



**Administration for Children and Families**

**Office of Child Support Services**

**Next Generation Child Support Employment Services Demonstration**

**HHS-2024-ACF-OCSS-FD-0015**

**Application Due Date: 06/03/2024**

# Table of Contents

Executive Summary .....	2
I. Program Description.....	3
II. Federal Award Information.....	12
III. Eligibility Information .....	14
III.1. Eligible Applicants.....	14
III.2. Cost Sharing or Matching .....	14
III.3. Other.....	15
IV. Application and Submission Information.....	16
IV.1. Address to Request Application Package .....	16
IV.2. Content and Form of Application Submission .....	16
Required Forms, Assurances, and Certifications .....	20
The Project Description .....	23
The Project Budget and Budget Justification.....	25
Application Submission Options .....	31
IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM) .....	33
IV.4. Submission Dates and Times .....	33
Explanation of Due Dates .....	33
Acknowledgement of Received Application .....	34
IV.5. Intergovernmental Review.....	34
IV.6. Funding Restrictions .....	35
IV.7. Other Submission Requirements .....	35
V. Application Review Information .....	36
V.1. Criteria.....	36
V.2. Review and Selection Process.....	38
V.3. Anticipated Announcement and Federal Award Dates .....	39
VI. Federal Award Administration Information.....	39
VI.1. Federal Award Notices .....	39
VI.2. Administrative and National Policy Requirements .....	39
VI.3. Reporting .....	40
VII. HHS Award Agency Contact(s).....	40
VIII. Other Information .....	41
Reference Websites .....	41

**Funding Opportunity Title:**

Next Generation Child Support Employment Services Demonstration

**Announcement Type:**

Modification

**Funding Opportunity Number:**

HHS-2024-ACF-OCSS-FD-0015

**Assistance Listing Number:**

93.564

**Due Date for Applications:**

06/03/2024

## Executive Summary

**Notice:**

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for an award, please visit "Applying for an ACF Award" at <https://www.acf.hhs.gov/grants/how-apply-grant>.**

This Notice of Funding Opportunity has been modified in response to recent policy guidance in [ACF-OCSS-AT-24-02](#), Final Rule: Elimination of Tribal Non-Federal Share Requirement. Changes are found in *Section II. Federal Award Information* and *Section V.I. Criteria, Budget*.

The Office of Child Support Services (OCSS) invites eligible candidates to submit competitive applications for the Next Generation Child Support Employment Services Demonstration (NextGen). The NextGen program model is based on lessons learned from the National Child Support Noncustodial Parent Employment Demonstration. Its goal is to expand and enhance child support-led employment services for noncustodial parents to improve the reliable payment of child support, which will improve the financial well-being of children. All state and tribal child support programs are eligible. Each applicant will self-identify into one of the following three mutually exclusive groups:

1. Tribal child support agencies
2. State child support agencies where at least one local jurisdiction participating in the demonstration does not currently have an employment and training program or the program has been in operation for less than 5 years
3. State child support agencies where all local jurisdictions participating in the demonstration have had an employment and training program in operation for at least 5 years

**All groups** are expected to implement their employment and training programs according to the program design elements described in the paragraph below. Deviations are allowed, but they

must be justified, and the applicant must explain how they propose to handle the design elements described below.

**All groups** are expected to provide the following child support and related services to noncustodial parents who received employment and training services:

- Initiating and expediting order review and, if appropriate, modification
- Suspending enforcement tools while participating in the program, including removing license suspensions and bench warrants
- Providing debt reduction if permitted by state law
- Helping with parenting time orders

Wraparound services, such as fatherhood and parenting classes, substance abuse, or mental health services, are a plus but not required. OCSS anticipates that the grant recipient will partner with other agencies and programs to provide the employment and training and other wraparound services.

Experience shows that programs work best if each partner focuses on their core competencies. The child support program is expected to be the fiscal agent, manage the day-to-day operation of the program, and provide child support and related services, including those listed above. OCSS does not anticipate that child support staff will provide the employment and training services or wraparound services since they are not the child support program core competencies. These recipient will use grant funds to yap for these series and, in most instances, partnering agencies will deliver them.

This award will have a 60-month project period with five 12-month budget periods. Year 1 will focus on start-up and development of the program design. Years 2, 3, and 4 will be devoted to providing services, and the final year will be dedicated to evaluation, close-out, and sustainability work. Grant recipients will receive technical assistance and evaluation support from the recipient of the Technical Assistance and Evaluation of the Next Generation Child Support Employment Services Demonstration (see companion NOFO HHS-2024-ACF-OCSS-FD-0016). They will also participate in peer-to-peer learning opportunities.

Recipients may receive between \$350,000 and \$2,102,941 over the 5-year project period. The award ceilings and floors for each project year are:

- Year 1 (initial application): \$588,235 ceiling and \$100,000 floor
- Year 2: \$588,235 ceiling and \$100,000 floor
- Year 3: \$308,824 ceiling and \$50,000 floor
- Year 4: \$308,824 ceiling and \$50,000 floor
- Year 5: \$308,824 ceiling and \$50,000 floor

OCSS anticipates the budget requested will be scaled up or down according to the number of people served by the project.

## I. Program Description

### Statutory Authority

Title IV, part D (42 U.S.C. 651 et. seq.) and section 1115 of the Social Security Act (42 U.S.C. 1315)

## Description

### Background

The child support program works well for parents who have steady incomes through regular employment or other means. These parents pay their child support through income withholding, which provides custodial families with a reliable source of income. If noncustodial parents fall behind in their child support, the child support program can use debt-driven enforcement remedies, such as license suspension and contempt hearings, to collect back due support.

Income withholding and debt-driven enforcement remedies are less effective for noncustodial parents who are unemployed or underemployed. These parents typically do not have sufficient income to pay their child support in full and end up accumulating child support arrears. Roughly 70% of child support arrears are owed by parents with little or no reported income. [1] Research shows that trying to collect child support arrears from low-income noncustodial parents is often counterproductive to the goals of the child support program as it pushes parents further away from the program, the formal labor market, and their children.[2]

The child support program has been moving away from relying on debt-driven enforcement remedies, especially from unemployed or underemployed noncustodial parents. Instead, it is focusing on outreach, early intervention, setting realistic child support orders, collecting child support through income withholding, offering debt reduction programs, and customizing service delivery to reach the entire family.

