Projects of National Significance: Training and Technical Assistance for State Councils on Developmental Disabilities
HHS-2012-ACF-ADD-DN-0277
Application Due Date: 07/23/2012
Projects of National Significance: Training and Technical Assistance for State Councils on Developmental Disabilities
HHS-2012-ACF-ADD-DN-0277

TABLE OF CONTENTS

Overview
Executive Summary

Section I. Funding Opportunity Description

Section II. Award Information

Section III. Eligibility Information
1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information
1. Address to Request Application Package
2. Content and Form of Application Submission
3. Submission Dates and Times
4. Intergovernmental Review
5. Funding Restrictions
6. Other Submission Requirements

Section V. Application Review Information
1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

Section VI. Award Administration Information
1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

Section VII. Agency Contact(s)

Section VIII. Other Information
On April 18th, Secretary Kathleen Sebelius announced a new organization within the Department of Health and Human Services – the “Administration for Community Living” (ACL). The ACL will include the efforts and achievements of the Administration on Aging (AoA), the Office on Disability (OD) and the Administration on Developmental Disabilities (ADD) in a single agency with the goal of increasing access to community supports and full participation, while focusing attention and resources on the unique needs of older Americans and people with disabilities. For more information, please see the ACL website http://www.hhs.gov/acl.

During the transition period of combining the above organizations into ACL, this Funding Opportunity Announcement (FOA) will be published by the Administration for Children and Families (ACF), which has served as the grant administrative/operational component of all ADD programs. Your programmatic contact will remain the same as that identified in Section VII. Agency Contacts in this FOA. The Grants Management Contact listed in the same section will be the current point-of-contact (POC) for successful applicants until such time that you are contacted by ACL with the identity of a new POC for your award.

In addition, if selected for an award, it is expected that ACF will issue the award in FY2012. A full transition to ACL will take place effective October 1, 2012, at which time all awards will then be administered by ACL. As the agency progresses through this process, additional updates will continue to be posted on both the ADD and ACL websites.


**Executive Summary:**
The Administration on Developmental Disabilities (ADD) within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS) announces that Fiscal Year (FY) 2012 applications will be accepted to make a five-year grant to a public or not-for-profit entity to provide Training and Technical Assistance (T/TA) to State Councils on Developmental Disabilities.

State Councils on Developmental Disabilities are charged with identifying the most pressing needs of people with developmental disabilities in their State or Territory. Councils work to address these needs through systems change and capacity building efforts that promote self-determination, integration and inclusion for people with developmental disabilities. Council efforts include:

- Training
- Technical assistance
- Barrier Elimination
- Coalition development and citizen participation
- Informing policymakers
- Advocacy, capacity building and systems change
- Demonstration of new approaches to services and supports

Under this grant, T/TA initiatives shall be identified and undertaken with the goal of improving Council performance, statutory compliance, and outcomes. The T/TA activities carried out under this grant shall be program specific and/or cross cutting to the Councils.

This Funding Opportunity Announcement contains instructions for the submission of a FY 2012 grant application for funding.

I. Funding Opportunity Description

Statutory Authority

Section 129(b) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 sets aside funding for technical assistance to State Councils. Sections 161 (2)(C) and 163(c) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 authorizes funding for technical assistance to State Councils.

Description

Disability is a natural part of the human experience that does not diminish the rights of individuals with developmental disabilities to live independently, to exert control and choice over their own lives, and to fully participate in and contribute to their communities through full integration and inclusion in the economic, political, social, cultural, and educational mainstream of the United States society.

This principle is embodied in the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act). The purpose of the DD Act is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life, through culturally competent programs authorized under the Act.

As defined in the DD Act, the goals of the Nation properly include a goal of providing individuals with developmental disabilities with the information, skills, opportunities, and support to:

- make informed choices and decisions about their lives;
- live in homes and communities in which such individuals can exercise their full rights and responsibilities as citizens;
- pursue meaningful and productive lives;
- contribute to their families, communities, and States, and the Nation;
• have interdependent friendships and relationships with other persons;
• live free of abuse, neglect, financial and sexual exploitation, and violations of their legal and human rights; and
• achieve full integration and inclusion in society, in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of each individual.

It is the responsibility of the programs funded under the DD Act - the State Councils on Developmental Disabilities (Councils), the State Protection and Advocacy Agencies (P&As), the University Centers for Excellence in Developmental Disabilities (UCEDDs), and the Projects of National Significance - to provide advocacy, capacity building, and systemic change activities in working towards achievement of the goals listed above. These activities exist within the context of the current environment. Today, there are many complex issues affecting people with disabilities across the country implementation of the Affordable Care Act, the new economic reality of States, persistent unemployment, education reform efforts, and our aging population. Even with the complexities and trials of the current environment, the DD Act programs must keep the promises committed to in the DD Act. They must strive to maintain the progress achieved by the community since the inception of the DD Act. They must continue to advance the goals of self-determination, independence, productivity, and integration and inclusion in all facets of community life.

ADD has oversight of the DD Act programs. In 2012, ADD identified a Strategic Framework that outlines the following priorities for ADD and its programs:

Priority 1: Ensuring the continued protection of the rights of individuals with developmental disabilities and prevent their abuse, neglect, and exploitation.

Priority 2: Empowering individuals with developmental disabilities and their families to access home and community-based services and supports that ensure opportunity for full and meaningful community participation.

Priority 3: Promoting "employment first" as a key strategy for individuals with developmental disabilities to be contributing and productive members of society participating in the competitive, integrated workforce.

Priority 4: Supporting the advocacy efforts of individuals with developmental disabilities in order to ensure participation in system and service delivery design.

Priority 5: Maintaining effective and responsive management of the DD Act.

These priorities serve as a framework for guiding the field towards continued progress in meeting the goal of individuals with developmental disabilities living independently, exerting control and choice over their own lives, and fully participating in and contributing to their communities through full integration and inclusion in the economic, political, social, cultural, and educational mainstream of the United States society.

