



Administration for Children and Families

Office of Child Support Enforcement

Safe Access for Victims' Economic Security (SAVES) Center

HHS-2022-ACF-OCSE-FD-0018

Application Due Date: 06/01/2022

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Funding Opportunity Title:

Safe Access for Victims' Economic Security (SAVES) Center

Announcement Type:

Modification

Funding Opportunity Number:

HHS-2022-ACF-OCSE-FD-0018

Primary CFDA Number:

93.564

Due Date for Applications:

06/01/2022

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 grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/how-apply-grant>.**

The Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE) seeks to award one cooperative agreement to a state or tribal Title IV-D child support agency to establish a national Safe Access for Victims' Economic Security (SAVES) Center to increase safe access to child support and parenting time services for victims/survivors of domestic violence. The SAVES Center will provide comprehensive training, technical assistance, and evaluation support to state and tribal child support agencies receiving funding through the SAVES Demonstration Notice of Funding Opportunity (NOFO) (HHS-2022-ACF-OCSE-FD-0017). States and tribes receiving SAVES Demonstration funding will implement comprehensive domestic violence safety policies, procedures, and outreach activities to enhance safety for victims/survivors of domestic violence in the child support program and increase access to child support and parenting time services for parents not currently receiving child support due to safety concerns.

In addition to providing training and technical assistance to SAVES Demonstration recipients, the SAVES Center shall manage the following:

1. Develop and offer a comprehensive array of technical assistance and training resources for state, tribal, and local child support agency staff, judicial officers and court staff involved in child support hearings, domestic violence service providers, legal services providers, and other related public and private agencies;
2. Compile and maintain a national clearinghouse of promising practices for safe access to child support and parenting time services in states, tribes, and local child support agencies and court systems; and
3. Conduct and disseminate national research on domestic violence victims'/survivors' barriers and needs related to child support and parenting time services.

Applicants for this cooperative agreement may also apply for demonstration site funding under the companion NOFO, but it is not a requirement for application or selection under this opportunity. A conflict of interest mitigation plan is required if recipients of funding under this NOFO are also recipients of funding in the SAVES Demonstration NOFO.

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 existence of domestic violence in the child support caseload has been acknowledged for decades, but scant research has been conducted on the incidence of domestic violence between parties in the child support system. The Child and Family Research Partnership (CFRP) at the University of Texas conducted one of the only large-scale studies to gather information on domestic violence, paternity, and child support participation. The CFRP study was based on a representative sample of approximately 1,200 mothers and 300 fathers with a non-marital birth in Texas. The sample was split between parents surveyed 3 months and 3 years after their child's birth. For the first time, child support program administrators have data specific to domestic violence experienced by custodial parents in the IV-D program and the data highlights several critical issue areas for attention. Unless otherwise noted, all research reference comes from CFRP[[i](#)]

1. Underreporting of domestic violence in the child support system is significantly more prevalent than previously estimated. Thirty-seven percent of custodial parents with formal child support orders in the CFRP study reported domestic violence by the time their child was 3 years old - a rate approximately four times greater than the rate of family violence indicator (FVI) flags on custodial parents in the Federal Case Registry (FCR). The rate of custodial parent FVI flags on the FCR is 10 percent. Nineteen states and territories have less than 5 percent of custodial parents with family violence indicators or protections on their cases.
2. Many victims/survivors do not have a formal child support order and would like one. Almost half of mothers (43 percent) who do not have a formal child support order and who are not receiving any informal support 3 years after their child was born report domestic violence perpetrated by the father of their child. Previous research reported that 90 percent of domestic violence victims/survivors would pursue child support if they could do so safely. The high rates of domestic violence among mothers who are not in the system may be attributable to uncertainty about protections available or fears about lack of protections within the child support system; fears about losing custody or their abuser being granted visitation that does not include safety measures (e.g., supervision, neutral exchange); and the potential for further violence from the father related to pursuing child support.
3. Additional safeguards are needed for in-hospital voluntary paternity procedures. Nearly 1 in 10 unmarried mothers completing a voluntary paternity acknowledgment at the hospital report being injured by the father during pregnancy. When expanded to include risk of physical or emotional harm, approximately 1 in 5 unmarried mothers experienced

relationship violence from the father of their child. Among the 20 percent of unmarried fathers who are abusive, half come to the hospital for the birth of their child, and 85 percent of those fathers execute a voluntary paternity acknowledgment with the mother. Medical clinicians perform regular domestic violence screening as part of pre- and post-natal care, but those screening activities do not appear to carry over into medical records practices. This lack of screening and safety-informed practice results in the significant potential for coerced "voluntary" completions of paternity acknowledgements.

