Office of Planning, Research and Evaluation

Child Development Research Fellowship Program
HHS-2019-ACF-OPRE-PH-1575
Application Due Date: 07/09/2019
Overview

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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.

Administration for Children and Families (ACF) is funding a cooperative agreement to sponsor the Child Development Research Fellowship that gives child development professionals from the academic research community the opportunity to experience policy research relevant to programs serving low-income children and families. The goal of the fellowship program is to expose researchers to policy environments, particularly at the federal level, whereby they gain skills and expertise for policy-relevant research. The program is intended to stimulate the fellows’ knowledge of child development research and evaluation, particularly regarding services for low-income children and families, and to inform their process of developing long-term, policy-relevant research and evaluation agendas. The public will benefit from the increased availability of researchers highly skilled and experienced in policy and program relevant research and evaluation. Fellows will engage on a full-time basis for a period of one year (with a possible second or third year at the discretion of the grantee and depending on funding availability). Fellows will be exposed to the broader child development policy environment, particularly at the federal level, and to the policy research community through activities organized and conducted by the grantee. Fellows will learn extensively about the ACF and our programs that serve young children and their families. The cooperative agreement will require active partnership between the successful applicant and Office of Planning, Research and Evaluation (OPRE).

I. Program Description
Statutory Authority

Awards offered under this program will be partially funded under the authority of:

Section 658O(a)(5) of the Child Care and Development Block Grant Act (42 U.S.C. 9858m(a)(5)).
Section 403(a)(2) of the Social Security Act (42 U.S.C. 603(a)(2)).

Description

Objectives. The fellowship benefits the public by developing a pool of child development researchers who have expertise in the area of public policy and can provide research and information to guide the improvement of social research and social programs for children and families. The recent emphasis on the adoption of evidence-based practices in social service settings has highlighted the importance of building capacity for researchers who can develop and implement those practices with a deep understanding of policy and practice contexts. They will be an invaluable resource at the local, state, and national levels. For more than 20 years, Child Development Fellowships have been funded through ACF. Former fellows have become leading researchers in academic institutions, research and consulting firms, policy organizations, human services providers, and local, state, and federal government settings.

ACF has a number of national programs supporting the development of young children and their families. Research interests for ACF include child care and early education quality, family and child well-being, impact of poverty and other adverse circumstances on development, school readiness, and parenting. For example, Head Start funding (Section 649 of the Head Start Act; 42 U.S.C. § 9844) supports a broad range of research efforts to inform Head Start programs' work with family engagement, family well-being, and child health, mental health and cognitive development. Child Care Development Block Grant funds (Section 658O(a)(5) of the Child Care and Development Block Grant Act (42 U.S.C. 9858 m(a)(5)) evaluation efforts examine the links between child care quality (including family engagement and responsiveness) and child development. Healthy Marriage funding (Section 403(a)(2) of the Social Security Act (42 U.S.C 603 (a)(2)) supports evaluations and research examining promotion of adult relationship health. Research suggests that strong families can translate to positive outcomes for parents and children. For example, being raised in a stable (e.g., low-conflict), two-parent household is associated with positive child outcomes (e.g., education, employment, marriage, lower rates of adjustment problems); (Amato, 2014; Bachman, Coley, & Carrano 2012; Lerman, 2002; Thomas & Sawhill 2001; Waldfogel et al, 2010). Additionally, two-parent households are related to positive impacts related to family economic stability, less parenting stress, and more father involvement than single or cohabitating parents (Bachman et al., 2012). Responsible Fatherhood funding ((Section 403(a)(2) of the Social Security Act (42 U.S.C 603 (a)(2)) supports research that examines similar relationship contexts of child development and the unique contributions fathers make in the lives of their children. Supportive parenting by fathers has been shown to make an independent contribution to positive children's cognitive development (Newland, Chen, & Coyl-Shepherd 2013; Tamis-LeMonda, Shannon, Cabrera, & Lamb 2004). Similarly, warm father-child relationships are associated with the development of children's social skills (Martin, Brazil, Brooks-Gunne 2013; Webster, Low, Siller, & Hackett
The primary objective of the fellowship program is to contribute to the professional development of researchers who have solid scientific grounding in the field of child development, but who can benefit from opportunities to increase their experience and capacity for conducting applied policy research relevant to child and family well-being. Fellows benefit from in-depth exposure to policy discussions, to interactions with experts from across the nation, and by familiarizing themselves with applied evaluation methodology that contributes to improvement of their understanding of programs for low-income children and families. Former Child Development Research Fellows have gone on to work in academic settings; in state, local, and federal government settings; in social services organizations; and in professional associations. Examples of the work of former fellows include leading evaluations of parenting interventions in Early Head Start and Head Start settings; working in a county-level organization to manage the implementation of public pre-kindergarten programs; working in a school system to evaluate student progress; and joining the board of directors of a professional organization that is a national leader in providing support and advocacy for programs serving infants and toddlers.

