



**Administration for Children and Families**

**Office of Child Support Enforcement**

**Charting a Course for Economic Mobility and Responsible Parenting - Cohort 2**

**HHS-2021-ACF-OCSE-FD-1858**

**Application Due Date: 03/24/2021**

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**Funding Opportunity Title:**

Charting a Course for Economic Mobility and Responsible Parenting - Cohort 2

**Announcement Type:**

Initial

**Funding Opportunity Number:**

HHS-2021-ACF-OCSE-FD-1858

**Primary CFDA Number:**

93.564,93.563

**Due Date for Applications:**

03/24/2021

**Executive Summary**

**Notice:**

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/howto>.**

The Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE) invites eligible applicants to submit competitive grant applications to expand development of curricula and other outreach interventions to educate teens and young adults about the financial, legal, and emotional responsibilities of parenthood. The primary goal of the grant projects is to leverage the child support program’s expertise on the legal and financial responsibilities of parenting to educate and motivate teens and young adults to postpone parenthood until after they have completed their education, started a career, and entered a committed relationship. Some research suggests that individuals who follow this “success sequence” are less likely to experience poverty and more likely to be economically self-sufficient as adults. In addition to the primary goal, the projects should also equip young parents who have had non-marital births to be aware of, and to access, parenting and relationship education, employment services, and the child support program, if necessary, for the legal and financial assistance likely to help them achieve economic stability and successfully co-parent.

These grants will build on local and state parenting awareness innovations, expanding and connecting responsible parenting, co-parenting, and healthy relationship outreach to the educational and employment resources critical to fulfilling the success sequence and building economic mobility. The target populations for these grant projects are teens and young adults ages 13-25, including unmarried parents and those who have not yet started families. Strategies should be targeted based on age group - early teen, late teen, and/or young adult. Eligible applicants are encouraged to prioritize interventions for teens and young adults who have barriers to following the success sequence and who are striving for economic mobility. The grant project designs should identify existing public and private entities using evidence-informed approaches to serve similar populations and establish and/or leverage partnerships to connect

educational and motivational programs to additional supportive services promoting economic stability and healthy family formation.

The first cohort of this program will be awarded in FY 2020 (*see [HHS-2020-ACF-OCSE-FD-1832](#)*), and this FOA is for a second cohort of this program to be awarded in FY 2021. The second cohort will be required to participate in peer learning opportunities with the first cohort. OCSE is interested in proposals for projects targeting different priority sub-populations or substantially different approaches or geographic areas from the FY 2020 Course for Economic Mobility and Responsible Parenting Cohort 1 recipients.

## I. Program Description

### Statutory Authority

Section 1115 of the Social Security Act, 42 U.S.C. § 1315, authorizes funds for experimental, pilot, or demonstration projects likely to assist in promoting the objectives of Part D of Title IV, 42 U.S.C. § 651, *et seq.* Section 1115 provides that "projects: 1) must be designed to improve the financial well-being of children or otherwise improve the operation of the child support program; 2) may not permit modification in the child support program which would have the effect of disadvantaging children in need of support; and 3) must not result in increased cost to the federal government under Part A of such title."

### Description

#### BACKGROUND

Youth at the ages of 13-22 in 2019 are the first half of the post-millennial (Gen Z) generation. They are on track to be the most diverse and best-educated generation in the United States. Early demographic trends point to lower rates of high school drop-out and higher rates of enrollment in post-secondary education among Gen Z than Millennials or Gen X. This is especially true for young women and Hispanics in Gen Z.<sup>[1]</sup> In addition, teen pregnancy rates have dropped by 70 percent since their peak in 1991.<sup>[2]</sup>

Despite these positive trends, data from 2018 indicate about 1 in 10 Gen Z men at the ages of 16-21 are not in school nor in the workforce, and more than 1 in 10 Gen Z women above the age of 18 have had a child.<sup>[3]</sup> In 2017, 40 percent of all births, and 70 percent of births to those at age 25 and under, in the United States were to unmarried parents.<sup>[4]</sup> The public costs associated with non-marital births range from Medicaid birth costs, through the Supplemental Nutrition Assistance Program and the Special Supplemental Nutrition Program for Women, Infants and Children, to cash assistance and child support enforcement. The majority of children in the Title IV-D caseload were born to unmarried parents. Paternity establishment, child support, child custody, and visitation are issues these parents could face, and child support agencies may address after the child's birth.

A common sequence of life events for many economically stable families is as follows: complete an education, start a career, establish a healthy committed relationship, or marriage, and then have children.<sup>[5]</sup> Current efforts to promote that life sequence fail to include information on the legal and financial responsibilities and realities that go along with unintended and non-marital childbirth, or the "why" behind following that optimal sequence. Child support agencies in several jurisdictions have developed educational and outreach materials that reach teens and young adults before they have a child. These efforts have focused attention on the "why" of following the success sequence. They also provide information and resources to help those teens

and young adults who do have a non-marital birth outside the sequence responsibly address the legal and financial issues ahead of them.

Previous research with teens and community college students indicates both a striking lack of knowledge about the legal and financial realities of becoming a parent before marriage and a strong intention to postpone parenthood until completing their education. Unpublished research conducted in 2011 by the University of Texas - The Lyndon B. Johnson (LBJ) School of Public Affairs with a sample of 908 community college students found the following:

- fewer than one-third (31 percent) were able to accurately estimate the monthly cost of caring for a child;
- 78 percent falsely believed that when a child is born to unmarried parents, the biological father automatically has the same legal rights and legal responsibilities as the mother; and
- 15 percent knew that signing the birth certificate is not a pathway for an unmarried father to establish legal paternity for his child.

While student knowledge in the areas of financial and legal realities of parenting is limited, the overwhelming majority (78 percent) recognized that they could not afford to have a child in their situation and 80 percent said they would do everything possible to establish paternity for a child if they had one before marriage.