One of the primary reasons that victims/survivors stay with or return to their abuser after leaving is the lack of financial resources to live independently. Two-thirds (67 percent) of survivors surveyed said that they stayed longer than they wanted or returned to an abusive relationship because of financial concerns, such as not being able to pay bills, afford rent or mortgage, or feed their family.^[ii] The core purpose of the child support program--ensuring families receive consistent and reliable support--is ideally aligned to promote victims'/survivors' ability to safely leave violent relationships and establish safe, independent living situations for themselves and their children. When victims/survivors do not know what protections are available to them in the child support process, they go without critical financial support. Not only can consistent financial support help victims/survivors leave an abusive relationship, but knowledge of the dynamics of domestic violence can help child support professionals understand customers, lead to improved case processing, and increase safety for parents and staff.

The Title IV-D program has regulatory prohibitions, 45 CFR 303.21 and 309.80, against the disclosure of information. These regulations specifically provide for protections of information that could result in physical or emotional harm to a party. The State IV-D program also has an FVI. The FVI is an indicator on cases in the state computer system that prohibits the release of specific address and contact information when the IV-D agency has reason to believe that the release of that information may pose a risk of physical or emotional harm to the parent and/or child(ren). The Title IV-D program also has the statutorily required good cause exemption. The good cause exemption waives the child support cooperation requirements for recipients of public assistance and allows the IV-D agency to either not open a child support case or close an existing case when it's determined that proceeding with child support is not safe. Specific evidentiary requirements, policies, and procedures for operationalizing the statutory requirement of the FVI and good cause exemption are left to the discretion of states and tribes, resulting in widely reported inconsistencies.

An additional, overlooked barrier to victims'/survivors' safe and fair access to child support services is the emphasis child support programs place on neutral delivery of child support services. States and tribes emphasize that their agency and the agency attorneys do not represent either party in child support actions. The unintended consequence of this emphasis on neutrality is that it results in victims/survivors being disadvantaged in the child support process. The dynamics of domestic violence are grounded in one partner's power and control over the other partner. Those power and control tactics must be mitigated through safety-informed child support practices for the process to be truly neutral for a victim/survivor. Absent safety modifications, the child support process will be biased in favor of a battering party who manipulates, coerces, intimidates, or threatens the other party into making child support agreements or parenting time arrangements that are not based on fact or the best interest of the child. From a federal, state, tribal, and county public policy perspective, child support agencies

must not be neutral when it comes to violence and parent and family safety. Developing safety-informed practices and taking a proactive policy and programmatic stance to promote safety is not the same as individual legal representation.

In 2020, seven additional questions were added to the Intergovernmental Resource Guide (IRG) requiring states to provide basic information on domestic violence safeguards, FVI practices, and state review of FVI and domestic violence procedures. Responses to the IRG questions indicate that most states are not reporting implementation of specialized policies and procedures for providing safety-informed child support services to victims/survivors of family violence; many states have not reviewed FVI policies for over 15 years; and FVI policies and procedures are markedly inconsistent from state to state.

In recent years, OCSE has provided the following range of non-regulatory guidance to states and tribes:

Information Memoranda

- IM-14-03, Domestic Violence Awareness Month: Focus on Resources, Collaboration and Confidentiality (October 3, 2014): <https://www.acf.hhs.gov/css/policy-guidance/domestic-violence-awareness-month-focus-resources-collaboration-and-confidentiality>
- IM-15-02, Safe Access to Child Support Services: Scope of the Issue (October 21, 2015): <https://www.acf.hhs.gov/css/policy-guidance/safe-access-child-support-services-scope-issue>
- IM-19-06, Model Procedures for Domestic Violence Cases (August 21, 2019): <https://www.acf.hhs.gov/css/policy-guidance/model-procedures-domestic-violence-cases>

Agency Resource Guides

- Domestic Violence Expert-informed Model Screening Questions and Practices (August 2019): https://www.acf.hhs.gov/sites/default/files/documents/ocse/dv_guidance_and_model_questions.pdf
- Enhancing Safe Access to Child Support: IV-D Program Inventory and Planning Resource (October 2015): https://www.acf.hhs.gov/sites/default/files/documents/ocse/enhancing_safe_access_inventory.pdf

Educational Resources

- Safely Pursuing Child Support: A Caseworker Desk Card (September 3, 2021): <https://www.acf.hhs.gov/css/outreach-material/safely-pursuing-child-support-desk-card>
- Child Support When You're Afraid of the Other Parent: Guide for Domestic Violence Advocates and Survivors (October 27, 2020): <https://www.acf.hhs.gov/css/outreach-material/child-support-when-youre-afraid-other-parent>
- Training and technical assistance provided to individual state and tribal child support agencies

While OCSE increased the development of domestic violence resources and expanded delivery of domestic violence training over the past 5 years, the demand for training and resources far exceeds OCSE's current capacity. Resource and training development are also limited by a marked lack of research on victims'/survivors' needs and promising or best practices for safe delivery of child support services. The SAVES Center, and the SAVES Demonstration funded under the companion SAVES Demonstration NOFO (HHS-2022-ACF-OCSE-FD-0017), are designed to address these shortfalls.