State Councils on Developmental Disabilities

The State Councils on Developmental Disabilities are authorized under Subtitle B of the DD Act. Councils are uniquely composed of individuals with developmental disabilities, family members of people with developmental disabilities, representatives of State agencies that administer funds under Federal laws related to individuals with disabilities, and local and nongovernmental agencies. Members of a Council are appointed by a State governor. Councils pursue systems change, advocacy, and capacity building to promote independence, self-determination, productivity, integration and inclusion of people with developmental disabilities in all facets of community life.

Councils utilize a variety of strategies to address the unmet needs of people with developmental disabilities and their families such as training, educating policymakers and communities, coalition
development, barrier elimination, and demonstration of new approaches to service. These strategies are incorporated into a 5-year State Plan. Central to the DD Act is the concept of self-advocacy and self-determination. Councils work in partnership with individuals with developmental disabilities and family members to break down barriers and work towards the development of a person and family centered comprehensive service system.

Currently, there are 56 State Councils on Developmental Disabilities in the 50 States, the District of Columbia, Puerto Rico, Guam, the Northern Marianas, Virgin Islands, and American Samoa. Councils are expected to work collaboratively with other entities funded under the DD Act, including the P&A systems, and UCEDDs in the State.

**State Councils on Developmental Disabilities Training and Technical Assistance Project**

State Councils are increasingly facing complex issues that span across a variety of contexts. The changing political climates, shrinking Federal and State resources, increased need to demonstrate results, and the varying expectations held by a multitude of stakeholders creates extensive challenges for Councils. Now more than ever, Councils need the highest quality Training and Technical Assistance (T/TA) to meet the program requirements, improve performance, and demonstrate and achieve results.

The purpose of this project is to improve program performance, statutory compliance, and program outcomes across the network of State Councils. Towards this end, the recipient of this award shall provide T/TA to the Councils. Under this cooperative agreement, it is expected that initiatives shall be identified and undertaken with the goal of improving Council program performance, statutory compliance, and program outcomes. The T/TA activities carried out under this cooperative agreement shall be program specific and/or crosscutting to the Councils.

The Project will implement these activities integrating throughout the following principles:

- High-quality services
- Participation by multiple stakeholders
- Evidence-based strategies, resources, and tools
- Centralized expertise
- Program improvement

The Project will be implemented through three main activities:

- Knowledge Development
- Collaboration
- Project Management & Evaluation

These activities are described in more detail below.

**1. Knowledge Development**

One of the key activities of the Project will be knowledge development of Council staff and Council members as a way of improving Council operations, statutory compliance, and outcomes. The Project will draw upon and utilize substantial content knowledge and skills to serve as the resource and knowledge focal point for developing Council knowledge on a variety of topics based on needs identified from multiple sources and is expected to include at a minimum the operational requirements of the Councils, self-advocacy, employment, community living, ADD accountability requirements, etc. The Project should incorporate the Council and ADD priorities when identifying topics.

Knowledge development activities should be designed:

- In collaboration with key stakeholders,
- To reach a broad audience,
- To be replicable, and
- Based on evidence.
In order to maximize the use of available resources, the Project should follow a hierarchy of methods when planning knowledge development activities:

1. Information dissemination through the Project Web site, newsletter, conference calls, training webinars, facilitated partnering, or other remote activities
2. Development or amendment of resources, manuals, or products for all Councils
3. Rapid response
4. In-person training events, such as regional meetings, the Annual TA Institute, and/or orientation sessions
5. On-site technical assistance visits

a. Information Dissemination

On an ongoing basis, the Project should use multiple methods to disseminate relevant, evidence-based information to the Councils on a variety of topics related to Council operations and issues effecting individuals with developmental disabilities and their families. The Project should utilize a method for continuous surveillance for identifying relevant information to share with Councils. The dissemination method should be appropriate to the type of information being shared and the intended outcome (e.g., information sharing, increase in knowledge, etc.) and should include:

- Project Web site with topical pages for disseminating high-quality information and facilitating evidence-based information sharing relevant to Council operations and/or the needs of individuals with developmental disabilities and their families.
- Audio/video-conference calls for information sharing and/or training;
- Web-based audio/video broadcasts for information sharing and/or training.
- Social media for information sharing.
- Weekly/monthly newsletter for information sharing.
- Searchable database of FAQs, evidence-based practices, etc., for information sharing

Additional strategies may used, as appropriate.

A focus of the information dissemination activities should be on identifying and sharing unique, state-of-the-art, and innovative practices and models that can be replicated elsewhere for improving Council operations, outcomes, and/or services for individuals with developmental disabilities and their families. The Project should determine the relevance of the information and the criteria for being unique, state-of-the-art, and innovative.

b. Product Development

The Project should develop as needed and disseminate written resources, tools, and other materials to build Council capacity and knowledge. Products should be based on need, high-quality, and evidence-based.

c. Rapid Response

The Project should provide rapid response to information requests from members of the Council Network, maintaining a system for tracking questions received and responses provided. The Project should develop frequently asked questions as needed to be posted on the Web site.

d. Technical Assistance Institute

The Project should strategically plan and sponsor one annual national Technical Assistance Institute to be held in the Baltimore/Washington, DC Metro area to provide T/TA on relevant issues identified through ongoing dialogue with and requests from Councils and in consultation with the Project Advisory Committee (PAC) and the ADD PO to identify the Institute theme, goals, topics, sessions, and speakers.
e. On-site Technical Assistance Visits to Individual Councils

The Project should plan to provide individualized, on-site visits to Councils that are planned by Project staff, Federal staff, and Councils. Councils eligible to receive on-site technical assistance (TA) visits should be identified based on historical information and the individual needs of Councils. The Project should maintain a history of past visits and should use this information to identify for ADD's approval Councils that are eligible for a TA site visit. Councils may also request TA site visits to address their specific needs.

