



Administration for Children and Families

Office of Child Care

Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) Grant Program under the
Affordable Care Act (ACA)

HHS-2012-ACF-OCC-TH-0302

Application Due Date: 07/16/2012

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Department of Health & Human Services
Administration for Children & Families

Program Office: Office of Child Care
Funding Opportunity Title: Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) Grant Program under the Affordable Care Act (ACA)
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-OCC-TH-0302
CFDA Number: 93.508
Due Date For Letter of Intent: **05/30/2012**
Due Date for Applications: **07/16/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The Administration for Children and Families (ACF), Office of Child Care (OCC), in partnership with the Health Resources and Services Administration (HRSA), announces the availability of funds and requests applications for the FY 2012 Affordable Care Act (ACA) Tribal Maternal, Infant, and Early Childhood Home Visiting Grant Program. The goals of the ACA Tribal Maternal, Infant, and Early Childhood Home Visiting Grant Program include both supporting the development of healthy, happy, successful American Indian/Alaska Native (AIAN) children and families through a coordinated, high-quality, evidence-based home visiting strategy and expanding the evidence base around home visiting programs for AIAN populations. Home visiting programs are intended to promote outcomes such as improvements in maternal and prenatal health, infant health, and child health and development; reduced child maltreatment; improved parenting practices related to child development outcomes; improved school readiness; improved family socio-economic status; improved coordination of referrals to community resources and supports; and reduced incidence of injuries, crime, and domestic violence.

ACF and HRSA, the agencies collaborating to implement the ACA Maternal, Infant, and Early Childhood Home Visiting program within the Department of Health and Human Services (HHS), intend that the program will result in a coordinated system of early childhood home visiting in tribal communities that has the capacity to provide infrastructure and supports to assure high-quality, evidence-based practice. ACF and HRSA also envision that this program will support and strengthen cooperation and coordination and promote linkages among various programs that serve pregnant women, expectant fathers, young children, and families in tribal communities and result in high-quality, comprehensive early childhood systems in every community, assuring that all individuals can reach their full potential for health and well-being throughout the course of their lives and regardless of their societal context.

These funds will support grants (cooperative agreements) to Tribes (or consortia of Indian Tribes), Tribal Organizations, or Urban Indian Organizations to conduct needs and readiness assessments; develop the

infrastructure needed for the widespread planning, adopting, implementing, and sustaining of evidence-based maternal, infant, and early childhood home visiting programs; implement with fidelity to evidence-based models high-quality home visiting programs for pregnant women and families with young children aged birth to kindergarten entry; measure program participants' progress toward meeting legislatively mandated benchmarks; and conduct a rigorous evaluation of the implemented home visiting program. The project period for these grants is 5 years.

Funds will support:

- Conducting a needs and readiness assessment of the tribal community that considers community characteristics and the quality and capacity of existing home visiting programs and other supportive services, examines community readiness to implement a quality home visiting program, is coordinated with other relevant needs assessments, and involves community stakeholders as appropriate;
- Collaborative planning efforts to address identified needs by developing capacity and infrastructure to fully plan for, adopt, implement, and sustain high-quality home visiting programs that have strong fidelity to evidence-based models;
- Providing high-quality, evidence-based home visiting services to pregnant women, expectant fathers, and parents and primary caregivers of young children aged birth to kindergarten entry;
- Developing a data system and mechanism to measure, track, and report on progress toward meeting legislatively mandated benchmarks for participating children and families; and
- Conducting rigorous local program evaluations that may include examining the effectiveness of home visiting models or components of models in affecting outcomes of value, adaptations of home visiting models for tribal communities, or questions regarding implementation or infrastructure necessary to support implementation of home visiting programs in tribal communities.

I. Funding Opportunity Description

Statutory Authority

The legislative authority for this program is Section 511(h)(2)(A) of Title V of the Social Security Act, as added by Section 2951 of the Patient Protection and Affordable Care Act, Pub.L. 111-148, also known as the [Affordable Care Act](#) (ACA).

