



Administration for Children and Families

Administration on Children, Youth and Families

Regional Partnership Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for,
Children Affected by Substance Abuse

HHS-2014-ACF-ACYF-CU-0809

Application Due Date: 06/10/2014

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Department of Health & Human Services
Administration for Children and Families

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: Regional Partnership Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Substance Abuse
Announcement Type: Initial
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Executive Summary

Notices:

- **In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.**
- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit “How to Apply for a Grant” on the ACF Grants Page at <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>.**

The Administration on Children, Youth and Families (ACYF), Children's Bureau (CB), announces the availability of competitive grant funds authorized by the Promoting Safe and Stable Families (PSSF) program. These targeted grants are to be awarded to Regional Partnerships that provide, through interagency collaboration and integration of programs, activities and services that are designed to increase well-being, improve permanency, and enhance the safety of children who are in an out-of-home placement or are at risk of being placed in out-of-home care as a result of a parent's or caregiver's substance abuse. The Child and Family Services Improvement and Innovation Act (Pub. L. 112-34) includes a targeted grants program (section 437(f) of the Social Security Act), which directs the Secretary of Health and Human Services (HHS) to reserve a specified portion of the appropriation for Regional Partnership Grants (RPGs) to improve the well-being of children affected by substance abuse.

Grants are expected to have a collaborative infrastructure in place that is capable of building the region's capacity to meet a broad range of needs for families involved with substance abuse treatment, child welfare systems, court, and other service organizations. Grantees are expected to build evidence on targeted approaches designed to increase the well-being, improve permanency outcomes, and enhance the safety of children and families experiencing substance use disorders. Applicants should carefully review this full funding opportunity announcement (FOA) and consider the level of effort necessary to meet the purpose of the funding opportunity and the evaluation-related requirements.

Per the legislative requirements, grantees are required to evaluate their local program and to select and report on performance indicators. The grantee's proposed program strategies and activities must align with their selection of performance indicators. In addition, grantees must participate in a national cross-site evaluation. The cross-site evaluation will describe outcomes for children, adults, and families enrolled in RPG projects and the outcomes of the partnerships. To assess and report on the performance and impact of grant-funded services and activities of the cross-site evaluation, grantees must participate in the three primary components of the cross-site evaluation, which includes an outcome study, implementation study, and partnership study. Selected grantees may also be eligible to participate in an impact study, as appropriate.

I. Program Description

Statutory Authority

The statutory authority is the Promoting Safe and Stable Families Program (Section 437(f), subpart 2, title IV-B, of the Social Security Act) (42 U.S.C. 629g(f)), as amended by the Child and Family Services Improvement and Innovation Act (Pub. L. 112-34).

Description

Purpose

The President signed Public Law 112-34 into law on September 30, 2011. Generally, Public Law 112-34 extends programs funded under title IV-B of the Social Security Act (the Act) through FY 2016 and authorizes new demonstration projects through FY 2016. The RPGs are competitive, targeted grants awarded to Regional Partnerships that provide integrated activities and services that are designed to increase the well-being of, improve permanency outcomes for, and enhance the safety of children who are in an out-of-home placement or at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse. Public Law 112-34 removes reference to methamphetamine, including the requirement that gave weight to grant applications focused on methamphetamine (section 437(f) of the Act).

Information Memorandum (IM) ACYF-CB-IM-11-06 provides information to state, tribal, and territorial title IV-B and IV-E agencies on the Child and Family Services Improvement and Innovation Act, which reauthorizes programs funded under title IV-B and details basic information about the provisions of this law. The IM is available at http://www.acf.hhs.gov/programs/cb/laws_policies/policy/im/2011/im1106.pdf.

Background

Families of children who come in contact with the child welfare system often present complex problems that include mental health, substance use disorders, and family violence. It is estimated that 8.3 million children in the United States live with at least one parent who abuses alcohol or who is in need of treatment for illicit drug use. Parental substance abuse is a key factor underlying the abuse or neglect experienced by many of the children who enter foster care or are at risk of entering foster care. According to *Child Maltreatment 2012*, which uses National Child Abuse and Neglect Data System (NCANDS) data, 78.3 percent of the children determined by the child protective services (CPS) agency to be victims of child maltreatment were neglected. When a parent is dependent on substances, chronic neglect of the child becomes more likely.

While figures vary for methodological reasons, most studies find that for one-third to two-thirds of children involved with the child welfare system, parental substance abuse is a contributing factor. The lower figures tend to involve child abuse reports; higher ones most often refer to children in out-of-home care. (Sources: U.S. Department of Health and Human Services. (1999). *Blending perspectives and building common ground: A report to Congress on substance abuse and child protection*. Washington,

DC: U.S. Government Printing Office; Semidei, J., Radel, L. F., & Nolan, C. (2001). Substance abuse and child welfare: Clear linkages and promising responses. *Child Welfare, 80*(2), 109-128; and Young, N. K., Boles, S. M., & Otero, C. (2007). Parental substance use disorders and child maltreatment: Overlap, gaps, and opportunities. *Child Maltreatment, 12*(2), 137-149.)

In recent years, the field of child abuse and neglect has begun to better understand the far reaching detrimental impact of substance use disorders on children and families. An important challenge facing both child welfare and substance abuse treatment fields is to take a comprehensive view of families' situations and to understand the contributions of various problematic behaviors leading to child maltreatment. Furthermore, quality treatment programs designed for parents involved with the child welfare system, especially treatment programs that target women with young children, are not widely available in many communities. When available, they do not strategically target the well-being and functioning of children served. Historically, the provision of child welfare services and substance abuse treatment is uncoordinated and fragmented. Reasons for fragmentation among the multiple systems serving families with substance use disorders include the following:

- Difficulty of identifying, engaging, and retaining parents/caretakers in substance abuse treatment;
- Differing perspectives, policies, time tables for completing treatment, and expectations between child welfare workers and substance abuse treatment providers; and
- Lack of appropriate comprehensive family-centered treatment services for families involved in both the child welfare and substance abuse treatment systems.

Regional Partnership Grant Round 1 and Round 2 Program

The Child and Family Services Improvement Act of 2006 reauthorized the Promoting Safe and Stable Families program and provided funding over a 5-year period to implement a targeted grant program to Regional Partnerships for the purpose of improving permanency outcomes for children affected by methamphetamine and/or substance abuse. This legislation was in direct response to the recognition that parental substance abuse is a key factor underlying the abuse or neglect experienced by many children in the child welfare system. In FY 2007, CB, within the Administration on Children, Youth and Families, awarded 53 RPGs to applicants across the country. From the experience of the RPG Round 1 grantees, it is clear that the time, resources, and effort invested to develop broad-based interagency partnerships and integrated services resulted in positive child, parent, and family outcomes. The active engagement of core partners from the child welfare, substance abuse treatment, court, and other service systems was essential to the partnerships' overall success. The report to Congress on the RPG Round 1 grants can be found at http://www.acf.hhs.gov/sites/default/files/cb/targeted_grants.pdf.

On September 28, 2012, ACYF/CB awarded new 5-year RPGs to 17 partnerships in 15 states. ACYF/CB also funded 2-year extension grants to eight of the regional partnership grants funded in 2007. These extensions are ending in 2014, and this provides an opportunity to fund another cohort of grants, which is the purpose of this FOA. Since the first round of RPG funding, federal leaders and policy makers have intensified their focus on implementing evidence-based or evidence-informed and trauma-informed practices. In response, the second round of RPG partnerships required applicants to propose the use of evidence-based practices and do more to attend to children's behavioral, emotional, and social functioning, one component of which is addressing the impact of trauma and its effect on the overall functioning of children and families. Per the RPG Round 2 funding opportunity requirements and this FOA, grantees will:

- Use evidence-based or evidence-informed programs or strategies that are also trauma-informed to provide services to the target populations they select;
- Address child well-being along with the more traditional goals of safety and permanency as part of their selected strategy or program;
- Conduct an evaluation sufficiently rigorous to contribute to the evidence base on service delivery and outcomes associated with their chosen interventions; and

- Participate in the national cross-site evaluation and collect and report performance and evaluation measures to increase the knowledge that can be gained from the RPG program.

RPG Round 2 grantees are currently participating in a national cross-site evaluation being conducted by Mathematica Policy Research, Inc. The RPG Round 2 program seeks to expand the use of evidence-based programs and practices both among grantees and in the broader fields of child welfare and substance abuse treatment. It does so by (1) requiring grantees to identify and use appropriate evidence-based or evidence-informed programs or practices, (2) encouraging grantees to consider adapting these practices for their target populations if needed, and (3) incorporating local and cross-site evaluation into the grant program in order to expand the evidence base on services for families involved in the child welfare and substance abuse treatment systems. By collecting and analyzing multiple sources of data, the Administration for Children and Families (ACF) will be able to provide information on the effectiveness of the RPG program (*Regional Partnership Grant Program Cross-Site Evaluation Design Report*, U.S. Department of Health and Human Services, November 2013).

In addition to the national evaluation, the reauthorization language requires technical assistance to be provided to grantees to support implementation and operation of their programs. The National Center on Substance Abuse and Child Welfare (NCSACW) is an initiative of HHS and is jointly funded by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT) and ACYF/CB/Office on Child Abuse and Neglect (OCAN). NCSACW is providing integral programmatic technical assistance to the RPGs on a variety of topics, including collaborative practice and policy, screening and assessment, engagement and retention, cross-system training, information systems and sharing, program sustainability, trauma-informed services, evidence-based and evidence-informed services to children, treatment and recovery support services, family-centered substance abuse intervention and treatment practices for women and families, and system reforms. For more information, please visit NCSACW's Web site at <http://www.ncsacw.samhsa.gov>.