OCSS believes that providing employment and training services to unemployed noncustodial parents can improve this new approach to child support service delivery by addressing a major reason for the nonpayment of child support, namely lack of a job and stable pay. OCSS has a special initiative called [Knowledge Works!](#) that helps child support agencies implement or enhance noncustodial parent employment programs by highlighting the work of successful programs in other jurisdictions.

Many studies have shown that child support-led employment and training programs can increase employment of noncustodial parents and increase reliability of regular child support payments.[3] The first large-scale effort to examine the effectiveness of providing employment and training services to unemployed noncustodial parents was called Parents' Fair Share (PFS). It was first implemented as a pilot in nine sites from 1992 to 1993, followed by a national random assignment demonstration implemented in seven sites from 1994 to 1996. The core services included employment and training services, enhanced child support services, peer support, and mediation. The demonstration found that PFS services increased the regularity of paying child support over the 18-month follow-up period.[4] About 10 years later, two state programs—Noncustodial Parent Choices in Texas and Strengthening Families Through Stronger Fathers in New York—were evaluated using a quasi-experimental design called propensity score matching. Both evaluations found that these programs had large positive impacts on participant employment and child support payments.[5] Several other state programs were also evaluated, all of which found positive child support outcomes.[6]

Adding to this body of research, OCSS conducted a national demonstration called the Child Support Noncustodial Parent Employment Demonstration (CSPED) that examined the effectiveness of child support-led employment programs for noncustodial parents between 2012 and 2017. CSPED found that child support-led employment programs effectively delivered

employment services through third-party partnerships with local employment service providers, which increased income withholding and decreased the use of debt-driven enforcement remedies.[7] CSPED also successfully increased participants' employment in the first 2 years after enrollment and increased earnings in the first year after enrollment, as measured using quarterly earnings.[8] It also increased participants' contact with their nonresident children. This new approach improved the image of the child support program and helped lessen significant distrust among noncustodial parents, paving the way for better communication, more cooperation, and a more effective child support program. Many agencies involved in this demonstration dramatically shifted their office culture from an "enforcement first" mentality to a more service-oriented, family-centered approach, recognizing that some noncustodial parents could benefit from employment and training services.[9] A benefit-cost analysis of CSPED found that the benefits of CSPED outweighed its costs within 2 years when the costs of employment and parenting services received by members of the regular-services group were taken into account.[10]

Although many state and local child support agencies have partnered with other programs to provide employment and training services, relatively few child support agencies have been able to secure resource commitments to fund child support-led employment programs for noncustodial parents in an ongoing, consistent, or statewide basis. This NOFO is one way OCSS is trying to address this issue.

### **Purpose and Goals**

This NOFO offers state and tribal child support agencies the opportunity to establish or enhance child support-led employment and training programs for unemployed and underemployed noncustodial parents to help them gain employment and increase their earnings. This will increase the likelihood of them paying child support through income withholding. Recipients will participate in peer-learning activities to facilitate real-time improvements in their programs and be part of a national evaluation of these efforts. Both will be funded under the companion NOFO. Tribal recipients will receive customized technical assistance tailored to their projects.

The ultimate goal of the demonstration projects is to improve the reliable payment of child support, which will improve the financial well-being of children.

Short-term goals are to:

- Increase the number of child support agencies that offer employment and training services to unemployed and underemployed noncustodial parents.
- Deliver effective employment and training services by child support agencies in partnership with third-party employment service providers.
- Increase the likelihood that noncustodial parents who receive employment and training services obtain employment and increase their earnings.
- Increase child support collections through income withholding, providing a more reliable source of child support payments.

### **Program Type**

Projects under this demonstration must belong to one of the following three mutually exclusive program types:

1. Tribal child support agencies
2. State child support agencies where at least one local jurisdiction participating in the demonstration does not currently have an employment and training program or the program has been in operation for less than 5 years
3. State child support agencies where all local jurisdictions participating in the demonstration have had an employment and training program in operation for at least 5 years

OCSS will prioritize sites according to program type to ensure equitable advancement of employment services for parents in the child support program. The highest priority is for program type 1, followed by program type 2. This is because tribes serve a disadvantaged population, and the first two groups have had less access to funding for employment services than program type 3.

All program types will be expected to implement their employment and training projects according to the program design elements described below. Deviations from the program design are allowed, but they must be justified, and the applicant must explain how they propose to handle the design elements described below.

### **Bonus Points**

Applications proposing program type 1 will receive 10 bonus points. Applicants proposing program type 2 will receive five bonus points.

### **Program Design**

These sections explain program design elements, including the required and elective service elements of the demonstration program. Keeping in line with ACF's equity goals, OCSS expects that the project approach, work plan, and deliverables will follow a comprehensive approach to advancing equity for all. This includes Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

### *Target Population*

This demonstration targets noncustodial parents who are behind in paying their child support or who anticipate having trouble making regular child support because of unemployment or underemployment. Demonstration services are limited to noncustodial parents who 1) have at least one open child support case that is not an interstate case, and 2) have a current support order or are establishing a current support order.

### *Recruitment*

Grant recipients must actively recruit noncustodial parents who meet the eligibility criteria to participate in the employment and training program. Although court referrals during contempt hearings are an acceptable recruitment strategy, OCSS strongly encourages recipients to recruit noncustodial parents prior to contempt hearings. CSPED found several successful approaches to recruitment prior to contempt, including:

- Using standard child support caseworkers to identify noncustodial parents in their regular caseload who meet the eligibility criteria and refer them to the demonstration grant's specialized child support case managers for follow-up recruitment
- Using incentives to boost referrals from standard child support caseworkers
- Highlighting the benefits of participation, such as providing debt reduction programs, removing drivers' license suspensions, and receiving work supports [\[11\]](#)

### *Lead Agency and Partnerships*

The child support agency is expected to manage the day-to-day operation of the grant project and provide case management and child support and related services, including those listed below. OCSS does not anticipate child support staff will provide employment and training services. Rather, the child support agency is expected to partner with an employment service provider to provide those services. Program experience shows that programs work best if each partner focuses on their core competencies.