Description

Background

Section 511(h)(2)(A) of Title V of the Social Security Act, as added by Section 2951 of the ACA, authorizes the Secretary of HHS to award grants to Indian Tribes (or a consortium of Indian Tribes), Tribal Organizations, or Urban Indian Organizations to conduct an early childhood home visiting program. The legislation sets aside 3 percent of the total Maternal, Infant, and Early Childhood Home Visiting Program appropriation (authorized in Section 511(j)) for grants to tribal entities and requires that the tribal grants, to the greatest extent practicable, be consistent with the requirements of the Maternal, Infant, and Early Childhood Home Visiting Program grants to States and territories (authorized in Section 511(c)), and include conducting a needs assessment and establishing benchmarks. Up to \$3,000,000 in funding was authorized by Section 511 for grants to Indian Tribes (or a consortium of Indian Tribes), Tribal Organizations, or Urban Indian Organizations in FY 2010; increasing to \$7,500,000 in FY 2011; \$10,500,000 in FY 2012; and \$12,000,000 in FY 2013 and FY 2014.

ACA Maternal, Infant, and Early Childhood Home Visiting Program for States and Jurisdictions

The overall goals of the ACA Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program grants to States and jurisdictions are to strengthen and improve maternal and child health programs; improve service coordination for at-risk communities; and identify and provide comprehensive home

visiting services to families who reside in at-risk communities. The program responds to the diverse needs of children and families in communities at risk and provides an unprecedented and unique opportunity for collaboration and partnership at the Federal, State, and community levels to improve health and development outcomes for at-risk children and families through evidence-based home visiting programs. The funds are intended to assure effective coordination and delivery of critical health, development, early learning, child abuse and neglect prevention, and family support services to these children and families through home visiting programs. This new program plays a crucial role in the national effort to build quality, comprehensive State- and community-wide early childhood systems for pregnant women, parents and caregivers, and young children, and ultimately, to improve health and development outcomes.

HRSA and ACF believe that evidence-based home visiting should be viewed as one of several service strategies to be embedded in a comprehensive, high-quality early childhood system that promotes optimal maternal, infant, and early childhood health and development and which relies on the best available research evidence to inform and guide practice. Although there is a range of different early childhood home visiting models, the typical home visiting program uses home visiting as the primary strategy for the delivery of services to families. These services can include providing information about parenting, health, and child development; linking families to other community services and resources; and providing social supports. Through the efforts of a home visitor such as a nurse, social worker, or paraprofessional to engage and establish a strong relationship with the family or primary caregiver, it is hoped that home visiting programs will result in short- and long-term positive outcomes for children and families.

ACF and HRSA also believe that the home visiting program established by the ACA provides an unprecedented opportunity to effect changes that will improve the health and well-being of vulnerable populations by envisioning child development within a life-course development framework and a socio-ecological framework. Life-course development points to broad social, economic, and environmental factors as underlying contributors to poor health and development outcomes for children, as well as to persistent inequalities in the health and well-being of children and families. The socio-ecological framework emphasizes that children develop within families, families exist within a community, and the community is surrounded by the larger society. These systems interact with and influence each other to either decrease or increase risk factors or protective factors that affect a range of health and social outcomes.

The life-course development and socio-ecological frameworks highlight the importance of positive interventions at sensitive developmental periods and address social and environmental determinants critical in improving outcomes and reducing disparities. Ideally, such interventions begin before birth and extend throughout the life course and across multiple generations. Research and evaluation of home visiting programs shows that high-quality home visiting programs can play a critical role in optimizing life-course development as part of a comprehensive early childhood system that considers children and families within the context of the communities and society in which they live. The overall goal of this comprehensive, evidence-based service delivery system is to provide, promote, and facilitate interventions that address the diverse needs of children and families at risk - including child health, mental health, welfare, linkages to services, and education - helping to assure that all individuals can reach their full potential for health and well-being.

