Administration for Children and Families

Office of Community Services

Community Services Block Grant (CSBG): National Center of Excellence (COE) for Human Capacity and Community Transformation

HHS-2019-ACF-OCS-ET-1553

Application Due Date: 07/17/2019
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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 Office of Community Services (OCS) within the Administration for Children and Families (ACF) will support one 3-year cooperative agreement for the Community Services Block Grant (CSBG) Center of Excellence (COE) for Human Capacity and Community Transformation (HCCT). Working within the existing CSBG Performance Management Framework, this cooperative agreement will provide national coordination for a training and technical assistance (T/TA) initiative to identify, highlight, and support multi-year community transformation efforts that move individuals, families, and communities towards improving human capacity, reducing dependency and sustaining self-sufficiency. The COE will also work in collaboration with the CSBG T/TA Program: Regional Performance and Innovation Consortia (RPIC), which will serve as regional focal points for technical assistance and may provide support for community planning and transformation efforts. The T/TA coordination efforts will promote activities that strengthen the ability of state CSBG lead agencies, state associations, RPICs, and CSBG-eligible entities to build communities by ensuring local stakeholders work together to transform the conditions and outcomes that matter to them.

The COE will support a national strategy rooted in HCCT and be the centralized organization that connects the CSBG network to a menu of evidence-based interventions, and supports program implementation and replication of innovative initiatives. Initiatives will be focused on supports that address the complex needs of individuals, families and communities which increase human capacity and transform communities, reducing reliance on external supports. These initiatives will be implemented by CSBG-eligible entities in participating communities primarily using funds awarded under the regular CSBG distribution formula as well as other
I. Program Description

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

Description
HISTORY OF CSBG AND THE CSBG CENTER OF EXCELLENCE
CSBG provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworkers organizations, or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities. CSBG is a federal block grant program administered by the OCS.

OCS distributes CSBG funds to states and local communities, working through a network of over 1,100 entities designated to receive funds, known as CSBG-eligible entities and largely CAAs. With these funds, CAAs and CSBG-eligible entities goals are to reduce poverty, revitalize low-income communities, and empower low-income families and individuals in rural and urban areas to become fully self-sufficient. CAAs are private non-profit and public organizations, governed by a uniquely structured tripartite board of directors, comprised equally of elected public officials, private sector representatives, and low-income representatives. The CSBG tripartite board structure promotes the participation of the entire community in assessing local needs and increasing economic stability in communities. CAAs create, coordinate, and deliver an array of comprehensive programs and services to low-income individuals and families.

Since 2012, OCS has provided two cooperative agreements to support the CSBG T/TA COE. The COE supported state CSBG lead agencies and local CSBG-eligible entities in meeting the CSBG organizational standards and other aspects of the CSBG Performance Management Framework. The CSBG organizational standards are a comprehensive set of standards developed with input from the entire CSBG network through a three year-multi phase process led by the COE. CSBG Information Memoranda (IM) 138 released in January 2015, provides guidance and describes state and federal roles and responsibilities for the establishment of organizational standards for CSBG-eligible entities, directing states to establish organizational standards by fiscal year 2016.

Since the development and implementation of the CSBG organizational standards, state CSBG lead agencies and local CSBG-eligible entities have been able to meet high-quality organizational standards, state accountability measures, and other CSBG Performance Management Framework efforts. As CAA’s strive at meeting this requirement, the COE in collaboration with RPICs and state associations throughout the CSBG network coordinated regionally focused T/TA initiatives focused on excellence in organizational operations, partnerships, services, and strategies.
CSBG HUMAN CAPACITY AND COMMUNITY TRANSFORMATION (HCCT) NATIONAL STRATEGY

Despite the efforts made within the CSBG network, poverty, unemployment, education, asset building, and affordable housing continues to threaten independence and economic mobility and increase Americans’ need for safety-net programs. Working within the existing CSBG Performance Management Framework, the COE will provide national coordination for a T/TA initiative to identify, highlight, and support multi-year community transformation efforts that move individuals, families and communities towards improving human capacity, reducing dependency and sustaining self-sufficiency. This transformative effort could redefine how American society provides support to improve the lives of individuals, families, and communities existing in vulnerable circumstances.