The Child Development Research fellows will also have the opportunity to learn from colleagues in federal offices about specific research and evaluation efforts related to child development and programmatic outcomes for children and families and will learn how research at the federal level is formulated, designed and implemented. As such, the grantee will provide opportunities to engage with multi-disciplinary teams, connect with stakeholders across the nation, to gain an applied understanding of policy relevant questions and needs, and to focus on social science methodology and research design skills.

The grantee will:

1. select the fellows from the pool of candidates;
2. provide administrative oversight as employers of the fellows, and ensure that a significant amount of the award funds is used for fellows’ salaries;
3. work with fellows to establish individualized professional development plans;
4. facilitate ongoing opportunities for meaningful and substantive interactions with research and program staff at ACF/The Department of Health and Human Services (HHS) and exposure to the kinds of research conducted by OPRE and related programs;
5. provide exposure to extensive scientific and professional development activities and other programming relevant to the goals of this fellowship;
6. provide peer activities for fellows so that they may benefit from the experiences of one another;
7. provide administrative support for the fellowship program, including reimbursements for conference attendance and/or materials;
8. account for fellows’ activities and costs by funding source; and
9. supervise by providing oversight, mentorship and support for individual fellow's work activities.

**Recruitment.** The grantee must implement a fellowship programs, starting with recruitment of an appropriate pool of fellows. The grantee will access research professionals across a variety of disciplines related to child development, experience and knowledge regarding professional
development, and child development research. They will establish and implement a plan to
attract a pool of highly qualified applicants. The grantee will recruit a pool of exceptionally
qualified candidates after advertising to, and recruiting from, its membership and other
organizations and academic resources within the child development research community.

Fellows may be newly graduated from their doctoral (or doctoral-equivalent program) or range
in experience to senior researchers and faculty members. In order to receive the greatest benefit
from the fellowship, the recruited fellows must hold doctoral degrees or other degrees of the
same level in relevant disciplines. In addition, fellows should have an excellent academic record
and come from academic disciplines relevant to social science research and have
established expertise in research and evaluation. Degrees and expertise can be from a number of
areas relevant to ACF programs and family and child well-being, including (but not limited to)
health, education, psychology and social sciences. Fellows must be ready to locate to the
Washington, DC area.

Final selection will be made by the grantee. Once the fellows have been selected, the grantee
will assist the applicants in finding assignments within the federal government that will expose
them to public policy issues related to their area of interest.

Supervision, Mentoring, and Administration. The grantee will supervise the fellows and
maintain communication with the federal offices and agencies in which the fellows are assigned
to identify and resolve any challenges in a timely manner. The grantee organization will also
determine and pay for the fellows' salary or stipends, benefits, and other expenses related to the
fellowship. They will track the funding for each statutory authority. The grantee will provide
career mentorship for the fellows, including guidance on appropriate professional development
opportunities, networking with peers and other advanced researchers in the child development
research field, and understanding the policy-research connection.

Professional Development Activities. The grantee will ensure that the activities and
opportunities for the fellows are of high quality, enriching, and relevant to programs serving
low-income children and families. The grantee will arrange for professional development
activities to support fellows' understanding of public policy and its intersection with child
development research. The applicant organization shall maintain a standing in the child
development research community that provides for visibility among potential candidates for the
fellowships and that assures the fellows of an experience that will enhance their professional
development. The grantee will have strong connections to both top researchers in child
development and policy-makers to inform the fellows on the state of the field or career
information. The fellows benefit not only from the direct exposure to a policy environment, but
also through the supervision and activities planned by the grantee. The grantee will provide
Child Development Research fellows with access to a range of workshops and lectures, such as
activities provided under the aegis of the American Association for the Advancement of
Science, including orientation to the federal government and budget process, professional
development in methods and evaluation, and networking with other science fellows. The
professional development activities should be consistent with the goals of the fellowship grant.