Prior to any site visit, a plan must be approved by the ADD PO, and must include:

- Name of the Council and Contact Information
- Date of Request
- Anticipated Dates of TA
- Rationale for Request for On-site TA
- Priorities/Topic(s) to be Addressed
- Goals and Objectives for the TA
- Expected Outcomes from the TA
- TA Strategy
- Anticipated budget
- Evaluation Plan
- Name of Requested Consultants (if any)

In describing the above elements in the Plan, the rationale should be sound and justified, the goals should be actionable and outcome oriented, and there should be a plan for evaluating the outcomes from the TA activity. In developing the Technical Assistance Plan, the Project and Council may identify consultants from inside or outside the Council network who may participate in the TA activity. Part of the planning process should include a determination of whether the ADD PO should be included in the TA activity. Copies of the Plan should be provided to the ADD PO.

2. Collaboration

Another key activity of the Project will be collaboration with primary stakeholders, most specifically the Councils and other key partners, such as ADD, in manner that is beneficial to the Councils. Through collaborative activities, the Project will:

- Seek feedback on the overall scope and work,
- Further Council collaboration with other entities funded under the DD Act,
- Promote dialogue for the benefit of Councils on tools used for reporting and planning,
- Facilitate the electronic transfer of Council plans and reports to ADD and communication between the Councils and ADD, and
- Build a cadre of Leaders in the Council network.

a. Project Advisory Committee

There should be a Project Advisory Committee (PAC) to provide guidance and general direction for conducting the T/TA Project. The PAC should represent a broad array of Council programs and be comprised of a cross-section of Council Directors, Council staff, and Council Chairpersons. At least half of the members should be individuals with developmental disabilities and family members.

Along with other relevant information, the Project should make available a summary of its annual needs assessment to the PAC for review and consideration in making recommendations for T/TA each year. The PAC should meet quarterly, or as often as necessary for the efficient administration of the Project. Project staff should consult with Federal staff to plan for PAC meetings. The Project staff should maintain records of the discussions at PAC meetings.

b. Facilitate Collaboration among the Developmental Disabilities Network
Sections 104 and 105 of the DD Act require collaboration among the DD Network grantees: the P&A systems, the DD Councils, and the UCEDDs. On an ongoing basis, the Project, with direction from the ADD PO, should work with the TA Projects for the UCEDDs and the P&As to address issues related to collaboration across the DD Network. Activities may include:

- Developing a model collaboration protocol for grantees;
- Developing indicators of progress that measure collaboration of DD Network programs;
- Developing stories of impact of collaboration across the DD Network;
- Disseminating information across the Networks; and/or
- Implementing a joint meeting among Executive Directors, Council/Board Chairs, members, and staff across the three programs.

c. Council Program Performance Report (PPR) and State Plan

The Project should assist and collaborate with the Councils in promoting continued dialogue on the Council PPR and State Plan templates. This may include:

- Continued work on the strategic review of the annual Program Performance Report (PPR) format, outcome measures, data collection, and the State Plan and State Plan amendments.
- On-going dialogue for designing technical assistance activities to support Councils in meeting the ADD planning and reporting requirements.

d. Web-based State Plan and Annual Program Performance Report System

The Project should provide a uniform, web-based system for the benefit of the Councils to:

- Capture and maintain information on program projects, activities, and products that can be used to complete and electronically submit to ADD the 5-Year State Plan, the State Plan amendments, and the annual Program Performance Reports required by ADD.
- Update and make necessary approved changes to the Program Performance Report and/or State Plan.
- Access data and related reports.
- Communicate with the ADD PO on the State Plan and Report documents.
- Search Council information.
- Provide direct access to the system for ADD staff.
- Increase the capabilities for analyzing data through interactive queries or "dashboard" style reports.
- Improve the logic and usability of entry forms through improved explanations and instructions, implementing automated error checking utilities, and other enhancements requested.

As part of this collaborative effort, the Project should plan on providing ongoing TA to Council members, Executive Directors, and staff using a variety of methods, including rapid response, national trainings, and resource sheets on the use of the system.

e. Leadership Institute for Council Staff Middle and Upper Management

The Project will collaborate with the ADD PO to design and implement a leadership institute for Council staff middle and upper management. This institute should include an intensive in-person session of approximately one week or longer in duration. The Project should develop the institute plan in collaboration with the ADD PO using information from the PAC, discussions with Executive Directors, past work group efforts, and the needs assessment. The Project should document all discussions with the ADD PO around the development of the plan and should produce a final draft plan for review and approval by the ADD PO. After the initial institute, the ADD PO should decide whether to approve new institutes and the timing for new institutes.

The Project should propose a total number of participants based on the plan for the institute developed in accordance with the above and provide overall cost estimates to the ADD PO. The final number of participants should be approved by the ADD PO. The Project should develop criteria for selecting participants for the institute in collaboration with the ADD PO. The Project should solicit Councils for
nominations, promote diversity in the recruitment process, and provide the final list of nominees to the ADD PO. In cases when there are more nominations than participant spaces available, the Project should provide recommendations to the ADD PO concerning which participants should be selected. The final list of participants should be approved by the ADD PO.

The Project should develop a plan in collaboration with the ADD PO for evaluations of the institutes. The evaluation plan should include an evaluation at the time of each institute, at a 1-year interval from each institute. At a minimum, the Project should gather participant feedback at the time of each institute regarding the content, execution, and outcomes of the institute. Information may be gathered using surveys, pretest-post tests, or other methods approved by the ADD PO. At the 1-year interval or other interval approved in the evaluation plan, the Project should assess training outcomes using time elapsed surveys, supervisory feedback, or other methods approved by the ADD PO to measure the effectiveness of the institute.