The COE will focus on unique community-level approaches and innovations in building capacity and transforming communities. Core values for initiatives supported through this effort will include the following:

- Dignity – We believe every individual is inherently valuable and has the potential to rise above vulnerable circumstances when appropriately supported and encouraged;
- Society – We believe the role of society is to collectively support the conditions needed to grow people beyond vulnerability to reduce their dependence on public support;
- Work – We believe all who can work must work. Work with life sustaining wages is essential to growing capacity of individuals and families, providing a pathway for economic mobility;
- Responsibility – We believe each person is ultimately responsible for their future and needs to be a positive contributor to their community and a participant in their own well-being; and
- Impact – We believe we must measure what we seek to achieve. The ultimate objective is to directly measure the growing capacity and resilience of individuals, families, and communities and the reduction of dependency on external support.

The CSBG COE for HCCT will build communities by ensuring local stakeholders work together to transform the conditions and outcomes that matter to them. HCCT initiatives will be guided by the following operating principles:

- Sustainable Independence – Create enabling conditions needed to support independent and resilient individuals, families, and communities;
- Support Employment – Strengthen employment opportunities for individuals and families that promote economic mobility across generations;
- Individual Empowerment – Foster the potential of individuals to create their own future by cultivating the environment that builds financial, social, and personal capacity;
- Government as Catalyst – Leverage the role of government to drive the transformational model by calling all sectors of society to this vital work;
- Community Matters – Support communities in the development and execution of their unique vision for growing the capacity of individuals and families in vulnerable circumstances;
- Evidence Based Policy – Collect relevant, reliable data to evaluate the progress of
interventions and outcomes. Apply the knowledge gained for the developing and strengthening of policy that supports the overarching objective; and
- Individual and Family Centric Design – Design and operate a system that understands and adapts to the unique circumstances of the individual or family served.

Specific functions and tasks for the proposed COE will include the following:

- Strengthen collaboration and coordination across systems of delivery within the CSBG network;
- Identify and highlight strategies and innovations in service delivery which increase human capacity and transform community reducing reliance on external supports (consistent with the core values and operating principles outlined above);
- Engage communities and the CSBG network in developing a new model of engagement with diverse partners in service delivery;
- Support state and CSBG-eligible entities in identifying strategies and best practices in building coordination and collaboration across systems;
- Leverage resources to improve outcomes and drive community-level transformation; and
- Identify and develop framework to support replication and sustainability.

CENTER OF EXCELLENCE (COE) MAJOR GOALS
The CSBG COE will develop the HCCT national T/TA strategy and will be the centralized organization that connects the CSBG network to a menu of evidence-based interventions, and supports program implementation and replication of innovative initiatives. The COE will emphasize partnerships between state CSBG lead agencies, CSBG-eligible entities, state and local human service agencies, philanthropic organizations, private employers, faith-based organizations, and other community stakeholders. These partnerships will encourage systematic improvements by leveraging resources to focus on unique community level approaches and innovations in building capacity and transforming communities.

This cooperative agreement supports the implementation of a national T/TA strategy designed to assist State CSBG lead agencies, state associations, RPICs, and local CSBG-eligible entities in six major goals:

1. Work in close collaboration with the RPIC HCCT initiatives grantees throughout this project to coordinate and develop T/TA plan templates and materials for regionally focused T/TA initiatives.

- Facilitate the development of state T/TA plan templates in coordination with the RPIC grantees and facilitate input from State CSBG lead agencies, state associations, local CSBG-eligible entities, and national CSBG T/TA partners to support communication and collaboration by developing a new model of engagement with diverse CSBG partners in service delivery;
- Develop, review, and comment on state T/TA plans and provide an annual review of the plans to assist state CSBG lead agencies, RPIC grantees, state associations, and local CSBG-eligible entities with identifying strategies and best practices in building coordination and collaboration across systems;
• Support the coordination and convening of regionally focused multi-year community transformation T/TA efforts that emphasize collective impact throughout the CSBG network by highlighting and cultivating partnerships;

• Ensure appropriate state CSBG lead agencies, state associations, RPICs, national CSBG T/TA partners, and other stakeholders participate in the planning and convening of innovative T/TA initiatives; and develop meeting templates and communication tools (including web-based communication tools) for regional T/TA initiatives; and

• Ensure state T/TA initiatives are focused on improving community-level outcomes and aligns with the CSBG Performance Management Framework and Results Oriented Management and Accountability Next Generation (ROMA-NG).

• Develop new curricula and training materials that reflects the needs of State CSBG lead agencies, state associations, the RPICs, and local CSBG-eligible entities to support the full implementation of CSBG HCCT.