Applied Policy Research Exposure. As part of their professional development, fellows will be
provided with opportunities and resources to engage with researchers within a policy
environment, either in ACF’s OPRE or in another agency conducting or utilizing related
research, such as the Office of Child Care, the Office of Head Start, or the Office of the
Assistant Secretary for Planning and Evaluation (ASPE) within HHS. It is expected that the number of fellows will vary from year to year; approximately six fellows may be accommodated in a single year. The exact number will vary, depending on grantee discretion, availability of qualified fellows and the availability of funding. The length of the placement will be for 1 year, with the option of a second year or third year at the grantee discretion and depending on the availability of continued funding. Federal staff expect to maintain substantial involvement in the implementation of the fellowship program, as described in Section II. Description of ACF’s Anticipated Substantial Involvement Under the Cooperative Agreement.

II. Federal Award Information

<table>
<thead>
<tr>
<th>Funding Instrument Type:</th>
<th>Cooperative Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total Funding:</td>
<td>$880,000</td>
</tr>
<tr>
<td>Expected Number of Awards:</td>
<td>1</td>
</tr>
<tr>
<td>Award Ceiling:</td>
<td>$880,000 Per Budget Period</td>
</tr>
<tr>
<td>Award Floor:</td>
<td>$120,000 Per Budget Period</td>
</tr>
<tr>
<td>Average Projected Award Amount:</td>
<td>$600,000 Per Budget Period</td>
</tr>
<tr>
<td>Anticipated Project Start Date:</td>
<td>09/30/2019</td>
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</tbody>
</table>

**Length of Project Periods:**

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

**Additional Information on Awards:**

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

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

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

Fellows' activities will be funded from a federal funding stream specific to the activities to which he or she is connected. OPRE will consult with grantee to identify the appropriate funding streams linked to a fellows' placement and set of activities. Once the cooperating
agency or office sites are known, it is necessary for the grantee to maintain separate records of expenditures for each funding stream for the Child Development Research Fellowship.

Activities for each fellow must be in accordance with the distinct purposes of each statutory authority noted in this section. Each fellow will be assigned activities supported by one funding source.

Each budget year, OPRE will notify the grantee of research activities that are available for fellows, the specific funding sources linked to the activities, and amounts available. For Fiscal Year (FY) 2019, the ceiling on funds for the award will be $880,000. This includes administrative and oversight costs. The number of fellows expected for each funding source in FY 2019 are noted below within the descriptions of each funding authority.

For the funding of the Fellowship program, the funds are authorized separately as cited here:

•Section 658O(a)(5) of the Child Care and Development Block Grant Act (42 U.S.C. 9858m(a)(5)). Eligible activities under this statutory authority are research and evaluation activities. The Child Care and Development Block are "research and demonstration activities, as well as periodic external, independent evaluations of the impact of the program described by this subchapter on increasing access to child care services and improving the safety and quality of child care services, using scientifically valid research methodologies..." In FY 2019, OPRE expects there to be sufficient research activities for three fellows funded under this authority.

•Section 649 of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, codified at 42 U.S.C. § 9844. "Head Start Research and Evaluation" (OPRE). Eligible activities under this statutory authority are research and evaluation activities to "(a) foster continuous improvement in the quality of the Head Start programs and in their effectiveness in enabling participating children and their families to succeed in school and otherwise, and (b) use Head Start programs to develop, test, and disseminate new ideas based on existing scientifically valid research, for addressing the needs of low-income preschool children...” Head Start programs focus on supporting the whole child development, including social, emotional and cognitive, and the context of child development (e.g., parenting, pedagogy and family well-being. etc.). For FY 2019, OPRE expects there to be sufficient research activities for three fellows funded through this authority.