3. Project Management & Evaluation

The final key activity of the Project is effective planning and evaluation through project management and continuous monitoring. It is expected that the Project will strategically plan for integrated activities based on needs that logically build upon each other and are based on lessons learned through on-going feedback.

a. Annual Assessment of Council T/TA Needs

Annually, under guidance of the ADD PO and the PAC, the Project should conduct an annual assessment of the T/TA needs of the Councils. This assessment should include items that will capture emerging needs related to the implementation of the Council program requirements as stated in the DD Act.

Information gathered through the needs assessment should inform the overall goals for the Project and the Project tasks and activities in the work plan, including the knowledge development topics and methods. The PAC should review and consider this information in making their recommendations for T/TA activities under this project for the year.

b. Work Plan

There should be an annual Council T/TA Project Work Plan that is developed and maintained throughout the Project which outlines all the tasks and/or activities to be carried out under this project. The Work Plan should include the following basic elements:

- A description of each proposed activity and/or task;
- Activity and/or task completion dates;
- Products associated with each activity and/or task;
- Performance Indicators (e.g., activities, action steps, and/or events upon which the products are based to provide an early forecast of whether the products will be satisfactorily produced in a timely manner);
- Methodologies/strategies to be employed for the completion of each activity and/or task;
- Proposed budget for Performance Indicators, as appropriate; and
- Project staff responsible for Activities/Tasks/Products/Performance Indicators; and
- Federal staff roles/responsibilities.

The work plan should be logical and tied to the principles for the Project, the key activities for the Project, the Project goals and objectives, and the plan for continuous monitoring.

c. Continuous Monitoring

An essential feature of this project will be continuous monitoring of project activities to ensure proper management and oversight as well as communication with the ADD PO. The Project will conduct a monthly review to analyze implementation of the Work Plan for both the project staff and the ADD PO. The monthly review should comprise a brief narrative summary of the major activities pursued over
the past month and an updated copy of the Work Plan in spreadsheet or chart format with the following:

- Status of Activity/Task (e.g., not active, in progress, completed), including an indication of whether the status of activity/task is on-target;
- Status of products associated with each activity/task, as appropriate;
- Update of the Task Performance Indicators (e.g., update of the activities, action steps and/or events carried out to fulfill task);
- Update on the methodologies/strategies to be employed for the completion of each Activity/Task;
- Actual Budget costs for activity/task;
- Actual staff responsible for Activities/Tasks/Products/Task Performance Indicators; and
- Proposed modifications to Activities/Tasks, Products, and/or Task Performance Indicators;
- Report on all information dissemination activities of the past month; and
- Assessment of the prospect for successful achievement of all Task activities, and explaining the factors that might prevent successful achievement, such as remaining budgeted funds or remaining time to achievement.

Information from above will be used to make adjustments to the Work Plan.

II. Award Information

<table>
<thead>
<tr>
<th>Funding Instrument Type:</th>
<th>Cooperative Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total Funding:</td>
<td>$575,000</td>
</tr>
<tr>
<td>Expected Number of Awards:</td>
<td>1</td>
</tr>
<tr>
<td>Award Ceiling:</td>
<td>$575,000 Per Budget Period</td>
</tr>
<tr>
<td>Award Floor:</td>
<td>$575,000 Per Budget Period</td>
</tr>
<tr>
<td>Average Projected Award Amount:</td>
<td>$575,000 Per Budget Period</td>
</tr>
</tbody>
</table>

**Length of Project Periods:**

60-month project 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. Application Disqualification Factors.

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee’s failure to provide the required matching amount will result in the disallowance of Federal funds.
Continuation grant applications will be considered on a non-competitive basis and are subject to the satisfactory progress of the grantee, availability of funds, and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

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

For the purposes of the Cooperative Agreement, ADD will be represented by a Project Officer (PO) who will provide advice and guidance to the grantee as well as overall approval of the work carried out under the award. The PO will make determinations about the continuation and expansion of the T/TA project.

ADD, through its PO, agrees to work cooperatively in the development and execution of the activities of the project. In doing so, the PO will:

- Provide input into the development of the annual work plan and approve the work plan.
- Assist project staff in understanding the policy concerns and/or priorities set forth by ADD by conducting periodic briefings and ongoing consultations.
- Seek consultation from and collaboration with project staff and the advisory committee to better understand the benefits and challenges to the project. Such discussions will be used to inform future activities and to design T/TA activities for the State Councils.
- Conduct an in-depth review of progress to assess the quality of the work and determine continuation of funding.
- Provide guidance to and oversight of the overall scope of work and in the implementation of the project activities.
- Meet monthly with project staff to review and discuss project activities.
- Provide guidance to the project staff on any necessary adjustments in the work plan, including but not limited to cutting back on the level of effort in selected tasks, rescheduling, and setting of new time frames for products based on the assessment of the project progress in the monthly meetings and monthly review of the prospect for unsuccessful achievement of all project activities.

The grantee will be held to the following expectations:

- The principles below will be incorporated into all aspects of the project:
  - High-quality services
  - Participation by multiple stakeholders
  - Evidence-based strategies, resources and tools
  - Centralized expertise
  - Program improvement

- Every activity supported by this grant shall be funded and supported solely by the grant, unless a collaborative opportunity is pre-approved by the PO. All such approval shall be based on discussion and negotiation of the PO with any entity that may be interested in participating in collaboration. Such discussion and negotiation shall include discussion of amount of funding involved, if any, and participation of other entity. Additionally, access to the T/TA activities and materials by Councils shall not be contingent upon membership status or relationship with the Grantee, or the payment of any fees without the approval of the PO.

- Each activity supported by this project shall be identified with the awarding agency, funding opportunity, and name & logo for the T/TA entity. The ADD PO should be included anytime the Project disseminates information to the Councils.