2. Develop and disseminate toolkits and training modules (e.g., videos and training guides) that encourage systemic improvements by leveraging resources to create new economic opportunities and improved quality of life for low-income individuals and families;

• Convene work groups and committees to gather input on HCCT efforts, CSBG Performance Management, and ROMA-NG;

• Develop and use communication and action plans, in partnership with OCS, to ensure HCCT implementation efforts and information-sharing strategies are consistent throughout the CSBG network; and

• Develop and as needed revise T/TA materials for state CSBG lead agencies and local CSBG-eligible entities pertaining to HCCT.

3. Create dissemination material on identified best practices models that demonstrates successful coordination and collaboration efforts across systems for service delivery within the CSBG network.

• Research and develop guidance documents based upon the identified HCCT initiatives to support replication and sustainability of identified initiatives;

• Participate in joint meetings with HCCT stakeholders to discuss opportunities for shared T/TA efforts, analysis of needs, and improved communication and coordination (e.g., joint webinars, meetings, conferences, and regional calls);

• In collaboration with OCS, the COE will be required to disseminate the developed guidance, resources, and materials along with T/TA strategies throughout the CSBG network; and

• Utilize data from identified community transformation initiatives to create tools and resources that support the replication and sustainability of HCCT throughout the CSBG network.

4. Create T/TA self-assessment instruments linking with ROMA-NG to ensure state CSBG lead agencies, state associations, RPICs, and local CSBG-eligible entities have access to data-based decision making tools pertaining to program planning, improvement, and resource allocation.
• Develop and disseminate self-assessment guides and tools supporting the implementation and replication of evidence-based innovative interventions by collecting relevant, reliable data to evaluate the progress of interventions and outcomes;
• Develop assessment tools that are based on data that is valid and reliable and identifies community transformation goals and tasks required to be completed by various stakeholders; and
• Create and release a final report that highlights successful community transformation initiatives, identifying areas of continuous improvement, and program implementation strategies that strengthen CSBG community transformation initiatives.

5. Enhance and Strengthen the Web-based CSBG T/TA Resource Center to ensure that state CSBG lead agencies, state associations, RPICs, and local CSBG-eligible entities have access to T/TA tools and resources that meet their current and future needs, including resources rooted in HCCT.

• Analyze the current web-based CSBG T/TA resource center and develop a plan to increase utilization and effectiveness;
• Develop and maintain T/TA data analysis reports on current and long-term T/TA needs; and
• Maintain, update, or revise current web-based resources to create new T/TA tools and resources specific to HCCT efforts.

6. Support ongoing national efforts to assure accountability and performance management necessary for improved community outcomes by assisting state CSBG lead agencies, state associations, CAAs, and local CSBG-eligible entities in meeting high organizational performance standards.

• Identify trends and gaps in T/TA as it relates to CSBG organizational standards;
• Coordinate T/TA to implement, meet, and exceed organizational standards and identifying creative and innovative strategies for disseminating COE developed organizational standards tools;
• Encourage a learning culture that embeds ROMA-NG in state CSBG lead agencies, state associations, and CSBG-eligible entities throughout the CSBG network; and
• Coordinate with OCS and other CSBG national partners to identify the most effective approaches for delivery of ROMA-NG efforts.

**COE KEY RESULTS**

**Collaborative work with RPICs**

OCS is concurrently funding 11 RPICs to serve as regional focal points for T/TA to identify, highlight, and support multi-year community transformation efforts rooted in the HCCT national strategy. Throughout this project period, the COE will work closely with the RPICs to support the development of state T/TA plans and will review the completed plans annually.

Each state’s T/TA plan will identify and highlight strategies and innovations in service delivery, which increases human capacity and transforms community reducing reliance on external supports. To ensure highlighted initiatives can be replicated and sustained throughout the CSBG
network, the COE will create T/TA tools that have broad national applicability. Held via in-person or virtually, the COE will support RPIC facilitated regional initiatives that highlight community activities, strategies, partnerships, and best practice models. Regional T/TA initiatives will be consistent with the CSBG Performance Management Framework and may include services such as collective impact and two-generation initiatives. Over the 3-year period of this cooperative agreement, the expectation will be for all ACF regions to participate in regionally T/TA initiatives. OCS will work with the COE and RPICs to coordinate efforts for events in alignment with the planning schedule proposed in the RPIC FOA. The abbreviated RPIC planning schedule is provided below:

- Year 1 – Planning (October 2019-September 2020)
- Year 2 – Implementation (October 2020-September 2021)
- Year 3 – Monitoring (October 2021-September 2022)

State T/TA plans developed through RPICs and regional T/TA initiatives will be expected to lead to stronger planning and coordination with multiple stakeholders to assure:

- The development, improvement, or creation of practices, activities, and services that maximize the resources of state CSBG lead agencies and local CSBG-eligible entities;
- An increase in the use of innovative, effective, and sound T/TA efforts to ensure accountability and sustainability across the CSBG network; and
- The development and implementation of the dissemination approach to facilitate regular information-sharing, messaging, and collaborative efforts throughout the CSBG network.