OCSS encourages applicants to consider partnering with a local fatherhood program if the program provides employment and training services. These programs have experience working with noncustodial parents and offer other services that may interest participants. Grant funds may be used to pay for other services offered by fatherhood programs, such as parenting classes, as long as those services reduce barriers to paying child support.

If a local employment service provider is not available, a child support agency may provide the employment and training services. However, the child support agency must show it tried to identify a local employment service provider.

### *Employment and Training Services*

The employment service provider is expected to assign noncustodial parents to a specific Employment Specialist who will manage their case and deliver employment and training services. The Employment Specialist's duties can include:

- Conducting skills assessments
- Developing and executing an employment and training services plan
- Making sure employment and training services are delivered and providing work supports, as needed
- Monitoring participant progress in meeting service plan goals
- Communicating regularly with the child support case manager

The employment service provider is expected to provide these services:

- Job search assistance
- Job readiness training
- Job development and job placement services
- Job retention services
- Work supports, such as transportation assistance

Although not required, OCSS strongly encourages recipients to also make these employment services available:



- Vocational education training or other skills training directly related to employment
- Activities to improve literacy and basic skills, such as programs to complete high school or a high school equivalency certificate, or English as a second language

### *Case Management*

Grant recipients are expected to employ specialized child support case managers who will manage cases being referred to an employment service provider. These cases require a higher level of case management than is typical for standard child support caseworkers, so these child support caseworkers should have reduced caseloads. Employing child support caseworkers with the right skills is critical. It is important to select staff who are empathetic toward unemployed noncustodial parents and desire to help noncustodial parents succeed. The Case Manager's duties can include:

- Conducting needs assessments that include an assessment of all barriers to paying child support, not just those related to employment
- Developing and executing personalized service plans
- Initiating and monitoring child support and related service delivery
- Helping participants establish or revise parenting time orders
- Monitoring participant progress in meeting service plan goals

### *Child Support and Related Services*

Grant recipients are expected to provide the following child support and related services to parents participating in employment and training services:

- Stop enforcement actions temporarily while noncustodial parents participate in employment and training services
- Remove license suspensions and bench warrants for noncustodial parents participating in employment and training services
- Initiate and expedite review of child support orders, and modify child support orders, if appropriate
- Provide debt relief if permitted by state law
- Help with parenting time orders

### *Other Services*

Grant recipients are encouraged to develop competency in navigating community services that can address all the barriers that make it difficult for unemployed and underemployed noncustodial parents to pay reliable child support. Recipients may use grant funding to pay for other services that lead to reliable child support payments, including substance abuse treatment, mental health treatment, mediation, and fees associated with establishing a parenting time order. Recipients are encouraged to work with community partners with expertise in the areas of substance abuse and mental health when these services are being considered to make sure low-cost and free services are used, when appropriate. Funds may also be used to pay for participants' emergency expenses.

### *Timeline*

Activities for the 5-year project period should follow this schedule:

- **Year 1** will be devoted to start-up activities, refining the project design, and contracting with third-party employment service providers.
- **Years 2-4** will focus on enrollment and providing services.
- **Year 5** will be devoted primarily to continued services for those already enrolled, grant close-out, and sustainability work. New enrollees may participate in the final year, but they likely will not be included in the evaluation.

### *Project Management*

Child support agencies must provide appropriate project management for these demonstration projects. OCSS expects that each recipient will employ a Project Manager or managers to make sure the project is planned and implemented successfully.

OCSS expects that the local child support office where the employment program is located will employ a local Project Manager to manage the day-to-day grant activities. Proximity is important because the local Project Manager will need to meet face-to-face with child support staff providing case management and child support and related services. OCSS expects that the local Project Manager will also hold regular meetings with all project staff (including partner staff) to discuss any challenges or barriers they may face and try to resolve those challenges and barriers quickly and effectively.

OCSS expects to meet monthly with the state-level Project Manager and any local project managers to make sure progress is being made on the grant.

All demonstration sites must develop and implement a performance measurement plan in coordination with OCSS that will monitor program implementation and make corrections as needed. This plan should track outcomes such as number of participants enrolled, services provided, and number of participants who find work. OCSS anticipates the organization conducting the national evaluation (funded under the companion NOFO) will develop and implement a Management Information System (MIS) that grant recipients under this NOFO may use to meet this requirement. Alternative approaches to meeting this requirement are allowed, but must be justified.

Each demonstration site should also plan to employ a Data Coordinator. The Data Coordinator will manage the grant recipient's performance measurement plan. The Data Coordinator will also make sure data from the statewide child support computer system needed for the national evaluation are extracted and delivered to the organization conducting the national evaluation, when available. Further, the Data Coordinator will need to coordinate with OCSS to deliver participant data from the National Directory of New Hires to the organization conducting the national evaluation when such data are available (details about this process will be explained by OCSS after grants are awarded). OCSS recognizes the role of the Data Coordinator may be different for tribal grant recipients than state grant recipients. OCSS anticipates the position will require approximately 10 hours per week.

### *Evaluation*

Recipients will participate in a national, cross-site evaluation conducted by an independent third-party organization, which will be awarded under the companion NOFO. Recipients do not have to conduct their own evaluations and may not spend grant funds on their own evaluation. However, they must support and participate in the national evaluation.

OCSS anticipates the national evaluation will include:

- Implementation analysis (with interviews with program staff and stakeholders)
- Development of an MIS used to collect data on services delivered and key outcomes
- Engagement with parents who participated in the demonstration to hear their voices
- Analysis of participant outcomes using participant information from child support administrative data and the National Directory of New Hires

OCSS reserves the right to amend all details of the evaluation design and implementation to best meet the goals of the demonstration.

Recipients under this NOFO will receive technical assistance for this evaluation and training on how to use the MIS built for this demonstration project if the grant recipient uses the MIS. They will also receive programmatic technical assistance on how to implement an effective employment and training program for noncustodial parents. Technical assistance will be customized depending on the type of program implemented. The recipient of the companion grant will provide all technical assistance.