In the evaluation of the Texas Parenting and Paternity Awareness (p.a.p.a.) program, 3,584 students from 44 Texas high schools were asked questions gauging their knowledge and attitudes related to parenting, paternity, healthy relationships, marriages, and plans for the future. Before receiving the p.a.p.a. curriculum, fewer than 1 in 5 could accurately identify the costs of raising a child, less than a third knew that unmarried fathers do not have the same rights as married fathers, and more than 1 in 10 wanted to have a child at an earlier age than they planned to get married. There were significant gains in knowledge and pro-social attitudes following exposure to the curriculum with more than twice as many students knowing that unmarried fathers had to establish paternity to have legal rights, 71 percent more students knew the actual costs of raising a child, and 23 percent fewer students planned to have a child at an earlier age than they planned to marry.<sup>[6]</sup>

When teens and young adults learn about the financial and legal implications of having a child out-of-wedlock, they learn that acting responsibly benefits them and their future children. They also learn that acting responsibly includes acknowledging paternity if a child is born out-of-wedlock. Emerging research finds that an increased understanding of the financial costs of parenthood can be especially persuasive in helping young men make more responsible decisions around childbearing.<sup>[7]</sup>

Child support programs have developed educational curricula and training for teachers about the responsibilities and realities of parenting for middle school, high school, and post-secondary education. Additionally, some states have involved young people as peer educators to develop public information and outreach materials. These efforts have generally ended when funding was exhausted and, even when initial evaluations showed promising results, had limited replication. The largest ongoing child support and responsible parenting education program underway is in Texas, where the state legislature mandated that the p.a.p.a. curriculum developed by the child support agency be incorporated into all high school health classes in 2008. Since then, more than 2 million students have participated in the program. Evaluation of the p.a.p.a.

curriculum found that student knowledge of the financial costs and legal responsibilities associated with non-marital parenting increased substantially, students were much more likely to recognize the importance of fathers' legal and social involvement, and significantly more students planned to delay childbearing until after marriage.<sup>[8]</sup> Another example of a statewide effort, though not mandatory, is in Iowa where Iowa State University distributes the "Parenting: It's a Life" curriculum for Family and Consumer Science, Health, Life Skills, and Psychology classes for middle and high schools.

The reach of child support-led responsible parenting education is limited and its impacts are not well documented or understood. The curriculum driven educational activities being used by states are missing critical connections to the post-high school educational and career development resources needed for many young adults to follow the success sequence. Previous child support outreach and educational programs have not routinely used social media to disseminate and reinforce program content and messages. Integrating child support and responsible parenting education into community colleges, and technical schools and other youth serving organizations, would reinforce the importance of life goals of young adults pursuing education while also providing practical information about the legal and financial resources available from child support programs for the age group 19-25, those most likely to have a non-marital birth.

In July 2019, ACF's Family and Youth Services Bureau (FYSB) and HHS's Office of the Assistant Secretary for Health launched the We Think Twice campaign. The campaign name and tagline, "We Think Twice: Because Our Future Matters," encourage teens to think about their goals and future before engaging in risky behaviors such as sexual activity, drinking, or drugs. Key messages from that campaign - planning for the future, building healthy relationships, and delaying parenthood until after students have completed their education, started their careers, and entered a stable, committed relationship - directly align with the goals of the OCSE FOA.

## **PURPOSE AND GOALS**

This grant-funded demonstration project seeks to expand development of curricula and other outreach interventions to educate youth and young adults (generally ages 13-25) about the financial, legal, and emotional responsibilities of parenthood. The primary goal of the demonstration is to leverage the child support program's expertise on the legal and financial responsibilities of parenting to educate and motivate teens and young adults to postpone parenthood until after they have completed their education, started a career, and entered a committed relationship or marriage. Key measures for that goal include youth and young adults who:

- increase their knowledge of the emotional, social, legal, and financial realities and responsibilities of parenting;
- plan to sequence parenting for economic self-sufficiency; and
- connect to post-high school educational and career development resources designed to promote economic self-sufficiency and mobility.

In addition to the primary goal, the projects will equip young parents who have had non-marital births with access to parenting and relationship education, employment services, and the child support program if necessary, for the legal and financial assistance likely to help them achieve

economic stability and successfully co-parent. Building parenting skills would also likely reduce the involvement of families in the child welfare program.<sup>[9]</sup>

## **PROGRAM DESIGN**

The program designs must be led by child support agencies and based on child support education, which explains the financial, legal, and emotional responsibilities and realities of having children. The program design connects child support education to other youth and young-adult programs that promote economic mobility, build healthy relationship skills, teach parenting skills, reduce unplanned pregnancies, prevent relationship violence, and enhance life skills. The program design also promotes paternity establishment and streamlined access to child support services when needed. OCSE will work with recipients during the planning year to further refine proposed designs.

**Target populations:** The general target population is youth and young adults (generally ages 13-25). Sub-populations within the general target population that are likely to benefit from program activities include, but are not limited to:

- Pregnant or parenting youth and/or young adults;
- Individuals enrolled in higher education, especially community colleges or technical schools;
- Individuals detached from school or work;
- Individuals in or aging out of foster care;
- Individuals enrolled in middle or high school(s);
- Individuals with juvenile corrections involvement; and
- Parents participating in or eligible for Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program.

**Examples of grant activities:** Program activities must help support youth and young adults gain the knowledge, skills, and access to resources likely to lead to success in pursuit of life goals, economic mobility, and responsible parenting. Program designs may:

- Incorporate evidence from successful youth development, peer education, health promotion, parent education, cognitive and behavioral education, and workforce development models;
- Enhance or replicate previously developed child support education curriculum or outreach;
- Incorporate peer-to-peer models for paternity and responsible parenting education; and
- Incorporate digital marketing campaigns or messaging that reinforce core program activities designed to promote economic mobility, build healthy relationship skills, teach parenting skills, reduce unplanned pregnancies, prevent relationship violence, and enhance life skills.

**Partnerships:** Program designs must incorporate strategies to reach the target population of youth and young adults with the proposed economic mobility and responsible parenting intervention. While the recipient will lead the implementation of program activities, collaborating with public and non-profit entities currently serving members of the target population is a key element in program design. Recipients must prioritize collaborating

with organizations demonstrating success working with sub-populations identified in the project proposal. Examples of potential collaborations and linkages include the following:

- Post-secondary educational institutions like community colleges and technical schools;
- Public education systems, with specific linkages to middle and high school curriculum requirements for consumer and family science, civics, psychology, and health;
- State and local child welfare and foster care agencies with a focus on preventing new contact with child welfare services for children of the target population and promoting successful transition from foster care for target population youth;
- MIECHV programs;
- Financial literacy and career planning programs;
- Juvenile justice and delinquency prevention programs; and
- FYSB's We Think Twice campaign.

