targeted, tailored, and permanency project activities will leverage and complement one another to better achieve

outcomes.

### **Customized Technical Assistance Assessment and Work Planning**

CBCT must establish a process for soliciting, reviewing, and selecting proposals from tribal child welfare agencies for tribal permanency and tailored projects, and for consulting with the CB and key TA entities in the process. CBCT will facilitate and coordinate permanency and tailored projects in collaboration with tribal staff, and allocate funds to secure resources, plan systemic interventions, complete the projects within required timeframes, and implement a TA plan to support tribes in developing projects. CBCT will complete a tribal organizational assessment and develop a customized TA plan for every title IV-E tribe, upon the tribe's request. CBCT will complete this assessment in a culturally competent manner for tribes.

## **CBCT PARTNERSHIPS**

### **Planning for Partnership and Coordination with CB and Other CB TA Providers**

CBCT must coordinate and collaborate closely with CB, the Capacity Building Center for States, the Capacity Building Center for Courts, the Capacity Building Evaluation entity, CB's national clearinghouse (Child Welfare Information Gateway), and any other CB-funded TA providers. Areas for collaborative work should include, but are not limited to:

- Content, targets, and products for universal TA;
- Identification and development of accessible training materials, coaching opportunities, curricula, e-training modules, and products and tools for targeted TA;
- A process for request, review, and approval of TA;
- Determining how best to provide access to a repository of tribal resources and information that meets tribal consumers' needs in conjunction with CB's national clearinghouse; and
- Development of ongoing outreach plans and engagement activities to foster communication, build trust, and increase accessibility to capacity building resources.

### **Advisory Committee**

CBCT will establish a tribal child welfare advisory committee. Committee members must be comprised of a diverse group of tribal leaders, direct service tribal child welfare professionals, key federal staff, and key stakeholders who have experience in tribal child welfare across tribes/regions. Committee members must be able to identify issues, trends, and priorities in tribal child welfare and systems capacity building for IV-B and IV-E funded tribes. The advisory committee will review the strategic plans and activities of CBCT and other CB-funded TA providers as needed and provide recommendations regarding approach(es), best practice(s), intervention(s), and strategies to serve tribal child welfare systems and improve practice with American Indian and Alaska Native communities. Committee members may be asked to assist with creating and revising products designed by CBCT.

### **Networking**

CBCT must provide regular opportunities for tribal child welfare systems to share information, experiences, and lessons regarding the development, implementation, and administration of tribal child welfare services. Networking activities must be accessible and involve as many tribal child welfare systems as is reasonable and feasible. CBCT will provide opportunities for tribes to participate in cross-system learning and communication.

CBCT must identify important and pressing topics for discussion and find creative and innovative ways to engage tribal leaders and child welfare professionals to foster systemic change and improvement through peer-to-peer mentoring. CBCT will successfully engage tribes in activities that are relevant, meaningful, and sensitive to their differing needs, size, and capacities. CBCT will provide peer-to-peer activities specifically to systems that share common models of practice, cultures, organizational characteristics, levels of readiness, objectives, and/or challenges. Multiple modes of group contact and interaction may be included in networking opportunities, but CBCT may not provide for travel, lodging, and/or meals for participants.

CBCT will collaborate with other CB-funded TA providers, CB, tribes, and, where appropriate, states, to integrate networking approaches that are well-coordinated, practical, appropriate, and likely to increase cross-system consultation. CBCT may also facilitate dialogues between tribal and state child welfare systems to promote the use of culturally appropriate services that are likely to improve safety, permanency, and well-being outcomes for American Indian and Alaskan Native children and families.

## **CBCT RESOURCE DEVELOPMENT**

### **Knowledge Management**

In conjunction with CB, Child Welfare information Gateway and other identified stakeholders, CBCT will take the lead in identifying, reviewing, collecting, organizing, and managing relevant and useful tribal-related resources. CBCT must work closely with CB and CB's national clearinghouse to determine how best to provide access to a repository of resources and information that is easily navigable (and potentially searchable) and meet tribal consumers' needs.