The third-party organization(s) conducting the technical assistance and evaluation for this demonstration will hold regularly scheduled virtual peer learning sessions throughout the 5-year demonstration where grant recipients will learn how to recruit, serve, and retain project participants. It will also hold annual workshops in Washington, DC (or an alternate location as approved by OCSS) to promote coordination, information and resource sharing, troubleshooting, training, and learning opportunities. OCSS anticipates these workshops will be 2 days each year of the demonstration. Grant recipients are required to send at least one project staff member to these workshops.

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521) OCSS will not conduct or sponsor—and a person is not required to respond to—a collection of information covered by such Act, unless it displays a currently valid Office of Management and Budget (OMB) control number.

### **Waiver Requirements**

The applicant may need to request a waiver of certain provisions of the Act. Section 1115(a)(1) of the Act allows the Secretary of Health and Human Services to waive a state plan requirement in Section 454. Section 1115(a)(2)(A) allows the Secretary to treat certain unallowable expenditures as allowable state expenditures for purposes of the demonstration project. A request to waive state-wideness and other state plan requirements that facilitate the conduct of the project or enable the state or tribe to accomplish the purposes of the project may also be needed.

Examples of activities funded under waivers approved in earlier demonstration projects include:

- Employment services
- Fatherhood programs
- Intensive case management to include individualized case plans for employment
- Housing, transportation, health, and parenthood needs
- Wrap-around services, including General Educational Development, legal services, domestic violence, and incentives

Waivers requested in the application will be covered as part of the cooperative agreement unless noted upon award. Waivers requested after award will be granted if it's determined they are essential to the demonstration.

[1] Sorensen, Elaine, Liliana Sousa, and Simon Schaner, [\*Assessing Child Support Arrears in Nine Large States and the Nation\*](#), Washington, DC: Urban Institute (2007).

[2] Cancian, Maria, Carolyn Heinrich, and Yiyoon Chung, “[Discouraging Disadvantaged Fathers’ Employment: An Unintended Consequence of Policies Designed to Support Families](#),” *Journal of Policy Analysis and Management* 32:4 (2013).

Kimberly Turner and Maureen Waller, “[Indebted Relationships: Child Support Arrears and Nonresident Fathers’ Involvement with Children](#),” *Journal of Marriage and Family* 79:1 (2017).

[3] Doolittle, Fred, Virginia Knox, Cynthia Miller, and Sharon Rowser. [\*Building Opportunities, Enforcing Obligations: Implementation and Interim Impacts of Parents’ Fair Share\*](#). New York: MDRC (1998).

Schroeder, Daniel and Nicholas Doughty. [\*Texas Non-Custodial Parent Choices: Program Impact Analysis\*](#), Austin, TX: Lyndon B. Johnson School of Public Affairs, University of Texas, (September 2009).

Lippold, Kye, Austin Nichols, and Elaine Sorensen. [\*Strengthening Families Through Stronger Fathers: Final Impact Report\*](#). Washington, DC: Urban Institute (2011).

Pearson, Jessica, Lanae Davis, and Jane Venohr, [\*Parents to Work! Program Outcomes and Economic Impacts\*](#), Denver, CO: Center for Policy Research (February 2011).

Born, Catherine E., Pamela Caudill Ovwigho, and Correne Saunders, [\*The Noncustodial Parent Employment Program: Employment and Payment Outcomes\*](#), Baltimore, MD: Family Welfare Research and Training Group, University of Maryland, School of Social Work (April 2011).

Perez-Johnson, Irma, Jacqueline Kauff, Alan Hershey. [\*Giving Noncustodial Parents Options: Employment and Child Support Outcomes of the SHARE Program\*](#). Princeton, NJ: Mathematica Policy Research (October 2003).

Davis, Lanae, Jessica Pearson, and Nancy Thoennes. [\*Evaluation of the Tennessee Parent Support Program\*](#), Denver, CO: Center for Policy Research (November 2013).

[4] Doolittle, Fred et al., [\*Building Opportunities, Enforcing Obligations: Implementation and Interim Impacts of Parents’ Fair Share\*](#) (1998).

[5] Schroeder, Daniel and Nicholas Doughty. [\*Texas Non-Custodial Parent Choices: Program Impact Analysis\*](#), (September 2009).

Lippold et al., [\*Strengthening Families Through Stronger Fathers: Final Impact Report\*](#). Washington, DC: Urban Institute (2011).

[6] Born, Catherine E. et al., [\*The Noncustodial Parent Employment Program: Employment and Payment Outcomes\*](#) (April 2011).

Davis, Lanae et al., [\*Evaluation of the Tennessee Parent Support Program\*](#) (November 2013).  
Pearson, Jessica et al., [\*Parents to Work! Program Outcomes and Economic Impacts\*](#) (February 2011).

Perez-Johnson, Irma et al., [\*Giving Noncustodial Parents Options: Employment and Child Support Outcomes of the SHARE Program\*](#) (October 2003).

Pearson, Jessica et al., [\*Parents to Work! Program Outcomes and Economic Impacts\*](#) (February 2011).

[7] Cancian, Maria, Daniel R. Meyer, Robert Wood. [\*Final Impact Findings from the Child Support Noncustodial Parent Employment Demonstration\*](#). Madison, WI: Institute for Research on Poverty (March 2019).

Noyes, Jennifer L. Lisa Klein Vogel, and Lanikque Howard, [\*Final Implementation Findings from the Child Support Noncustodial Parent Employment Demonstration \(CSPED\) Evaluation\*](#). Madison WI: Institute for Research on Poverty (December 2018).

[8] Sorensen, Elaine. [\*What We Learned from Recent Federal Evaluations of Programs Serving Disadvantaged Noncustodial Parents\*](#), Washington, DC: Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services (November 2020).

[9] Noyes, Jennifer L. et al., [\*Final Implementation Findings from the Child Support Noncustodial Parent Employment Demonstration \(CSPED\) Evaluation\*](#). (December 2018).