Grantee Requirements

The remainder of this section highlights grantee requirements in the following areas:

- Target population
- Collaboration
- Program strategies and activities
- Using evidence-based practices
- Evaluation
- Dissemination
- Project sustainability plan

Target Population

The target population of the grantee should include communities in which there are a number of children in out-of-home placements or who are at risk of being placed in an out-of-home placement due to the substantial impact of substance abuse.

Collaboration

Grantees will collaborate with a wide range of family-serving agencies, including, but not limited to, child welfare agencies, substance abuse treatment providers, mental health agencies, courts, and other service organizations. Collaborations may include the following components: (1) routine consultation and interaction with other agencies, (2) joint accountability and shared outcomes among agencies in memorandums of agreement/understanding, (3) cross training and staff development, and (4) processes for communication and information sharing. Methods of strengthening collaboration include addressing how partners' values and principles help or hinder the collaboration and having agreements about shared costs and budgets.

Program Strategies and Activities

Grantees implement specific services and activities that increase the well-being, improve permanency outcomes, and enhance safety of children who are in or at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse. All grantees select and report on performance indicators to measure improvement of child, adult, and/or family outcomes that align with their proposed program strategies and activities. CB-supported contractors will work with the grantee after the award to assess the fit of program strategies and activities for the identified target population and how the quality of the program services and activities influence the intended outcomes of the grant. Therefore, grantees will work with the CB-supported contractors to make adjustments as needed after award to ensure that the RPG project components are well-defined. By identifying the core components and looking at the implementation of the strategies and activities, ACF expects to better understand the factors associated with the successful implementation and sustaining of program strategies and activities.

Examples of services and activities that grantees will engage in or integrate into existing service delivery systems include the following:

- Services and activities for children and youth that are trauma-informed and address child well-being and trauma.
 - Screening and assessment of child well-being. In infancy and early childhood, this would reflect development in four general domains: (1) language development and communication, (2) intellectual ability and cognitive functions, (3) physical development and motor skills, and (4) socio-emotional functioning. In middle childhood, well-being involves the assessment of socio-emotional functioning and general social competence, academic achievement, peer relationships, social skills, a developing sense of identity, and the nature of social support. In adolescents, emotional health, social adaptation, academic achievement, and preparation for adult roles and responsibilities are evaluated. Please see the following section on *Performance Indicators and Measures for Outcomes* for additional information.
 - Services to substance-exposed newborns to enhance identification and intervention with infants identified as substance exposed at birth and coordination/enhancement of services to be delivered under the Individuals with Disabilities Education Act (IDEA) Part C. This could include programs such as home visiting services or referrals and linkages for medical and/or developmental follow-up with pediatric specialists knowledgeable about fetal alcohol spectrum disorder and exposure to other commonly abused drugs. Additionally, the services could address the increase of babies born with neonatal abstinence syndrome and preventive prenatal services to pregnant women, including the use of medication-assisted treatment.
 - Access to appropriate mental and behavioral health services for children involved in the child welfare system, including services to address experiences of trauma. These might include evidence-based, trauma-focused interventions (e.g., trauma-focused cognitive behavioral therapy), psychological first aid and de-escalation, development of coping strategies, relaxation and self control and regulation strategies, encouragement of expression of feelings, services that address relationship concerns, and other approaches.
 - Early intervention and preventive services for children and adolescents to provide access to participation in evidence-based programs and services for children and adolescents to address the increased risk for intergenerational abuse and dependence on alcohol and other drugs. Examples of potential programs include programs such as those offered by the National Association of Children of Alcoholics or the Betty Ford Children's Program.
 - Substance abuse treatment for adolescents to provide increased capacity to provide developmentally appropriate, trauma-informed treatment services to adolescent family members who, like their parent(s), have a diagnosable substance use disorder.
- Quality substance abuse treatment and trauma services for parents and families.
 - Timely access to comprehensive substance abuse treatment to ensure that families in the child

welfare system have priority access to comprehensive, trauma-informed substance abuse treatment services (and concurrent mental health services as needed) that meet the needs of the entire family, including:

- Long-term residential treatment programs where children can live on-site with mothers and where the children's father and/or the mother's partner is served as well (in residence or not). Services and interventions to improve family functioning are provided for all family members, including access to family-based interventions (e.g., Functional Family Therapy, Parent Child Interaction Therapy) and individual care plans for the adult and child members of the family intensive out-patient treatment with or without a housing component (i.e., sober living homes). Services and interventions to improve family functioning and increase parenting capacity are provided for family members, including access to family counseling and individual care plans for the adult and child members of the family.
 - Access to medication assisted treatment, especially for pregnant and post-partum women.
 - Continuing care and recovery support services to support the ongoing recovery of parents after residential or intensive outpatient treatment through on-going connections to treatment and community support services, such as Alcoholics Anonymous or Narcotics Anonymous, and on-going case management.
 - Timely access to trauma-specific services for parents.
- Services designed to specifically address violence- and trauma-related symptoms and reactions.
 - Examples of evidence-based practices and promising practices include Seeking Safety, Helping Women Recover, Helping Men Recover, Beyond Trauma, Addiction and Trauma Recovery Integration Model (ATRIUM), TRIAD, and Trauma Recovery and Empowerment (TREM).
 - Services are provided in a trauma-informed environment that acknowledges the pervasiveness of the trauma experience for persons with a substance use disorder and in which staff are trained to create a safe, non-retraumatizing environment where services are received.
 - Services for parents and children that improve parenting capacity and family functioning.
 - Parenting skills training (as part of substance abuse treatment or standalone) to provide evidenced-based strategies to promote the parenting abilities of parents who are receiving in-home child welfare services, or whose children have been removed with goals of reunification. Examples include Celebrating Families and Strengthening Families, Nurturing Parent Program, Parents as Teachers, and Triple P.
 - Access to programs to address relational problems and concerns, including such programs as Parent-Child Interaction Therapy, Brief Strategic Family Therapy, Familias Unidas, Child Parent Psychotherapy, and Functional Family Therapy.
 - Training for foster parents, relatives, and other substitute caretakers about the special needs of children and youth who have suffered from abuse or neglect and whose parents have a substance use disorder.
 - Services and interventions to improve family functioning and assist with reunification of families when children have been in out-of-home placements, such as Multi-Systemic Family Therapy.
 - Ancillary services for families to provide assistance in securing needed services such as safe and drug-free housing, transportation, employment, and child care.

Using Evidence-Based Practices

RPGs build upon and strengthen existing collaborative practices and fund services or practices that have a demonstrated evidence base, that are appropriate for the population of focus, and that are shown to be effective in achieving the outcomes of the grant. RPGs are required to identify the evidence-based practices/interventions (EBPs) they plan to use; provide evidence that shows the EBPs to be effective; commit to fidelity in implementing the EBPs; and provide a rationale for using the EBPs in the identified community with the identified target population. EBP refers to approaches that are validated by some form of documented research evidence.

The following resources may assist RPGs in selecting EBPs and evidence-informed practices (EIPs):

- SAMHSA's National Registry of Evidence-Based Programs and Practices (<http://www.nrepp.samhsa.gov/>)
- Selecting and Identifying Evidence-Based Interventions (<http://store.samhsa.gov/shin/content/SMA09-4205/SMA09-4205.pdf>)
- Evidence-based Practices for Children Exposed to Violence: A Selection From Federal Databases (<http://oilspilldistress.samhsa.gov/resources/evidence-based-practices-children-exposed-violence-selection-federal-databases>)
- National Child Traumatic Stress Network Empirically Supported Treatments and Promising Practices (which can be accessed through <http://www.childwelfare.gov/responding/treatment.cfm>)
- Evidence-Based Mental Health Therapies (Child Welfare Information Gateway) (<http://www.childwelfare.gov/systemwide/mentalhealth/effectiveness/evidence.cfm>)
- Home Visiting Evidence of Effectiveness (<http://homvee.acf.hhs.gov>)
- National Center on Substance Abuse and Child Welfare In-Depth Technical Assistance Report 2007-2012 (http://www.ncsacw.samhsa.gov/files/IDTA_Final_Report_2007_2012_508.pdf)

The preceding sources do not list all of the available EBPs and EIPs. Regional Partnerships may use information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts.

Evaluation

Grantees should be aware that the evaluation and reporting on performance measures for this funding program requires a great deal more effort than is typical for discretionary grants. Grantees adopt and fully implement specific, well-defined, and quality program services and activities that are evidence-based or evidence-informed and trauma-informed. Grantees are to complete a local evaluation plan that analyzes the performance and outcomes of the grant project. ACF is specifically interested in determining the impact of these programs on improving outcomes for children and families in the key areas of increased well-being, improved permanency, enhanced safety, recovery, and family stability. Grantees must implement a local evaluation plan of sufficient rigor to assess impacts on service delivery and outcomes for the specified target population and to contribute to the evidence base for approaches that improve well-being and functioning for families affected by substance use disorders.

Additionally, grantees must participate fully in a national cross-site evaluation in which an ACF-supported contractor analyzes the performance and/or outcomes of multiple projects that are funded under the grant program. Grantees must devote a minimum of 20 percent of grant funds to data collection and evaluation activities. The cross-site evaluation will describe outcomes for children, adults, and families enrolled in RPG projects and the outcomes of the partnerships. To assess and report on the performance and impact of grant-funded services and activities, the cross-site evaluation has three primary components: an outcome study, an implementation study, and a partnership study. Selected grantees may also be eligible to participate in an impact study, as appropriate. Grantees must collect and submit the required information and performance indicator data for the national cross-site evaluation.