Other collaborations could include HHS-funded programs promoting responsible parenting; prevention of unintended pregnancy; and improving health, educational, social, and economic outcomes of expectant and parenting teens, women, fathers, and their families, such as:

- Personal Responsibility Education;
- Healthy Marriage and Relationship Education;
- Pregnancy Assistance Fund; and
- Teen Pregnancy Prevention.

**Timeline:** Over the 3-year grant project period, the first year will be a planning year devoted to start-up and development of the program design in coordination with OCSE. Planning year activities may include securing or finalizing memorandums of understanding and partnership agreements with other agencies and programs, development of evaluation plans, development and revision of curricula, and pilot testing. Years 2 and 3 will be devoted to implementation, tracking, evaluation, and refining program activities.

**Evaluation:** In order to improve operations of the child support program and develop evidence on effective child support outreach and education, recipients must evaluate the implementation and impact of their program using a rigorous quasi-experimental or random control trial design. The Office of Management and Budget (OMB) released a memorandum ([OMB M-20-12](#)) on March 12, 2020 describing program evaluation standards for meeting Federal evaluation needs. Implementation evaluation is an assessment of how well a program does what it sets out to do and focuses on the process by which a program contributes to knowledge and attitude shifts as well as behavior changes. Impact evaluation generates evidence of efficacy or effectiveness of an intervention by providing estimates of the intervention's ability to achieve its intended outcomes. Effective evaluation of the proposed child support education and outreach program must document both the process of developing and implementing the program as well as identify key successes, challenges, and lessons learned.

## **PROJECT MANAGEMENT**

To effectively lead the implementation of the recipient's proposed program design, child support agencies are responsible for project management of all parenting education and social mobility project activities. OCSE anticipates that each recipient will employ a full-time project manager



to ensure that the project is planned, implemented, and evaluated successfully. Project managers will work closely with OCSE to refine proposed program designs, manage grant budgets, coordinate collaboration with community partners, and attend OCSE-sponsored grant implementation meetings. Project managers will also coordinate the work of the third-party evaluator to ensure collection of high-quality evaluation data. Alternative approaches to project management will also be considered. Grants made under this announcement are considered "Cohort 2" of the demonstration program. The second cohort is required to participate in peer learning opportunities with the first cohort as directed by OCSE. To reference grants made in Cohort 1, visit <https://www.acf.hhs.gov/css/grants> and look for the press release. OCSE has posted applicant resources online at <https://www.acf.hhs.gov/css/resource/resources-for-grant-applicants>.

### **Planning for Sustainability**

Building plans for sustaining effective grant funded practices is an essential part of program design. Effective sustainability plans include strategies to link child support education performance outcomes to performance goals of partners with whom the recipient is collaborating for program implementation. Another potential strategy for sustainability that recipients may build into program design is identification of other state funding streams, such as higher education, workforce development, or violence prevention, as a source of the recipient's share to draw child support Federal Financial Participation (FFP) for ongoing program implementation. For in-kind or voluntary matching funds, please see *Section III.2 Eligibility Information, Cost Sharing or Matching* for more information.

### **Waiver Requirements**

The application functions as the state's or tribe's waiver request. See *Section VI.2. Administrative and National Policy Requirements, HHS Grants Policy Statement* for more information.

### **FUNDING SOURCES FOR THIS AWARD**

Section 1115 of the Social Security Act (42 U.S.C. 1315) authorizes programs for experimental, pilot, or demonstration projects that are likely to assist in promoting the objectives of Part D of Title IV (42 U.S.C. 651, et seq.), the federal child support program. Section 1115 grant funds are competitive grants awarded to Title IV-D child support agencies.

Section 1115 grant funds are appropriated by Congress each fiscal year and ACF receives up to \$4 million dollars a year in section 1115 funding. Section 1115 and Title IV-D are under the same appropriation and permit recipients of section 1115 funding to consider it part of the state or tribal recipient's share of IV-D funding. **This allows a state or tribal applicant eligible for a section 1115 grant to also request a federal share, known as Federal Financial Participation (FFP), for the proposed grant project.** The amount of FFP an eligible applicant can request must be calculated by using the section 1115 request amount as the state or tribal share pursuant to the Title IV-D cost sharing formula for the applicant type.

ACF will award both section 1115 and requested FFP funding to successful recipients at the start of the grant project on a single Notice of Award document that will specify the amount of each funding source. **Any FFP received in association with section 1115 funding must be expended only for activities associated with the section 1115 grant project, in accordance with the guidance provided in this FOA. This is in accordance with the statutory**

**requirements for both section 1115 and Title IV-D funding, and the Title IV-D requirements that apply to OCSE waiver projects.**

The FFP available for section 1115 grants is not capped and is only limited by the state or tribal contribution as calculated using the section 1115 award ceiling. Successful recipients will include all activities, whether funded by section 1115 or FFP funding, on required financial and programmatic documents.

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[1] Pew Research Center. (November 2018). “Early Benchmarks Show ‘Post-Millennials’ on Track to Be Most Diverse, Best-Educated Generation Yet”

[2] <https://powertodecide.org/what-we-do/information/national-state-data/national>

[3] Pew Research Center. (November 2018). “Early Benchmarks Show ‘Post-Millennials’ on Track to Be Most Diverse, Best-Educated Generation Yet”

[4] U.S. Department of Health and Human Services, National Center for Health Statistics, “Births: Final Data for 2017 - National Vital Statistics Reports, Vol. 67, No. 8, November 7, 2018” - Calculations by author.

[5] *The Millennial Success Sequence: Marriage, Kids, and the “Success Sequence” among Young Adults*. Retrieved from: <https://www.aei.org/wp-content/uploads/2017/06/IFS-MillennialSuccessSequence-Final.pdf>

[6] Osborne, C. (2010). “Evaluation of the Parenting and Paternity Awareness: p.a.p.a. Curriculum - Final Report 2008-2010. University of Texas - LBJ School of Public Affairs, Austin, TX

[7] Emily Jackson, Alison Karasz, and Marji Gold. “Family Formation in the Inner City: Low-Income Men’s Perception of Their Role in Unplanned Conception and Pregnancy Prevention,” *Journal of Health Care for the Poor and Underserved*. February 2011.