[10] Cancian, Maria, Daniel R. Meyer, and Robert G. Wood. “[\*Carrots Work Better than Sticks? Results from the National Child Support Noncustodial Parent Employment Demonstration\*](#),” *Journal of Policy Analysis and Management*. 41:2 (2022).

[11] Noyes, Jennifer L. et al., [\*Final Implementation Findings from the Child Support Noncustodial Parent Employment Demonstration \(CSPED\) Evaluation\*](#). (December 2018).

## II. Federal Award Information

**Funding Instrument Type:**

CA (Cooperative Agreement)

**Estimated Total Funding:**

\$4,429,412

**Expected Number of Awards:**

12

**Award Ceiling:**

\$588,235

Per Budget Period

**Award Floor:**

\$100,000

Per Budget Period

**Average Projected Award Amount:**

\$350,000

Per Budget Period

**Anticipated Project Start Date:**

10/01/2024

**Length of Project Periods:**

60-month project period with five 12-month budget periods

**Additional Information on Project Periods and Explanation of 'Other'**

**Additional Information on Awards:**

**Awards made under this funding opportunity 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 the merit review and funding under this funding opportunity. Please see *Section III.3. Other, Application Disqualification Factors*.

On February 12, 2024, OCSS issued [ACF-OCSS-AT-24-02](#), Final Rule: Elimination of Tribal Non-Federal Share Requirement, which eliminates the non-federal share of program expenditures requirement for tribal child support programs and removes the 90/10 and 80/20 cost-sharing percentage rates. Because all eligible program expenditures are covered by Title IV-D mandatory funding, effective October 1, 2024, tribal child support programs are no longer eligible for section 1115 discretionary grant funding.

Tribal child support agencies are still eligible to apply for this grant opportunity for Year 1 funds. However, subsequent funding, which will be awarded after October 1, 2024, will not be available as a grant. OCSS will convert any grant awarded to a tribal child support program to a waiver for Years 2-5.

Alternatively, tribal child support programs may submit a non-competitive request for waiver funding for NextGen-type projects. Waiver requests are not competitive and are less burdensome than grant applications. Unlike a grant application, OCSS will provide technical assistance to tribal programs submitting waiver requests.

Tribal programs may contact OCSS for more information about the impact of the new rule on section 1115 grant funding.

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

OCSS anticipates substantial involvement in the following activities:

- Providing consultation to each recipient on developing and implementing the program design and approaches to address problems that arise and identifying areas needing technical assistance
- Promoting collaborative relationships and facilitating the exchange of information (e.g., identifying technical assistance and training needs, emerging issues, research findings, other available resources) among grant recipients and other entities or organizations engaged by OCSS for purposes related to this program
- Facilitating and guiding accurate, uniform data collection to effectively execute a cross-site national evaluation
- Providing timely review, comments, and decisions on inquiries and documents submitted by recipients

- Working with the grant recipient of the companion NOFO and the third-party organization(s) conducting the technical assistance and evaluation to hold regularly scheduled teleconferences and webinars and develop annual in-person workshops for grant recipients to promote coordination, information sharing, and access to resources, training, and learning opportunities
- Working together to address issues or problems identified by the recipients, OCSS, or others about the program's ability to carry out the full range of activities included in the approved application in the most efficient and effective manner

## III. Eligibility Information

### III.1. Eligible Applicants

State Title IV-D agencies, or the umbrella agency, and tribal Title IV-D agencies operating comprehensive programs

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

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

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

See *Section IV.2. The Project Budget and Budget Justification, Commitment of Non-Federal Resources* for more information.

### III.3. Other

#### **Application Disqualification Factors**

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

#### **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. Federal Award Information*, will be disqualified from the merit review and funding under this funding opportunity. 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.

#### **Required Electronic Application Submission**

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

If you do not have an internet connection or sufficient capacity to upload large documents to the internet you may contact ACF for an exemption that will allow you to submit your application in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "[ACF Policy for Requesting an Exemption from Electronic Application Submission](#)."

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

**The deadline for electronic application submission is 11:59 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Electronic applications submitted to Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from the merit review and funding under this funding opportunity.

Applications submitted to Grants.gov which fail their validation check, will not be received at, or acknowledged by ACF. If you submit an application for the same NOFO more than once, only the last on-time submission will be acknowledged.

**Paper applications with an approved exemption from the electronic submission requirement must be received by 4:30 pm ET on the due date listed in the *Overview* and in**



**Section IV.4. Submission Dates and Times.** Paper applications received after 4:30 pm ET on the due date will be disqualified from the merit review and funding under this funding opportunity.

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

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

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

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

Michelle  
Jadcak  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Child Support Services  
330 C Street SW  
Washington  
DC  
20201  
202-401-4578  
michelle.jadcak@acf.hhs.gov

#### **Application Packages**

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

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

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

#### **FORMATTING APPLICATION SUBMISSIONS**

#### **Notice of Two-File Requirement**

Applicants applying via Grants.gov must upload only two electronic files, excluding Standard Forms (SFs) and Office of Management and Budget (OMB)-approved forms. Additional files will be removed prior to the merit review.

#### ***FOR ALL APPLICATIONS:***

#### **Signature of Authorized Organization Representative (AOR)**

Each applicant must designate an authorized organization representative (AOR) with authority to act on the organization's behalf on matters related to the application submission and administration of awards. The AOR signature must appear on all forms in which a signature is required. By signing, the AOR agrees the organization will abide by all applicable Federal statutes, regulations and terms and conditions of the award.

### **Accepted Font Style and Size**

Applications must be in Times New Roman 12-point font, except for footnotes, which may be 10-point font. Pages that contain blurred or illegible text will be removed.

If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. You may not scan more than one page of a documents onto a single page. Pages with blurred text will be removed from the application.

### **English Language**

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. See 45 CFR §75.111 for more information.

### **Page Limitations**

You must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS" later in this section. **Page limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages will have extra pages removed, and those 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:

- Table of Contents
- One-page Project Summary
- Required Assurances and Certifications
- SFs and OMB-approved forms
- Resumes, Logic Models, Proof of Legal Status/Non-Profit Status, Third-Party Agreements, Letters of Support, footnotes and tables
- Line-Item Budget and/or the Budget Justification

### **Adherence to NOFO Formatting, Font, and Page Limitation Requirements**

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

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

### **Corrections/Updates to Submitted Applications**

When applicants revise a previously submitted application, ACF will accept only the last on-time

application for pre-review under the Application Disqualification Factors. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants must follow the registration and application submission instructions provided at Grants.gov.