•Title IV, Part A, Section 403(a)(2) of the Social Security Act [42 U.S.C. 603(a)(2)] Eligible activities under this authority includes "conducting and supporting research and demonstration projects." Healthy Marriage and Responsible Fatherhood activities include a focus on the quality and well-being of the primary context of child development (e.g., parenting, co-parenting, family relationships, attachment, etc.). For example, Responsible Fatherhood funding has contributed to work promoting father involvement in child welfare cases to improve child outcomes and facilitate placement decisions. For FY 2019, OPRE expects there to be sufficient research activities for one fellow funded under this authority.

Funds must be spent in a manner consistent with eligible activities within each of these authorized funding sources. The grantee will be required to separately track the expenditure of funds related to each authority and their associated activities (i.e., Head Start funds, Child Care funds, Healthy Marriage/Responsible Fatherhood funds). Throughout the project, the grantee must be ready to account for the activities and expenditures attributed to each of these funding portions. Budgets and financial records and progress reports must accurately reflect
proportionate expenditure of funding on eligible activities.

Final amounts for each fellow and each associated funding source will be identified annually by the grantee based on rates appropriate to the fellows' expertise and qualifications and to the organizational and administrative costs, consistent with the standard rates of the grantee organization.

The project period will be up to 5 years. The initial award will be for the first 12 month budget period. Awards in subsequent years are dependent on the grantee's eligibility status, satisfactory progress of the grantee, qualification of the fellows, and availability of funds. See Section IV.2 Budget and Budget Justification for further information about budget information required in the proposal.

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

Federal staff will facilitate those portions of fellows’ activities that involve engagement with federal agencies. Federal staff will: (1) participate in the process of facilitating engagement of the fellow(s) with appropriate agencies, after fellows are selected by the grantee organization; (2) provide any necessary on-site resources for fellows who are engaged with an agency; (3) assist the grantee in identifying projects of interest for the fellows; (4) provide mentoring, but not day-to-day supervision, to the fellow(s); (5) provide input to the grantee organization regarding the fellows' chosen activities and performance; (6) work with the grantee organization to develop goal statements for each fellow who is engaged with a federal agency; (7) provide feedback as appropriate to the grantee organization concerning the fellows' performance in the federal context; and (8) participate with the grantee organization in the development of advertising and promotional materials for recruitment of fellows. As requested, federal staff will provide feedback on the ongoing grantee activities.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility under the Child Development Research Fellowship FOA is defined under the multiple statutory authorities:

•Section 649 of the Head Start Act, (42 U.S.C. § 9844). Eligible applicants under this authority are “public or private entities."

•Section 658O(a)(5) of the Child Care and Development Block Grant Act (42 U.S.C. 9858m(a)(5)) does not specify or limit eligibility for research, demonstration, or evaluation activities.

•Title IV, part A, section 403(a)(2) of the Social Security Act (42 U.S.C. 603(a)(2)). Eligible applicants under this authority are "public and private entities."

Eligible fellows must have a doctoral level degree (or other advanced graduate degrees at the same level in relevant disciplines) in subjects relevant to child development; and skills and experience in research and evaluation.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. See Section IV.2. Legal Status of Applicant Entity for documentation required to support eligibility.

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

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

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

### III.3. Other

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

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

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

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

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

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

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

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

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

IV. Application and Submission Information

IV.1. Address to Request Application Package
Wendy DeCourcey
Administration for Children and Families
Office of Planning, Research and Evaluation
Department of Health and Human Services
Mary Switzer Building
330 C Street
Washington, DC 20024
Phone: (202) 260-2039
Email: wendy.decoursey@acf.hhs.gov

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

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See Section IV.2. Request an Exemption from Required Electronic Application Submission if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to 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.
FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

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

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 observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:"

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing
requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

**Adherence to FOA Formatting, Font, and Page Limitation Requirements**
Applications that fail to adhere to ACF’s FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF’s FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

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

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

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

**Signatures**

The original of a paper format application must include original signatures of the authorized representatives.
Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:
Applications must be 85 pages or less in total (across both files). Required standard forms (including SF-424, SF-424A, SF-424B, Assurances, or other OMB approved forms) do not count within the file or page limitations. For the SF-424 Key Contact Form, please include addresses, phone and fax numbers, and email addresses for the Principal Investigator and the institution's fiscal representative (person who signs the SF-424 and SF-425). Do not include staff who are only temporarily supporting application development.