Developing and incorporating consistent, comprehensive, evidence-informed domestic violence policies and procedures into the child support program is likely to increase victims'/survivors' access to financial stability, increase safety for staff and program participants, reduce gender and racial bias in access to child support services, and promote greater access to justice for victims/survivors of domestic violence. The child support program cannot take sides between parents when delivering child support services, but it should not be neutral when it comes to domestic violence. Incorporating specialized, safety-informed child support and parenting time services for parents who have experienced domestic violence is essential to overcome the intimidation, manipulation, and coercion used by perpetrators of violence, thereby creating a fair and equitable access to child support for victims/survivors.

Purpose and Goals

Under this NOFO, OCSE will fund one cooperative agreement establishing a national technical assistance, training, and research center to increase safe access to child support, paternity, and parenting time services for victims/survivors of domestic violence. The SAVES Center will support the following:

1. Gather existing resources, including promising practices; guidelines; information on evidence-informed, trauma-informed, and culturally relevant programming; and other information in the form of a clearinghouse, to support state and tribal child support agencies' capacity to safely provide child support and parenting time services to families affected by domestic violence.
2. Assess and enhance existing domestic violence and child support training curriculum and technical assistance resources and create new technical assistance and training resources, including child support navigator training for domestic violence advocates, where gaps have been identified to enhance the capacity of state and tribal child support agencies to provide culturally competent, safer access to child support and parenting time services.
3. Provide training and technical assistance to OCSE's SAVES Demonstration site recipients (see companion NOFO HHS-2022-ACF-OCSE-FD-0017), including the following:
 - Review and revision of agency domestic violence policies and procedures
 - Consult and assist with design and production of outreach and education materials
 - Build capacity of recipients to conduct and sustain domestic violence training for agency and collaborative partner agencies staff
 - Convene and facilitate collaboration and coordination with key stakeholders from domestic violence agencies, legal services providers, public assistance agencies, and the courts

4. Evaluate SAVES Demonstration site safety informed policies, procedures, and partnerships to identify best and promising practices for increasing victim/survivor safety when receiving child support services; assess gaps in services and partnerships; and develop implementation toolkits based on evidence from the SAVES demonstration.
5. Provide training and technical assistance using a peer learning model to state and tribal Title IV-D child support agencies, judicial officers and related court staff that hear Title IV-D child support cases, and domestic violence service providers in jurisdictions not receiving funding as part of the SAVES Demonstration grant project (see companion NOFO HHS-2022-ACF-OCSE-FD-0017).
6. Conduct, contribute to, or summarize research related to domestic violence and child support and parenting time. Initial research should establish a baseline on prevalence of domestic violence for parents currently receiving, or eligible to receive, Title IV-D child support services; an assessment of barriers and needs related to safe access to child support and parenting time services; and a compilation of current promising or evidence-informed policies and procedures promoting safe access to child support and parenting time services.
7. Conduct periodic needs assessments of the domestic violence, child support, and parenting time issues and challenges in state and tribal settings to identify and respond to emerging issues, unmet technical assistance requests, including the identification of unaddressed or under-addressed topic areas and audiences.
8. Improve consistent implementation of promising, innovative, evidence-informed, trauma-informed, and culturally relevant strategies for providing safer access to child support and parenting time services.
9. Identify, convene, and establish a national stakeholders and advisory board representing the following:
 - Domestic violence programs and resource centers (including tribal and other culturally specific domestic violence programs)
 - Individuals with lived experience of domestic violence, court and judicial training and technical assistance providers and associations
 - Legal aid and other access to justice providers specializing in domestic violence
 - Offices within HHS/ACF with services, funding, or research related to domestic violence
 - Other federal agencies with funding and policy focus on domestic violence, and state and tribal child support agency directors
 - Court and judicial training and technical assistance providers
 - The national stakeholders and advisory board must ensure full representation of people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
10. Develop draft regulatory guidance for state and tribal IV-D agency safety protocols and program operations informed by best and promising practices identified by demonstration project evaluation.

For the purpose of this NOFO, evidence-informed practices bring together the best available research, professional expertise, and input from service, advocacy, and prevention communities to identify and deliver services that have promise to achieve positive outcomes for parents in the child support program.

Program Expectations

Leadership, capacity, and expertise

The SAVES Center leadership must be within the state or tribal child support agency applying for funding under this NOFO. Project leadership must not be delegated to a contractor or subrecipient. The recipient must demonstrate the following expertise:

- Capacity to recruit and manage nationally recognized domestic violence, legal services, and research/evaluation partners
- Experience developing, implementing, managing, and evaluating multiple child support demonstration projects involving multiple community and public agency partners representing multiple disciplines
- Experience implementing comprehensive domestic violence policy, procedures, training, and protocols into current agency child support program services
- Experience developing innovative public outreach and education resources using multiple methods for distribution
- Experience, or commitments from partners with experience, convening or co-leading national meetings with practitioners and research/evaluation professionals
- Partner with OCSE under terms of the cooperative agreement in implementing the project deliverables. Recipient shall plan conferences, meetings, or major project meetings with OCSE to allow participation of OCSE staff. Recipient shall plan to develop, review, and discuss a detailed plan for project implementation, a work plan, a trainings/events schedule, an evaluation schedule, and a plan for reporting on the outcomes of the project. The SAVES Center recipient will need to partner with OCSE program officers in the planning, coordination, and implementation of meetings for SAVES Demonstration recipients. More information on how OCSE will be involved is included in *Section II. Federal Award Information, Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement.*

The recipient must ensure that the grant approach, workplans, and deliverables follow a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. Recipients will provide a comprehensive community equity plan that demonstrates the processes and policies the recipient has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans. This plan will also address policies and practices in place to ensure that the grant staffing plan supports the capacity to address those disparities in an ongoing, strategic, and culturally responsive manner, especially for underserved populations with documented history of long-standing significant disparities related to domestic violence.