### **Accepted Application Format**

With the exception of the required SFs and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

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

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

With the exception of SFs and OMB-approved forms, the application submission is limited to 100 pages. The application must be uploaded in the following two files:

File One (Project Description) Project Summary/Abstract

- Table of Contents
- Project Narrative (suggest no more than 40 pages)
- Budget and Budget Justification

File Two (Appendices)

- Resumes and curriculum vitae
- Third-party Agreements and other supporting material
- Optional Governing Body Documentation (if necessary)

Do not submit required SFs and OMB-approved forms in these files.

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

You are required to submit applications electronically unless you have 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 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.

### **Formatting Submission Files**

ACF strongly recommends that File One and File Two be uploaded as Portable Document Files (PDFs).

To adhere to the two-file requirement, you may need to convert and/or merge documents together using a PDF converter software. Applicants using Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility."

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by Grants.gov.** Limit file names to 50 characters (characters and spaces). Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

While ACF supports all of the following file formats, **we strongly recommend that the two files (Project Description and Appendices) are uploaded as PDFs in order to comply with the two-file upload limitation.**

### **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)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Documents in file formats not listed here will be removed from the application and will not be used in the merit review. This may make the application incomplete, and ACF will not make awards based on an incomplete application.**

### **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 not be reviewed. This may make the application incomplete, and ACF will not make awards based on an incomplete application.

### **REQUIREMENTS FOR PAPER APPLICATION SUBMISSIONS:**

You must receive an exemption in order for a paper application to be accepted for review. For more information on the exemption, see "[ACF Policy for Requesting an Exemption from](#)

### Required Electronic Application Submission."

Applicants with an approved exemption for paper application submission should download the forms package associated with the NOFO's Synopsis on Grants.gov under the Package tab.

All copies of mailed paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single NOFO, or multiple applications under separate NOFOs, each submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

Applicants must submit one original and two copies of the complete application, including all SFs and OMB-approved forms. The original copy must have original signatures. Copies of the application, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

## Required Forms, Assurances, and Certifications

**Applicants seeking an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application.** All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. 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.	Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> .  General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a> . Applicants may also contact OHRP by email ( <a href="mailto:OHRP@HHS.gov">OHRP@HHS.gov</a> ) or by phone (240-453-6900).
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Required of all applicants.</p> <p>Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.</p> <p>Obtain a UEI and SAM registration at: <a href="http://www.sam.gov">http://www.sam.gov</a></p> <p>.</p>	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	<p>application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

#### Additional Required Assurances and Certifications

##### **Mandatory Grant Disclosures**

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

Disclosures must be sent in writing to:

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

**And to:**

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

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

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

## The Project Description

### The Project Description Overview

#### General Expectations and Instructions

The Project Description requests the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the application.

#### Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

#### Project Summary

Provide a summary of the project description. The summary must include a brief description of the applicant's proposed project including the needs to be addressed, the proposed activities or services, and if applicable, the population group(s) to be served. The summary must be clear, accurate, concise, and without cross-references to other parts of the application. Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address



- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

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

### **Geographic Location**

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project. If the geographic area(s) are served by both the primary recipient and subrecipient organization(s), describe the locations covered by all organizations anticipated to receive funding from the award.

### **Objectives**

Clearly state the principal and if applicable, subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

### **Expected Outcomes**

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

### **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

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

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections (for the entire project period) 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. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Organizational Capacity**

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

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- 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 funding opportunity.

- Information on compliance with federal/state/local government standards.

### **Program Performance Evaluation Plan**

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, service processes and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the information will be used to inform improvement of funded activities; and any processes that support data quality.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

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

Provide a description of how protected PII and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period. See 45 CFR § 75.303(e) for more information.

### **Third-Party Agreements**

Third-party agreements include Letters of Commitment, Memoranda of Understanding (MOU) and Memoranda of Agreement (MOA). Letters of Commitment, MOUs and MOAs must clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. Letters of Commitment, MOUs, and MOAs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered third-party agreements.

Applicants must provide Letters of Commitment, MOUs, or MOAs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities).

## **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 SF, either SF- 424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in

this section. The project budget consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information SF. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If cost sharing or matching 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:** *Annual appropriations legislation for the Department of Health and Human Services limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the SF-424A and/or the SF-424C, as applicable, for the entire project period that is being fully funded (the budget period and the project period are the same).

Provide a budget justification, which includes a budget narrative and a line-item detail, for the full project period. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

## **General**

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

## **Personnel**

**Description:** Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

**Justification:** For each position, provide: the name of the individual (if known), their 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. Identify the project director or principal investigator, if known at the time of application.

## **Fringe Benefits**

**Description:** Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. **Do not include** the fringe benefits of consultants, contractors, and subrecipients because those costs should be listed under the "Contractual" category as part of the total value of the contract or agreement.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

## **Travel**

**Description:** Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

**Justification:** For each trip show: the total number of travelers; 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/recipient orientations should be detailed in the budget justification.

## **Equipment**

**Description:** "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

**Justification:** For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

## **Supplies**

**Description:** Tangible personal property other than those included under the Equipment category. A computing device is a supply if the acquisition cost is less than the lesser of \$5,000, or the capitalization level established by the non-Federal entity for financial statement purposes, regardless of the length of its useful life. See 45 CFR § 75.2, 75.321, and 75.453 for more information.

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

## **Contractual**

**Description:** Cost of all contracts and subawards except those that should be placed under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, procurement contracts, and subawards. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353. Costs related to professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees, must be listed in the Other category. (Typically, these arrangements will take the form of a consultant agreement directly with an individual as opposed to a contract with a company that employs the consultant. The latter case must still be listed under Contractual line item.)

**If applicable and charged as a direct cost, include** cost of third-party renting or leasing agreements for equipment; and third-party renting or leasing agreements for real property by address for each building, facility, administrative office, space, structure, land, and other real property.