[8] Osborne, C. (2010). “Evaluation of the Parenting and Paternity Awareness: p.a.p.a. Curriculum - Final Report 2008-2010. University of Texas - LBJ School of Public Affairs, Austin, TX.

[9] Child Welfare Information Gateway (Feb 2019 Issue Brief). “Parent Education to Strengthen Families and Prevent Child Maltreatment”. Retrieved from <https://www.childwelfare.gov/pubPDFs/parented.pdf>

## **II. Federal Award Information**

**Funding Instrument Type:**

CA (Cooperative Agreement)

**Estimated Total Funding:**

\$13,250,000

**Expected Number of Awards:**

18

**Award Ceiling:**

\$1,000,000  
Per Project Period

**Award Floor:**  
\$200,000  
Per Project Period

**Average Projected Award Amount:**  
\$736,111  
Per Project Period

**Anticipated Project Start Date:**  
07/01/2021

**Length of Project Periods:**  
Other

**Additional Information on Project Periods and Explanation of 'Other'**  
36-month project period with one fully funded budget period.

**Additional Information on Awards:**

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

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

**Note:** For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** 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 FFP funding. OCSE now awards these together and applicants should request a budget representing both. Guidance on this can be found in [IM-20-06](#).

**For this funding announcement, the maximum project budget is \$1,000,000 and the minimum is \$200,000. Applicants do not need to break out the section 1115 and FFP funding request in their application, but rather request a total grant budget between the floor and the ceiling.**

For more detail on how to complete the SF-424A, please see *Section IV.2. The Project Budget and Budget Justification*.

For additional information on how to calculate your grant budget, see [OCSE Resources for Grant Applications page](#).

**Notice About Fully Funded Budget Period:** This grant has a 36-month project and will be fully funded upon award. This means that if an applicant is selected to receive a grant, each recipient will receive the full grant amount in a Payment Management System (PMS) account and will have 3 years to spend those funds. Recipients will not need to apply for continuation or carryover funding.

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

ACF anticipates substantial involvement in the following activities:

- Providing consultation to each recipient with regard to the development and implementation of program design, approaches to address problems that arise, and identification of areas needing technical assistance;
- Reviewing evaluation plans developed by recipients and their evaluation contractor to promote high-quality, consistent, and accurate data collection and facilitate cross-site comparisons;
- Providing timely review, comments, and decisions on inquiries, financial reports, and documents submitted by recipients;
- Ensuring that a workshop for recipients is held in Washington, DC, during the first, planning year of the grant program and during the final year of the grant program to promote coordination, information sharing, and access to resources, training, and learning opportunities;\*
- Ensuring that teleconferences and/or webinars are regularly held among recipients funded under this announcement to promote coordination, information sharing, and access to resources, training, and learning opportunities; and
- Working together to address issues or problems identified by the recipient, ACF, or others with regard to the program's ability to carry out the full range of activities included in the approved application in the most efficient and effective manner.

\* The workshop may have to take place virtually due to the COVID-19 pandemic making travel and attendance at large gatherings a health risk.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

State child support agencies (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) and comprehensive tribal child support agencies, or the umbrella agency of the program, are eligible to receive awards under this FOA.

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

### **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 announcement.

#### **Award Ceiling Disqualification**

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

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

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

**The deadline for electronic application submission is 11:59 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](http://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](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

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

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

### **Notification of Application Disqualification**

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

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

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

First Name:

Michael

Last Name:

Hayes

Organization 1:

Administration for Children and Families

Organization 2:

Office of Child Support Enforcement

Organization 3:

Street 1:

330 C Street, SW.

Street 2:

City:

Washington

State:

DC District of Columbia

Zip:

20201

Phone:

(202) 401-5651

Phone 2:

Fax:

Email:

Michael.Hayes@acf.hhs.gov

URL:

### **Application Packages**

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

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at [www.Grants.gov](http://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](http://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](http://www.gsa.gov/fedrelay).

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

### **FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms**

**and OMB-approved forms will not be considered additional files.**

***FOR ALL APPLICATIONS:***

**Authorized Organizational Representative (AOR)**

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

**Point of Contact**

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

**Application Checklist**

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

**Accepted Font Style**

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

**English Language**

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

**Page Limitations**

**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 FOA Formatting, Font, and Page Limitation Requirements**

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

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

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

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

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

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. 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](http://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 Standard Forms (SFs) and OMB-approved forms, the application submission is limited to 100 pages in its entirety.

The application must be uploaded in two files:

#### **File One (Project Description)**

Do not submit required SFs and OMB-approved forms in file one.

- Project Summary/Abstract
- Table of Contents
- Project Narrative (suggested 40 pages or less)
- Budget and Budget Justification

#### **File Two (Appendices)**

- Resumes and CVs
- Third-Party Agreements and/or Other Supporting Material
- Optional Governing Body Documentation (if necessary)

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

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

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

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

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

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

### **Adherence to the Two-File Requirement**

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

### **Application Upload Requirements**

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

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe 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](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

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

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

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- 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](http://www.acf.hhs.gov/grants/howto#chapter-6)

### **Format Requirements for Paper Applications**

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

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on [www.Grants.gov](http://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 announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
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-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	<i>See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</i>
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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		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](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

**Optional Governing Body Documentation**

In some states and tribes, the umbrella state or tribal authority overseeing the state or tribal child support program must give approval to the applicant organization in order receive a grant award from ACF/OCSE. If a child support program applicant is from an umbrella state or tribal organization where there is a requirement to be approved to receive an award, then the applicant must submit documentation to ACF/OCSE that such approval has been granted. **ACF/OCSE only requires a copy of such approval if the umbrella state or tribal authority requires such approval in order for the applicant to receive the funds.**

**Documentation of this approval is not required to be submitted at the time of the application.** If the applicant cannot get the approval or documentation in time to submit the grant application, then the application may be submitted and reviewed by ACF/OCSE. There is no penalty in the application review process for applicants unable to receive or submit documentation of approval with the application. **However, if the application is selected for funding, then documentation of approval will be required in order for ACF to issue the grant award.** Documents not submitted by the time of the award may result in notice of award restriction remarks, restricting funds from drawdown and availability of funds in the PMS.