### **Tribal Profiles**

CBCT will update the existing tribal profiles that CB has on tribes. CBCT will identify any existing or potential gaps in the profiles to enhance, and subsequently maintain, comprehensive profiles that are available to the tribes, CB, CBCT, and other CB-funded TA providers for the purpose of improving service planning, delivery, and coordination.

### **Tribal Child Welfare Leadership Academy**

CBCT will work to establish and enhance a Tribal Child Welfare Leadership Academy based on a curriculum that has been indigenized by a CB provider. CBCT must deliver this curriculum to a group of tribal participants at least once a year. CBCT must create and implement a sustainability plan to ensure that quality trainings are available to tribes during and after the 5-year cooperative agreement. The sustainability plan must give preference to tribal entities to

support future training. CBCT will display innovation in offering training and curriculum to tribes.

### **Product Development & Dissemination Planning**

CBCT will make general information about the project, tribal child welfare programs, resources, and services available to other CB-funded TA providers. CBCT materials and resources must be available and accessible on the website of CB's national clearinghouse (or a location designated by CB). CBCT will work in conjunction with CB-funded TA providers to create, manage, and maintain content. All activities related to web postings will be coordinated with CB's national clearinghouse in order to ensure: (a) the use of appropriate technology and (b) timely postings. CBCT must ensure that publications and websites are 508 compliant.

### **EVALUATION**

CB-funded TA must achieve observable and measurable outcomes. To achieve these desired changes, CBCT TA outcomes and service delivery must integrate CBCT TA categories. This includes desired change in the following practice and organizational/systemic areas:

- awareness and understanding;
- access to information and tools;
- use of available resources;
- increased knowledge and skills, and the application of both;
- child welfare practice and administration;
- organizational processes, policies, and infrastructure;
- organizational climate and culture;
- interagency and cross-system collaboration; and
- organizational and systemic functioning and performance.

CBCT must conduct its own center-specific evaluation activities over the duration of the project period. CBCT will regularly evaluate its performance and use this information to improve its processes and services. CBCT will design and conduct an evaluation using multiple measures, employing both qualitative and quantitative methods as necessary. Center-specific evaluation activities will complement CBCT's participation in the cross-site evaluation and avoid unnecessary duplication. In its center-specific evaluation activities, CBCT will build on the components of the national cross-site evaluation, addressing more nuanced questions or examining different evaluation questions that are likely to yield practical information and promote the improvement of its TA services. Center-specific evaluation findings are expected to be substantive, highlighting project strengths, challenges, and outcomes.

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

[workgroup](#).

## **CBCT OTHER REQUIREMENTS**

### **National Cross-Site Evaluation**

CBCT will work in collaboration with the entity designated by CB to conduct an independent cross-site evaluation of its TA and participate fully in evaluation activities. The cross-site evaluation must employ a participatory and utilization-focused approach to: 1) evaluate the activities, processes, and approaches of the CB TA providers in their efforts to successfully achieve systems change; and 2) examine the degree to which networking, collaboration, information sharing, and best practices occurs across CB TA providers. This cross-site evaluation is approved by the Office of Management and Budget under 0970-0484.

CBCT will have regular contact with the cross-site evaluation designee and will participate as an important stakeholder in the evaluation. CBCT will be involved in the execution of the cross-site evaluation, participating as necessary in the development of evaluation instruments, collection of qualitative and quantitative information, interpretation of data, and utilization of findings. CBCT will enter information into CapTRACK, a service delivery tracking system operated by the cross-site evaluation designee, in a timely manner. CBCT will report on TA services (universal, targeted, tailored, and customary adoption projects) and other activities into the web-based tracking system designed by the cross-site evaluation entity. CBCT will be responsible for including a quality assurance component in its evaluation plan that tracks timely and accurate reporting into the system.