The State MIECHV program enables States and jurisdictions to utilize what is known about effective home visiting services to provide evidence-based programs to deliver services that promote outcomes such as improvements in maternal and prenatal health, infant health, and child health and development; reduced child maltreatment; improved parenting practices related to child development outcomes; improved school readiness; improved family socio-economic status; improved coordination of referrals to community resources and supports; and reduced incidence of injuries, crime, and domestic violence. Under the home visiting program grants are made to States and jurisdictions to deliver effective evidence-based early childhood home visiting programs to pregnant women, expectant fathers, and primary caregivers of young children birth to kindergarten entry in communities identified through statewide needs assessments as

being at risk.

The State MIECHV program provides an exciting opportunity for States and the Federal government to work together to both deploy proven programs and continue to build upon the existing evidence base: it will allow for continued experimentation with new models and evaluation of both new and existing approaches so that, over time, policy makers and practitioners will have better information about which approaches work best; how different approaches work for different kinds of target populations or targeted outcomes; and the relative costs and benefits of different models. HRSA and ACF intend that the home visiting program will result in a coordinated system of early childhood home visiting, which has the capacity to provide infrastructure and supports to assure high-quality, evidence-based practice, in every State.

ACA Tribal Maternal, Infant, and Early Childhood Home Visiting Program

The Tribal MIECHV Program (Tribal Home Visiting) mirrors the State MIECHV program, with the goals of:

- Supporting the development of happy, healthy, and successful AIAN children and families through a coordinated home visiting strategy that addresses critical maternal and child health, development, early learning, family support, and child abuse and neglect prevention needs;
- Implementing high-quality, culturally-relevant, evidence-based home visiting programs in AIAN communities;
- Expanding the evidence base around home visiting interventions with Native populations; and
- Supporting and strengthening cooperation and coordination and promoting linkages among various programs that serve pregnant women, expectant fathers, young children, and families, resulting in coordinated, comprehensive early childhood systems in grantee communities.

Funds under the Tribal Home Visiting Program support:

- Conducting a needs and readiness assessment of the tribal community (or communities) that considers community characteristics and the quality and capacity of existing home visiting programs and other supportive services, examines community readiness to implement a quality home visiting program, is coordinated with other relevant needs assessments, and involves community stakeholders as appropriate;
- Collaborative planning efforts to address identified needs by developing capacity and infrastructure to fully plan for, adopt, implement, and sustain high-quality home visiting programs that have strong fidelity to evidence-based models;
- Providing high-quality, evidence-based home visiting services to pregnant women, expectant fathers, and parents and primary caregivers of young children aged birth to kindergarten entry;
- Developing a data system and mechanism to measure, track, and report on progress toward meeting legislatively mandated benchmarks for participating children and families with reliability and validity; and
- Conducting rigorous local program evaluation activities that may include examining effectiveness of home visiting models in serving tribal populations, adaptations of home visiting models for tribal communities, or questions regarding implementation or infrastructure necessary to support implementation of home visiting programs in tribal communities.

In Phase 1 of the cooperative agreement, grantees must: (1) conduct a comprehensive community needs and readiness assessment; and (2) develop a plan and begin to build capacity to respond to identified needs (including conducting benchmark data collection and rigorous evaluation activities). Grantees may engage in community needs and readiness assessment, planning, and capacity-building activities during Phase 1, but may not fully implement their plan and/or begin serving children and families through high-quality, evidence-based home visiting programs. Pending successful Phase 1 activities and submission of a non-competing continuation application that includes a needs assessment and approvable plan for responding to identified needs through an evidence-based home visiting program (as well as a plan for

measuring and reporting on program participants' progress toward meeting legislatively mandated benchmarks and a plan for rigorous evaluation of the home visiting program), funds will be provided for Phase 2 (Implementation Phase Years 2-5).

Status of Home Visiting Programs in Tribal Communities

Recognizing the potential of home visiting programs to support improved child and family outcomes in tribal communities, many tribal entities and communities are currently in different stages of implementing various types of home visiting programs using a variety of public and private funding streams. Some may be implementing models that have shown promise in tribal communities. Others may be implementing programs that show effectiveness with non-tribal communities but lack rigorous research on their effectiveness for tribal communities. Tribes may be implementing a range of home visiting models and want support and guidance on designing or implementing the most appropriate evidence-based program to meet their local community needs. Some may want technical assistance to build capacity to select, implement, or scale-up an evidence-based home visiting program in order to provide high-quality services that meet the unique needs of their communities. Tribes may also want guidance and support to maximize and leverage all available funding streams so that investments in proven effective programs can be made. Finally, some Tribes may want technical assistance and support on how to implement and sustain evidence-based models with fidelity.