All documentation submitted, whether with the application or as a post-application submission, must be signed and dated by an official of the governing body. In signing the application, the

governing body agrees that the applicant organization will assume the obligation imposed by applicable federal regulations and other terms and conditions of the award, including any assurances, if the grant is awarded. Written board resolutions, meeting minutes from the governing body, and/or letters from the authorizing official reflecting approval are acceptable documentation, depending on what is appropriate for the applicant's governance structure.

### **Non-Federal Reviewers**

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applications are submitted electronically, ACF will omit the same specific salary rate information from copies made for use during the review process.

## **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 FOA, 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 FOA.

#### **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.

### **Geographic Location**

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

### **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.

Applicants must address the goals described in *Section I. Program Description*.

Applicants are required to identify one or more priority sub-populations (fitting within the youth and young adult definition) for their program design. See *Section I. Program Description, Program Design, Target Population* for a list of sub-populations. Project objectives should directly address how, when and where the project will reach the target population; how the objectives relate to the overarching project goals; and how the objectives relate to the specific needs and characteristics of the prioritized sub-population(s).

### **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.

### ***Expected Activities:***

Applicants must propose program activities that will support youth and young adults gaining knowledge, skills, and access to resources that will likely contribute to the successful pursuit of life goals, economic mobility, and responsible parenting. Program designs may incorporate evidence from successful youth development, peer education, health promotion, parent education, cognitive and behavioral education, and workforce development models. Applicants

must identify strategies for involving members of the target population to provide input into proposed program activities. Applicants must propose activities listed below or may propose additional innovative activities with evidence that these activities are likely to meet the program purpose and goals identified in *Section I. Program Description, Purpose and Goals*:

- Enhancement or replication and testing of existing curricula developed to educate youth about the emotional, social, legal, and financial realities and responsibilities of parenting. Potential enhancements may include:
  - Adapting and incorporating parenting intentions screening resources into child support and paternity education curriculum and outreach;
  - Adapting and incorporating financial literacy and career readiness resources into child support and paternity education curriculum and outreach; and
  - Incorporating relationship violence prevention and healthy relationships skills curriculum into child support and paternity education curriculum and outreach;
- Development or replication of peer-to-peer outreach and educational models, incorporating paternity and child support education, relationship violence prevention, economic success sequencing, healthy relationship skills, and leadership and career development;
- Development and dissemination of digital marketing campaigns or messages that build upon other grant activities;
- Prioritizing social media content linked to curriculum learning objectives and produced by target populations;
- Enhance, update, or adapt existing curricula with short animation/video/memes easily shared via social media; and
- Engaging students to share social media messages (both student-produced and professionally produced) as part of curriculum course work.

### ***Partnerships:***

Applicants must build upon existing or develop new collaborations with public and non-profit entities currently serving members of the target population. Applicants must prioritize collaborating with organizations demonstrating success working with sub-populations identified in the applicant's proposal and their ability to maximize the number of youth and young adults in the target population reached. See *Section I. Program Description, Program Design, Partnerships* for examples of potential collaborations and linkages.

Applicants must document the experience and expertise that the identified collaboration partners and contractors have serving the intended target population and prioritized sub-population(s). This information must include the following:

- Experience and capacity to support economic mobility for the prioritized sub-populations;
- Capacity to provide key enhancements to child support outreach and education content (e.g., financial literacy and coaching, parenting intention screening, family and relationship violence prevention, and leadership and career development); and
- Clearly defined roles and responsibilities for contributing to the program's objectives and outcomes.

Applicants must describe how child support education and outreach activities will be integrated into partner institutions and agencies serving the target population and any alignment of program activities into performance objectives of collaboration partners.

Applicants must include, when available, Memoranda of Understanding or Letters of Commitment clearly outlining roles, responsibilities, and commitment for all partners, contractors, or subrecipients named in the application. Applicants must also include a clear and adequate plan for monitoring partners and contractors or subrecipients that will enable it to track program implementation and progress on meeting program goals and objectives, identify and address issues and challenges in real-time, and ensure coordination of efforts across partners and contractors or subrecipients. (See the *Section IV.2. Content and Form of Application Submission, Third-Party Agreements* for more information).

Applicants who document in-kind or cash commitment of state or tribal funds from other partners, including from a state or tribal university, for sustaining program activities will qualify for bonus points on the scoring criteria. Applicants who propose in-kind or voluntary matching funds should review *Section III.2.* for information on voluntary cost sharing.

***Project Management:***

Applicants must address project management for all program activities. Applicants must employ a project manager and, as needed, other key staff with the necessary experience and expertise to ensure that the project is planned, implemented, and evaluated successfully. See *Section I. Program Description, Project Management.* Applicants may also propose alternative approaches to project management, but they must be justified. 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 the project evaluation;
- Coordinate access to administrative data needed for evaluation outcome tracking;
- 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 other state and community partners, curricula developers, and digital marketing providers;
- Maintain communication with project decision makers, including the child support (IV-D) Director, and ensure that all necessary stakeholders are included;
- Participate in OCSE site visits;
- Attend the grantee kick-off meeting hosted by OCSE (in Washington, DC, or virtually) in December 2021, and at least one additional all-grantee meeting in year 2 or 3 of the project; and
- Identify and attend learning opportunities or conferences appropriately related to the chosen grant activities. The goal of attendance is to promote coordination, information

and resource sharing, troubleshooting, training, and learning opportunities for staff to develop the capacity of the agency to sustain grant activities.

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Organizational Capacity**

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

- Organizational charts;
- Resumes;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.
- Evidence the applicant and their partner organizations have the capacity to efficiently and effectively reach the prioritized sub-population(s);
- Documentation that the applicant has support and engagement of the state or tribal IV-D Director for program implementation;
- A plan to initiate the program planning year in coordination with OCSE immediately upon receipt of grant funds, including a description of how collaboration partners will be engaged;
- Description of how funds will be awarded to any proposed contractors/subrecipients (including the project evaluator), and the steps taken in advance of the grant award that will minimize any delays in execution of contracts for program implementation;
- Examples of previous paternity, child support, and/or responsible parenting education and outreach activities previously conducted by the applicant or partnering organizations; and
- Media contact person to receive information on behalf of the applicant about a press release and communications in the event that the application is selected for a grant award.