### **Grantee Meetings**

CB requires that the CBCT grantee attend the entrance conference and annual program review meetings in Washington, DC: 1) within three months after the award, the project director, evaluator and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC; and 2) the project director, evaluator and/or other key staff must attend the annual program review meeting, usually held in the spring, in Washington, DC.

### **Multiple Funding Stream Accountability**

The funded project will need to separately account by activity and funding stream for the three funding sources during the project period. See *Section II. Federal Award Information* and *Section IV.2 The Project Description, The Budget and Budget Justification* for more information regarding the requirements of this multiple funding stream FOA.

## **II. Federal Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,770,700
Expected Number of Awards:	1
Award Ceiling:	\$3,770,700 Per Budget Period
Award Floor:	\$3,000,000 Per Budget Period

Average Projected Award Amount: \$3,770,700 Per Budget Period  
Anticipated Project Start Date: 09/30/2019

**Length of Project Periods:**

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

**Additional Information on Awards:**

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

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

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

Funds for this project are authorized separately as indicated here:

- \$1,470,700 is authorized under section 476(c)(1), (2)(A)(i) - (ii), and (2)(C) of the Social Security Act, as amended by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub. L. 110-351). Eligible activities under this statutory authority include TA and implementation services that are dedicated to improving services and permanency outcomes for Indian children and their families through the provision of assistance for tribal programs; improving services and permanency outcomes for Indian children and their families; providing information, advice, educational materials, and TA to Indian tribes and tribal organizations with respect to the types of services, administrative functions, data collection, program management, and reporting that are required under state plans.
- \$1,400,000 is authorized under section 203 of subchapter II - Adoption Opportunities of the Child Abuse Prevention and Treatment and Adoption Reform Act (42 U.S.C. 5113(b)(4)). Eligible activities include but are not limited to eliminating barriers to adoption and provision of permanent and loving home environments for children who would benefit from adoption and providing TA in the planning, improving, developing, and carrying out of programs and activities relating to adoptions.
- \$900,000 is authorized under section 426(a)(1)(A) of the Social Security Act (42 U.S.C.

626(a)(1)(A)) for child welfare research, training, or demonstration projects. Eligible activities under this statutory authority are training, research or demonstration projects in the field of child welfare that are of regional or national significance; demonstrations of promising new methods that will contribute to the field of child welfare; or demonstration of the utilization of research in the field of child welfare.

Funds must be spent in a manner consistent with their authorized activities. The successful applicant will be required to separately track the funds and their associated activities and costs for Fostering Connections; Adoption Opportunities; and Child Welfare, Training, Research, or Demonstration. Throughout this project, the grantee must be ready to account for the activities and expenditures attributed to each of these funding portions.

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

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

- CB review and approval of planning stages of the activities before implementation phases may begin;
- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, TA, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this FOA that limit the awardee's discretion with respect to scope of services offered; and
- 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.

NOTE: ACF may not require the grantee to collect information as part of the cooperative agreement if a collection instrument is not approved by ACF through the Office of Management and Budget's Office of Information and Regulatory Affairs, as required by the Paperwork Reduction Act.

## **III. Eligibility Information**

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

Eligible applicants are public and private organizations knowledgeable and experienced in the field of Indian tribal affairs and child welfare.

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

Applications from individuals (including sole proprietorships) and foreign entities are not

eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

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

## III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

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

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

## III.3. Other

### Application Disqualification Factors

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

announcement.