- The data collected and maintained through the web-based system supported by the project will be the non-exclusive property of the government. The Project will annually provide ADD with a copy of the Council data for a fiscal year and provide access to the data by ADD and the individual Councils who submit the data. The data will be available for general use once approved by ADD.
Project staff will meet monthly with the ADD PO and provide copies of the monthly continuous reviews.

Please see Section IV.5 Funding Restrictions for limitations on the use of Federal funds awarded under this announcement.

### III. Eligibility Information

**III.1. Eligible Applicants**

All public and private agencies and organizations are eligible for funding under this announcement. Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See Section III.3. Other.

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

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

**III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

**III.3. Other**

**DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements**

**DUNS Number Requirement**

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov). A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

- U.S. and U.S Virgin Islands: 1-866-705-5711
- Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
- Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

**Central Contractor Registration (CCR) Requirement**

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an
entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required 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 CCR prior to submitting an application or plan;
- Maintain an active CCR 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 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.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made.

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

### APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

**Award Ceiling Disqualification**

Applications that request an award amount exceeding the Award Ceiling per budget period, or per project period, as stated in Section II. Award Information, 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.

**Application Submission Disqualifications**

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in Section IV.2. Application Submission Options.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under
this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are 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.3. 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 requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Required Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in Section IV.2. Content and Form of Application Submission.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Rita Stevens
Administration for Children & Families
Administration on Developmental Disabilities
370 L'Enfant Promenade, SW
2W1
Washington DC, DC 20447
Phone: 202.260.6168
Fax: 202.205.8037
Email: rita.stevens@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available 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 at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. 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.

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):** Available at the Grants.gov Forms Repository website and at http://www.whitehouse.gov/omb/grants_forms.

**Federal Relay Service:** Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

**Section IV.2. Content and Form of Application Submission**

**FORMATTING ACF APPLICATIONS**

**For All ACF Applications:**

**Authorized Organizational Representative (AOR)**
The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

**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. Details concerning acknowledgment of received applications are available in Section IV.3. Submission Dates and Times of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

**Observe page limitations.**
All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard
copy of your application for your files.

Application Package Components
Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via [www.Grants.gov](http://www.Grants.gov) or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

<table>
<thead>
<tr>
<th>Application Package Components</th>
<th>Page Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Standard Forms (SFs) and/or OMB-approved Forms</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Required Certifications and Assurances</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Limited to one single-spaced page.</td>
</tr>
<tr>
<td>Project Description</td>
<td>Page Limitations and included items are listed later in this section.</td>
</tr>
<tr>
<td>Budget Justification</td>
<td>No more than 10 single-spaced pages and will not count against page limitations.</td>
</tr>
<tr>
<td>Proof of Legal Status/Proof of Non-Profit Status</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Appendices</td>
<td>Page Limitations and included items are listed later in this section.</td>
</tr>
</tbody>
</table>


Notice: The Administration for Children and Families has implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov). Applicants are now 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.

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. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

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.

NOTE: Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See Section IV.2. Application Submission Options and Section IV.3. Submission Due Dates and Times, Explanation of Due Dates. The validation check can affect whether the application is accepted for review. Applications that fail the [www.Grants.gov](http://www.Grants.gov) validation check will not be transmitted to ACF. If the application fails the
validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures
Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)
www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See Section IV.2. Required Forms, Assurances, and Certifications for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components
Applications must be divided into the sections listed in the table. It is important that each component is submitted in a separate electronic file. Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

<table>
<thead>
<tr>
<th>Application Package Components</th>
<th>Page Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Standard Forms (SFs) and/or OMB-approved Forms</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Required Certifications and Assurances</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Limited to one single-spaced page.</td>
</tr>
<tr>
<td>Project Description</td>
<td>Page Limitations and included items are listed later in this section.</td>
</tr>
<tr>
<td>Budget Justification</td>
<td>No more than 10 single-spaced pages and will not count against page limitations.</td>
</tr>
<tr>
<td>Proof of Legal Status/Proof of Non-Profit Status</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Appendices</td>
<td>Page Limitations and included items are listed later in this section.</td>
</tr>
</tbody>
</table>

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered. Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.
Applicants must follow the instructions provided in this section:

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by ACF.
It is critical that applicants only submit application components using the supported file formats listed here. 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 have been encrypted or are password protected, the affected file 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.

**PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format.
Applicants must receive an exemption from ACF in order to submit an application in paper format. See Section IV.2. Request an Exemption from Required Electronic Application Submission later in this section under Application Submission Options.

<table>
<thead>
<tr>
<th>Application Package Components</th>
<th>Page Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Standard Forms (SFs) and/or OMB-approved Forms</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Required Certifications and Assurances</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Limited to one single-spaced page.</td>
</tr>
<tr>
<td>Project Description</td>
<td>Page Limitations and included items are listed later in this section.</td>
</tr>
<tr>
<td>Budget Justification</td>
<td>No more than 10 single-spaced pages and will not count against page limitations.</td>
</tr>
<tr>
<td>Proof of Legal Status/Proof of Non-Profit Status</td>
<td>No page limitations.</td>
</tr>
<tr>
<td>Appendices</td>
<td>Page Limitations and included items are listed later in this section.</td>
</tr>
</tbody>
</table>
Copies Required
Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures
An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications
Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. All pages of the paper application submission must be sequentially numbered. Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

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 subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications
See Section IV.6. Other Submission Requirements for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions
Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not
be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

The **Project Description** is limited to 50 pages. Any project that exceeds the 50 page limit will have the additional pages removed from the application prior to review. The 50 page project description **does not** include the appendix, budget and budget narrative, or the standard forms. The **Project Description** must include the following in this order:

- Table of Contents
- Project Summary Abstract
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Evaluation

The **Appendices** are limited to 50 pages and must include the following:

- Legal Status of Applicant Entity
- Proof of Non-Profit Status
- Logic Model
- Organization Capacity Documents
- Protection of Sensitive and/or Confidential Information Methodology Description
- Dissemination Plan
- Third Party Agreements
- Letters of Support

**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 at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification of Filing and Payment of Federal Taxes</td>
<td>Submission of a certification is required prior to award for grantees receiving more than $5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than $5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than</td>
<td>Applicants are advised of the following requirement contained in Section 523 of the &quot;Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act,</td>
</tr>
</tbody>
</table>
$5,000,000 in Federal funding for a multiyear project to be fully funded. This requirement remains in effect:

Sec. 523. None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than $5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a
Accordingly, if applicants request more than $5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.