There is a great need to expand and strengthen the evidence base for home visiting programs targeted to tribal populations and communities. Over the last several years, many tribal communities and entities have demonstrated an interest in implementing evidence-based programs and practices within their systems, but have been constrained by a limited evidence base and scarce resources to allow them to both develop the knowledge base and determine how evidence-based models can fit within their early childhood systems. Given the challenges and complexities of efforts to incorporate evidence-based practices within real-world settings, research regarding the implementation and effectiveness of evidence-based programs in tribal settings can provide a wealth of information about which home visiting models and implementation strategies work for tribal communities.

The Tribal Home Visiting Program grantees awarded in FY 2010 and FY 2011 have made considerable progress in planning for and beginning to implement evidence-based home visiting programs in a variety of tribal settings (reservations, urban and rural communities, consortia of Tribes) and in developing systems to track program participants' progress toward meeting legislatively mandated benchmarks. Grantees are also in the process of developing innovative and rigorous evaluation strategies that are likely to build and strengthen the evidence base on home visiting interventions with Native populations.

More information about FY 2010 and FY 2011 Tribal Home Visiting Program grantees can be found at http://www.acf.hhs.gov/programs/ccb/initiatives/hvvp/hvvp_grantees.htm.

Population of Focus

This program is meant to support critical maternal, infant, and early childhood home visiting services for AIAN in tribal communities, including Indian Tribes or Urban Indian Centers (as defined by Section 4 of the Indian Health Care Improvement Act, Pub.L. 94-437 at http://www.ssa.gov/OP_Home/comp2/F094-437.html). The hundreds of AIAN Tribes in the United States face a unique set of challenges. Disparities in health care and education services and outcomes, and exposure to risk factors, which have an impact on Tribes' future prosperity, are prominent in tribal communities and are especially troubling for the very youngest and most vulnerable AIAN children.

AIANs are the most at-risk minority group for health problems like substance abuse and diabetes, which they suffer from at a rate 2.2 times higher than the average for non-Hispanic whites[i]. Moreover, AIANs have the nation's highest death rates for tuberculosis (6 times the national average in 2004) and suicide (1.7 times the national average in 2004)[ii]. The infant mortality rate in 2006 among Native American babies was 8.3 deaths per 1,000 live births, compared to the national average of 6.7 deaths per 1,000 live births for the U.S. population as a whole[iii], and SIDS deaths among Indian babies occur at 2.1

times the rate of non-Hispanic white babies[iv]. Native Americans are also subject to unusually harsh conditions when it comes to women's health and well-being. While the maternal mortality rate for AIAN dropped 61 percent from 28.5 (rate per 100,000 live births) in 1972-1974 to 11.1 in 2002-2004, this rate is still 2.4 points higher than the rate for white women of 8.7 in 2003.

The AIAN people have long experienced lower health status when compared with the general population. Lower life expectancy and the disproportionate disease burden are related to inadequate education and broad quality of life issues rooted in poor social conditions[v]. The AIAN population in general has also experienced the intergenerational and long-term consequences of both historical and ongoing trauma. Historical trauma exists when traumatic events are shared by a collective group of people who experience the consequences of the events, as well as the fact that the impact of the past trauma is felt personally and can be transmitted over generations[vi]. AIANs today feel the intergenerational consequences of historical traumas such as forced relocation, boarding schools, and other forms of oppression and discrimination. It is well understood that historical trauma, as well as witnessing and experiencing current traumatic events, can have a negative impact on an individual's health and ability to function, and can lead to an increase in child abuse, domestic violence, and harmful behaviors such as substance abuse.