### **Award Ceiling Disqualification**

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

### **Required Electronic Application Submission**

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

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

### **Missing the Application Deadline (Late Applications)**

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

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

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

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from

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

#### **Notification of Application Disqualification**

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

### **IV. Application and Submission Information**

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

CB Operations Center  
C/O LCG, Inc.  
ATTN: HHS-2019-ACF-ACYF-CZ-1557  
6000 Executive Boulevard  
Suite 410  
Rockville, MD 20852  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

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

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

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

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "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**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

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

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all

application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

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

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

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

**Total page limit, inclusive of both files, is 75 pages.**

The Project Description file must include these items:

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

The Appendices file must include these items:

1. Certifications and Assurances
2. Third-Party Agreements (if applicable)
3. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
4. Indirect Cost Rate Agreement (if applicable)

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

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

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

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

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

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

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

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

### **Application Upload Requirements**

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

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

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility," which is listed under the topic "Online Answers." The Adobe verification process allows applicants to test their version of the software by opening a test application package. 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](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "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](http://www.acf.hhs.gov/grants/howto#chapter-6)

### **Format Requirements for Paper Applications**

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

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on [www.Grants.gov](http://www.Grants.gov) under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application

submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

**Addresses for Submission of Paper Applications**

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

**Required Forms, Assurances, and Certifications**

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .  Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.  SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.  By signing and submitting the SF-424B, applicants are	Required for all applications when applying for a non-construction project.

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

### **Mandatory Grant Disclosure**

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:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

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

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

**Email:** [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

**Non-Federal Reviewers**

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

**The Project Description****The Project Description Overview****Purpose**

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

**General Expectations and Instructions**

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

**General Instructions for Preparing a Full Project Description****Introduction**

Applicants must prepare the project description statement in accordance with the following

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

### **Table of Contents**

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

### **Project Summary/Abstract**

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

Please place the following at the top of the abstract:

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

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

### **Objectives And Need For Assistance**

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

### **Expected Outcomes**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the

proposed work, outcomes must include hypothesized results and implications of the proposed research.

## **Approach**

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

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

The applicant must address the goals and objectives in a way that is responsive to the purposes of the FOA and present a clear description of the proposed project, as described in *Section I. Program Description, PROJECT REQUIREMENTS*.

Applicants must describe their understanding of the need and vision for the CBCT, as it relates to the relevant legislation and their understanding of the need for outcome-focused tribal child welfare training and TA.

Applicants must provide a strategic plan that expands on a theory of change, sets goals and objectives, outlines activities, and describes the short- and long-term outcomes for universal, targeted, tailored, and permanency projects. The strategic plan must also include strategies for how these training and TA categories will leverage and complement one another to better achieve outcomes. Please see *Section I. Program Description, PROJECT REQUIREMENTS, Strategic Plan* for more information.

Applicants must describe their approach to meeting the expectations of the following CBCT activities and project requirements:

- Purpose of tribal child welfare TA and the establishment of an assessment process for appropriate service delivery of universal, targeted, and tailored TA, and tribal customary adoption projects. Please see *Section I. Program Description, PROJECT REQUIREMENTS, CBCT Purpose* for more information.
- Coordination with CB and other CB TA providers, fostering of relationships within the child-welfare community, establishing a tribal advisory committee, providing networking opportunities, and establishing collaborative partnerships with tribal child welfare systems and other stakeholders. Please see *Section I. Program Description, CBCT PARTNERSHIPS* for more information.
- Development of child-welfare resources for the tribal community, tribal leadership, and a process for developing and disseminating those resources to relevant stakeholders. Please see *Section I. Program Description, CBCT RESOURCE DEVELOPMENT* for more information.
- Development and implementation of an evaluation plan, complete with center-specific

evaluation activities over the duration of the project period; proximal outcomes; and a plan to regularly evaluate performance and use this information to improve its processes and services. Please see *Section I. Program Description, EVALUATION* for more information.

### **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.

Participation in a national cross-site evaluation and other relevant evaluation activities is required. Please see *Section I. Program Description, CBCT OTHER REQUIREMENTS* for more information.

### **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.

Participation in a national cross-site evaluation and other relevant evaluation activities is required. Please see *Section I. Program Description, CBCT OTHER REQUIREMENTS* for more information.

In addition, applicants must describe how they will build on the national cross-site evaluation. Center-specific evaluation findings are expected to be substantive, highlighting project strengths, challenges, and outcomes.