**CSBG Annual Reporting**

OCS intends for the CSBG HCCT national strategy to emphasize and support CSBG eligible-entities through the implementation of Module 3 of the CSBG annual report [OMB Control No: 0970-0492]. Additional information about the CSBG’s annual report is provided in IM 152. Completed by CSBG eligible-entities, Module 3 of the annual report focuses on community level indicators. The COE’s HCCT national strategy must align with the CSBG’s National Performance Indicators (NPI’s) included in Module 3 of the CSBG annual report [OMB Control No: 0970-0492]. NPI’s are the standard set of indicators used within the CSBG network to measure impact by Counts of Change or Rates of Change.

Counts of Change are basic measures that provide the number of units being measured (e.g. the number of jobs, houses, resources, etc.), that have been created or eliminated, and in some cases maintained in the community. Rates of change indicators identify the magnitude of the impact a community initiative has made within the community (e.g. changes to community-wide rates of unemployment or homelessness).

Collaborative partnerships and community-level strategies should result in environmental shifts bringing about those community and systems changes that modify local conditions. Module 3 of the CSBG annual report will record outcomes in the long process of community transformation improvement. Community and systems changes could include new or modified programs (i.e. job creation), new or modified policies (i.e. incentives for businesses for employing low-income families), and/or new or modified practices (i.e. improved access to social service programs or
creating job opportunities for hard to serve populations).

**CSBG Organizational Standards and ROMA-NG Activities**

Working within the existing CSBG Performance Management Framework, the COE will continue to provide T/TA to assist state associations and CSBG-eligible entities with meeting all organizational standards; particularly those who have not yet meet 90% of the organizational standards. As needed, the COE will update existing and develop new curricula and training materials specifically, in the areas of consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis.

**POST AWARD REQUIREMENTS**

**Travel for Conferences and Presentations**

The budget for the project may include funding for the entrance meeting to provide the grantee with the opportunity to present the project work plan and discuss the cooperative agreement.

This meeting will also address activities related to infrastructure development and the implementation plan. Applications are advised to propose having three staff members to make the presentation, the project director, the Management Information System coordinator (e.g., web-based CSBG T/TA resource center development and maintenance staff), and one other key partner. The applicant may opt to attend this meeting at the OCS office in Washington, DC, or via a webinar/conference call.

The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.

**PRE-APPLICATION TELECONFERENCE**


Joining and participating in the teleconference is voluntary. Only the information provided in this notice of Funding Opportunity will be presented. No question and answer portion will be conducted during the session. Participants will remain anonymous. Opting not to participate in the teleconference will not affect eligibility, application scoring or the selection process. Applicants unable to attend can access the recording and transcript on the Program Office website after the teleconference has concluded.

**IDENTIFICATION OF FEDERAL SUPPORT**

Whenever CSBG COE for HCCT initiative projects are either entirely or partially supported by CSBG funds, the national CSBG T/TA partner must clearly identify the associated activities, services, or resources as part of the national strategy for promoting community planning and transformation efforts for CSBG. Furthermore, the grantee must include a certification statement as follows:

"[Insert Grantee Name] received [insert award amount] through competitive funding through the U.S. Department of Health and Human Services, Administration for Children and Families, Grant # [insert grant number]. The project will be financed with [insert %] of Federal funds and
DEFINITIONS OF TERMS

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

CSBG Annual Report - Section 678E(a)(2) of the CSBG Act (42 U.S.C. § 9917(a)(2)) require each state to prepare and submit to the HHS Secretary an annual report on the measured performance of the state and its CSBG-eligible entities. In accordance with Section 678E, the reports must include information that is pertinent and comprehensive, and which describes in detail CSBG activities and services as well as addresses outcomes which measure how CSBG funds were used to promote self-sufficiency, family stability, and community revitalization.

CSBG network - The various organizations involved in planning and implementing programs funded through CSBG resources. The network includes local CSBG-eligible entities; state CSBG lead agencies; state CAA associations; and related organizations that collaborate and participate with CSBG-eligible entities in their efforts on behalf of low-income people.