Per the legislative requirements, grantees are required to evaluate their local program, finalize their performance indicator selections with the assistance of the CB-supported contractor, and report on those

selections. The grantee's proposed program strategies and activities must align with their selection of performance indicators. Please see *Appendix B* for a list of potential outcomes, performance indicators, and measures. Legislation requires that ACF report on grantees' success in meeting performance indicators and addressing the needs of families with substance abuse problems. In order to meet this requirement, ACF will review and analyze a number of data sources collected and reported by grantees including grantees' semi-annual progress reports, staff surveys, site visits, partner surveys, enrollment and services log data, final reports, and local evaluation reports.

ACYF/CB recognizes that when our discretionary grantees are able to access relevant child welfare data from child welfare agencies for the child and family participants in their grant projects, they are better able to assess performance, outcomes, or complete their required evaluations. Grantees are encouraged to review Information Memorandum ACYF-CB-IM-13-02, which encourages child welfare agencies to share relevant child welfare data on the families and children served with CB discretionary grantees and related federally funded grant projects for program evaluation, performance measurement, or research purposes. See <http://www.acf.hhs.gov/sites/default/files/cb/im1302.pdf>.

Dissemination

Grantees will be expected to work throughout the course of their grants with Federal Project Officers, the CB Training and Technical Assistance (T/TA) Network, and other grants in this cluster to:

- Finalize individual grant dissemination goals, objectives, and strategic plans;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation and the needs of identified target audiences;
- Develop and disseminate summarized/synthesized information about the grant; and
- Evaluate their dissemination processes and outcomes.

Project Sustainability Plan

ACYF is interested in ensuring that the most effective program strategies, services, and interventions can be sustained. Therefore, grant progress reports should explain ongoing efforts to assess and gather evidence on the particular strategies and activities initiated under this grant that should and can be sustained after the end of the project period.

NOTE: See *Section IV.2. The Project Description* for instructions for applicants.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$2,400,000
Expected Number of Awards:	4
Award Ceiling:	\$600,000 Per Budget Period
Award Floor:	\$500,000 Per Budget Period
Average Projected Award Amount:	\$550,000 Per Budget Period

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. Other, 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 by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

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

Eligible applicants are state, city, county, or township governments; Indian tribes or tribal organizations; public agencies; private agencies or organizations; private or public institutions of higher education; non-profits having 501(c)(3) status with the IRS (other than institutions of higher education); and small businesses.

The Secretary has the authority to make grants to regional partnerships. As required by the legislation, regional partnership means a collaborative agreement (which may be established on an interstate or intrastate basis) entered into by at least two of the following parties:

- The state child welfare agency responsible for the administration of the state plan under title IV-B or title IV-E of the Social Security Act (must be included in the partnership, unless it is a regional partnership entered into by Indian tribes or tribal consortia (section 437(f)(2)(B)(ii)));
- The state agency responsible for administering the substance abuse prevention and treatment block grant provided under subpart II of part B of title XIX of the Public Health Service Act [42 U.S.C. § 300x-21 et seq.].
- An Indian tribe or tribal consortium (federally recognized);
- Non-profit or for-profit child welfare service providers;
- Community health service providers;
- Community mental health providers;
- Local law enforcement agencies;
- Judges and court personnel;
- Juvenile justice officials;
- School personnel;
- Tribal child welfare agencies or a consortia of such agencies; or
- Any other providers, agencies, personnel, officials, or entities that are related to the provision of child and family services under the Promoting Safe and Stable Families program.

Applicants must identify a primary applicant responsible for administering the grant.

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

The state child welfare agency responsible for the state plan under title IV-B and title IV-E of the Social

Security Act must be included in the Regional Partnership. A regional partnership cannot consist solely of the state child welfare agency that is responsible for the administration of the state plan under title IV-B or title IV-E of the Social Security Act and the state agency responsible for administering the substance abuse prevention and treatment block grant provided under subpart II of part B of title XIX of the Public Health Service Act.

If the Regional Partnership is located in a state-supervised, county-administered state, the county child welfare agency satisfies the administration of the state plan requirement. In such a Regional Partnership, the state agency that is ultimately responsible for state plan compliance under title IV-B and title IV-E is not required to be a partner in the Regional Partnership but also is not precluded from participating as a member of the Regional Partnership. In a state-administered system, a local office of the state child welfare agency can participate in the Regional Partnership and satisfy this statutory requirement.

As required by the legislation, if an Indian tribe or tribal consortium enters into a Regional Partnership, the Indian tribe may (but is not required to) include the state child welfare agency as a partner in the collaborative agreement. If the Regional Partnership is an Indian tribe or tribal consortia, they may not enter into a collaborative agreement only with tribal child welfare agencies (or a consortium of such agencies). The Indian tribe or tribal consortium applicant should enter into a collaborative agreement by at least two of the parties listed above.

Any member of the Regional Partnership is eligible to be a lead applicant provided that: (1) the partner is one of the eligible entities described above and (2) the member agency or organization has the capacity to sufficiently monitor program activities or services, funding, and reporting requirements described in this FOA. While either the state child welfare agency that is responsible for the state plan under title IV-B and title IV-E of the Social Security Act or an Indian tribe or tribal consortium must be a member of a Regional Partnership, it is NOT necessary that either of these entities serve as the lead agency.

Applicants must address the following items regarding collaboration:

- Demonstrate the existence of an established partnership that has the capacity, resources, and commitment to fully implement the project. Applicants must provide formal contractual agreements including memoranda of understanding/memoranda of agreement (MOUs/MOAs) (outlining, for example, services to be provided and the level and intensity of resources committed) from the primary collaborating organizations. Simply providing a letter of support from proposed primary partners is not sufficient to meet this requirement of documented agreements with organizations. These documents must be provided in an attachment to the application to be considered for an award. MOUs should address the network of public/private provider organizations engaged in the regional partnership services and activities, including, but not limited to:
 - Child welfare, substance abuse treatment, health, mental and behavioral health, and child-serving agencies;
 - Family court and criminal justice systems;
 - Local public housing authorities (for supportive and permanent housing for families); or
 - Employment, housing, and education programs.
- If the primary partner organization responsible for administering the grant is a non-profit organization or institution of higher education, document a strong partnership with the state or local child welfare agency(ies) with responsibility for administering the child welfare program(s) in the partnership region and the state or local substance abuse treatment agency(ies) in the targeted geographical area(s) having jurisdiction over the targeted child welfare population. This documentation should include the following:
 - Letter(s) of commitment or MOUs/MOAs from the relevant state or local child welfare and substance abuse treatment agency(ies), court organization, and other primary collaborating organizations, which describe, in detail, the roles and responsibilities of each collaborating organization;

- Evidence that the primary collaborating organizations fully understand and are fully committed to the proposed project and demonstrate a willingness to be fully engaged in the activities that are described in the application; and
 - Evidence that the primary collaborating organizations are committed to following through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors.
- Document any other evidence that would demonstrate the full commitment of the relevant state or local child welfare and substance abuse treatment agency(ies) and court(s), as appropriate, to making the proposed project a success. This includes coordination of services to:
 - Share information across systems, with appropriate releases of confidential information;
 - Ensure consistent data collection across systems; and
 - Monitor outcomes.

Any documentation regarding collaboration should be provided in the appendix of the application.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with **Section 437(f)(6) of the Social Security Act**.

The authorizing legislation outlines a number of specific requirements for funds awarded under this FOA, including the following: (1) the annual federal award may not exceed \$1,000,000; (2) the annual federal award may not fall below \$500,000; (3) the grant period may be no less than 2 years and no more than 5 years; (4) upon request by the grantee, the Secretary of HHS may extend the grant period by up to 2 years; (5) the grantee's required match must increase over the course of the grant period; and (6) legislatively authorized funding levels for this grant program remains the same in each year at \$20 million.

Grants will be awarded for a 5-year period. Award amounts are to be proposed by the applicant and must fall within the legislative guidelines (no greater than \$1,000,000, no less than \$500,000). The tables below detail the match percentage applicants are required to calculate in their program match based on award amount.

Table A: Federal/Grantee Share

Fiscal Year	Federal Share	Grantee Share
2014	85%	15%
2015	85%	15%

2016	80%	20%
2017	80%	20%
2018	75%	25%

Applicants are to detail the match amount, as well as detail the proposed match source.

Match can be calculated by using the Federal Share (award) divided by the percentage of Total Project Cost minus Federal Share. A sample is as follows:

With a match of 15%, and Federal Share of 85%, a \$100,000 federal grant:

\$100,000 divided by 85% = \$117,647

\$117,647 minus \$100,000 = \$17,647

Below are tables with ceiling and floor amounts for applicant consideration.