**Justification:** Indicate whether the proposed agreement qualifies as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

For contracts, demonstrate that procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). 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.

**If applicable and charged as a direct cost, for each real property proposed or claimed for rent or lease include:** the rent amount with calculation; terms of lease; maintenance and repair amounts with details on each type of expense proposed and its associated cost; minor A&R with specifics for each type of proposed expense and its associated cost; show the computation and provide other information that supports the amount requested. Only when allowable and with prior approval, describe the financing costs (including interest) including terms for the real property address. For applicable ACF programs with real property authority, see [ACF Property](#)

**Guidance.** **Do not include** real property owned by the recipient or arrangements considered “less-than-arms-length,” “sale and lease back,” “finance lease” per Financial Accounting Standards Board, “financed purchase” per Government Accounting Standards Board standards because these costs (e.g., depreciation costs) if charged as 1) a direct cost, should be listed under the “Other” category or 2) an indirect cost as with any indirect costs, as part of their indirect cost pool that is used to calculate an indirect cost rate). These costs must be treated as either direct or indirect costs, not both. For more information, see 45 CFR §75.2, 75.414, 75.430-75.431, 75.434, 75.436, 75.439, and 75.452.

## **Other**

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: individual consultant costs; local travel; insurance (when not included under the Fringe category); food (when allowable); medical and dental costs (non-personnel); professional service costs (e.g., audit charges); depreciation of real property and equipment (when not treated as an indirect cost), printing and publications, training costs (such as tuition and stipends), staff development costs, and administrative costs (when not treated as an indirect cost). Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

**If applicable and charged as a direct cost, include** depreciation by real property address for each building, facility, administrative office, structure, land, and other real property proposed for use and depreciation of equipment proposed for use. For each real property owned by the recipient or less-than-arms-length lease intended to be proposed or claimed for use provide, if applicable, and in accordance with 45 CFR §§75.436 and 75.465: the allocable percentage and total dollar amount; the depreciation amount with type of method and calculation used; tax amount; insurance amount and what it covers; maintenance and repair amounts with details on each type of expense proposed and its associated cost; minor A&R with specifics for each type of proposed expense and its associated cost; the ownership type (e.g., owned, leased, or intent to lease); show the computation and provide other information that supports the amount requested. For more information, please see [ACF Property Guidance](#). **Do not include** costs of third-party renting or leasing real property and equipment because those costs should be under the “Contractual” category.

## **Indirect Charges**

**Description:** Indirect or Facilities & Administration (F&A) (F&A means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. F&A costs are generally used by institutions of higher education). Typical examples of indirect or F&A costs include but are not limited to depreciation on buildings and equipment, equipment and capital improvements, operation and maintenance expenses, and general administration and expenses, such as the salaries and expenses of personnel administration and accounting. For more information, see 45 CFR §75.2, 75.414, 75.430-75.431, 75.434, 75.436, and 75.439. Enter the total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by HHS or another cognizant federal agency.

**Justification:** An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the merit review or award selection process.

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

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

### **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. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306. For awards that require matching by statute, recipients must meet the required level of cost sharing. Recipients that have voluntarily decided to contribute cost sharing when it is not required, or at a higher level than required, will be held accountable for the proposed cost-sharing, if accepted by ACF and included in the Notice of Award (NoA). **A recipient's failure to provide cost sharing that has been accepted by ACF may result in the disallowance of federal funds.**

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

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-

kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from the merit review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this funding opportunity.

### **Paperwork Reduction Act Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2026. 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**

Please read the following instructions carefully and completely.

### **Electronic Delivery**

ACF applicants are required to submit their applications online through Grants.gov.

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

Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process.

Organizations must have an active System for Award (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for awards under funding opportunities.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entities ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

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

**Register with SAM:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to:

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

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.



**Add a Profile to a Grants.gov Account:** For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

**EBiz POC Authorized Profile Roles:** After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log into Grants.gov and authorize the appropriate roles. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov).

For questions related to this funding opportunity, please contact the number listed in the application package.

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

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

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

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role.

Applications received by Grants.gov after the established due date will be considered late and will not be considered for funding by ACF.

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "[Policy for Applicants Experiencing Federal Systems Issues](#)" for complete guidance.

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

To request an exemption from required electronic submission, please refer to ACF's "[Policy for Requesting an Exemption from Required Electronic Application Submission](#)" for complete guidance.

### **Paper Application Submission**

See *Section IV.7. Other Submission Requirements* of this funding opportunity for address information for paper application submissions.

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

All applicants must have a UEI and an active registration with SAM (<https://www.sam.gov>) prior to applying to a funding opportunity.

HHS requires all entities that plan to apply for, and ultimately receive, federal funds from any HHS Agency to:

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information until the process is complete. If you receive an award, your SAM registration must be active throughout the life of the award. It must be renewed every 365 days to keep it active;
- Provide its UEI in each application or plan it submits; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

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

### IV.4. Submission Dates and Times

#### Due Date for Applications

06/03/2024

#### Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section.

#### Electronic Applications

The deadline for submission of electronic applications via Grants.gov is 11:59 pm ET on the due date.

Applications submitted to 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 Applications

The deadline for receipt of mailed paper applications is 4:30 pm ET on the due date listed in the *Overview* and in this section. Applications should be mailed to the address provided in *Section IV.7. Other Submission Requirements*.

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

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

### **Emergency Extensions**

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

## **Acknowledgement of Received Application**

### **Acknowledgement from Grants.gov**

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**.

### **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 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 application:**

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

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

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the 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 at: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, 330 C St. SW, 3rd Floor, Washington, DC 20201.

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

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

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

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

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

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

Major renovation is not an allowable activity or expenditure under this award.

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

Submit paper applications to the following address.

### **Submission by Mail**

Michelle

Jadczak

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Child Support Services

## V. Application Review Information

### V.1. Criteria

**Please note:** With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must 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. Reviewers must evaluate and score an application based on the documents that are presented in the application and must not refer to, or access, external links during the merit review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. 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 merit review. The required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

OCSS is offering bonus points for applications from tribal child support programs to encourage tribal program participation in this project. OCSS is also offering bonus points for applications from state programs in jurisdictions with new or very young employment and training programs. Applications proposing program type 1 will receive 10 bonus points, and applications proposing program type 2 will receive five bonus points. See *Section I. Program Description, Program Type*.