## **Funded Activities Evaluation Plan**

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions, as well as how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan, detailed timeline, and sound methodological design.

Details regarding the proposed data collection activities, the participants, data management, data integrity, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementing the evaluation and how those obstacles will be addressed.

Applicants must propose a plan for evaluating the implementation and impact of their program consistent with guidance in [OMB M-20-12](#). Although there is no requirement on the amount of money to be spent on evaluation, applicants should typically plan to budget approximately 10 to 20 percent of their budget on evaluation activities, including the collection of performance measure data and impact analysis using a quasi-experimental design (QED) or experimental design. Implementation evaluation is an assessment of how well a program does what it sets out to do and focuses on the process by which a program contributes to knowledge and attitude shifts as well as behavior changes. Applicants must evaluate the implementation of the proposed child support education and outreach program to document the process of developing and implementing the program and to identify key successes, challenges, and lessons learned. Impact evaluation generates evidence of efficacy or effectiveness of an intervention by providing estimates of the intervention's success in producing intended outcomes. Applicants must evaluate the impact of their program on the intended outcomes listed below by using a QED or experimental research design. Evaluation plans proposed must include:

- Involvement of a third-party evaluator with preference for state and tribal university involvement, evaluators with demonstrated history and expertise evaluating child support outreach, and education efforts or other youth development and risk-reduction interventions and experience evaluating interventions for the target population and sub-population(s) identified by the applicant;
- Deliverables to include, at a minimum, three project briefs of 6 to 10 pages addressing the following topics:
  - Introduction and overview of intervention design, program planning and collaboration, and target populations chosen for grant activities;
  - Implementation lessons, challenges, successes, and replication guidance; and
  - Intervention impacts on participants, including:
    - Knowledge of emotional, social, legal, and financial realities and responsibilities of parenting;
    - Intentions for delaying or sequencing parenting for optimal economic self-sufficiency;
    - Connection to post-high school educational and career development resources; and
    - Establishment of paternity and use of child support services for participants who are or become parents during program implementation.

- In addition to the three project briefs, a program replication toolkit that includes implementation guidance, related training materials, and all digital, print, and other related materials developed during program implementation.

Applicants with commitment from a state or tribal university third-party evaluator to provide in-kind supplemental resources for the project evaluation will qualify for bonus points in proposal scoring.

### **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 announcement, 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.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Collaboration/consortia applicants must provide Letters of Commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

## **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 announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 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.

The application must include the following:

- A detailed budget for the 36-month project period that contains reasonable cost estimates for the project, including adequate staffing, resources dedicated to evaluation activities, and justifications for the amounts requested. The budget justification should detail costs for a 36-month project period, not just year 1. This grant is fully funded. Recipients will receive the full amount of the award and will have 3 years to spend the award amount. Recipients will not need to apply for continuation or carryover funding.
- Specific proposed activities and costs, including those for all required travel. Applicants must include a detailed breakdown of anticipated costs related to attending a specific conference or learning opportunity, as well as the grantee kick-off meeting in Washington, DC (if not virtual), during the first year and at least one additional all-grantee meeting in year 2 or 3 (location is currently unknown). The breakdown must include estimated airfare, hotel, meals, and other related items. Budget details can be changed after award, if necessary.

### **Section A. Budget Summary**

Include the total budget request for the project between the award floor of \$200,000 and the award ceiling of \$1,000,000. Applicants do not need to break out the section 1115 and FFP funding request in their application. OCSE will calculate the funding from each source and authorize them separately if the application is funded. Successful applicants will include all activities, whether funded by section 1115 or FFP funding, on required financial and programmatic documents.

### **Section B. Budget Categories**



Object Class Categories: Use multiple columns to provide cost request detail for each Object Class Category by funding source according to the percentages allowed by Title IV, part D (42 U.S.C. 651, *et seq.*). See *Section II. Federal Award Information* for more information about these percentages and total project cost calculation.

If subrecipients or contractors are used, separate subcontracting budget(s) should be in standard cost categories consistent with SF-424A and SF-424B. Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under the subcontract. A copy of the current approved rate agreement should be attached.

In-kind or cash commitments should be included in project budgets to be considered a part of the approved project costs and must be reported on the Federal Financial Report. See Commitment of Non-Federal Resources section below.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s) participation.

## **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/grantee 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 Subpart 2.1 (when amended accordingly). 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.I. Criteria* of this announcement.

### **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 FOA, you can create individual instances of a workspace.

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

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

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

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

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

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

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

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

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

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

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto: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 at [https://acf.hhs.gov/sites/default/files/documents/systems\\_issue\\_policy\\_final\\_0.pdf](https://acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdf)

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

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at: [https://acf.hhs.gov/sites/default/files/documents/acf\\_policy\\_for\\_requesting\\_an\\_exemption\\_from\\_required\\_electronic\\_0.pdf](https://acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf)

## **Paper Format Application Submission**

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

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7. Other Submission Requirements* of this announcement 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 announcement.

### **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**

#### **Due Dates for Applications**

Due Date for Applications 03/24/2021

03/24/2021

#### **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](http://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 announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://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](http://www.Grants.gov) are available at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to [www.Grants.gov](http://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 announcement.

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

### **Hand-Delivered Paper Format Applications**

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 announcement.

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

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

- Applications submitted electronically via [www.Grants.gov](http://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://obamawhitehouse.archives.gov/omb/grants\\_spoc](https://obamawhitehouse.archives.gov/omb/grants_spoc)

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the 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 announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

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

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

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

Grant awards will not allow reimbursement of pre-award costs.

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

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

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations, unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s).