CSBG Performance Management Framework - Based on the National Community Action Theory of Change, the framework includes 1) organizational standards for local CSBG-eligible entities, 2) accountability measures for states and OCS, 3) ROMA-NG, and 4) the CSBG annual report which includes an updated and refined set of CSBG outcome measures. These elements are designed to increase accountability across all three levels of the network (federal, state, and local) and to enable program administrators at all levels to make better program decisions based on data.

Community Action Associations - Please see definition of CSBG-eligible entities.

Cooperative Agreement - An award instrument of financial assistance used when substantial involvement is anticipated between the awarding office (the federal government) and the recipient during performance of the contemplated project.

CSBG-eligible entities - Non-profit or public agencies that meet the requirements of Section 673(1)(A) and 676B of the CSBG Act, 42 U.S.C. § 9902 (1)(A)). They provide a number of types of assistance with the goals of reducing poverty and enabling low-income families to become economically self-sufficient.

National Performance Indicators - Standard set of indicators used within the CSBG network to measure, organize and report results of CAA efforts. NPI’s present a uniform and coherent national picture of community action outcomes.

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

State associations - The organizations that provide T/TA designed to increase the capacity of CSBG-eligible entities to carry out the mandate of the CSBG Act and measure results.

Training and Technical Assistance (T/TA) - An activity, generally using the services of an expert (often a peer), aimed at enhancing capacity, improving programs and systems, or solving
Specific problems. Such services may be provided proactively to improve systems or as an intervention to solve specific problems.

### II. Federal Award Information

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<tr>
<th>Description</th>
<th>Details</th>
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<td>Cooperative Agreement</td>
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<td>Estimated Total Funding:</td>
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**Length of Project Periods:**

- **Length of Project Period:** 36-month project period with three 12-month budget periods

**Additional Information on Awards:**

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

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

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

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

In order to ensure that OCS meets its compliance and T/TA responsibilities for CSBG and continues its partnership with the CSBG network, grants awarded under this FOA will be funded in the form of a Cooperative Agreement. Federal involvement may include the following:

- Participate in a kick-off meeting with COE for HCCT grantees;
• Convene in-person planning and coordination meetings involving national CSBG T/TA partners to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects;
• Convene routine (e.g., quarterly) conference calls, reviewing project timelines, and assessing progress and performance related to activities of the COE for HCCT;
• Participate in joint webinars with national CSBG T/TA partners and facilitating the exchange of information that helps to identify common quality improvement issues;
• Participate in joint meetings with the critical federal partnership to discuss opportunities for shared T/TA efforts, analysis of needs, and improved communication and coordination. This includes consulting with the COE to participate in the development of the agenda and list of presenters for the meetings; and
• OCS will require in the cooperative agreement terms and conditions that the awarded grantee to have clear deliverables for each year of the cooperative agreement.

III. Eligibility Information

III.1. Eligible Applicants

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

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

III.3. Other

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

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

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission"
Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

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

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

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Seth Hassett
Administration for Children and Families
Grant Operating Center
c/o F2 Solutions, LLC
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

**Electronic Application Submission:**

**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**
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**
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**
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.

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.

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:
The combined page number limitation for the Project Description File 1 and the Appendices File 2 must not exceed 200 pages.

File 1 - The Project Description has a suggested limitation of 100 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents.

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

File 2 - The Appendices has a suggested limitation of 100 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents.

• Table of Contents
• Organizational Capacity
• Proof of Legal Status of Entity/Proof of Non-Profit Status
• Logic Model
• Protection of Sensitive and/or Confidential Information
• Third-party Agreements
• Letters of Support

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

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

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

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

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

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

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.
To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

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

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

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

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

**Naming Application Submission Files**

Carefully observe the file naming conventions required by [www.Grants.gov](https://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](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:**
Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "ACF Policy on Requesting an Exemption from Required Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6

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

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

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

Addresses for Submission of Paper Applications
See Section IV.7. Other Submission Requirements for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

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

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</td>
<td>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, &quot;Disclosure Form to Report Lobbying,&quot; in accordance with its instructions.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.</td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>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.</td>
<td>See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</td>
</tr>
</tbody>
</table>
SAM registration is available at http://www.sam.gov.

| 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 making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. | Required for all applications when applying for a non-construction project. |

**Mandatory Grant Disclosure**

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:


And to:

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

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

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

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

General Instructions for Preparing a Full Project Description

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

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.