Table B: \$600,000 Award Amount

Fiscal Year	Federal Share	Federal Award	Grantee Share	Grantee Match	Total Program Funds (Federal Award + Grantee Match)
2014	85%	\$600,000	15%	\$105,882	\$705,882
2015	85%	\$600,000	15%	\$105,882	\$705,882
2016	80%	\$600,000	20%	\$150,000	\$750,000
2017	80%	\$600,000	20%	\$150,000	\$750,000
2018	75%	\$600,000	25%	\$200,000	\$800,000

Table C: \$500,000 Award Amount

Fiscal Year	Federal Share	Federal Award	Grantee Share	Grantee Match	Total Program Funds (Federal Award + Grantee Match)
2014	85%	\$500,000	15%	\$88,235	\$588,235
2015	85%	\$500,000	15%	\$88,235	\$588,235
2016	80%	\$500,000	20%	\$125,000	\$625,000
2017	80%	\$500,000	20%	\$125,000	\$625,000
2018	75%	\$500,000	25%	\$167,000	\$667,000

Applicants must fully identify and document the specific costs or contributions proposed to meet the matching requirement, the source of the funding or contribution, and how the valuation was determined. Additionally, applicants are advised that funded projects will be required to meet the matching requirement on an annual basis. In keeping with good business practices, a recipient should, but is not required to, provide required matching in proportion to its expenditure of the federal share of the total project costs.

Applicants are further advised that if an applicant proposes cost sharing at a level in excess of a cost-sharing requirement and the proposed cost sharing is accepted as part of the approved budget and project, it becomes an award requirement enforceable through the Notice of Award (NOA). Therefore the excess is included in the amount of the total approved budget, and the percentage for the non-federal share in block 17a of the NOA will adjust accordingly.

Non-federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

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

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period 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 first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required

electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

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.

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

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

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.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 received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o LCG, Inc.
1400 Key Blvd, Suite 900
Arlington, VA 22209

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms> and on the Grants.gov Forms page under "424 Family." 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 at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

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

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

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

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 System for Awards Management (SAM).

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.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced and in Times New Roman, 12-point font. An application that

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to FOA Formatting, Font, and Page Limitation Requirements

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

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

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

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

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

Copies Required

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

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

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

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

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 1/2" x 11" white paper with 1-inch margins all around.

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

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large

enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

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

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

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/default/ files/ assets/ pdf995_ instructions_ for_ video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for

Applicants Experiencing Federal Systems Issues” document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

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

reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The Project Description file is limited to 80 pages and must include these items in this order:

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

The Appendices file is limited to 40 pages and must include these items in this order:

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

Do not include Standard Forms or OMB-approved forms as part of the Project Description file or the Appendices file. For electronic applicants, Standard Forms are submitted separately at Grants.gov. Standard Forms and OMB-approved forms are not included in the page limitations.

ORGANIZING THE PROJECT DESCRIPTION AND APPENDICES. The applicant must address all requirements listed in *Section IV.2* in their project description. Reviewers will use the specific evaluation criteria in *Section V.1 Application Review Information* of this FOA to review and evaluate each application. Therefore, applicants must organize their Project Description and Appendices in the sequence used in *Section V.1* so that reviewers can readily find information that directly addresses each of the specific review criteria.

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 will be available in the application kit posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms at <https://www.acf.hhs.gov/grants-forms> and at Grants.gov <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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<p>Certification of Filing and Payment of Federal Taxes</p>	<p>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 \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>Applicants are advised of the following requirement contained in Section 518 of the “Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014,” (Pub.L. 113-76, Division H).</p> <p>This requirement remains in effect: Sec. 518.</p> <p>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 non-frivolous administrative or judicial proceeding.</p> <p>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 2014, or as a multiyear project to be fully funded in FY 2014, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
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<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>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.</p>	<p>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.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>	<p>Submission of the certification is required for all applicants.</p>
<p>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>	<p>Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html. General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/. Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.</p>

<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>

The applicant's signature on the application constitutes its assurance that it will comply with the following requirements:

1. Have the project fully functioning as described in applicant's timeline, within 90 days following the notification of the award.
2. Participate in the cross-site evaluation and with the technical assistance contractor that relates to this FOA.
3. Allocate sufficient funds in the budget to support required travel: (a) within three months after the award, the project director, child welfare liaison (if different from the project director), evaluator and/or other key staff must attend a two- to three-day kick-off meeting in Washington, D.C. ; and (b) the project director, the child welfare agency liaison (if different from the project director) and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.
4. CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects.
5. Ensure conformity of all grantee products, publications, web content, and communications material with applicable accessibility standards described in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 749d);
6. As appropriate, archive data from the program evaluation with the National Data Archive on Child Abuse and Neglect within 90 days of the termination of Federal funding for the project. The applicant's Institutional Review Board and research participants should be made aware that the data from the project will be archived and made available to other researchers after personal identifiers have been removed. Archiving will involve providing individual respondent data in electronic form and the accompanying documentation, including the codebook, the final report, and copies of the research instruments, as appropriate. A manual describing the guidelines of the Archive, *Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Contributors*, is available from the Archive directly at the Family Life Development Center, MVR Hall, Cornell

University, Ithaca, NY 14853 (phone: (607) 255-7799), from the Archive website at <http://www.ndacan.cornell.edu>, or from the Child Welfare Information Gateway website at <http://childwelfare.gov>.

7. All grantee materials, products, publications, news releases, etc. will include this notice-

Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant #_____ The contents of this publication do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit [Grantee Name].

Note: See *Section IV.2. The Project Description/The Project Budget and Budget Justification* for information about grantee travel requirements.

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

Part I: The Project Description Overview

Purpose

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

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

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

Table of Contents

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

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

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

Objectives And Need For Assistance

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

Outcomes Expected

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

Applicants should propose and select performance indicators and measures that are consistent with the focus and goals of the project they plan to implement and evaluate. Applicants must demonstrate how each of the performance indicators selected is an appropriate outcome of their proposed program strategies and activities and relate them to the goals identified in their logic model. For RPG grantees that received awards in FY 2012, the cross-site evaluation outcome measures are also being used as the RPG performance indicators. Applicants should also consider the existing cross-site evaluation outcome measures in their planning (see Appendix B). Please see *Section I. Funding Opportunity Description/Program Strategies and Activities* for suggested program strategies and activities.

Applicants should include a description of the goals and outcomes to be achieved in the partnership region during the funding period for the grant that will enhance the well-being of children receiving services or taking part in activities conducted with funds provided under the grant, lead to improved permanency and enhanced safety for such children, decrease the number of out-of-home placements for such children, and decrease the number of children who are at risk of being placed in an out-of-home placement.

Approach

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

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

Target Population and Need for Services

Applicants must describe, define, and justify their proposed target population and include evidence of the following:

- The impact substance use disorders experienced by parents or caregivers has had on the number of out-of-home placements for children, or on the number of children who are at risk of being placed in an out-of-home placement, in the partnership region;
- The limited availability of resources for addressing the needs of children, adults, and families affected by substance use disorders;
- The target area's lack of capacity for, access to, or need to improve/expand comprehensive family treatment services for adults, children, youth, and other family members to be served in the target population;
- Data from the child welfare agencies and other sources, as appropriate, that identify and describe the size, characteristics, and needs of the populations of the children/youth and their families to be served;
- Data from applicable sources used to determine inclusion/exclusion criteria of adults, children/youth, and families to be served, including how they will be identified and recruited, and an initial projection of the numbers to be served; and
- How the applicant will be culturally responsive to the target population.

Note: Applicants are permitted to serve a subset of the target population without serving all of the target population allowed under this FOA as long as the applicant clearly articulates the number served, who is receiving the enhanced services, and how success will be assessed for the children and families served.

Collaboration

Applicants must demonstrate that collaborative infrastructure is in place between the child welfare agency, the substance abuse treatment agency, the courts, and other service organizations in the following areas: (1) routine consultation and interaction with other agencies, (2) joint accountability and shared outcomes among agencies, (3) cross training and staff development, and (4) processes for communication and information sharing. Applicants that address how their collaborative partners' values and principles help or hinder their collaboration and that have agreements about shared costs and budgets are in the best position to pursue collaborative efforts on behalf of children and families.

- Describe the strategies for integrating programs and services determined to be appropriate for the child and, where appropriate, the child's family;
- Describe the strategies for collaborating with the state or local child welfare agency and substance abuse treatment agency and consulting with state law enforcement and judicial agencies, as appropriate;
- Describe the joint services and activities to be funded in whole or in part with the funds provided under the grant, including the sequencing of activities proposed to be conducted under the funding period for the grant.

Regional Partnerships that cannot clearly demonstrate existing collaborative infrastructure in place between child welfare agencies, substance abuse treatment, and courts to meet the needs of children and families will not be considered for funding under this program.

See *Section III.1. Eligible Applicants* for more information regarding the composition of the partnership.

Evidence-Based Practices (EBPs)

Applicants should identify supported or well-supported EBPs they plan to use, provide evidence that shows the EBPs to be effective, commit to fidelity in implementing the EBPs, and provide a rationale for using the EBPs in the identified community with the identified target population.

To address the proposed use of EBPs, applicants should:

- Identify the EBP(s) to be implemented for the specific population.
- Identify and discuss the evidence that shows that the practice(s) is(are) effective in achieving the outcomes identified in the project logic model. (See note following this bulleted list.)
- If more than one EBP is proposed, clearly identify which service modality and population of focus each practice will support. Applicants should consider implementing no more than three EBPs.
- Discuss the population(s) for which the practice(s) has(have) been shown to be effective and show that it(they) is(are) appropriate for the target population(s) of focus. (See the note at the end of the section.)
- If there are EBPs available for one or more component of the proposed program but an applicant chooses not to use an EBP, the applicant must provide a strong justification for why a non-EBP was chosen.