### **Geographic Location**

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

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

Applicants must provide the following documentation:

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

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

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

### **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model

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

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

### **Project Sustainability Plan**

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

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

### **Organizational Capacity**

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

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

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 include a specific and adequate percentage of funds for evaluation and demonstrate that there are sufficient funds in their project budget each year to support evaluation and data collection activities.

Applicants must have fiscal controls and accounting procedures that would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.

### **Budget Development by Funding Stream**

The grant awarded under this FOA is made up of multiple funding streams; therefore, applicants must provide additional detail in their budget and budget justifications that proportionately reflects the percentages and types of cost and activities by funding stream. A description of the multiple funding streams is available in *Section II. Federal Award Information, Additional Information on Awards*, and is repeated here.

In the SF-424A, applicants must show the amounts estimated under each Object Class

Category, by funding stream, under each of the columns.

**Section A -- Budget Summary:**

Column (a) Grant Program, Function, or Activity:

List the program associated with the funding stream, e.g., 1. Fostering Connections 2. Adoption Opportunities 3. Child Welfare, Training, Research, or Demonstration

Column (b) Category of Federal Domestic Assistance Number:

List the CFDA Numbers that appear in the Overview section of this FOA.

**Section B -- Budget Categories**

Object Class Categories:

Use multiple columns to provide cost details for each Object Class Category by funding stream.

The following are the funding amounts by funding stream and the percentages of budget they represent under the grant award:

Fostering Connections = 39%

Adoption Opportunities = 37%

Child Welfare Training Research and Demonstration = 24%

**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.

### **Program Income**

**Description:** The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

**Justification:** Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

### **Commitment of Non-Federal Resources**

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

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

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

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

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

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

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

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

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

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

## **Electronic Delivery**

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

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

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

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

Organization applicants can find complete instructions here:

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

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

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

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

***Register with SAM:*** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

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

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

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

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

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

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

For more detailed instructions about creating a profile on Grants.gov, refer to:  
<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

**Track Role Status:** To track your role request, refer to:  
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

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

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

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

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

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

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

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

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

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

**Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk

and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

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

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

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

For additional training resources, including video tutorials, refer to:  
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

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

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

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

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

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

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide

either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **Issues with Federal Systems**

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

### **Request an Exemption from Required Electronic Application Submission**

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:

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

### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

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

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of 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 Applications: **06/18/2019**

##### **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.

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

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

### **Mailed Paper Format Applications**

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

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

### **Hand-Delivered Paper Format Applications**

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

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

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

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

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

### **Emergency Extensions**

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

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

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

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

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

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

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

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

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

## **IV.5. Intergovernmental Review**

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental\\_Review\\_-\\_SPOC\\_01\\_2018\\_OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_Review_-_SPOC_01_2018_OFFM.pdf).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

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

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

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

#### **IV.6. Funding Restrictions**

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

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

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

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

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

#### **IV.7. Other Submission Requirements**

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

##### **Submission By Mail**

CB Operations Center

C/O LCG, Inc.  
ATTN: HHS-2019-ACF-ACYF-CZ-1557  
6000 Executive Boulevard  
Suite 410  
Rockville, MD 20852

### **Hand Delivery**

CB Operations Center  
C/O LCG, Inc.  
ATTN: HHS-2019-ACF-ACYF-CZ-1557  
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](http://www.Grants.gov).  
For all submissions, see *Section IV.4. Submission Dates and Times.*

## **V. Application Review Information**

### **V.1. Criteria**

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

#### **Objectives and Need for Assistance**

**Maximum Points:20**

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

1. The applicant demonstrates a strong understanding of the purpose of the CBCT. The applicant demonstrates a strong understanding of the structure and purpose of TA and is able to articulate how they will address universal, targeted, and tailored TA and tribal customary adoption projects.
2. The applicant presents a clear, concise, and appropriate vision for the role of the CBCT in the field of public child welfare and the larger array of resources aimed at strengthening tribal child welfare capacity building and promoting sustainable systems change.