Describe in detail the expected achievements and likely outcomes for the COE and the CSBG network based on the six major focus goals stated in Section I. Program Description, COE Major Goals.

Approach

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

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

Applicants are expected to propose a plan that clearly and concisely describes a strategy for infrastructure development and a vision of how the CSBG COE for HCCT will operate (e.g., implementation plan and procedures). The plan will include efforts to address the core functions of the COE and the proposed approach to work with OCS, state CSBG lead agencies, state associations, RPICs, and CSBG national T/TA partners and other stakeholder organizations. Applicants are expected to propose a plan that addresses the overall goals of this project as described in Section I. Program Description of this announcement.

### Infrastructure and Procedures

The COE plan for infrastructure and procedures must include a clear and comprehensive vision of the HCCT national strategy and propose how the COE would operate. The plan for the COE must present a well-conceived overall approach to the project, including details demonstrating that the project will be structured in an effective way and must achieve the purpose and goals as stated in Section I. Program Description, COE Major Goals and must clearly address the following:

- Provides a plan for staffing the proposed project that demonstrates the specific, relevant experience, and skills of any proposed project staff, describing their specific qualifications and experience, how these qualifications and experience align with their core responsibilities, and how the proposed staff will support the successful implementation of the proposed project.
- Include a description of the proposed T/TA infrastructure that clearly defines the roles, responsibilities, and core functions necessary for a targeted T/TA approach that will strengthen state CSBG lead agencies, local CSBG-eligible entities, state associations, and RPICs.
- Clearly describe mechanisms for meaningful involvement for consulting with state CSBG lead agencies, local CSBG-eligible entities, state associations, and RPICs to identify T/TA needs, develop T/TA plans and the applicants capacity to deliver T/TA rooted in HCCT.
- Provide a plan to collaborate with OCS and other ACF offices to complete, create, and release a final report that highlights successful community transformation initiatives, identify areas of continuous improvement, and program implementation strategies that strengthen CSBG community transformation projects.
- Include a description of a clear approach to develop and revise T/TA materials to ensure that state CSBG lead agencies and local CSBG-eligible entities have access to T/TA.
- An approach for analyzing and updating the current web-based CSBG T/TA resource center.
Implementation Plan

The plan for the COE must present a well-conceived overall approach to the project, including details demonstrating that the project will be implemented effectively and will achieve the purpose and goals stated in Section I. Program Description. The implementation plan must include a clear and comprehensive vision of how the proposed COE would operate. An approach must focus on assessment, planning, the developing and implementing T/TA strategies, and follow-up. The plan must include the following:

- A clear approach to working with the 11 RPIC grantees to support the coordination of regional T/TA events with key partners in accordance with the proposed scheduled outlined in the RPIC FOA.
- A description of the plans for creation and updating of curricula’s, training materials, tools, and processes that include substantial consultation and active participation with state associations, RPICSs, and local CSBG-eligible entities in the development and implementation of T/TA efforts.
- A description of the anticipated processes and procedures to implement T/TA efforts state CSBG lead agencies, RPICs, state associations, and local CSBG-eligible entities.

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.

The applicant must provide a narrative addressing how the project and its results will be evaluated.

- Describe the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved.
- Describe how the proposed plan for performance evaluation will help ensure that immediate T/TA needs are addressed, and the ways in which the proposed plan will help OCS address long-term T/TA needs related to identifying strategies and best practices in building coordination and collaboration across systems. The applicant must describe how the proposed plan will evaluate and measure program effectiveness, including specific outcomes and milestones.
- Describe plans for evaluating outcomes from regionally focused T/TA efforts.

**Legal Status of Applicant Entity**

Applicants must provide the following documentation:

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

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

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

**Logic Model**

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

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

**Organizational Capacity**

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

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

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

**Dissemination Plan**

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

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

Third-Party Agreements

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

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

Letters of Support

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

Plan for Oversight of Federal Award Funds

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

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

The Project Budget and Budget Justification

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

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

**Special Note:** The 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.

The budget must include funding for an entrance meeting in Washington, DC, to present and discuss details of the project work plan and cooperative agreement. The applicant may opt to attend this meeting at the OCS office in Washington, DC, or via a webinar/conference call.

The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grants.