Note: CB recognizes that EBPs have not been developed for all populations and/or service settings. For example, certain interventions for American Indians/Alaska Natives, rural or isolated communities, or recent immigrant communities may not have been formally evaluated and, therefore, have a limited or nonexistent evidence base. In addition, other interventions that have an established evidence base for certain populations or in certain settings may not have been formally evaluated with other subpopulations or within other settings. Applicants proposing to serve a population with an intervention that has not been formally evaluated with that population are required to provide other forms of evidence that the practice(s) they propose is(are) appropriate for the population of focus. Evidence for these practices may include unpublished studies, preliminary evaluation results, clinical (or other professional association) guidelines, findings from focus groups with community members, etc. Applicants may describe their experience either with the population of focus or in managing similar programs. In selecting emerging or promising programs, applicants must:

- Document the evidence that the practice(s) chosen is(are) appropriate for the outcomes to be achieved;
- Explain how the selected practice meets the purpose of this grant program (See *Section I. Funding Opportunity Description*);
- Describe any modifications/adaptations to the proposed practice(s) that are necessary to meet the goals of the proposed project and why the changes will improve the outcomes.
- If applicable, justify the use of multiple EBPs. Applicants should discuss in the required logic model and related narrative how uses of multiple EBPs are to be integrated into the program, while maintaining an appropriate level of fidelity for each practice. Applicants should describe how the effectiveness of each EBP is to be quantified in the performance assessment of the project.
- Discuss training needs or plans for training to successfully implement the proposed EBP(s).

CB expects the evidence-based service(s)/practice(s) to be implemented in a way that maintains fidelity to the original service(s)/practice(s). However, ACYF understands that minor adaptations to the service(s)/practice(s) to meet the needs of the target population of focus or targeted program may be necessary to be more efficient. Applicants must describe any adaptations to the proposed service(s)/practice(s) that is(are) necessary for these purposes and provide documentation that the

applicant has worked closely with the original model developer regarding any proposed adaptation. Regional Partnerships may describe their experience with the population of focus or in managing similar programs. However, applicants must provide sufficient justification for the changes.

Program Strategies and Activities

Applicants must propose specific services and activities to increase the well-being of children and their families as part of their joint responsibilities. The program strategies and activities that address well-being outcomes should be targeted to the specific population identified and reflect the most appropriate evidence-based or evidence-informed and trauma-informed practices. Please see the preceding section on evidence-based practices.

The applicant should demonstrate that there would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with federal assistance by the applicant.

Project Sustainability Plan

Applicants must address how they will maintain the involvement of partners on an ongoing basis in the planning and operation of their program and how they will approach sustainability planning in order to continue the proposed program at the conclusion of federal funding. Applicants also may include:

- How they will integrate the proposed project's activities into the grantee's ongoing practices with the goal of continuous data-informed partnerships;
- Approaches for institutionalizing necessary program strategies and activities into organizational policy and infrastructure; and
- Information on plans to secure additional financial resources.

Note: Applicants should review the additional text on the project sustainability plan later in this section.

Project Timeline and Milestones

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

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

Funded Activities Evaluation Plan

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

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.

Applicants should provide a narrative about how they will address the following:

- Participate in the required federal data collection and national evaluation related activities;
- Conduct a rigorous evaluation to assess their effectiveness in providing, through interagency collaboration and integration of programs, activities and services that are designed to increase well-being, improve permanency outcomes, and enhance the safety of children who are in an out-of-home placement or are at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse;
- Evaluate the conduct of the project and the results of the project, including how the selected performance indicators and outcome measures are tracked and how performance data are collected;
- Determine the extent to which the accomplishment of objectives can be attributed to the project. Applicants should include a discussion of the criteria to be used to evaluate results and explain the methodology used to determine if the needs identified are being met and if the project results and benefits are being achieved for the children and families served by the project. Applicants should describe a periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments. Applicants should include process and outcome analyses for assessing the effectiveness of program strategies and the implementation process; and
- Determine whether the project is being conducted in a manner consistent with the plan presented, and discuss the impact of the proposed project's various activities that address effectiveness. Toward that end, applicants should address the level of coordination between the proposed project and other programs with similar systems/services or that serve the same clients.

Cross-Site Evaluation Participation

Through the RPG cross-site evaluation, ACF seeks to add to the knowledge base about effective models for improving the well-being, permanency, and safety of children; facilitating adult recovery from substance abuse; and supporting family functioning and stability for the target groups served by the RPG program. In particular, ACF is interested in the factors associated with successful implementation of EBPs and programs, the potential for sustaining them, their suitability for replication, and the effects of the RPG projects on participant outcomes. Taking these goals into consideration, applicants should address the following cross-site evaluation research questions in their local evaluation plan design:

- Who is involved in each RPG project, and how do the partners work together? To what extent are the RPG grantees and their partners prepared to sustain their projects by the end of the grant period?
- Who are the target populations of the RPG project? Do RPG projects reach their intended target populations?
- Which EBPs are selected as the primary focus of the RPG project? How well did they align with RPG project's target populations and goals?
- What procedures, infrastructure, and supports were in place to facilitate implementation of the EBPs?
- How are the EBPs going to be implemented? What services are provided? What are the characteristics of enrolled participants?
- To what extent is the project prepared to sustain their EBPs at the end of the grant period?

- What are the well-being, permanency, and safety outcomes of children, and the recovery outcomes of adults, who received services from the RPG project?

Furthermore, based on the conceptual framework in Appendix A and to address the research questions established above, the RPG cross-site evaluation has three primary components, which includes an outcome study, implementation study, and partnership study. Selected grantees may also be eligible to participate in an impact study, as appropriate. Applicants should address their ability to participate in each of the following cross-site evaluation components:

- **Implementation study.** The implementation study will examine the process of implementation with a focus on factors the research literature shows are associated with quality implementation. It will describe RPG projects' target populations, selected interventions and their fit with the target populations, inputs to implementation, and services provided for a subset of interventions (including their dosage, duration, content, adherence to curricula, and participant responsiveness).
- **Partnership study.** The RPG program requires grantees to develop and sustain partnerships. Organizations from at least two social service systems—child welfare and substance abuse treatment—will be involved in these partnerships. Some RPG grantees will involve additional systems such as the courts. The partnership study will examine key attributes of the RPG partnerships: membership in the partnerships, partners' relationships, and partners' perspectives and goals.
- **Outcomes study.** The outcomes study will describe the children and families who participate in the RPG projects and any changes in selected outcomes after services end. The cross-site evaluator will collect and analyze data on the well-being, permanency, and safety status for children and the recovery and family functioning/stability status for adults enrolled in the RPG projects at enrollment and program exit.
- **Impact study.** To assess the effectiveness of RPG projects for a subset of child, adult, and family outcomes, ACF will conduct an impact study to include selected grantees. The cross-site evaluation team will assess the rigor of the design and execution of local evaluations to determine the level of evidence that they offer. Grantees selected for the impact study, based on the rigor of their local evaluations, will provide data on their comparison groups in addition to those in their program or treatment groups.

Applicants should describe their plan for working with the cross-site evaluator and complying with the requirements of the cross-site evaluation design, including the outcome study, the implementation study, and the partnership study.

Skilled Evaluator

If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, the applicant should propose contracting with a third-party evaluator specializing in social science or evaluation or a university or college to conduct the evaluation. In either case, it is important that the evaluator has the necessary independence from the project to ensure objectivity. The proposed evaluator must have sufficient experience with research and/or evaluation, understand the population of interest, and demonstrate the necessary independence from the project to assure objectivity. The proposed evaluator must have experience successfully implementing human services evaluations utilizing research designs similar to the proposed effort. A skilled evaluator must be able to help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project. The local evaluator is expected to work closely with the cross-site evaluation contractor and CB. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at http://www.acf.hhs.gov/programs/opre/other_resr_ch/pm_guide_eval/index.html.

Comparison Group

The applicant should include an appropriate, contemporaneous comparison group for determining the

influence of the project activities on outcomes, when applicable. At a minimum, each applicant must demonstrate that its plans for identifying and obtaining data regarding the comparison group are realistic. The comparison group and the program/treatment group are assigned at random or matched on key characteristics. If not assigned at random or matched on key characteristics, the applicant provides a reasonable explanation of how it will identify and address pre-existing differences between the comparison group and treatment group. Applicants may use another type of evaluation research design, but they must include an adequate description and justification that the proposed design is the most rigorous design possible for addressing the questions of interest.

Institutional Review Board (IRB)

Applicants must have a sound plan for securing informed consent and implementing an IRB review. Any evaluation collecting information from program participants or staff will require an IRB review; given this grant program's requirement for collecting and reporting data on performance measures, it is expected that this will include all applicants. The applicant should identify the IRB it expects to use and should demonstrate a familiarity with that IRB's procedures and review requirements.

Please note that when experimental designs involving random assignment to treatment and control groups are used for determining the intervention impacts, applicants need to describe how participant protections are adequately addressed. When random assignment is used, applicants also must provide adequate information on alternative services for families not selected for the services provided. General information about the HHS Protection of Human Subjects regulations can be obtained at <http://www.hhs.gov/ohrp/>. Applicants also may contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Approach to Logic Model

For the purposes of this funding opportunity, applicants must include a logic model that clearly states what outcomes are to be achieved, what program strategies are to be utilized to specifically impact proximal and distal outcomes, and what data and instrumentation are to be used to measure those outcomes. Information on logic models is included later in this section, and the RPG cross-site evaluation conceptual framework has been included in Appendix A of this FOA.

Well-being as a Special Consideration

A key intent of this FOA is to ensure that the well-being of all target populations will improve as a result of the programs and services offered by the grantees. CB anticipates that applicants will rely on existing theory and evidence-based knowledge to guide their activities and that the results of the evaluations will contribute to the body of evidence that demonstrates the impact of services that address substance abuse and its effects on child and family well-being. CB recognizes that there are a variety of projects that can be responsive to this FOA and that applicants will represent a diverse set of activities and strategies that are intended to impact a number of outcomes. Nonetheless, this FOA requires that, at a minimum, each applicant identify at least one well-being measure indicator for children and one well-being indicator for adults (either proximal or distal) that is to be achieved as a result of its proposed project.