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521), under this NOFO, OCSE 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. For any information collection activities that are subject to PRA, the recipient will work with OCSE to obtain OMB approval for the activities, as appropriate.

Partnerships

While OCSE anticipates that the recipient will lead the development, implementation, and management of the SAVES Center, the recipient must partner with a broad range of public and private organizations engaged in domestic violence service delivery, policy development and advocacy, legal services, public benefits administration, judicial and court training and technical assistance, and university or other national research providers with previous domestic violence research experience.

[i] Osborne, Cynthia et al. (2013). A Portrait of Father Involvement and Support in the First Three Years after a Nonmarital Birth. Child and Family Research Partnership.

<https://childandfamilyresearch.utexas.edu/portrait-father-involvement-and-support-first-three-years-after-nonmarital-birth>

[ii] “We Would Have Had to Stay”: Survivors’ Economic Security and Access to Public Benefits Programs (2018) Joint Report from the National Resource Center on Domestic Violence, the National Domestic Violence Hotline, and the National Latin@ Network for Healthy Families and Communities at Casa de Esperanza. https://vawnet.org/sites/default/files/assets/files/2018-11/NRCDV_PublicBenefits-WeWouldHaveHadToStay-Nov2018.pdf

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$5,882,350

Expected Number of Awards:

1

Award Ceiling:

\$5,882,350

Per Budget Period

Award Floor:

\$5,000,000

Per Budget Period

Average Projected Award Amount:

\$5,882,350

Per Budget Period

Anticipated Project Start Date:

09/01/2022

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 competitive review and from 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. Please see *Section III.3. Other, Application Disqualification Factors*.

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

The total amount available for award represents both section 1115 grant funds and corresponding child support federal financial participation funding. OCSE now awards these together and applicants should request a budget representing both. Guidance on this can be found in [IM-20-06](#).

The awardee may receive up to \$11,782,350 over the 5-year project period. The ceiling for year 1 is \$5,882,350. The funding ceiling for years 2-5 is \$1,475,000. The SF-424A and budget documents submitted with your application should be for year 1 funds only. The anticipated budget for years 2-5 should be entered into Section E of the SF-424A. Round all budget figures up or down to the nearest dollar amount. Budget requests, including object class categories, should be submitted in whole numbers.

Subsequent year funding will be awarded through non-competing continuation applications. In order to receive continuation funding, grantees must have demonstrated satisfactory progress in the prior budget period. Satisfactory progress is defined as submission of all programmatic and financial documents and reports; attendance at meetings, trainings, and workshops with project officers, technical assistance providers, and peers as required by NOFO; and meeting all terms and conditions of the funding.

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

All awards will be cooperative agreements. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. OCSE will collaborate substantially with the SAVES Center recipient throughout the project period. OCSE will provide consultation and will review and approve the work plan for the project. OCSE will also approve any revisions to the work plan or structure of the SAVES Center during each budget/project period. Additionally,

OCSE will propose and approve changes to project scope and activities. OCSE will review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement. OCSE will be involved in the development of long-term strategies for implementing the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings.

The SAVES Center recipient will plan conferences, topical meetings, or major project meetings with OCSE staff and coordinate scheduling to ensure participation of OCSE staff. The SAVES Center recipient will provide a detailed plan for project implementation, a work plan, trainings/events schedule, evaluation schedule, and a plan for reporting on the outcomes of the project. As OCSE determines appropriate, OCSE will make changes to the project plan in consultation with the recipient.

OCSE will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums to review current and planned activities, to share information, and to promote national coordination. The SAVES Center recipient must plan travel expenses for at least one representative from its organization to participate in at least two OCSE organized meetings each budget period.

The SAVES Center recipient must plan to facilitate a minimum of two OCSE-sponsored webinars annually for each of the 5 years funded under the cooperative agreement. OCSE will keep the SAVES Center recipient informed about expectations for performance, current OCSE policies, priorities, and vision for addressing domestic violence and safe access to child support and parenting time services. The respective responsibilities of OCSE and the successful applicant will be identified and incorporated into the terms and conditions of the award and the cooperative agreement during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the recipient under this opportunity.