We require organizing the two files as listed below. Pages must be numbered consecutively within the file.

The Narrative File (File One) must include:
1. One page single-spaced project summary abstract
2. Table of Contents: The table of contents must include a listing of the appendices.
3. Project Description/Narrative Statement: The project description should address the information requested in Section IV.2 The Project Description. The description will be reviewed using the evaluation criteria listed in Section V.1. Criteria.
4. Budget and Budget Narrative Justification: a detailed budget for the first year of funding must be included. The SF-424A form should reflect the first year of funding. See Section IV.2 The Project Description for additional budget and budget narrative information required in the proposal.

The Appendix File (File 2). Pages must be numbered consecutively within the file. The Appendix File (File 2) must include
1. Third Party Agreements (if applicable)
2. Letters of Support (if applicable)
3. Resume for Principal Investigator(s) and other key staff
4. Proof of Non-Profit Status (if applicable)
5. Staffing qualifications for open positions

**ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

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

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

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

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

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

**Adherence to the Two-File Requirement**

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

**Application Upload Requirements**

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

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

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

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

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

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

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

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

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

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

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

Required Forms, Assurances, and Certifications

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

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</td>
<td>Required for all applications when applying for a non-construction project.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</td>
<td>Submission of the certification is required for all applicants.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>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. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
<td>See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</td>
</tr>
</tbody>
</table>

**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.

**Approach**

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

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

The applicant should demonstrate their understanding of the activities and goals in the grant program including recruitment, selection, and identifying and defining appropriate activities and placements for the fellowship. Expected outcomes for the project should be clear and linked to objectives and to steps in the applicant's plan for successfully establishing and maintaining the fellowship.

The applicant should provide their understanding of who would be appropriate for fellowships and how the organization would access a pool of potential applicants. The applicant should provide their plan for establishing expert contributors and professional development activities to support the fellowships. The applicant should provide their understanding as to what a high quality fellowship program would entail.

The applicant should provide evidence of their organization and/or staff qualifications, experience and skills with:

- leading the child development research field and understanding its importance to federal agencies and the children and families served by those agencies;
- designing and implementing professional development opportunities for child development researchers;
- managing fellowships or similar professional development activities regarding research and evaluation;
- utilizing scientific or policy making organizations to develop professional development activities;
- working with topics relevant to programs serving low-income children and families;
- networking with relevant leading policymakers, agencies, researchers and experts in the field; and
- qualified and experienced staff for administration oversight and support and development of appropriate professional development activities

The relevant background and experience and role of the proposed Principal Investigator should be provided, including a resume.
The applicant should describe their understanding of and work plans (i.e., staffing, milestones and timeline) for:

- establishing criteria and qualifications to select fellows and identify matches with potential federal activities, and procedures for recruitment and selection of fellows;
- monitoring and supervision of the fellows;
- mentorship of the fellows’ in addressing their career and professional goals;
- identifying topics and developing professional development opportunities for fellows;
- outreach and recruitment within and beyond their organization for finding appropriate fellows; and
- monitoring and tracking the separate funding sources and authorized activities for this project. See Section II. Award Information.

Project Timeline and Milestones

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

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

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.

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);
- 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.

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.

**Budget Development by Funding Source**

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

In the SF-424A, applicants must show the amounts estimated under each Object Class Category, by funding source, under each of the columns:

1. For SF424-A, Column (a) Grant Program, Function, or Activity:
List the program name associated with each funding source, e.g., 1. [Insert CFDA Assistance Listing Program Name] 2. [Insert CFDA Assistance Listing Program Name]
2. For SF424-A, Column (b) Catalog of Federal Domestic Assistance Number:
List the CFDA Numbers that appear in the Overview section of this FOA that correspond to each funding source program name.
3. In Section B – Budget Categories of the SF424-A,
Object Class Categories:
Use separate columns to provide cost detail for each funding source by each Object Class Category.

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.