<p>| SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs | Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. | Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. |
| SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s) | Submission is required for all applicants by the application due date. | Required for all applications. |
| Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) | Submission of the required information and forms is due with the application package by the due date listed in the Overview and Section IV.3. Submission Dates and Times. If the information is not available at the time of |
| | | Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>. |</p>
<table>
<thead>
<tr>
<th><strong>Certification Regarding Lobbying</strong></th>
<th>Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</th>
<th>Submission of this Certification is required for all applications.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Survey on Ensuring Equal Opportunity for Applicants</strong></td>
<td>Submission is voluntary. Submission may be made with the application by the application due date listed in the <em>Overview</em> and <em>Section IV.3. Submission Dates and Times</em>. Or, it may be submitted prior to the award of a grant.</td>
<td>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.</td>
</tr>
<tr>
<td><strong>SF-LLL - Disclosure of Lobbying Activities</strong></td>
<td>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</td>
<td>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this</td>
</tr>
</tbody>
</table>
commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

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
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. 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
ACF is particularly interested in specific 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 that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in Section V.1. identify the measures that will be used to evaluate applications.

Letter of Intent
Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in the Overview and in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is optional.

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

Table of Contents
List the contents of the application including corresponding page numbers.

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 and limited to one page in length.

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 or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.
Outcomes Expected
Identify the outcomes to be derived from the project.

The expected outcomes of this project are Council improvement in:

- Program performance
- Statutory compliance
- Program outcomes

Approach
Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes 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.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

In designing the approach for the project, the plan should incorporate and integrate throughout the following principles:

- High-quality services: It is expected that the project will provide Councils with premier services and supports by ensuring that all T/TA activities are well planned for in a strategic and systematic way; consider the best possible tools and strategies; and deliver results (e.g., improvements in Council performance, etc.).
- Participation by multiple stakeholders: It is expected that the project will actively engage the Councils, people with developmental disabilities, family members, and ADD in all aspects of the project to ensure quality of services and supports.
- Evidence-based strategies, resources and tools: In ensuring high-quality services, it is expected that the project will base T/TA activities on what works and will share resources, including information related to services and supports for people with developmental disabilities and their families, that have a research base.
- Centralized expertise: A critical aspect of the project will be the substantial content knowledge and skills of the T/TA provider. The project will serve as the resource and knowledge focal point for Councils on a variety of topics, including the operational requirements of the Councils, self-advocacy, employment, community living, etc.
- Project improvement through continuous monitoring: The final principle of the project will be regular evaluation of project progress to ensure that quality services are provided, the accuracy of
information provided, and timeliness of the work.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

The Project is expected to conduct formative and summative assessment of project activities, results, and outcomes. Formative assessment activities should include continuous monitoring of the Work Plan on a monthly basis to gather feedback on implementation and make necessary adjustments. Summative assessment should evaluate whether the Project is achieving the expected outcomes, which is Council improvement in:

- Program performance
- Statutory compliance
- Program outcomes

Specific items that should be planned for in the summative assessment process include narrative report(s) identifying immediate outcomes and intermediate outcomes from implementation of:

- Knowledge development activities, including information dissemination; rapid response; development or amendment of resources, manuals, or products for all Councils; In-person training events, such as regional meetings, the Annual TA Institute, and/or orientation sessions; and on-site technical assistance visits.

- Collaboration activities, including Council collaboration with other entities funded under the DD Act; dialogue between the Councils and ADD on tools used for reporting and planning; the transfer of Council plans and reports to ADD and communication between the Councils and ADD; and the Leadership Institute.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

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.
When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

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

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

Organizational Capacity

• Organizational charts  
• Financial statements adhering to Generally Accepted Accounting Principles (GAAP)  
• Audit reports or statements from Certified Public Accountants/Licensed Public Accountants  
• Contact persons and telephone numbers  
• Information on compliance with Federal/State/local government standards  
• Documentation of experience in the program area  
• Personnel policies  
• Any other pertinent information the applicant deems relevant.
Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

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

Dissemination Plan
Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements
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 should be included in the application package or by the application deadline.

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 input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. 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).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

Special Note: The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, 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, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is $179,700 (http://www.opm.gov/oca/12tables/html/ex.asp). This amount reflects an individual’s base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

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.

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, taxes, etc.

Travel
Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of 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 staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment
Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies
Description: Costs of all tangible personal property other than that included under the Equipment category.

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, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

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, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at $100,000. 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 delegate agency, by agency title, along with the same supporting information referred to in these instructions.

**Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; 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 should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, 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.

**Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Application Submission Options**

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

- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the [www.Grants.gov](http://www.Grants.gov) registration process. See “Get Registered” at [http://grants.gov/applicants/get_registered.jsp](http://grants.gov/applicants/get_registered.jsp).
- ACF will not accept applications via facsimile or email.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the application due date and time in order to correct any failures found during the application validation process.
check.

- Electronic submission at [www.Grants.gov](http://www.Grants.gov) is two-step process:
  - Submission by the due date and time; and
  - Application validation check.

- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.