The well-being of both children and parents or caretakers should be better as a result of the programs and services offered by the grantees. CB recognizes that well-being can be defined in a variety of ways (physical, social/emotional, cognitive, etc.), but applicants are required to give particular focus on the social/emotional well-being of its target population. This may include, but is not limited to, grantees that demonstrate that the proposed activities will result in proximal outcomes of improved child and family functioning, increased parenting skills, improved developmental functioning, or improved protective factors such as increased resiliency or attachment.

CB expects that applicants will be able to logically link and empirically support the connection between the proposed activities that are designed to mitigate the effects of parental/caretaker substance abuse and the improved well-being of children in the child welfare system.

Measuring the improvement of well-being could mean that a treatment group fared better on a proximal outcome than a control group or comparison group with similar characteristics that did not receive the benefits of the program provided by the grantee. It also could mean that graduation rates increase in the geographic area identified (a distal indicator). For the data collection and reporting of well-being measures, applicants are required to use valid and reliable instruments and to report case-specific baseline and subsequent data measurement points (e.g., pre- and post- scores) to demonstrate the results of their services and activities. Potential measurement tools that are included in the existing cross-site evaluation are listed in Appendix B.

Performance Indicators and Measures for Outcomes

Applicants must explain how selected performance indicators align with their proposed program model/design and identify the data sources from which they can obtain the needed data elements. Applicants must demonstrate the capacity to collect and report on the selected performance indicators and data sources. For example, an applicant may describe its capacity to track the performance indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other instruments. Applicants should justify any additional measures planned for use with this project.

Applicants must justify the use of the measures and demonstrate evidence of the technical soundness of the measures and its alignment with the existing cross-site evaluation measures. Applicants will be evaluated, in part, on their:

- Selection of appropriate indicators to match their goals (grantees must demonstrate the appropriateness of each selected indicator in assessing performance of proposed grant-funded activities or services);
- Demonstration of their proposed project's capacity to report on the selected indicators (applicants must comment on their capacity to track the indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other instruments); and
- Inclusion of well-being indicators for adults and children with a focus on the social/emotional or appropriate developmental well-being of participants.

Appendix B contains lists of suggested potential outcomes, indicators, and measurement tools that are being used in the cross-site evaluation and have been found useful by past grantees. Successful applicants will be required to use the cross-site measures. These lists are not intended to be comprehensive, and the applicants are expected to use discretion in their selections, depending on the goals of the program. However, it is unlikely that an applicant using none of the listed indicators and measures would be considered responsive to this FOA. CB also encourages grantees to consider using one or more of the measures in Appendix B that would be most applicable to the proposed project to help support any national evaluation effort initiated by CB. In addition, CB recognizes that additional appropriate indicators and technically sound measures could be added if they reflect the specific needs of the proposed project.

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

Applicants must address the following items regarding collaboration:

- Demonstrate the existence of an established partnership that has the capacity, resources, and commitment to fully implement the project. Applicants must provide formal contractual agreements including memoranda of understanding/memoranda of agreement (MOUs/MOAs) (outlining, for example, services to be provided and the level and intensity of resources committed) from the primary collaborating organizations. Simply providing a letter of support from proposed primary partners is not sufficient to meet this requirement of documented agreements with organizations. These documents must be provided in an attachment to the application to be considered for an award. MOUs should address the network of public/private provider organizations engaged in the regional partnership services and activities, including, but not limited to:
 - Child welfare, substance abuse treatment, health, mental and behavioral health, and child-serving agencies;
 - Family court and criminal justice systems;
 - Local public housing authorities (for supportive and permanent housing for families); or
 - Employment, housing, and education programs.
- If the primary partner organization responsible for administering the grant is a non-profit organization or institution of higher education, document a strong partnership with the state or local child welfare agency(ies) with responsibility for administering the child welfare program(s) in the partnership region and the state or local substance abuse treatment agency(ies) in the targeted geographical area(s) having jurisdiction over the targeted child welfare population. This documentation should include the following:
 - Letter(s) of commitment or MOUs/MOAs from the relevant state or local child welfare and substance abuse treatment agency(ies), court organization, and other primary collaborating organizations, which describe, in detail, the roles and responsibilities of each collaborating organization;
 - Evidence that the primary collaborating organizations fully understand and are fully

committed to the proposed project and demonstrate a willingness to be fully engaged in the activities that are described in the application; and

- Evidence that the primary collaborating organizations are committed to following through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors.
- Document any other evidence that would demonstrate the full commitment of the relevant state or local child welfare and substance abuse treatment agency(ies) and court(s), as appropriate, to making the proposed project a success. This includes coordination of services to:
 - Share information across systems, with appropriate releases of confidential information;
 - Ensure consistent data collection across systems; and
 - Monitor outcomes.

Any documentation should be provided in the appendix of the application.

Logic Model

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

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

Project Sustainability Plan

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

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

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and

- evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

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

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

Third-Party Agreements

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

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

Plan for Oversight of Federal Award Funds

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

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

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

Special Note: *The Consolidated Appropriations Act, 2014 (Pub.L. 113-76), enacted January 17, 2014, 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 \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/EX.pdf>). This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in the budget to support required travel:

- Within 3 months after the award, the project director, child welfare and substance abuse treatment partner, evaluator, and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC.
- The project director, the child welfare agency liaison (if different from the project director), early childhood partner, and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring in Washington, DC.

The applicant should allocate an adequate portion of the total grant award to satisfactorily collect and evaluate the data necessary for monitoring selected performance indicators and to conduct a local evaluation of the proposed grant-funded activities and services. Grantees will likely find it necessary to devote a minimum of 20 percent of grant funds to data collection and evaluation activities in order to conduct a high-quality, rigorous evaluation, to produce data, and to report on its chosen performance measures.

See *Section III.2. Cost Sharing or Matching* for additional information about matching requirements.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

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

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

Supplies

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

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

Contractual

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category 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.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

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

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. 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

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at 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 always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an 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 application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that 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 opportunity is still open, and 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 for more information.

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 are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from 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.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Request an Exemption from Required Electronic Application Submission

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 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 that must state that the applicant qualifies for the exemption for one of the two following reasons:

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

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

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 must request a new exemption from required electronic submission for any succeeding FFY.

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

acknowledged or answered.

All exemption requests must include the following information:

- 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 (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) 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 the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

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 Applications: **06/10/2014**

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 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.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp.

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

Mailed Paper Format Applications

The deadline for 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 IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

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

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

Applicants will 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.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application

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

IV.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.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

CB Operations Center
c/o LCG, Inc.
1400 Key Blvd, Suite 900
Arlington, VA 22209

Hand Delivery

CB Operations Center
c/o LCG, Inc.
1400 Key Blvd, Suite 900
Arlington, VA 22209

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. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

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

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

Objectives and Need for Assistance

Maximum Points: 20

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

1. The applicant demonstrates an understanding of the goals and objectives of the relevant legislation and this FOA and how the proposed project will contribute to achieving those legislative goals and objectives and the goals stated in this FOA.
2. The applicant presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
3. The applicant demonstrates the substantial impact of substance abuse by parents or caregivers in the target area on the number of out-of-home placements for children or the number of children who are at risk of being placed in an out-of-home placement.
4. The applicant demonstrates that the target area has limited resources for addressing the needs of children affected by substance abuse and has a lack of capacity for, or access to, comprehensive family treatment services.
5. The applicant demonstrates the ability to engage in successful partnerships that direct collaborative practices and support the target population of this FOA.
6. The proposed project clearly addresses the need for collaborative service delivery between child welfare agencies, substance abuse treatment, and other relevant child and family serving agencies, such as mental health agencies and/or the courts, as a means of increasing the well-being, improving permanency outcomes, and enhancing the safety of children affected by substance abuse.

Approach

Maximum Points: 30

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

1. The applicant provides a reasonable and appropriate timeline for implementing the proposed project, including major milestones and target dates.
2. The applicant describes the factors that could speed or hinder project implementation and explains how these factors would be managed.
3. There is a sound and reasonable plan for achieving the objectives of the proposed project according to the proposed timeline and within budget, including clearly defined responsibilities of proposed project staff.
4. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes.
5. The applicant would be culturally responsive to the target population.
6. The design of the proposed project reflects up-to-date knowledge from the research and literature on known effective practices and builds on current theory, research, evaluation data, and effective evidence-based or evidence-informed and trauma-informed practices.
7. The project would contribute to increased knowledge or understanding of the problems and issues addressed by this FOA. The applicant presents a detailed and sound plan for strategically and

effectively disseminating project information and findings. The proposed dissemination plan is appropriate in scope and budget.

8. The project is likely to yield findings or results about effective strategies and contribute to and promote evaluation research and effective evidence-based or evidence-informed and trauma-informed practices that may be used to guide replication or testing in other settings.
9. There is a sound sustainability plan for continuing this project beyond the period of federal funding under this FOA. The proposed project would be integrated into the grantee's ongoing practices with the goal of continuous data-informed partnerships that will improve outcomes for the target population.
10. The proposed project will involve the collaboration of appropriate partners for maximizing the effectiveness of collaborative service delivery. The applicant provides clear detail on how the primary partner organizations will take an active role in the project throughout the entire length of the project. The applicant demonstrates an effective administration and organizational interface between the applicant and the appropriate state child welfare agency, substance abuse treatment agencies, courts, and/or other child and family serving agencies. This includes (1) routine consultation and interaction with other agencies, (2) joint accountability and shared outcomes amongst agencies, (3) cross training and staff development, and (4) processes for communication and information sharing.