#### **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](http://www.acf.hhs.gov/grants/howto#chapter-6).

##### **Submission by Mail**

First Name:  
Melody  
Last Name:  
Morales  
Organization 1:  
Administration for Children and Families  
Organization 2:  
Office of Child Support Enforcement  
Organization 3:  
Street 1:  
330 C Street, SW.  
Street 2:  
City:  
Washington  
State:  
DC District of Columbia  
Zip:  
20201

**Hand Delivery**

First Name:  
Melody  
Last Name:  
Morales  
Organization 1:  
Administration for Children and Families  
Organization 2:  
Office of Child Support Enforcement  
Organization 3:  
Street 1:  
330 C Street, SW.  
Street 2:  
City:  
Washington  
State:  
DC District of Columbia  
Zip:  
20201

**Electronic Submission**

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.Grants.gov).  
For all submissions, see *Section IV.4. Submission Dates and Times.*

## V. Application Review Information

### V.1. Criteria

#### The Review Criteria - Lead-In Paragraph

**Please note:** With the exception of the funding opportunity announcement 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.

#### Criteria

- Populations Served and Demonstrated Need (10 points)
- Program Approach (20 points)
- Project Management (10 points)
- Capacity, Experience, and Readiness of the Applicant Organization (15 points)
- Partnerships and Collaborations (20 points)
- Program Evaluation (15 points)
- Budget (5 points)
- Sustainability (5 points)
- Bonus Points (up to 10)

#### Populations Served and Demonstrated Need

**Maximum Points: 10**

To what degree does the applicant demonstrate the following:

- A clearly identified and well-justified need for and relevance of child support education and outreach for the priority sub-population(s) chosen for the proposed program activities.
- A clear and sound proposal of program activities that will reach populations, settings, and sites with the greatest need for child support education and outreach.
- That strategically designed program activities will maximize the number of youth and young adults in the target population reached.
- That estimates of the target population that are realistic and based on thorough, accurate information about the total number of youth and young adults in prioritized sub-populations chosen for the project. See *Section I. Program Description, Program Design, Target Population* for a list of sub-populations.

#### Program Approach

**Maximum Points: 20**

To what degree does the applicant demonstrate the following:

- A clear description of the proposed program, including the goal(s), objectives, activities, and desired outcomes in the project narrative, work plan, and logic model.

- That proposed objectives and activities are reasonable, realistic, and likely to meet the goals and desired outcomes of the program within the project period.
- The extent to which the strategies identified for reaching the target population, and delivering outreach and education content with fidelity, are likely to result in responsible parenting knowledge gains, intentions to follow the success sequence for parenthood, and economic mobility.
- The program approach incorporates involvement of and input from individuals in the target population and prioritized sub-populations.
- The program approach aligns with the needs of and relevance of child support education and outreach for the priority sub-population(s) chosen for the proposed project.
- A clear description of and sound justification for how proposed program activities meet the grant expectations as stated in *Section I. Program Description, Program Design*.
- A sound plan that includes clear and innovative approaches to using social media and other digital communication to support and reinforce core child support education and outreach messaging.

**Project Management**

**Maximum Points: 10**

To what degree does the applicant demonstrate the following:

- A project management plan that is clear and adequate to effectively manage the program and obtain the desired outcomes.
- Clearly defined roles and responsibilities for the Project Director and other key staff that are sufficient to meet the goals, objectives, and desired outcomes of the program.
- Reasonable plans to coordinate program planning with OCSE and the identified evaluation provider.
- Experience and expertise of the Project Director and other key staff to successfully implement the program, including but not limited to, expeditiously selecting and supporting contractors and other partners.
- A clear and reasonable plan to ensure ongoing engagement of the state or tribal IV-D Director and other relevant external stakeholders and partners.
- A clear and reasonable plan for regular coordination and communication with collaboration partners, contractors or subrecipients, and key stakeholders.
- Awareness and identification of potential challenges to coordinating project activities and realistic strategies for overcoming such challenges.

**Capacity, Experience, and Readiness of the Applicant Organization**

**Maximum Points: 15**

To what degree does the applicant demonstrate the following:

- Relevant experience and expertise, and previous accomplishments working with the target population, prioritized sub-populations, and identified partners to result in a successful program.
- Internal and external support for the proposed program.
- Resources and capability to implement and oversee the proposed program, including documentation showing the level of engagement of the state or tribal IV-D director.

- Readiness to initiate the program planning year in coordination with OCSE immediately upon receipt of grant funds, including a description of how collaboration partners will be engaged; a description of how funds will be awarded to any proposed contractors/subrecipients, including the project evaluator; and the steps taken in advance of grant award that will minimize any delays in execution of contracts for program implementation.
- Previous experience successfully coordinating program services or other activities with the collaboration partners identified in the proposal or with similar community, governmental, or educational partners.

**Partnerships and Collaboration**

**Maximum Points: 20**

To what degree does the applicant demonstrate the following:

- Information about collaboration partners and contractors or subrecipients with the experience and expertise to ensure program activities reach the intended target population and prioritized sub-population(s).
- Engagement of organizations with the experience and capacity to support economic mobility for the prioritized sub-populations.
- Identified partners will help maximize the number of youth and young adults in the target population are reached.
- Engagement of partners with capacity to provide key enhancements to child support outreach and education content (e.g., financial literacy and coaching, parenting intention screening, family and relationship violence prevention, and leadership and career development).
- Descriptions of roles and responsibilities for all partners and contractors or subrecipients likely to contribute to achieving the program's objectives and outcomes.
- Memoranda of Understanding or Letters of Commitment clearly outlining roles, responsibilities, and commitment for all partners, contractors or subrecipients named in the application.
- A clear and adequate plan for monitoring partners, contractors or subrecipients that will enable it to track program implementation and progress on meeting program goals and objectives, identify and address issues and challenges in real-time, and ensure coordination of efforts across partners and contractors or subrecipients.

**Funded Activities Evaluation**

**Maximum Points: 15**

To what degree does the applicant demonstrate the following:

- A commitment from a third-party evaluator with demonstrated ability to conduct the implementation and impact evaluation described in *Section IV.2. The Project Description*; or a sound and detailed plan to seek an evaluator with such ability.
- Evidence that the identified third-party evaluator has conducted program evaluation of services designed to reach the target population and prioritized sub-populations, or if a third-party evaluator is to be chosen, experience conducting program evaluation or services designed to reach the targeted population and prioritized sub-populations will be considered.