OCSE does not anticipate substantial involvement in the recipient's creation of data collection activities such as those related to needs assessments, evaluations, and requests for feedback, and the recipient is not expected to submit such data collection instruments for OCSE approval. OCSE will not conduct or sponsor, and a person is not required to respond to, a collection of information covered by the PRA, unless it displays a valid OMB control number. In cases where OCSE is directly involved in creating data collection activities under this NOFO, data collection will be conducted consistent with the PRA of 1995, (44 U.S.C. 3501-3521) and display a valid OMB control number.

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 competitive review and from 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 of the criteria listed in 45 CFR § 75.306.

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

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. 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.**

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this 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 www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this funding opportunity.**

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

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this funding opportunity. That is, applications submitted to www.Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and from funding under this funding opportunity.

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

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

The deadline for receipt of paper applications is 4:30 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 competitive review and from funding under this funding opportunity. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this 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

Michael
Hayes

U.S. Department of Health and Human Services
Administration for Children and Families
330 C Street SW
Washington
DC
20201
202-401-5651
michael.hayes@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Federal Relay Service:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organization Representative (AOR)

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

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to

answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations

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

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file 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: the table of contents, the one-page Project Summary, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to 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 objective review. The removed page(s) will not be made available to reviewers.

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

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

NOTE: Applicants failing to adhere to ACF's 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 make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. 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 submitting electronic applications need not provide additional copies of their application package.

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

Signatures

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

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

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

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 (suggested 40 pages or less)
- Budget and Budget Justification

File Two (Appendices)

- Resumes and curriculum vitae
- Third-Party Agreements and/or 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

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

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the

ability to save documents to the PDF format without need of additional software. Applicants using the Adobe 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, as scanned documents may have reduced clarity and readability.

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”, which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

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

Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
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
<p>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</p>	<p>Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.</p>	<p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>
<p>SF-424 Key Contact Form</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>	<p>Submission of the certification is required for all applicants.</p>
<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate</p>	<p>Required for all applications when applying for a non-construction project.</p>

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	certification of their compliance with all Federal statutes relating to nondiscrimination.	
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 Disclosure

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

Disclosures must be sent in writing to:

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: MandatoryGranteeDisclosures@oig.hhs.gov

The Project Description

The Project Description Overview

General Expectations and Instructions

The Project Description provides the majority of 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 application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the 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.

Need for Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

Clearly state the principal and 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.

SAVES Center applicants must outline a plan of action that describes the scope of training, technical assistance, and research projects, and describes how the proposed work will be accomplished. Applicants must describe how training, technical assistance, research, and evaluation services will be provided to the SAVES Demonstration sites (companion NOFO) and to other state, tribal, and local child support agencies and related domestic violence service providers. Applicants must account for all planned events, activities, products, and projects identified as part of the scope of the SAVES Center training, technical assistance, and research center.

Applications should include the following:

- Evidence that the applicant organization has a comprehensive understanding of child support business processes and how they intersect with domestic violence victim/survivor safety and financial stability.
- Evidence that the applicant has identified and initiated partnership development with key partners required to implement the scope of work described in this section of the funding opportunity.
- Evidence the applicant organization has experience implementing comprehensive domestic violence safety measures into the applicant organization's child support program.
- Evidence the applicant organization has experience coordinating, supporting, and managing the engagement of multiple stakeholders representing both internal and external stakeholders including public agencies, university or other research/evaluation providers, and community-based organizations.

- Approach for working with SAVES Demonstration recipients to ensure coordination and a collaborative working relationship with the SAVES Center to support efficient implementation of training, technical assistance, evaluation, research, and dissemination of demonstration findings to state and tribal child support agencies and other stakeholders.
- Detailed work plan describing how the applicant will implement a comprehensive community equity plan, including the processes and policies the recipient has in place to ensure the proactive identification of systemic barriers to opportunities and benefits for people of color and other underserved populations and strategic incorporation of activities to redress such barriers.
- Detailed plan for meaningful, respectful engagement and integration of a diverse group of individuals with lived experience relevant for guiding the SAVES Center activities to effectively improve federal policy, programs, and research.
- Detailed project management plan that adequately reflects the complex nature of the work to be undertaken, demonstrates an effective communication plan with key SAVES Center partners, and provides evidence that the approach is feasible to implement in the timelines required for the project.
- Plan to mitigate potential conflict of interest, including perceived conflict of interest, if the applicant is also awarded a SAVES Demonstration grant under the companion NOFO.

All applicants must cite factors that might accelerate or decelerate the implementation of training, technical assistance, and research projects, and state the reason for taking the proposed approach for national implementation. SAVES Center applicants should describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

The SAVES Center recipient is expected to offer a comprehensive and national scope of training and technical assistance related to domestic violence and safe access to child support and parenting time services. The SAVES Center recipient is expected to develop and promote culturally appropriate, evidence-informed intervention strategies and information that improve the capacity of state and tribal child support agencies and related courts to increase access and safety for victims/survivors of domestic violence in need of child support and parenting time services.