Evaluation

Maximum Points: 25

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

1. The applicant proposes a clear and convincing plan for evaluating the project that is strongly guided by the applicant's logic model and by the conceptual framework provided in this FOA. The methods of evaluation are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project and show how the evaluation will be integrated with requirements for collection and reporting of performance indicator data required by this FOA.
2. The applicant describes the methods to be used to determine the extent to which the project has achieved its stated objectives and the extent to which accomplishments of objectives can be attributed to the project. This should include process and outcome analyses for assessing the effectiveness of program strategies and the implementation process.
3. The applicant's evaluation plan includes an appropriate comparison group for determining the influence of the project activities on outcomes, when applicable. The comparison group and the program/treatment group are assigned at random or matched on key characteristics. If not assigned at random or matched on key characteristics, the applicant provides a reasonable explanation of how it will identify and address pre-existing differences between the comparison group and treatment group. Only applicable proposals with convincing research plans that include a contemporaneous comparison group are eligible to receive full points on this evaluation criterion. Well-conceived designs using a historical comparison group may receive no more than 15 of 25 points; designs without comparison groups may receive no more than 10 points.
4. There is an appropriate plan for working with the designated evaluator in securing informed consent and implementing an IRB review and tribal review, if applicable.
5. There is an appropriate plan for working with the RPG national cross-site evaluator and complying with the requirements of the cross-site evaluation design.
6. The applicant addresses its ability to participate in the cross-site evaluation's three primary components: an outcome study, an implementation study, and a partnership study.
7. The applicant addresses its ability to participate in the cross-site evaluation's impact study, if selected.
8. The applicant either demonstrates that they have the in-house capacity to conduct an objective, comprehensive evaluation of the project (including collecting and analyzing the performance indicator data), or presents a sound plan for contracting with a third-party evaluator specializing

in social science or evaluation, or a university or college, to conduct the evaluation.

9. The applicant provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The evaluation plan includes periodic performance assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.
10. The applicant thoroughly addresses the following points related to performance indicators and describes how the performance indicators selected will be incorporated into the evaluation:
 - Selects a set of performance indicators (which may be from those provided in Appendix B) that it proposes to use to track the outcomes of its project. Selects performance indicators relevant to their proposed grant-funded activities or performance indicators that would best assess their achievement in the three categories of outcomes (child/youth, adult/family, and regional partnership/service capacity).
 - Demonstrates how each of the indicators selected is an appropriate measure of their proposed activities and services and relates them to the goals identified in the logic model provided in this FOA.
 - Demonstrates the capacity to collect and report on the selected performance indicators, for instance by describing the Regional Partnership's capacity to track the indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other instruments. The applicant justifies any additional measures planned for use with this project.
 - Includes among its chosen performance indicators at least one well-being indicator for children and one well-being indicator for adults. While other approaches to well-being are permissible, a focus on the social/emotional well-being of all participants is expected. When such an approach will not work for infants and children, a standard developmental milestone measure is substituted as appropriate.
 - Adequately discusses the criteria used to evaluate results and how the performance indicators selected will be incorporated into the evaluation.

Organizational Capacity

Maximum Points: 20

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

1. The applicant and any partnering organizations have relevant experience and expertise in the administration, development, implementation, management, and evaluation of similar projects related to addressing the impact of parental substance abuse on the social-emotional, behavioral, and mental health of children; in improving parenting skills; in reducing substance abuse; and in supporting collaboration among the child welfare, early education, and other relevant child serving agencies. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.
2. The proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity. The roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, is clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.
3. There is a sound plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the roles and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if applicable).
4. There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with federal assistance by the applicant.

5. The applicant demonstrates that efforts for collaborative service delivery have already been undertaken prior to reviewing and responding to this FOA, or it demonstrates that there is considerable community interest and commitment to developing these practices.

Budget and Budget Justification

Maximum Points: 5

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

1. The applicant includes a line item budget for each year of the project and a narrative budget justification for each year of the project. The costs of the proposed project are reasonable, in view of the activities to be conducted, expected results, and benefits. The budget includes the costs associated with travel to grantee meetings in Washington, DC.
2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.
3. The applicant has allocated an adequate portion of the total grant award to satisfactorily collect and evaluate the data necessary for monitoring selected performance indicators and to conduct a local evaluation of proposed grant-funded activities and services. It is expected that in order to conduct a high-quality, rigorous evaluation and to produce data to report on its chosen performance measures, grantees will find it necessary to devote a minimum of 20 percent of grant funds to data collection and evaluation activities.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

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

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

Objective Review and Results

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

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

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

Existing or previous RPGs, as well as applicants who did not receive a round 1 award, that meet the eligibility requirements of this FOA are eligible to receive awards.

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

Applications will be reviewed during the Summer 2014. Grant awards will have a start date no later than September 29, 2014.

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 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <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 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 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 CFR § 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 worship, religious instruction, 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 <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-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-and-condition-for-trafficking-in-persons>. 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. §§ 8101-8106) 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 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

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.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

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 <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal

privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

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)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of 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. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>

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.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

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 and at <https://www.acf.hhs.gov/grants-forms>. 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.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Grantees must submit all performance indicator data, and program, evaluation, and financial reports in a timely manner.

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR 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 at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428).

The **SF-428** is a standard form 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 form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

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

The **SF-429** is a standard report 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 has been/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 used for awards that establish a federal Interest on real property.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Elaine Stedt
Children's Bureau
CB Operations Center
c/o LCG, Inc.
1400 Key Blvd, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Office of Grants Management Contact

Robin Bunch
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
CB Operations Center
c/o LCG, Inc.
1400 Key Blvd, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

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

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

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

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

ACF Grants Homepage [https:// www.acf.hhs.gov/grants](https://www.acf.hhs.gov/grants).

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at [http:// www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html). See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

The *Federal Register* <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

Application Checklist

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

What to Submit	Where Found	When to Submit
Certification of Filing and Payment of Federal Taxes	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. The Certification may be found at http:// www.acf.hhs.gov/grants-forms .	If applicable to the applicant, it must be submitted prior to the award of a grant.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Also available at

<http://www.acf.hhs.gov/grants-forms> and at

<http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family."

These forms are *required* for applications under this FOA:

- Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.

SF-LLL - Disclosure of Lobbying Activities

"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*

For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."

The form is also available at <http://www.acf.hhs.gov/grants-forms> and at <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family."

If applicable, 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

If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	<p>with this commitment providing for the United States to insure or guarantee a loan.</p>	
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</p>
<p>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications.</i></p> <p>Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms/index.html.</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times.</i> If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

	<p>entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> .

Appendix

Appendix A: RPG Conceptual Framework for the RPG Cross-Site Evaluation

While it is expected that each applicant will propose a logic model that appropriately aligns project activities to intended outcomes, the following cross-site evaluation conceptual framework is intended to provide applicants with the over-arching, conceptual framework for the intent of this FOA.

Inputs to Implementation	Implementation	Outcomes
<p>Planned Services (RQ2, 3)</p> <ul style="list-style-type: none"> - EBPs and other services - Planned content and dosage - Target outcomes - Intended target population/eligibility criteria - Fit of EBPs with target population - Planned adaptations <p>Participant Characteristics (RQ5)</p> <ul style="list-style-type: none"> - Demographic characteristics - Risk and protective factors <p>Regional Partnerships (RQ1,4)</p> <ul style="list-style-type: none"> - Grantees 	<p>Implementation System (RQ4)</p> <ul style="list-style-type: none"> Procedures and Infrastructure - Use of an implementation team - Use of an implementation plan - Facilitative administrative support - Strategies for working with external systems - Referral processes - Internal evaluation and continuous program improvement <p>Frontline Staff Supports</p>	<p>Service Delivery Outputs (RQ5)</p> <ul style="list-style-type: none"> - Reach into the target population - Enrollment - Dosage and duration - Content delivered - Adherence/fidelity - Quality - Participant responsiveness - Referrals to other needed services <p>Partnership Outputs (RQ1)</p> <ul style="list-style-type: none"> - Extent of coordination - Extent of collaboration
		<p>Child, Adult, and Family Outcomes (RQ7)</p> <ul style="list-style-type: none"> - Well-being - Permanency - Safety - Recovery - Family functioning <p>Partnership Outcomes (RQ1, 6)</p> <ul style="list-style-type: none"> - Sustainability of EBPs - Sustainability Of partnerships - Staff retention - Staff competency

- Implementing agencies
 - Other partners
- Attributes of Grantees and Partners**
- Experience with similar interventions
 - Experience with target population
 - Staff qualifications
 - Organizational climate
 - Leadership and decision making
 - Attitudes toward implementing EBPs
 - Partner goals
 - Relationships/communication systems
 - Community linkages
 - Relationships with model developers
- Staff selection and hiring
 - Pre- and in-service training
 - Technical assistance and coaching
 - Supervision and feedback
 - Peer support
 - Communication systems
 - Decision support data systems
- Partnership quality

Funding and Other Resources

Community, State, and National Context

Appendix B: Measures

CB expects that applicants will propose a diverse set of activities and strategies that are intended to impact a number of different well-being, permanency, and/or safety outcomes. Given this expected diversity, CB understands that applicants will have the discretion to choose from a variety of potential outcomes, indicators, and measurement tools. The RPG cross-site evaluation outcomes study will examine child and family outcomes in five areas of high interest: (1) child well-being, (2) child permanency, (3) child safety, (4) family functioning and stability, and (5) adult recovery from substance use disorders. The RPG outcomes and specific cross-site evaluation measures are highlighted below.