Educational outcomes for American Indians/Alaska Natives are also alarmingly poor; Native Americans suffer from some of the lowest high school[vii] and college[viii] graduation rates in the nation, and this low achievement has roots in early childhood. The Early Childhood Longitudinal Study – 2000 Kindergarten Cohort (ECLS-K) shows that AIAN children's achievement lags behind their peers' significantly, and sometimes dramatically, across child development domains at kindergarten entry, and that these early achievement gaps continue throughout elementary school. Family environments were also found in the ECLS-K to be less supportive of children's learning and development, including literacy environments and family interactions[ix]. Further, tribal communities are not always given opportunity or support to implement culturally appropriate education services for young children.

Research has shown that disproportionately large numbers of AIAN children experience factors that increase risk for child abuse and neglect. About twice as many Native American women (40.7 percent) under the age of 20 have had their first child as compared to women of all races in the United States (20.6 percent). Thirty-four and one-half percent of AIAN children under 5 lived below the poverty level in 2000, almost twice the national average (18.2 percent)[x]. The 2000 U.S. Census reported that almost 26 percent of AIAN households were headed by a single parent. Further, there are higher rates of use of public assistance in Indian families than in white families[xi]. The high incidence of risk factors among tribal populations has indeed corresponded with high rates of abuse, neglect, and involvement with the child welfare system. In 2005, AIAN children experienced a rate of child abuse and neglect of 16.5 per 1,000 AIAN children, compared to 10.8 for white children[xii]. AIAN children are overrepresented in the population of child maltreatment victims, at more than 1.6 times the national level, and are overrepresented in both foster care (1.6 times the average) and among the children in foster care who are awaiting adoption (2 to 4 times the average). These rates are even higher in States with high AIAN populations[xiii].

Though tribal communities and populations face a variety of challenges, they also have many strengths and great capacity and resources to support the healthy development and well-being of young children and families. These include strong cultural identity and traditions, sense of community, and inter-generational ties.

Eligible families in at-risk AIAN communities include pregnant women, expectant fathers, parents, and primary caregivers of children aged birth through kindergarten entry, including grandparents or other relatives of the child, foster parents who are serving as the child's primary caregiver, and non-custodial parents who have an ongoing relationship with, and at times provide physical care for, the child.

Section 511(d)(4) of Title V, as added by the ACA, requires that grantees give priority to serving high-risk groups including: eligible families who reside in communities in need of such services, as identified in the

needs assessment; low-income eligible families; eligible families who are pregnant women who have not attained age 21; eligible families that have a history of child abuse or neglect or have had interactions with child welfare services; eligible families that have a history of substance abuse or need substance abuse treatment; eligible families that have users of tobacco products in the home; eligible families that are or have children with low student achievement; eligible families with children with developmental delays or disabilities; and eligible families who, or that include individuals who, are serving or formerly served in the Armed Forces, including such families that have members of the Armed Forces who have had multiple deployments outside of the United States.

Required Grant Activities

ACF will consider proposals from eligible applicants that are interested in conducting a coordinated community needs and readiness assessment to identify at-risk tribal communities through a collaborative process that engages all stakeholders, including the State MIECHV Lead Agency and others (e.g., maternal and child health; early education and child care; child maltreatment; mental health and substance abuse; domestic violence; AIAN Head Start; tribal child care; tribal child welfare; the Indian Health Service; and health and human service agencies as well as partners from the business community); developing the infrastructure and capacity needed to implement and sustain evidence-based maternal, infant, and early childhood home visiting programs in those communities; providing high-quality, evidence-based home visiting services to eligible families; developing a data system and mechanism to measure, track, and report on program participants' progress toward meeting legislatively mandated benchmarks with reliability and validity; and conducting rigorous program evaluation activities to build the knowledge base on home visiting among tribal populations. Home visiting services provided under this program are meant to improve child and family outcomes in areas including: improvements in maternal and prenatal health, infant health, and child health and development; reduced incidence of child maltreatment; improved parenting practices related to child development outcomes; improved school readiness; improved family socio-economic status; improved coordination of referrals to community resources and supports; and reduced incidence of injuries, crime, and domestic violence.