Supplies

**Description:** Costs of all tangible personal property other than that included under the
Equipment category. This includes office and other consumable supplies with a per-unit cost of
less than $5,000.

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

Contractual

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

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

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

Other

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

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

**Indirect Charges**

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

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

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

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

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

**Commitment of Non-Federal Resources**

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

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

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

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

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

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

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application’s scoring under the evaluation criteria in Section V.1. of this announcement.

Paperwork Reduction Disclaimer

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

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

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

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

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

Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

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

For more detailed instructions for obtaining a DUNS number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

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

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

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

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

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

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

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

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

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

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

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

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

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.
NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

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

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

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

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

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

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

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

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

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

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

**Issues with Federal Systems**

**Request an Exemption from Required Electronic Application Submission**
To request an exemption from required electronic submission please refer to ACF’s “Policy for Requesting an Exemption from Required Electronic Application Submission” document for complete guidance at: [https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required電子ic.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required電子ic.pdf).

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

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

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

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

All applicants must have a DUNS Number ([http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)) and an active registration with the System for Award Management (SAM.gov/SAM, [https://www.sam.gov](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](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:** 07/09/2019

**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](https://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding.
under this announcement.

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

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


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

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

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

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

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

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

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

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the
due date will be classified as late and will be disqualified.

- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in Section IV.2. Request an Exemption from Required Electronic Submission will be disqualified.

**Emergency Extensions**

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

**Acknowledgement from www.Grants.gov**

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

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


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

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

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

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

**IV.5. Intergovernmental Review**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this
IV.6. Funding Restrictions

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

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

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

IV.7. Other Submission Requirements

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

Submission By Mail
Wendy DeCourcey
OPRE
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201

Hand Delivery
Wendy DeCourcey
OPRE
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201

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.

Understanding and Approach  Maximum Points:35

(10 pt) The applicant demonstrates a clear understanding of the goals and objectives of the Child Development Research Fellowship program, including:

- The extent to which the specific goals and activities of the project support the stated goals under this announcement.
- The extent to which all proposed professional development opportunities are consistent with ACF agencies' domains and areas of interest and building fellows' understanding of policy relevant research.

(25 pts) The applicant's proposal indicates a feasible plan that is likely to result in a high quality fellowship, based on:

- The proposed project sets feasible, yet high quality, standards for the Fellowship program.
- The applicant provides reasonable and feasible details regarding advanced professional development activities and mentorship activities they plan to carry out for the fellows. The activities address the goals and objectives of this cooperative agreement.
- The supervision and management plan detailed by the applicant is sufficient, detailed,
and specific and will result in effective monitoring of the fellows' experience and performance.

- The applicant proposes appropriate methods, benchmarks and timeline for establishing and maintaining a high quality Fellowship.
- The proposed activities are logical, reasonable, well-conceived, and linked to the results and benefits expected.
- The applicant demonstrates a clear and feasible plan for all key activities, including fellowship qualifications, recruitment, establishing opportunities for meaningful research with public agencies, coordinating with agencies, and providing guidance and mentorship to fellows' activities.

**Organization and Staffing**

**Maximum Points: 50**

(25 points) The applicant demonstrates strong relevant organizational experience, skills and knowledge, as exemplified by:

- The applicant provides convincing evidence that the organization is a leader in the child development research field and in the professional development field.
- The applicant provides convincing evidence that the organization is a professional development organization with a pool of members appropriate to the Child Development Research Fellowship.
- The organization presents a proven track record in successfully administering fellowship programs.
- The organization demonstrates a strong capacity to access a multidisciplinary group of doctoral-level or post-doctoral researchers who are potential applicants to the fellowships.
- The organization demonstrates a history of relationships with leading scientific and policy experts, institutions and organizations, through which fellows can access workshops, lectures, conferences, policy research experiences, and other professional development activities consistent with a high quality Child Development Research Fellowship experience.
- The organization demonstrates a history of relationships with federal agencies that conduct applied child development research.
- The applicant provides a convincing plan for providing professional mentorships and supervisory support to assist the fellow during their Fellowship year(s) and in future career development.