3. The applicant provides a clear description of the resources to be provided to the target population(s), including a clear and reasonable statement of the goals (the intended end products of an effective project) and objectives (measurable steps for reaching these goals) of the proposed project.

4. The applicant demonstrates sufficient knowledge of issues relating to tribal sovereignty and sensitivity to challenges faced by tribal child welfare systems, suggesting that the applicant could successfully develop and maintain positive relationships with tribes and tribal communities and identify helpful and culturally sensitive TA to tribes.

#### Approach

Maximum Points:40

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

#### **The applicant proposes a sound technical approach for the proposed FOA (0-15)**

1. The applicant provides a reasonable timeline for implementing the proposed project, including completing start-up activities and reaching major milestones and target dates related to project implementation. The applicant clearly describes the factors that could speed or hinder project implementation and convincingly explains how these factors would be managed.

2. The applicant provides realistic examples of universal, targeted, and tailored TA, and demonstrates the capacity to complete state-of-the-art TA products and services (including, but not limited to tools, how-to guides, training curricula, brief/time limited services, intense projects, coaching, consultation, and other virtual training and continuing education resources and opportunities).

3. The applicant provides a strategic plan describing how, when, to whom, and under what conditions to deliver universal, targeted, and tailored TA and/or tribal customary adoption projects. The applicant explains the types of TA that it will provide and makes a strong case that they will be prepared and are qualified to offer these services.

#### **The applicant's proposal is strongly responsive to the purposes and requirements of the strategies described in this FOA (0-15)**

4. The applicant describes strategies they will employ to facilitate peer-to-peer learning, information sharing, and other networking opportunities for tribes or tribes and states.

5. The applicant describes an assessment process to complete TA tribal assessment plans for each title IV-E and IV-B tribe upon request.

6. The applicant explains how it will collaborate with the CB and other CB-funded TA providers to ensure integrated resource planning and delivery.

7. The applicant presents a process for performing outreach to tribal child welfare systems and stakeholders. The proposed outreach activities are clearly described and are likely to engage tribes in capacity building and sustainability.

8. The applicant provides a detailed description of how they will plan and implement the Tribal Leadership training and how they will successfully engage tribal participants. The applicant provides a realistic sustainability plan for the Tribal Child Welfare Leadership Academy training that appears feasible and likely to successfully engage tribal partners.

9. The applicant offers sound plans for utilizing innovative technologies in its training, TA,

product development, and dissemination activities when practical and feasible. The applicant identifies any technology services to be used and justifies why these are the most appropriate to meet project goals. The applicant provides a strong rationale for choosing not to use technology in its design and dissemination strategies, if applicable.

**The applicant proposes a project that would inform the field (0-10)**

10. The applicant describes the roles and responsibilities of any collaborating agencies in carrying out activities under the grant and includes signed third-party agreements.

11. The applicant describes the roles and responsibilities of the advisory board and how the applicant will utilize advisory board member expertise to inform the project, create and develop widely accessible (Section 508 compliant) products and inform the field.

12. The applicant describes their dissemination goals and target audiences(s), including methods of delivery for all TA resources, findings, and results, and the transfer of material to CB's national clearinghouse.

**Evaluation**

**Maximum Points:25**

**In reviewing the evaluation plan, reviewers will consider the extent to which (0-15):**

1. The applicant has included a well-organized, logic model that clearly links: (a) objectives, problems, needs, barriers, or conditions that prevent sustainable systems change; (b) inputs/resources; (c) project activities; (d) outputs; and (e) short- and long-term outcomes. The logic model effectively illustrates the project's approach and guides its evaluation plan.

2. The applicant's evaluation plan describes a clear and convincing process for evaluating the project. The methods of evaluation are clearly feasible, comprehensive, and appropriate to the goals, objectives, and context of the project. The evaluation plan is strongly guided by the project's logic model.