**Read and observe all application submission requirements provided at [http://www.grants.gov/applicants/apply_for_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).**

- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at [http://www.grants.gov/applicants/apply_for_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications.*
- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

**Application Validation at www.Grants.gov**

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

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

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a 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.
ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in Section VII. Agency Contacts in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in Section VII. of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the Overview and in Section IV.3. Submission Dates and Times. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

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.3. Submission Dates and Times of this announcement.
Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "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.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at [http://www.dnb.com](http://www.dnb.com). To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

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.3. Submission Dates and Times* in this announcement.

**IV.3. Submission Dates and Times**

Due Date for Letter of Intent: **06/02/2012**
Due Date for Applications: **07/23/2012**

**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. Application Disqualification Factors*.

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


Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and 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. Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

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

Mailed Paper Format Applications

The deadline for 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.6. 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
Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in Section VII. Agency Contacts.

Acknowledgement from www.Grants.gov of an electronic application's submission:

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 the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

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

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a 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.


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 a paper format (hard copy) application's submission:

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

IV.4. Intergovernmental Review of Federal Programs

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

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

**IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

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.6. Other Submission Requirements**

Submit paper applications to one of the following addresses. See Section IV.2. Request an Exemption from Required Electronic Application Submission.

**Submission By Mail**
Tim Chappelle  
US Department of Health and Human Services  
Administration for Children & Families  
Office of Grants Management  
370 L'Enfant Promenade St SW  
6th Floor East  
Washington, DC 20447

**Hand Delivery**
Tim Chappelle  
US Department of Health and Human Services  
Administration for Children & Families  
Office of Grants Management  
370 L'Enfant Promenade St SW  
6th Floor East
Electronic Submission
See Section IV.2 for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see Section IV.3 for information on due dates and times.

V. Application Review Information

V.1. Criteria

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

OBJECTIVES AND NEED FOR ASSISTANCE

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

- Clearly identifies and provides a discussion on the need for and importance of the project. In doing so, uses the ADD priorities and relevant and current data on the needs of Councils and more broadly the needs of individuals with developmental disabilities and their families that is collected through planning studies and/or focus groups. (5 points)
- Shows a direct relationship between the needs identified based on the ADD priorities, research and/or planning studies, feedback from stakeholders, and the goals and goal-related activities. (5 points)

APPROACH

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

- Describes an effective design for the Project and effective scope of the work that, if implemented will meet the intended outcomes (improving Council operations, statutory compliance, and outcomes). Includes a detailed logic model based on a relevant conceptual framework for the project and explains the linkages among program elements (e.g., project principles, project needs, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes) and offers an effective framework for designing and managing the project. (10 points)
- Clearly outlines an overall 5-year T/TA plan that is guided by and incorporates the project principles: high quality services; participation by multiple stakeholders; evidence-based strategies resources, and tools; centralized expertise; and project improvement through continuous monitoring. (10 points)
- Clearly outlines measurable goals for implementing the three key activities of knowledge development, collaboration, and project management and evaluation. Clearly states what measures (indicators of progress, benchmarks, etc.) will be used to determine the extent to which
the project has achieved its stated goals and the extent to which the accomplishment of goals can be attributed to the project. Provides quantitative projections of the goals to be achieved by the T/TA efforts and a chronological order of approach with target dates. Provides adequate time to accomplish its strategy. It has identified significant project risks and assumptions that will hinder the project's progress if not accomplished. It has included a contingency plan with viable alternate actions that will allow the project to maintain progress in case a challenge is encountered. (10 points)

- Identifies use of effective and responsive strategies for providing T/TA to Councils that maximizes use of resources and organizational expertise. (5 points)
- Identifies innovative design and methods in providing the identified activities for the project. (5 points)
- Identifies effective strategies for working with partners, including the PAC, other ADD T/TA providers, and ADD. (5 points)

**ORGANIZATIONAL PROFILE**

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application:

- Describes prior experience in providing T/TA. (2 points)
- Describes efficacy in fostering high performing State Councils through the provision of T/TA. (5 points)
- Provides biographical sketches of key staff. The applicant organization and its staff have sufficient experience to successfully complete the proposed project, and include individuals with professional experience in working on issues of importance for policies that support integrated, inclusive environments for individuals with developmental disabilities. The proposed project director and key staff possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity effectively. The role, responsibilities, and time commitments of each proposed project staff position are clearly designed and appropriate to the successful implementation of the project. (5 points)
- Details methods for recruitment and retention of key staff to ensure that provider has the capacity to implement the project. (3 Points)

**EVALUATION**

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application provides a narrative describing how implementation and results of the T/TA will be evaluated, and clearly outlines the methodology that:

- Describes an evaluation plan that provides for summative and formative assessment activities that is tied to a logic model for the project. (5 points)
- Includes specific criteria for determining the extent to which the project has achieved its stated outcomes and the extent to which the accomplishment of the outcomes can be attributed to the T/TA. (5 points)
- With respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and the internal process, including the frequency for tracking program performance using internal data, to make periodic program adjustments that will improve performance. (5 points)

**BUDGET**

Maximum Points: 15
Reviewers will consider the itemized line item budget and budget justification for the requested Federal funds.

- All Federal funds align with what is detailed in the project approach. For example, if key personnel need to be hired and the hiring process is 2 months, then the costs will be calculated based on the salary for 10 months rather than 12 months. (2 Points)
- The budget is sufficient to complete the activities detailed in the work plan. (5 Points)
- All personnel funds are reasonable for the responsibilities and time dedicated to the project activities. The explanations of the calculations sufficiently show the costs are critical to the success of the project. (5 Points)
- The budget is reasonable and appropriate for the Project. (3 Points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in Section III.3. Application Disqualification Factors:

- Applications that are designated as late according to Section IV.3. Submission Dates and Times,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (Section IV.2. Request an Exemption from Required Electronic Application Submission), or
- Applications with requests that exceed the award ceiling stated in Section II. Award Information.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See Section IV.3. Explanation of Due Dates for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using 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. They are one element in the 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.
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 that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

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

**VI. Award Administration Information**

**VI.1. 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 or email. 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.5. Funding Restrictions.