- Evidence that the identified third-party evaluator has previously conducted child support and /or paternity establishment evaluation activities or, if a third-party evaluator is to be chosen, experience conducting child support and/or paternity establishment evaluation activities will be considered.
- Sound and reasonable plans for conducting an implementation evaluation that is aligned with the work plan and logic model and includes dissemination of implementation lessons and program resources developed during the grant.
- Sound and reasonable plans for conducting a rigorous QED or experimental impact evaluation that is aligned with the work plan and logic model, and includes dissemination of impact evaluation findings assessed during the grant.

**Budget**

**Maximum Points: 5**

To what degree does the applicant demonstrate the following:

- A sound and detailed budget and line item justification for all operating expenses that is consistent with the proposed program objectives and that are consistent with standard cost categories on the SF-424A.
- A clear rationale for contractor or subrecipient costs.
- That the applicant has set aside adequate funding for project director attendance at OCSE-sponsored grantee meetings and further learning opportunities linked to program activities.
- That the proposed budget for evaluation activities aligns with the evaluation deliverables and data collection activities.

**Sustainability**

**Maximum Points: 5**

To what degree does the applicant demonstrate the following:

- A realistic, feasible plan for sustaining program activities after the grant period ends.
- A plan for integration of child support education and outreach activities into other institutions and agencies serving the target population and alignment of program activities into performance objectives of collaboration partners.

**Bonus Points**

**Maximum Points: 10**

To what degree does the applicant demonstrate the following:

- Commitment of state or tribal university partners to provide in-kind or matching funds for ongoing curriculum and program enhancement, dissemination, and evaluation.
- Commitment from a state or tribal university to supplement grant-funded evaluation activities with state or tribal in-kind or matching funds. (Note: commitment from the state or tribal university may include commitment to continue program evaluation and support beyond the 3-year grant project timeframe.)

**V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or subrecipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section*

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

#### **Initial ACF Screening**

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

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

#### **Objective Review and Results**

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

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

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

OCSE will only award up to two applications from a state or tribal child support agency.

The first cohort of this program will be awarded in FY 2020 (*see [HHS-2020-ACF-OCSE-FD-1832](#)*). This FOA is for a second cohort of this program to be awarded in FY 2021. OCSE is interested in proposals from new or previous applicants (including Cohort 1 recipients) for projects targeting different priority sub-populations, substantially different approaches or different geographic areas from FY 2020 Charting a Course for Economic Mobility and Responsible Parenting - Cohort 1. To reference grants made in Cohort 1, please visit <https://www.acf.hhs.gov/css/grants> and look for the press release. OCSE has posted applicant resources online at <https://www.acf.hhs.gov/css/resource/resources-for-grant-applicants>.

#### **ACF Policy on Subrecipients**

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations unless that arrangement is authorized by statute. In the absence of

such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s). Prime recipients of an award under this FOA will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use subrecipient(s) to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a prime recipient to subaward if the prime recipient displays an inability to properly monitor and manage subrecipients.

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

As required by 2 CFR Part 200, the Uniform Guidance, effective November 12, 2020, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [2 CFR § 200.206 Federal Awarding Agency Review of Risk Posed by Applicants](#).

### **Non-Federal Reviewers Reference**

Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this announcement for information on non-federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications recommended for approval in the objective review process, but not selected for award may receive funding if additional funds become available 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.

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

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

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

### **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>.

### **Other Administrative and National Policy Requirements**

#### **Section 1115 Waivers**

Section 1115 of the Social Security Act allows the Secretary of Health and Human Services to waive a state or tribal plan requirement in section 454 or 455(f). Section 1115 also allows the Secretary to treat certain unallowable expenditures as allowable state or tribal expenditures for purposes of the demonstration project. For these grants, the application functions as the state's or tribe's request to waive certain provisions of the Act.

Additional information on waivers can be found at section 1115 of the Social Security Act, section 454, section 455(f), 45 CFR Part 300, and in this child support article on section 1115

demonstration grants on the ACF website (Child Support Report, August 2019, Grants and Waivers Foster Program Innovation. Retrieved from:

<https://www.acf.hhs.gov/css/resource/ocse-story-series-grants-and-waivers-foster-program-innovation>).

### **Disposition of Information**

The following information cannot be disposed of at the end of a project period:

- Financial records, supporting documents, statistical records, and all other non-federal records pertinent to a federal award must be retained for a period of **3 years** from the date of submission of the final expenditure report.
- If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

### **VI.3. Reporting**

Performance Progress Reports:

Semi-Annually

#### **Reporting Requirements**

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

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

Financial Reports:

Semi-Annually

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

#### **Program Office Contact**

First Name:

Michael

Last Name:

Hayes

Organization 1:

U.S. Department of Health and Human Services

Organization 2:

Administration for Children and Families

Organization 3:

Office of Child Support Enforcement

Street 1:

330 C Street, SW.

Street 2:

City:

Washington

State:

DC District of Columbia

Zip:

20201

Phone:

(202) 401-5651

Phone 2:

Fax:

Email:

Michael.Hayes@acf.hhs.gov

URL:

**Office of Grants Management Contact**

First Name:

Jill

Last Name:

Saletta

Federal Agency:

U.S. Department of Health and Human Services

Sub OpDiv:

Administration for Children and Families

OpDiv:

Office of Grants Management

Street 1:

330 C Street, SW.

Street 2:

City:

Washington

State:

DC District of Columbia

Zip:

20201

Phone:

(202) 401-9537

Phone 2:

Fax:

Email:

Jill.Saletta@acf.hhs.gov

URL:

**Federal Relay Service:**

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

## VIII. Other Information

### Reference Websites

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

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

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

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

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

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

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

The Office of Child Support Enforcement (OCSE) has posted applicant resources online at <https://www.acf.hhs.gov/css/resource/resources-for-grant-applicants>.

Additionally, to reference grants made in Cohort 1, please visit <https://www.acf.hhs.gov/css/grants> and look for the press release.

### Application Checklist

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

What to Submit	Where Found	When to Submit
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> .

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	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>
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>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description.</i>  The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
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 FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.  They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>



<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
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 announcement. To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> . To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	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.
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .  The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.
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 FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	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> .	If submission of this form is applicable, it is due at the time of application.

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
	This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	If it not available at the time of application, it may also be submitted prior to the award of a grant.
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 FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.