Eligible applicants are strongly encouraged to carefully review the Office of Management and Budget (OMB)-approved guidance (OMB Control No.: 0970-0389 Expiration Date: 06/30/2014, found at <http://www.acf.hhs.gov/programs/ccb/initiatives/hvgp/index.htm>) provided to Tribal Home Visiting grantees for submitting (at the end of Year 1 of the grant) both the community needs and readiness assessment and plan for responding to identified needs, including a plan for measuring and reporting on program participants' progress toward meeting legislatively mandated benchmarks and a plan for rigorous evaluation of the home visiting program. This detailed guidance clearly lays out the deliverables that grantees will be required to submit and the activities grantees will be required to conduct as a condition of receiving a grant under this funding opportunity announcement.

Phase 1: Needs Assessment, Planning, and Capacity-Building (Year 1)

In Phase 1 of the cooperative agreement, grantees must: (1) conduct a comprehensive community needs and readiness assessment; and (2) develop a plan and begin to build capacity to respond to identified needs through an evidence-based home visiting program (including a plan for measuring and reporting on program participants' progress toward meeting legislatively mandated benchmarks and a plan for rigorous evaluation of the home visiting program).

At the start of Phase 1, ACF will provide grantees with detailed OMB-approved guidance (OMB Control No.: 0970-0389 Expiration Date: 06/30/2014, found at <http://www.acf.hhs.gov/programs/ccb/initiatives/hvgp/index.htm>) for submitting both the community needs and readiness assessment and plan for responding to identified needs, including a plan for measuring and reporting on program participants' progress toward meeting legislatively mandated benchmarks and a plan for rigorous evaluation of the home visiting program. Grantees will be expected to submit the needs assessment and plan within 10 months of the Year 1 award date.

Needs Assessment

A thorough needs assessment has two major components: an assessment of community needs and an analysis of the capacity of systems to meet these needs (community readiness for implementation of a home visiting program). The needs and readiness assessment that grantees will conduct as part of Phase 1 must, to the greatest extent possible:

A. Identify at-risk community(ies) in the grantee's target area by collecting data on the health and well-being of individuals and families in these communities, including the rates of:

1. Premature births;
2. Low birth weight;
3. Infant mortality, including infant death due to abuse and neglect and Sudden Infant Death Syndrome
4. Other risky prenatal, maternal, newborn, or child health and mental health conditions (such as maternal depression and suicide, child developmental delays, maternal and child overweight, diabetes, and child behavioral issues);
5. Child abuse and neglect;
6. Poverty and use of public assistance;
7. Unemployment and underemployment;
8. Crime, including juvenile delinquency and incarceration;
9. Domestic violence;
10. High school drop-out and graduation; and
11. Substance abuse.

B. Identify the quality and capacity of existing programs or initiatives for early childhood home visiting in the target community(ies), including existing investments in home visiting services through various funding streams (Federal, State, tribal, local, public, private); the number and characteristics of individuals and families who are receiving services through home visiting programs or initiatives; the characteristics of models, programs, or initiatives that are being implemented; the extent to which such programs or initiatives are high-quality and meet the needs of eligible families (e.g., are accessible and culturally relevant); the factors that limit additional investment and capacity for providing home visiting services; existing mechanisms for screening, identifying, and referring families and children to home visiting programs in the community (e.g., centralized intake procedures); existing availability of qualified staff, including supervisors and home visitors, in the community; existing buy-in from community members, including tribal leaders and elders, for home visiting programs in the community; and referral resources currently available and needed in the future to support families residing in the community.

C. Assess the community(ies)'s capacity for providing substance abuse treatment and counseling services to individuals and families in need of such treatment or services, including existing investments in providing substance abuse treatment and counseling services through various funding streams; the number and characteristics of individuals and families who are receiving substance abuse treatment and counseling services; the types of service delivery strategies that are being employed; the extent to which services are high-quality and meet the needs of individuals and families (e.g., are accessible and culturally relevant); and the factors that limit additional investment and capacity for providing needed services.

D. Assess the community(ies) capacity to implement and integrate home visiting services into an early childhood system through the completion of a community readiness assessment. This readiness assessment would include an assessment of existing or ongoing efforts or resources to develop a coordinated early childhood system at the community level.