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

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at [http://www.gpo.gov](http://www.gpo.gov).

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.

**Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."
Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location in such a way that it is clear that the two programs are separate and distinct. If separating the two programs by time but presenting them in the same location, one program must completely end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hhs.gov/partnerships/about/regulations/. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at http://www.hhs.gov/partnerships/index.html and at the Administration for Children & Families: Toolkit for Faith-based and Community Organizations.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at Requirements for Drug-Free Workplace.

Debarment and Suspension
HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at https://www.epls.gov/, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

**Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

**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. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. 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 http://www.acf.hhs.gov/grants/grants_related.html.

**VI.3. Reporting**

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII. Agency Contacts of this announcement. Instructions on submission of reports electronically will be provided with award documents.

**Performance Progress Reports (PPR)**

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or
format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

**Federal Financial Reports (FFR)**

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

<table>
<thead>
<tr>
<th>For budget periods ending in the months of:</th>
<th>The FFR (SF-425) is due to ACF on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 01 through March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 01 through June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 01 through September 30</td>
<td>October 30</td>
</tr>
<tr>
<td>October 01 through December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on the ACF Funding Opportunity Website Forms page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at [http://www.acf.hhs.gov/grants/msg_sf425.html](http://www.acf.hhs.gov/grants/msg_sf425.html).

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:
Program Progress Reports: Annually
Financial Reports: Quarterly

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact
Rita Stevens
administration for Children & Families
administration on Developmental Disabilities
Office of Program Support
901 D St SW
2nd Floor West
WASHINGTON, DC 20447
Phone: (202) 260-6168
Fax: (202) 260-6168
Email: rita.stevens@acf.hhs.gov

Office of Grants Management Contact

Tim Chapelle
Administration for Children & Families
Office of Grants Management
901 D St SW
6th Floor East
Washington, DC 20447
Phone: (202) 401-4855
Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites


Administration for Children and Families - ACF Funding Opportunities homepage http://www.acf.hhs.gov/grants/.


All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.


Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424A - Budget Information</td>
<td>Referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a></td>
<td>Submission is due by the application due date found in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
<tr>
<td>Non-Construction Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SF-424B - Assurances</td>
<td>Referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/ agencies/aforms_repository_information.jsp</a></td>
<td>Submission is due by the application due date found in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
<tr>
<td>Non-Construction Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SF-P/PSL - Project/Performance Site Location(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>&quot;Disclosure Form to Report Lobbying&quot; is referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>. Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</td>
<td>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Certification Regarding Lobbying</td>
<td>Referenced in Section IV.2. of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</td>
<td>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Survey on Ensuring Equal Opportunity for Applicants</td>
<td>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled &quot;Applicant Survey.&quot; Seal the envelope and include it along with the application package. The survey is referenced in Section IV.2. of the announcement. The survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>. The survey will not count in the page limitations.</td>
<td>Submission is voluntary. Submission may be made with the application by the application due date listed in the Overview and Section IV.3. Submission Dates and Times. Or, it may be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Maintenance of Effort (MOE) Certification</td>
<td>Referred in Section IV.2. Forms, Assurances, and Certifications. An example of a standard MOE is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">Sample MOE Certification</a>. Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</td>
<td>Submission is due by the application due date listed in the Overview and in Section IV.3. Submission Dates and Times.</td>
</tr>
<tr>
<td>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</td>
<td>Referred in Section IV.2. Forms, Assurances, and Certifications of the announcement. Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>. This information may be submitted in the appendices to the application and will not count in the limitations listed in Section VI.2. Formatting Requirements.</td>
<td>Submission of the required information and forms is due with the application package by the due date listed in the Overview and Section IV.3. Submission Dates and Times. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Certification of Filing and Payment of Federal Taxes</td>
<td>Referenced in <em>Section IV.2. Forms, Assurances, and Certifications</em> of the announcement. The Certification may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</td>
<td>If applicable to the applicant, it must be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>Referenced in <em>Section IV.2.</em> of the announcement. under &quot;Project Description.&quot;</td>
<td>Submission is due by the Letter of Intent due date found in the <em>Overview</em> and in <em>Section IV.3.</em></td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Referenced in <em>Section IV.2. The Project Description.</em> This is an element of the Project Description and will usually be counted in page limitations listed in <em>Section IV.2. Formatting Requirements.</em></td>
<td>Submission is due as part of the Project Description by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Referenced in <em>Section IV.2. The Project Description</em> of the announcement under &quot;Legal Status of Applicant Entity.&quot; Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.</td>
<td>Proof of non-profit status should be submitted with the application package by the due date listed in the <em>Overview</em> and <em>Section IV.3. Submission Dates and Times.</em> 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>Third-Party Agreements</td>
<td>Referenced in <em>Section IV.2.</em> of the announcement under &quot;Project Description.&quot;</td>
<td>If available, submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3.</em> If not available at the time of application submission, due by the time of award.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in <em>Section IV.2. The Project Description</em> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <em>Section IV.2. Formatting Requirements.</em></td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times.</em></td>
</tr>
<tr>
<td>The Project Description</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>. This is the title for the project narrative that describes the applicant's plan for the project.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in <em>Section IV.2. The Project Budget and Budget Justification</em> of the announcement.</td>
<td>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Logic Model</td>
<td>Referenced in <em>Section IV.2. The Project Description</em> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <em>Section IV.2. Formatting Requirements</em>.</td>
<td>Submission is due with the application package by the application due date found in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>. This is an element of the Project Description and may count against page limitations set in <em>Section IV.2. Formatting Requirements</em>.</td>
<td>Submission is due by the application due date listed in the <em>Overview</em> and in <em>Section IV.3. Submission Dates and Times</em>.</td>
</tr>
</tbody>
</table>

**Appendices**