Expected activities

Training and technical assistance activities must include the following:

- Provide training and technical assistance to SAVES Demonstration recipients and to state, tribal, and local child support and domestic violence service providers.
- Identify and address current and emerging issues related to domestic violence and safe access to child support and parenting time services through the provision of training and technical assistance that is comprehensive and national in scope. Topics of relevance may include trauma-informed child support and parenting time services; managing interactions with individuals who have used violence; access to other public safety net programs and child support cooperation requirements; role of the child support attorney

and legal practice; court and judicial best practices; incorporating procedural justice into services for survivors; child support and parenting time navigator training for domestic violence advocates and professional staff; and other topics identified as priorities by OCSE.

- Maintain the capacity to provide virtual training to a range of audiences and audience sizes, including, but not limited to, securing the necessary technical tools/platforms and ensuring staff or consultant subject matter expertise on adult learning, instructional design, and learning management systems best practices.
- Promote equity, be victim-/survivor-centered, trauma-informed, culturally relevant, and address potential bias of professional staff in training and technical assistance activities.
- Enhance child support agencies' organizational capacity and accessibility by offering innovative and comprehensive educational opportunities, conferences, and peer-to-peer consultations to share SAVES Center and SAVES Demonstration recipients' expertise regarding domestic violence, child support, and parenting time to the following groups: state, tribal, and local child support programs; local, tribal, and state domestic violence programs and coalition; court and judicial officers, public safety net agencies, legal services organizations, and other social service agencies.
- Conduct periodic needs assessments of the domestic violence field, child support, parenting time, courts, and related systems to identify unmet training and technical assistance needs as well as unaddressed or under addressed topic areas and audiences.

Policy development and cross-system engagement activities must include the following:

- Engage public and private systems to create national, statewide, tribal, and local improvements in child support and parenting time services, minimizing barriers for victims/survivors of domestic violence who need to safely access those services.
- Engage public and private systems in conducting needs assessments to address emerging trends, gaps, and service accessibility barriers that domestic violence victims/survivors may face when accessing child support and parenting time services.
- Work collaboratively with public and private systems to strengthen policies and institutionalize training to improve accessibility and service outcomes for victims/survivors of domestic violence and their children.
- Coordinate child support and parenting time systems improvements and policy development/changes collaboratively with community partners and stakeholders to ensure that responses are informed by domestic violence victims/survivors and service providers and consider any unintended consequences, service gaps, and availability of community resources.
- Identify federal, state, and tribal policy gaps and opportunities, and educating the child support, parenting time, and domestic violence field on administrative policies affecting their work.

Resource development and public awareness activities must include the following:

- Gather and create culturally appropriate resources, including promising practices, guidelines, program toolkits, staff guides and resources, judicial and court practice guides and protocols, model policy and procedures templates, and general informational

materials, and making this information available to the child support, parenting time, courts, and domestic violence field.

- Distribute and develop comprehensive statistics, fact sheets, evaluation reports, and specialized resources addressing a range of child support/parenting time and domestic violence intervention and prevention issues, including emerging topics.
- Distribute and develop materials to support the adaptation of model programs, evidence-informed practices, promising practices, and exemplary projects.
- Develop a national dissemination strategy to share promising practices, outcomes, and resources nationwide using tools that will enhance the accessibility of statistics, fact sheets, and specialized domestic violence and child support/parenting time resources, including content management systems, communities of practice, e-learning modules, podcasts, videos, websites, webcasts, and webinars.
- Develop a communication plan for distributing information, products, reports, and other project outputs to the child support and parenting time field, domestic violence field, courts and judiciary, and public. Applicants must describe the method, volume, and timing of distribution.

Research and evaluation activities should support the SAVES Demonstration grant sites (companion NOFO) and be responsive to the child support and parenting time program at the national level. Activities must include the following:

- Review the scope of available research and conduct baseline research on victims'/survivors' experiences accessing child support and parenting time services, prevalence of domestic violence with parents receiving child support services, and identify unmet need for safe access to child support and parenting time services.
- Review the scope of available training and technical assistance resources to identify promising models and methodologies, and identify gaps for resource development.
- Evaluate the SAVES Demonstration grant site pilot interventions to assess for implementation and outcomes related to victim/survivor safety and increased safe access to child support and parenting time services.
- Complete case studies to assess partnerships between child support agencies, domestic violence programs, courts, and other public safety net programs to meet the needs of domestic violence survivors and their children or to improve service/system accessibility. Applicants must also document the scope of collaborations, successes, challenges, and outcomes achieved.
- Collaborate with the child support, parenting time, and domestic violence field to review and understand domestic violence related lessons learned, evidence-informed and promising practices, national standards, and promising practices for addressing emerging issues, victim/survivor needs, service gaps, service accessibility challenges, system barriers, and successful multidisciplinary partnerships.
- Develop a plan for national distribution of research or findings that integrates the applicant's area of expertise and shares those findings with the child support, parenting time, and domestic violence field and the general public.

Applicants must discuss the areas of research and/or specific research questions that may be investigated, initial ideas on how to assess the research questions, and any limitations foreseen. Applicants must discuss how they will assess the rigor of research identified and how they will

highlight limitations and call attention to future directions for research. Applicants must discuss the state of the research, research gaps and data collection challenges, and the specific research and knowledge areas to which the cooperative agreement's research and knowledge development activities will contribute. Applicants must address how they will conduct research activities to ensure sensitivity to and respect for the vulnerability of victims/survivors, and protection of research subject's privacy.