(25 points) The applicant's proposal indicates an appropriate and feasible plan, as indicated by:

- The applicant provides convincing evidence that the Principal Investigator has an established record as a researcher with an understanding of programs for low-income children and families and child development.
- The applicant demonstrates the staffing capacity to track and report activities and costs...
incurred for each of the funding sources separately.

- The applicant identifies key positions required to carry out the project, and the high quality of the skill/experience level of individuals proposed to fill those positions.
- The workplan is detailed and specific for each proposed activity.
- The evidence provided demonstrating the staff's skill, knowledge, and experience in carrying out their assigned activities, such as evidence that demonstrates not only good technical skills, but also a clear record of working with the child development research community and supervising researchers working across multiple settings.

<table>
<thead>
<tr>
<th>Budget, Budget Justification and Oversight of Federal Funds</th>
<th>Maximum Points: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(10 points) Oversight of Federal Funds</strong></td>
<td></td>
</tr>
<tr>
<td>• The applicant will be evaluated based on their demonstrated understanding of the additional recordkeeping and budget planning needed for the tracking the varied funding sources and activities for the Fellowship (See Section II. Federal Award Information). The applicant provided specific workplan(s), and identified qualified and experienced personnel and functional budget systems that will be responsible for maintaining these records. (See Section IV.2 Project Description: Plan for Oversight of Federal Funds).</td>
<td></td>
</tr>
<tr>
<td><strong>(5 points) Budget and Budget Justification</strong></td>
<td></td>
</tr>
<tr>
<td>• Applications will be evaluated based on the extent to which the budget is clear, easy to understand, and provides a detailed justification for the amount requested. Information in the SF 424A should be consistent with the budget and budget justification, and the budget itself is consistent with the proposed activities.</td>
<td></td>
</tr>
<tr>
<td>• The proposed budget and budget justification and SF-424A reflects accurately an understanding of the separate funding sources and how they will be distributed across fellows.</td>
<td></td>
</tr>
<tr>
<td>• All funds in the budget are specifically linked to activities that address this funding opportunity's objectives (see Section I. Program Description).</td>
<td></td>
</tr>
</tbody>
</table>

**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.

The review may utilize both federal and non-federal reviewers.

The goals and objectives of this grant program focus on organizations’ experience with design, implementation, and management of professional development in research and evaluation. ACF reserves the right to consider the applicant organizations' capacity in this area in its award decisions.

**Federal Awarding Agency Review of Risk Posed by Applicants**
As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants ([http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1200_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1200_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.

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

Financial Reports:  Semi-Annually

Recipients will be required to track and report grant funds and activities by each funding source separately on their SF-425 and PPRs.

VII. HHS Awarding Agency Contact(s)

Program Office Contact
Wendy DeCourcey
Office of Planning, Research and Evaluation
Office of Grants Management Contact
Tim Chappelle
Department Health and Human Services
Office of Grants Management
Administration for Children and Families
330 C Street, SW.
Washington, DC 20201
Phone: 1-877-350-5913
Email: CDResearch@icfi.com

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

VIII. Other Information

Reference Websites


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>Proof of Non-Profit Status</td>
<td>Referenced in <em>Section IV.2. The Project Description, Legal Status of Applicant Entity.</em></td>
<td>Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <em>Overview</em> and <em>Section IV.4.</em> 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>Project Summary/Abstract</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td></td>
<td>The Project Summary/Abstract is limited to one single-spaced page.</td>
<td></td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td></td>
<td>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em></td>
<td>Submit with the application by the due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td></td>
<td>These forms are available in the</td>
<td></td>
</tr>
<tr>
<td>Non- Construction Programs</td>
<td>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></td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Referred in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>Submission is due with the application by the application due date found in the Overview and in <em>Section IV.4. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Referred in <em>Section IV.2. Required Forms, Assurances, and Certifications.</em> This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>Submission is due with the application package or prior to the award of a grant.</td>
</tr>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; in <em>Section IV.2. Required Forms, Assurances and Certifications.</em> If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
<td></td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>Referred in <em>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</em> in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</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>SF-Project/Performance</td>
<td>Referred in <em>Section IV.2. Required Forms,</em></td>
<td>Submission is due by the application due date found in the</td>
</tr>
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<td>----------------------------------------------------------</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>
</tbody>
</table>