This needs and readiness assessment must be coordinated with and take into account, to the greatest extent possible and as appropriate for the community(ies), other needs assessments conducted by Federal, State, tribal, local, and private entities within the community, such as those related to maternal and child health (such as the State MIECHV needs assessment and the Title V Maternal and Child Health block grant needs assessment); public health; mental health and substance abuse; child abuse and neglect; domestic

violence, crime, and poverty; and those conducted by Head Start/Early Head Start and other early education and care programs in the community. The assessment must also involve and engage community stakeholders and partners.

Through the needs and readiness assessment, grantees will set the stage for strengthened cooperation and coordination and promote linkages among various programs that serve pregnant women, expectant fathers, young children, and families in tribal communities. The assessment will give grantees the opportunity to consider community conditions, assess the quality and capacity of existing services to meet the needs of young children and families in the community, assess community readiness for implementation of a home visiting program, and identify and develop linkages with a comprehensive array of services at the community level, particularly across federal funding streams, such as the State MIECHV program, AIAN Head Start, tribal child care, Indian child welfare, and the Indian Health Service. Coordination across programs would ensure that high-quality, evidence-based home visiting programs are part of a comprehensive, aligned strategy for improving child and family well-being in tribal communities.

For the purposes of this program, in order to reflect the diverse circumstances of tribal populations, ACF and HRSA take a broad and inclusive view of the definition of "at-risk community." Grantees may define an at-risk community in the following ways (and each of these possible definitions has implications for the type and quality of data that will be available for the purposes of the needs assessment):

- An entire Tribe within a discrete geographic region (i.e., on a reservation) could be considered an at-risk community;
- Subgroups of a Tribe within a discrete geographic region (i.e., on a reservation) could be considered at-risk communities; or
- Members of a Tribe(s) could live scattered throughout a larger, non-tribal geographic area interspersed with non-tribal members (i.e., American Indians and Alaska Natives living in an urban environment) and be considered an at-risk community.

Planning and Capacity Building

During Phase 1, grantees will engage in planning and capacity-building activities that will prepare them to: respond to identified needs through an evidence-based home visiting program; track and report on program participants' progress toward meeting legislatively mandated benchmarks; and rigorously evaluate their home visiting program. Planning and capacity-building activities during Phase 1 could include:

- Identifying the populations to be served on the basis of the needs and readiness assessment;
- Beginning to build administrative and management capacity for the program (e.g., hiring key staff and locating space);
- Building relationships and developing formal agreements with potential partners and stakeholders;
- Selecting evidence-based home visiting models for implementation;
- Collaborating with the developers of selected home visiting model(s) to culturally adapt or modify model(s), if needed, and establish formal agreements;
- Identifying and establishing benchmark measures and indicators that could demonstrate whether families served by the program show improvements in key child and family outcome areas;
- Developing a database and mechanism to track progress and report on program participants' progress in meeting benchmarks in key child and family outcome areas; and
- Locating and securing partners (such as independent evaluators) to plan for and conduct ongoing program evaluation activities.

Among the activities grantees will engage in during Phase 1 is selection of an evidence-based home visiting model for implementation. As noted in the Home Visiting Evidence of Effectiveness (HomVEE) systematic review report titled "Assessing the Evidence of Effectiveness of Home Visiting Models Implemented in Tribal Communities" (<http://homvee.acf.hhs.gov/TribalReport.pdf>), no home visiting models previously implemented in tribal communities were found to meet the criteria for evidence of

effectiveness established for the State MIECHV Program (as initially proposed in a Federal Register Notice, dated July 23, 2010, and finalized in the Supplemental Information Request for the Submission of the Updated State Plan for a State Home Visiting Program, dated February 8, 2011).