**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.

**Construction**

**Description:** Costs of construction by applicant or contractor.

**Justification:** Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

**Other**

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

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

**Indirect Charges**

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

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

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

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

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

**Commitment of Non-Federal Resources**

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

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

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

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

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

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

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

**Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Application Submission Options**

**Electronic Submission via www.Grants.gov**

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

**Electronic Delivery**

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

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

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

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

Organization applicants can find complete instructions here: [https://www.grants.gov/web/grants/applicants/organization-registration.html](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. 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 (GRANTXXXXXXX) 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**


**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: **07/17/2019**

**Explanation of Due Dates**

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

**Electronic Applications**

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

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

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


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

**Mailed Paper Format Applications**

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

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

**Hand-Delivered Paper Format Applications**

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

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

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

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

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

**Emergency Extensions**

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

**Acknowledgement from www.Grants.gov**

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

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


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

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

### IV.5. Intergovernmental Review

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 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.

Subcontracting or Subawarding Projects

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

IV.7. Other Submission Requirements

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

Submission By Mail

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

Hand Delivery

Attn: U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Grant Operations Center, c/o F2 Solutions, LLC
1401 Mercantile Lane, Suite 401
Electronic Submission
See Section IV.2 for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see Section IV.4. Submission Dates and Times.

V. Application Review Information

V.1. Criteria

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

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

<table>
<thead>
<tr>
<th>OBJECTIVES AND NEED FOR ASSISTANCE AND EXPECTED OUTCOMES</th>
<th>Maximum Points: 10</th>
</tr>
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<tbody>
<tr>
<td>In this section, reviewers will consider the extent to which:</td>
<td></td>
</tr>
<tr>
<td>(1) The applicant clearly identifies the need for assistance, the significant features and components of the CSBG COE for HCCT, clearly states the goals (i.e., products of an effective project) and subordinate objectives (i.e., measurable steps for reaching these goals) of the project, and provides rationale for the project goals. (0 – 5 points)</td>
<td></td>
</tr>
<tr>
<td>(2) The applicant clearly describes how the goals and objectives of proposed project activities will address the needs of state CSBG lead agencies, RPICs, local CSBG-eligible entities, and other organizations in the CSBG network. (0 – 5 points)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROACH, INFRASTRUCTURE AND PROCEDURES</th>
<th>Maximum Points: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this section, reviewers will consider the extent to which:</td>
<td></td>
</tr>
<tr>
<td>(1) The applicant clearly and concisely describes a strategy for infrastructure development including an operational structure for the CSBG COE for HCCT. The proposed infrastructure</td>
<td></td>
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</tbody>
</table>
supports the core responsibilities of the COE and the proposed approach to work with OCS, state CSBG lead agencies, local CSBG-eligible entities, and other stakeholders associated with the CSBG program. (0 – 5 points)

(2) The application provides details of a T/TA infrastructure that demonstrates the goals as stated in Section I. Program Description and will be structured as described in Section IV.2 Program Description, Approach, Infrastructure, and Procedures. (0 - 5 points)

(3) The applicant describes a well-conceived overall approach to the project, including details demonstrating that the project will be implemented effectively and will achieve the purpose and goals stated in Section IV.2 Program Description, Approach, Infrastructure, and Procedures. (0 – 5 points)

**APPROACH AND IMPLEMENTATION PLAN**

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

(1) The applicant presents a well-conceived overall approach to the project, including a preliminary design for the implementation and details describing how the project will be implemented in an effective way to achieve the purpose and goals stated in Section I. Program Description, COE Major Goals. The plan implementation includes a clear and comprehensive vision of how the proposed COE will operate. (0 - 10 points)

(2) The application describes a clear approach to collaborating with the RPIC grantees and facilitating input from state CSBG lead agencies, state associations, local CSBG-eligible entities, and national CSBG T/TA partners with the RPIC grantees to support the coordination of regional convening T/TA events and the development of state T/TA templates. (0 - 10 points)

**ORGANIZATIONAL CAPACITY**

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

The responsibilities and roles of the organization's staff and its partner(s) are specifically stated and substantiated by requirements stated in Section IV.2, The Project Description, Organizational Capacity. In reviewing the organizational capacity, reviewers will consider the extent to which:

(1) The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners. These are well-defined and appropriate to the successful implementation of the proposed project with respect to the target population. (0 - 10 points)

(2) The applicant provides strong evidence of sufficient experience and expertise in the program areas indicated in this funding opportunity announcement. (0 - 5 points)

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

**BUDGET AND BUDGET JUSTIFICATION**

In reviewing the budget and budget justification, reviewers will consider the extent to which:
(1) The budget is clearly outlined and aligned with the project proposal and includes a narrative justification for the amount requested. (0 - 10 points)

- The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.