Expected partnerships

The applicant must identify and partner with nationally recognized state and tribal domestic violence, research, judicial, and legal services partners to implement SAVES Center training and technical assistance, research and evaluation, resource development, and policy and cross-system engagement. The partnerships must include culturally specific domestic violence experts. Applicants must demonstrate that a relationship exists with these partners or that such a relationship can be established quickly because of existing connections and agreements to work together. Expected partners include the following:

- National organizations with demonstrated experience and expertise providing resource, training, technical assistance, and policy support to state, local, and tribal domestic violence coalitions and service providers.
- National organizations with demonstrated experience developing and conducting training on domestic violence for state, local, and tribal court personnel, judicial officers, and legal services providers.
- Subject matter experts with demonstrated experience developing and conducting training and technical assistance resources for state, local, and tribal domestic violence professionals, judicial officers, child support professionals, and other social services providers.
- University or other research and evaluation providers with demonstrated experience conducting primary research related to domestic violence victims'/survivors' use of public safety net programs, including child support; evaluating domestic violence program interventions; and evaluating child support program innovations.
- National, state, and tribal domestic violence coalitions and advocacy groups.

The applicant must clearly define roles for each partner identified, describe the scope of work each partner has capacity for and is expected to perform, and provide a detailed plan for managing communication and coordination of all partner activities related to the SAVES Center.

Project management

Applicants must address project management for all SAVES Center training, technical assistance, and research/evaluation activities. Applicants must employ a Project Manager to function as the SAVES Center Director and, as needed, other key staff with the necessary experience and expertise to ensure that the project is planned, implemented, and evaluated successfully. Applicants must clearly define the roles and responsibilities of the Project Manager and any other key staff assigned to the project. Applicants must describe how their project manager will fulfill the following requirements:

- Engage and collaborate with OCSE to refine the proposed grant activities.
- Provide oversight of the project budget, deliverables from staff and/or contractors, and project research and evaluation.
- Lead regular meetings with internal, contracted, and external partners, and other project staff to discuss any challenges/barriers to completion and resolve them quickly and effectively.
- Maintain oversight and knowledge of implementing all project components including coordination and communication with SAVES Demonstration Site recipients, external partners, contractors, and OCSE.
- Coordinate and participate in OCSE site visits.

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:

- Resumes;
- Curricula Vitae (CV);
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- 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;
- Job descriptions for each vacant key position.

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, 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 resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

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.

Logic Model

Applicants must submit a logic model for designing and managing their projects. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Project Sustainability Plan

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

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Protection of Sensitive and/or Confidential Information

Provide a description of how protected personally identifiable information 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.

Dissemination Plan

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

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

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both 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. The Letters of Commitment and MOUs 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 to be third-party agreements.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

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

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If 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: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this 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 Executive Level II salary reflects an individual's base salary exclusive of fringe benefits and any*

income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the 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.

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 (FICA) 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 an article of nonexpendable, 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: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000. See 45 CFR § 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 for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. 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.

Justification: Demonstrate that all 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.

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.

Other

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

Indirect Charges

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

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

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 objective 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 (MTDC) 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 grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. 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 or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) 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, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on 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 competitive 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 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

Organization applicants can find complete instructions here:

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

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

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtainduns-number.html>

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All

organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

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

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

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

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

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

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

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

How to Submit an Application to ACF via Grants.gov

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

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

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

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

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

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

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

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

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

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

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

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

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 pm ET on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an 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. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

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

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

Issues with Federal Systems

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

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "[Request an Exemption from Required Electronic Application Submission](#)."

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

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

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

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

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

IV.4. Submission Dates and Times

Number of Days from Publication 30

03/30/2022

Due Dates for Applications

Due Date for Applications 06/01/2022

06/01/2022

Explanation of Due Dates

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

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this funding opportunity.

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

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

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Hand-delivered applications must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 am ET and 4:30 pm ET Monday through Friday (excluding federal holidays).

Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

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

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from [Grants.gov](https://www.grants.gov)

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations.

Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <https://www.whitehouse.gov/wp-content/uploads/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 a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

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

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

Pre-award costs are not allowable.

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.

IV.7. Other Submission Requirements

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

Submission by Mail

Michael
Hayes
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement
330 C Street SW
Washington
DC
20201

Hand Delivery

Same as Above

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.

For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: With the exception of the 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. Though an application may include web links, or embedded hyperlinks, reviewers must not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers 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 objective review.