Appendix B is not intended to be comprehensive or limiting to the applicant in any way, but is offered as an illustration of the importance of and the logic behind connecting outcomes to indicators to measures. It also highlights a number of measurement tools that have been used successfully by existing grantees and/or have been reviewed by the *Mental Measurements Yearbook*.

Potential Outcomes, Indicators, and Measures

Child Well-Being

- Improve developmental functioning (e.g., gross or fine motor skills)
 - Potential measurement tool: Ages and Stages Questionnaires (ASQ)

- Decrease internalizing/externalizing behaviors (e.g., aggressiveness, sleep problems)
 - Potential measurement tool: Child Behavior Checklist (CBCL) (cross-site measure)
- Improve social and adaptive functioning (e.g., eating habits, stays away from danger)
 - Potential measurement tool: Ages and Stages Questionnaires: Social-Emotional (ASQ:SE); The Socialization Subscale, Vineland Adaptive Behavior Scales, Second Edition, Parent-Caregiver Rating Form (cross-site measure)
- Assess sensory processing (i.e. profiling the effect of sensory processing on functional performance in a child's daily life)
 - Potential measurement tool: The Infant-Toddler Sensory Profile (cross-site measure)
- Improve executive functioning
 - Potential measurement tool: Behavior Rating Inventory of Executive Function and the Behavior Rating Inventory of Executive Function-Preschool (BRIEF-P) (cross-site measure)
- Improve protective factors (e.g., resiliency, attachment)
 - Potential measurement tool: Protective Factors Survey (PFS)
- Reduce trauma symptoms (e.g., avoidance behavior, numbing response)
 - Potential measurement tool: Child and Adolescent Needs and Strengths Assessment (CANS)
- Increase school success (e.g., attendance, graduation)
 - Potential indicators: rates of attendance or graduation (administrative data, school district data)
- Increase post-secondary education (e.g., college, vocational school)
 - Potential indicators: percent of youth who attain a degree/certification (self-report surveys, administrative data)
- Improve child health
 - Potential indicators: percentage of children classified as obese (National Center for Health Statistics)
- Decrease youth risk behaviors
 - Potential indicators: percentage of youth who report illicit drug use (youth risk behavior surveys, administrative data)

Improve Permanency

- Decrease length of stay in foster care
 - Potential indicators: Average length of stay in foster care from date of most recent entry to date of discharge (Adoption and Foster Care Analysis and Reporting System (AFCARS), administrative data)
- Decrease in re-entry into foster care within predetermined time periods
 - Potential indicators: Of all children removed from home due to parental or caretaker substance abuse and subsequently discharged from foster care to reunification, percent who re-enter foster care in less than 6, 12, or 18 months (AFCARS, administrative data)
- Increase timeliness of reunification of children removed from the home due to parental or caretaker substance abuse problems within predetermined time periods
 - Potential indicators: Of all such children discharged from foster care to reunification, percent

who are reunified in less than 6 or 12 months from the date of the most recent entry into foster care (AFCARS, administrative data)

- Increase timeliness of adoption or guardianship of children removed from the home due to parental or caretaker substance abuse problems within predetermined time periods
 - Potential indicators: Of all such children discharged from foster care to a finalized adoption or legal guardianship, percent who are discharged in less than 12 or 24 months from the date of the most recent entry into foster care

Enhance Safety

- Reduce out-of-home placements for children associated with a substantiated or indicated finding of maltreatment who are at risk of placement due to parental or caretaker substance abuse
 - Potential indicators: Of all such in-home children, percent who safely remained with a parent or caretaker through treatment completion (administrative data)
- Reduce incidence of child maltreatment for children of identified substance-abusing parent or caretaker.
 - Potential indicators: Percent of such children who have an initial finding of a substantiated or indicated occurrence of maltreatment during the participation in the program (National Child Abuse and Neglect Data System (NCANDS), administrative data)
- Reduce recurrence of child maltreatment of children who have an identified substance-abusing parent or caretaker within a predetermined period of time
 - Potential indicators: Percent of all such children associated with a substantiated or indicated finding of maltreatment who have a subsequent substantiated or indicated finding of maltreatment within 6 or 12 months (NCANDS, administrative data)

Adult/Family Recovery

- Decrease substance use/abuse addiction severity (e.g., abstinence maintained for predetermined time periods post treatment)
 - Potential measurements: Addiction Severity Index (ASI) (cross-site measure); administrative data
 - Potential indicators: percentage of parents completing substance abuse treatment who maintained abstinence for 3, 6, 12, or 18 months post treatment (administrative data, urine screenings)
- Assessing parent trauma
 - Potential measurement tool: The Trauma Symptom Checklist-40 (cross-site measure)
- Reduce incidence of subsequent births of substance-exposed newborns
 - Potential indicators: rate of substance-exposed newborns per 1,000 newborns in an identified time period (health care data, self-report surveys, administrative data)
- Decrease in criminal behavior (e.g., arrests, parole/probation violations in predetermined time periods post intervention)
 - Potential indicators: percentage of program participants who are arrested within 3, 6, or 12 months post intervention (administrative court or police data)
 - Potential measurement sources/tools: percentage of program participants who are arrested (administrative court or police data)

Family Functioning and Stability

- Decrease parental stress (e.g., depression, feelings of isolation)
 - Potential measurement tools: Parental Stress Index (PSI), Center for Epidemiological Studies Depression Scale (CESD) (cross-site measures)
- Increase parenting skills (e.g., discipline, empathy, supervision)
 - Potential measurement tools: North Carolina Family Assessment Scale (NCFAS); Adult-Adolescent Parenting Inventory (AAPI) (cross-site measure)
- Improve systems-wide, data-driven decision making
 - Potential indicators: percent of administrative staff who access and use data dashboards to guide daily practice (survey self-report, administrative data); percent of multi-disciplinary team meetings that result in increased timeliness of reunification (administrative data)
- Improve systems-wide service and organizational capacity
 - Potential indicators: percent of strategic plan goals achieved (administrative data, staff survey data); visible and active stable relationships and interactions among external partners (organizational capacity assessment tools)

List of Potential Measurement Tools and Indicators

Child/Youth Well-being Outcomes

- Behavior Rating Inventory of Executive Function and the Behavior Rating Inventory of Executive Function Preschool (BRIEF and BRIEF-P) (cross-site evaluation measure)
- Child Behavior Checklist (CBCL) (versions for ages 1.5 to 5 and 6 to 18) (cross-site evaluation measure)
- The Infant-Toddler Sensory Profile (cross-site evaluation measure)
- The Socialization Subscale, Vineland Adaptive Behavior Scales, Second Edition, Parent-Caregiver Rating Form (cross-site evaluation measure)
- Ages and Stages Questionnaires (ASQ)
- Ages and Stages Questionnaires: Social Emotional (ASQ:SE)
- Greenspan Social Emotional Growth Chart
- Child Abuse Potential Inventory (CAPI)
- North Carolina Family Assessment Scale (NCFAS)
- North Carolina Family Assessment Scale General Services (NCFAS- G)
- North Carolina Family Assessment Scale Reunification (NCFAS - R)
- Child and Adolescent Needs and Strengths Assessment (CANS)

Child Safety and Permanency (based on child welfare child maltreatment and foster care data)

- Removals from the family of origin
- Placements
- Type of placement
- Discharge
- Screened-in referrals
- Type of allegation
- Disposition of allegation

Adult Recovery Outcomes

- Addiction Severity Index (ASI) (cross-site evaluation measure)
- The Trauma Symptom Checklist-40 (cross-site evaluation measure)
- Beck Depression Inventory II (BDI-II)

Family/Relationship Outcomes

- Adult-Adolescent Parenting Inventory (AAPI-2) (cross-site evaluation measure)
- Parenting Stress Index (PSI) (cross-site evaluation measure)
- Center for Epidemiologic Studies Depression Scale short form (CES-D) (cross-site evaluation measure)
- Child Abuse Potential Inventory (CAPI)
- North Carolina Family Assessment Scale (NCFAS)
- North Carolina Family Assessment Scale General Services (NCFAS- G)
- North Carolina Family Assessment Scale Reunification (NCFAS - R)
- Protective Factors Survey (PFS)

Regional Partnership/Service Capacity Outcomes

- Collaborative Values Inventory (CVI)
- Collaborative Capacity Instrument (CCI)
- Interagency Collaboration Activities Scale (ICAS)

In selecting measurement instruments for children and youth, the applicant may want to consider these factors:

- The age of the child. Babies, young children, older children, and youth will have different needs, and the indicators of what is healthy and normal will vary by age.
- Type of assessment will depend on the goals of the program and the desired impact on the children/youth. Is the goal to assess the needs of the clients? Is it to assess progress in meeting program goals?
- The cost of the instruments, the type of personnel needed to adequately administer and score the measures, and how much time would be needed to do the assessments.

This list is not a complete list of possible measures, and applicants might choose some of these and add others. If others are proposed, the applicant must supply background information on the measures and provide a convincing argument for using them. In any case, applicants should explain their measurement choices and why they are the best measures to meet the needs of their programs.

Note that subscales of some instruments may be appropriate to a program's measurement needs, but not the whole instrument. If this is the case, the applicant will need to explain that fact.