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

### EXPECTED OUTCOMES AND LOGIC MODEL

Maximum Points: 20

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

(1) The applicant presents a well-defined logic model that guides the proposed project. The logic model demonstrates strong linkages between applicant's expected achievements and likely short-term, intermediate, and long-term outcomes. The applicant discusses proposed indicators that will be used to measure the progress and effectiveness of the approach. The logic model also addresses the purpose and goals stated in Section 1. Program Description, COE Major Goals and COE Key Results. (0 – 8 points)

(2) The applicant describes how the project will establish and promote the HCCT national strategy and will provide a clear plan for addressing the goals as stated in Section 1. Program Description, COE Major Goals and COE Key Results. Specifically:

- Work in close collaboration with the RPIC HCCT initiatives grantees throughout this project to coordinate and develop T/TA plan templates and materials for regionally focused T/TA initiatives to ensure that the CSBG network has the capacity to provide high-quality services to low-income individuals and communities rooted in the HCCT national strategy. (0 - 2 points)
- The applicant describes a plan for updating existing and developing new curricula’s and training materials that reflects the needs of state CSBG lead agencies, state associations, the RPICs, and local CSBG-eligible entities and support the full implementation of the CSBG COE for HCCT. (0 - 2 points)
- Create dissemination material on identified best practices models that demonstrates successful coordination and collaboration efforts across systems for service delivery within the CSBG network. (0 - 2 points)
- The applicant will describe a plan to create T/TA self-assessment instruments linking with ROMA-NG to ensure state CSBG lead agencies, state associations, RPICs, and local CSBG-eligible entities have access to data-based decision making tools pertaining to program planning, improvement, and resource allocation. (0 - 2 points)
- The applicant describes how enhancing and strengthening the web-based CSBG T/TA resource center will ensure that state CSBG lead agencies, state associations, RPICs, and local CSBG-eligible entities have access to T/TA tools and resources that meet their current and future needs. (0 - 2 points)
- The applicant describes a plan to support ongoing national efforts to assure accountability and performance management necessary for improved community outcomes. (0 - 2 points)
V.2. Review and Selection Process

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

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

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

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

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

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

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

Subcontracting or Subawarding Projects
OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant is expected to have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar subcontracting or subawarding for specific services or activities that are needed to conduct the project.
Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to Section IV.2. of this announcement for information on non-federal reviewers in the review process.

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.
Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in Section IV.6. Funding Restrictions.

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

VI.2. Administrative and National Policy Requirements

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

HHS Grants Policy Statement

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

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

VI.3. Reporting

Performance Progress Semi-Annually
Reports:

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

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

Financial Reports: Semi-Annually

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

**Program Office Contact**
Seth Hassett  
Administration for Children and Families  
Office of Community Services  
Grant Operations Center  
c/o F2 Solutions, LLC  
1401 Mercantile Lane, Suite 401  
Largo, MD 20774  
Phone: (855) 792-6441  
Email: [OCSgrants@acf.hhs.gov](mailto:OCSgrants@acf.hhs.gov)

**Office of Grants Management Contact**
Bridget Shea Westfall  
Administration for Children and Families  
Office of Grants Management  
Division of Discretionary Grants  
1401 Mercantile Lane, Suite 401  
Largo, MD 20774  
Phone: (855) 792-6441  
Email: [OCSgrants@acf.hhs.gov](mailto:OCSgrants@acf.hhs.gov)

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

### VIII. Other Information

#### Reference Websites

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov.

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


### Application Checklist

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

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Section</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>Referenced in Section IV.3. Unique Entity Identifier and System for Award Management (SAM) in the announcement.</td>
<td>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submit with the application by the due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>The Project Description</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in Section IV.2. The Project Budget and Budget Justification.</td>
<td>Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; in Section IV.2. Required Forms, Assurances and Certifications.</td>
<td>If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grant.gov">www.Grant.gov</a>.</td>
<td>Submission is due with the application package or prior to the award of a grant.</td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Referenced in Section IV.2. The Project Description, Legal Status of Applicant Entity.</td>
<td>Proof of non-profit status should be submitted with the application package by the application due date and time listed in the Overview and Section IV.4. 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.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>&quot;Disclosure Form to Report Lobbying&quot; is referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grant.gov">www.Grant.gov</a>.</td>
<td>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</td>
</tr>
</tbody>
</table>