3. The applicant proposes a sound evaluation plan that will measure process and proximal outcomes, including the achievement of project objectives, satisfaction, accessibility, usability, participation, reach, use, and increased knowledge and skills.

4. The applicant's evaluation plan provides detailed answers to relevant evaluation questions that will rigorously measure achievement of project objectives; target group knowledge; efficiency of the implementation processes; and the impact of the universal, targeted, and tailored TA and tribal permanency projects on outcomes for children/youth and their families.

5. The applicant provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The evaluation plan includes performance feedback and periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.

**The applicant demonstrates sufficient capacity to conduct a center specific evaluation (0-10)**

6. The applicant demonstrates that the applicant has the in-house capacity to conduct an objective and rigorous evaluation of the project or presents a sound plan 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 necessary

independence from the project to ensure objectivity.

7. The applicant presents a sound plan for documenting project activities and results, including the development of a data collection infrastructure that is sufficient to support a methodologically sound evaluation. Appropriate data sources are identified and relevant data would be collected. There is a sound plan for collecting and analyzing these data, securing informed consent, and implementing an IRB review and tribal review, if applicable.

#### Budget and Budget Justification

Maximum Points: 15

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

1. There is a detailed narrative budget justification for each year of the project. The costs of the project are reasonable and program-related, and are commensurate with the types and range of activities and services to be conducted, and the expected goals and objectives.
2. The applicant includes funds for all required items for the project budget, including travel to attend the entrance conference and annual meeting in Washington, DC.
3. The budget includes a specific and adequate percentage for evaluation and the applicant demonstrates that there are sufficient funds in their project budget each year to support evaluation and data collection activities.
4. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement and accurate accounting of funds received under this FOA.
5. There is clear evidence of the need for and ability to separately account for and track spending from the three separate funding streams (as described in *Section IV.2 Content and Form of Application, The Project Budget and Budget Justification.*)

## V.2. Review and Selection Process

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

### Initial ACF Screening

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

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

### Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective

review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

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

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

All applicants should note that previous performance will be taken into consideration by ACF.

#### **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 award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

### **V.3. Anticipated Announcement and Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a

later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

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

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

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

### **VI.2. Administrative and National Policy Requirements**

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

#### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless

there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

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

### **VI.3. Reporting**

Performance Progress    Semi-Annually  
Reports:

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

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

Financial Reports:        Semi-Annually

Grantees will be required to track and report grant funds by each of the multiple funding sources on their SF-425 and PPRs. Grantees must assign costs only to those activities allowable under each of the funding streams.

### **VII. HHS Awarding Agency Contact(s)**

#### **Program Office Contact**

Roshanda Shoulders  
Administration for Children and Families  
Administration on Children, Youth and Families  
Children's Bureau  
CB Operations Center C/O LCG, Inc.  
6000 Executive Boulevard, Suite 410  
Rockville, MD 20852  
Phone: (888) 203-6161  
Email: [CB@grantreview@org](mailto:CB@grantreview@org)

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

Bridget Shea Westfall  
Administration for Children and Families

Office of Administration  
Office of Grants Management  
CB Operations Center C/O LCG, Inc.  
6000 Executive Boulevard, Suite 410  
Rockville, MD 20852  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

**Federal Relay Service:**

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

**VIII. Other Information**

**Reference Websites**

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

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

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

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

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

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

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

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

**Application Checklist**

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

**What to Submit**

**Where Found**

**When to Submit**

Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-Project/Performance Site Location(s)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i> .

(SF-P/PSL)	This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	<i>Submission Dates and Times.</i>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	If submission of this form is applicable, it is due at the time of application.  If it not available at the time of application, it may also be submitted prior to the award of a grant.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA.  If it is not available at the time of application submission, it must be

		submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	<p>Submission is required in addition to submission of SF-424A and / or SF-424C.</p> <p>Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>