Understanding of Technical Approach

Maximum Points: 40

To what degree does the applicant demonstrate and/or provide the following:

- Understanding of and ability to meet the requirements of this NOFO, including all elements described in *Section I. Program Description*.
- Appropriate criteria for judging the soundness of subrecipient partners to collaboratively establish a high-quality technical assistance, training, and research center OR evidence the applicant has already identified relevant subrecipients for this purpose.
- Detailed project management plan that adequately reflects the complex nature of the work to be undertaken and demonstrates an effective communication plan with subrecipient providers, national and state/tribal stakeholders, and with OCSE, and provides evidence that the approach is feasible to implement in the timelines required for the project.
- Sound approach for working with subrecipient partners, SAVES demonstration recipients, and state and tribal IV-D agencies to ensure timely communication and a collaborative working relationship to support the requirements of the SAVES demonstration.
- Sound approach for timely communication and collaborative working relationship with OCSE that reflects Section II. Federal Award Information, Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement.
- Detailed plan for meaningful, respectful engagement and integration of a diverse group of individuals with lived experience relevant for guiding the SAVES Center activities to effectively improve federal policy, programs, and research.
- Equity plan that demonstrates the processes and policies the recipient has in place to ensure the proactive identification of systemic barriers to opportunities and benefits and the intersection of victimization for people of color and other underserved populations and strategic incorporation of activities to redress such barriers in ongoing workplans.

Personnel and Resources

Maximum Points: 20

To what degree does the applicant demonstrate the following:

- Project management plan that is clear and is adequate to effectively manage subrecipient partners and obtain the desired outcomes.
- Organizational structure and program plan(s) that ensure there will be active engagement and collaboration with OCSE and subrecipient partners to reach program goals.

- Clear and reasonable plan to ensure ongoing engagement with SAVES Center demonstration recipients and other relevant external stakeholders and partners.
- Clear and reasonable plan for regular coordination and communication with collaboration partners and/or subrecipients, and key stakeholders.
- Awareness and identification of potential challenges to coordinating project activities and realistic strategies for overcoming such challenges.
- Ability to ensure required data collection and submission is appropriately staffed and managed with access to necessary technology, and training demonstration site staff responsible for data entry and submission.
- Qualified personnel with relevant experience and resources to adequately manage a complex, multi-year project that includes contracting with other entities.
- Qualified personnel with relevant experience for developing resources and technical assistance that are appropriate for state and tribal child support programs.
- Qualified personnel who have experience working with subrecipient partners and familiarity with technical assistance, partnerships, and implementation studies to effectively monitor the performance of such partners, including reviewing major deliverables.
- Assurances that the subrecipient partners and contractors for the SAVES Center will have continuous access to state and tribal child support expertise through recipient personnel or by training and transfer of knowledge.

Capacity, Experience, and Readiness of the Applicant Organization

Maximum Points: 30

To what degree does the applicant demonstrate the following:

- Prior experience creating, awarding, and managing contracts or inter-agency agreements for activities that are like those proposed or similarly complex and multi-year in nature.
- Capacity to recruit and engage nationally recognized domestic violence, legal services, and research evaluation partners for program consultation and to serve in advisory roles.
- Ability to procure the services of high-quality, independent subrecipients with experience developing, implementing, managing, and evaluating multiple community and public agency partners representing multiple disciplines (e.g. through a contract or inter-agency agreement).
- Prior experience implementing comprehensive domestic violence policy, procedures, training, and protocols into current agency child support program services.
- Prior experience developing innovative public outreach and education resources using multiple methods for distribution.
- Prior experience, or commitments from partners with experience, convening or co-leading national meetings and peer learning frameworks with practitioners and research/evaluation professionals.
- Prior experience coordinating and working with representatives from other state, tribal, or federal agencies (e.g., other child support agencies, ACF, or OCSE).
- List of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

- Organizational chart that explains how the project will be organized.

Budget

Maximum Points: 10

To what degree does the applicant demonstrate the following:

- Budget justification consisting of a budget narrative and line-item budget detail for each cost category identified on the Budget Information Standard Form SF-424A, which is consistent with the proposed program objectives.
- Clear rationale, detailed descriptions, and justifications for partner and/or subrecipient costs.
- Realistic plan to monitor and adjust budget expenditures based on input from OCSE and other key stakeholders.
- Set aside adequate funding for project director attendance at OCSE-sponsored recipient meetings and further learning opportunities linked to program activities.

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this 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 competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. If identified in *Section I. Program Description*, 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.

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), www.fapiis.gov/, 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 objective 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 Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via 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.

Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*, if applicable. Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk.

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. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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

Please review all HHS regulatory provisions for Termination at 45 CFR § 75.372.

HHS Grants Policy Statement

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

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

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

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

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Michael
Hayes
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement
330 C Street SW
Washington
DC
20201
202-401-5651
michael.hayes@acf.hhs.gov

Office of Grants Management Contact

Jill
Saletta
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Policy
330 C Street SW
Washington
DC
20201
202-401-5542
jill.saletta@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.

ACF "How To Apply For A Grant" <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.

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
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 www.Grants.gov 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>
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the funding opportunity. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
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 www.Grants.gov .	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 www.Grants.gov .	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 www.Grants.gov 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>

What to Submit	Where Found	When to Submit
	They are required for applications that include only non-construction activities.	
SF- Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	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-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 www.Grants.gov .	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.
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 <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