#### Understanding of Technical Approach

**Maximum Points: 50**

To what degree does the applicant demonstrate:

- Identification of the program type the application should be considered under? (2 points)
- An understanding of the unemployed and underemployed noncustodial parent population in the local area where the employment and training services will be provided and information about the size of the population that would be potentially eligible for employment and training services? (7 points)
- A sound approach for recruiting noncustodial parents for employment and training services? (7 points)
- A sound approach for selecting an employment service provider or identifying the selected employment service provider? (5 points)
- A sound approach for managing all aspects of the grant, including day-to-day operation of the demonstration project, communicating effectively with OCSS, and making sure all grant requirements are met? (8 points)

- A sound approach for providing child support case management and child support and related services to noncustodial parents who participate in employment and training services? (7 points)
- A sound approach for developing competency in navigating community services that provide services other than employment and training that program participants may need to overcome barriers to paying child support? (5 points)
- A detailed understanding of the recipient's roles and responsibilities as they relate to the national evaluation? (7 points)
- Accurately delineated waivers needed to perform grant activities? (2 points)

### **Personnel, Experience and Capacity**

**Maximum Points: 40**

To what degree does the applicant demonstrate or provide:

- A detailed understanding of the responsibilities of the Project Manager, Data Coordinator, and specialized child support case managers? (10 points)
- Qualified personnel for the project manager, data coordinator, and specialized child support case managers? (13 points)
- Partnerships that will contribute to program outcomes and a sound plan to make partnerships effective and letters of intent from partners that describe their role in the project? (12 points)
- Experience partnering with organizations that work with noncustodial parents to remove barriers to paying child support, including organizations that provide employment and training services? (5 points)

### **Budget**

**Maximum Points: 10**

To what degree does the applicant demonstrate or provide:

- A detailed year-one budget and budget narrative in standard cost categories (mirroring the SF-424), with detailed line item calculations for each cost category that includes detailed explanations and justifications for the amounts requested? (3 points)
- A total budget as outlined in *Section II. Federal Award Information* with adequate resources to plan, conduct, and complete the project, including those for a third-party employment service provider, salaries for a Project Manager, Data Coordinator, specialized child support case managers, and full participation in the national evaluation? (3 points)
- A budget request that is consistent with the number of people the project anticipates serving? (3 points)
- Funds for at least one key staff to attend the two-day workshop each year of the demonstration? (1 point)

### **Bonus Points**

**Maximum Points: 10**

To what degree does the applicant demonstrate or provide:

- An application proposing program type 1: tribal child support agencies? (10 points)
- An application proposing program type 2: state child support agencies where at least one local jurisdiction participating in the demonstration does not currently have an

employment and training program or the program has been in operation for less than five years? (5 points)

## V.2. Review and Selection Process

No award will be made under this funding opportunity on the basis of an incomplete application.

### Initial ACF Screening

Disqualified applications are considered “non-responsive” and are excluded from the merit 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 NOFO.

### Merit Review and Results

Applications competing for financial assistance will be reviewed and evaluated by review panels using only the criteria described in *Section V.1. Criteria* of this funding opportunity. 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 merit review are taken into consideration by ACF in the selection of projects for funding; however, merit review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. 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. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

Bonus points are available for applicants proposing program types 1 or 2.

### Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://sam.gov/reports/ei/static>, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205\(a\)\(2\) Federal Awarding Agency Review of Risk Posed by Applicants](#).

### **Approved but Unfunded Applications**

Applications recommended for approval in the merit review process, but not selected for award may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

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

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

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

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

Successful applicants will be notified through the issuance of a NoA that sets forth the amount of funds awarded, the terms and conditions, the effective date, 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 email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is relevant.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

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

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

Awards issued under this funding opportunity are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at [www.ecfr.gov](http://www.ecfr.gov). Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary awards are available at: [www.acf.hhs.gov/administrative-and-national-policy-requirements](http://www.acf.hhs.gov/administrative-and-national-policy-requirements).

An application funded with the release of federal funds through an 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.



## **HHS Grants Policy Statement**

ACF awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS), which covers basic award processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The HHS GPS is available at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>.

## **VI.3. Reporting**

Performance Progress Reports:

Semi-Annually

### **Reporting Requirements**

Recipients will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at <https://www.acf.hhs.gov/grants/manage-grant/reporting>.

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

Financial Reports:

Semi-Annually

Financial Report: SF-425 Financial Status Report

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

### **Program Office Contact**

Michelle

Jadcak

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Child Support Services

330 C Street SW

Washington

DC

20201

202-401-4578

[michelle.jadcak@acf.hhs.gov](mailto:michelle.jadcak@acf.hhs.gov)

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

Bridget

Shea Westfall

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management

330 C Street SW

Washington

DC

20201

## VIII. Other Information

### Reference Websites

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

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

ACF Funding Opportunities Forecasts and NOFOs [www.grants.gov/](http://www.grants.gov/).

ACF "Applying for an ACF Award" <https://www.acf.hhs.gov/grants/how-apply-grant>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

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

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

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

### Application Checklist

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

What to Submit	Where Found	When to Submit
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> . See <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> for additional information.  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>	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.4. 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.
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.  To obtain a UEI and SAM registration, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A UEI and registration at SAM.gov are required for all applicants.  Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.
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> .  These forms are available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	If submission of this form is applicable, it is due at the time of application.  If not available at the time of application, it may also be submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> .  The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf">https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf</a>	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C.  Submission is required with the application package by the due date in the <i>Overview</i> and in

What to Submit	Where Found	When to Submit
		<i>Section IV.4. Submission Dates and Times.</i>
Indirect Cost Rate Agreement (IDR)	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i></p> <p>The IDR must be submitted with the application package.</p>	<p>If the IDR is available by the application due date, it must be submitted with the application package.</p> <p>If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>, it may be submitted prior to the award of a grant.</p>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>