Tribal Home Visiting Program grantees may therefore choose an evidence-based home visiting model that is a "promising approach." Grantees may select:

A. A model for which there is currently little to no evidence of effectiveness. For example:

1. One of the models studied by the Tribal HomVEE review (<http://homvee.acf.hhs.gov/TribalReport.pdf>), but found not to meet criteria for evidence of effectiveness;
2. One of the models studied by the larger HomVEE review (<http://homvee.acf.hhs.gov>), but found not to meet criteria for evidence of effectiveness, adapted to meet the needs of the tribal community;
3. A model that was not studied by either the tribal or the larger HomVEE review, adapted to meet the needs of the tribal community;
4. A model developed by the grantee to meet community needs, in partnership with a national organization or institution of higher education, for the purposes of the Tribal Home Visiting program; or
5. An adapted or modified version of an approved model for the State MIECHV Program that includes significant alterations to core components; OR

B. Any of the models found to meet evidence-based criteria through the larger HomVEE review, information on which can be found at <http://homvee.acf.hhs.gov>, adapted to meet the needs of the tribal community.

The model that grantees select:

1. Should be grounded in relevant empirical work (evidence from research, theory, practice, culture, and/or context) and have an articulated theory of change; and
2. Must have been developed by (or in partnership with) or identified with a national organization or institution of higher education; and
3. Must be evaluated through a well-designed and rigorous process.

Grantees may engage in needs and readiness assessment, planning, and capacity-building activities during Phase 1, but will not fully implement their plan and/or begin serving children and families through high-quality, evidence-based home visiting programs. Pending successful Phase 1 activities and submission (within 10 months of the Year 1 award date) of an approvable non-competing continuation application that includes a needs assessment and approvable plan for responding to identified needs (including a plan for measuring and reporting on program participants' progress toward meeting legislatively mandated benchmarks and a plan for rigorous evaluation of the home visiting program), funds will be provided for Phase 2 (Implementation Phase Years 2-5).

Phase 2: Implementation Phase (Years 2-5)

In Phase 2, grantees will implement the various components of their approved plan to respond to identified needs (submitted at the end of Phase 1) and work closely with ACF and HRSA to ensure implementation and evaluation of high-quality, evidence-based home visiting programs in their community. Phase 2 activities include:

- Building infrastructure to implement evidence-based home visiting programs in the community;
- Providing high-quality, evidence-based home visiting services to children and families in the community;
- Measuring and reporting on program participants' progress toward meeting benchmarks in key child and family outcome areas; and
- Conducting ongoing rigorous program evaluation activities that will result in building the knowledge base around home visiting services to tribal populations.

Infrastructure building activities cover a range of different activities that include the following components.

- Foundation infrastructure (planning and collaboration);
- Implementation infrastructure (operations and workforce development); and
- Sustaining infrastructure (communications, building support, and evaluation)[xiv].

During Phase 2, grantees must conduct ongoing rigorous program evaluation activities that will result in building the knowledge base around successful strategies for implementing, adopting, providing, and sustaining high-quality, evidence-based home visiting services to AIAN populations. Rigorous program evaluation activities could include examining effectiveness of promising approaches and/or components of home visiting; adaptations or enhancements of evidence-based home visiting models and/or components to AIAN populations; or questions regarding implementation or infrastructure necessary to support evidence-based home visiting models among AIAN populations. **These evaluations must include a comparison (e.g., the receipt of home visiting to not receiving home visiting; the provision of intensive coaching for implementation compared to implementation without coaching), either through a quasi-experimental design such as a matched comparison, a wait-list control, or multiple-baseline design (e.g., single-case design), or a randomized control design.**

Program evaluation is the use of good quality research methods to systematically study, appraise, and help improve social programs, including their conceptualization and design, their implementation and administration, their outcomes, their effectiveness, and their efficiency (Rossi, Freeman, & Lipsey, 2004). The most appropriate research methods to use for evaluation depend on the question being addressed (e.g., How well is home visiting working in our community? What type of cultural adaptation to an existing home visiting model is suitable for our community? What do we want and expect to change for children and families participating in home visiting? How will we know when things have changed, what has changed, for whom it has changed, and how it has changed?).

Grantees must also meet the benchmark reporting requirements specified in the ACA legislation, including developing a data system and mechanism to measure, track, and report on (at the 3rd and 5th years of the grant) outcomes of participating children and families with reliability and validity. The relevant benchmark outcomes for participating children and families include: 1) improved maternal, newborn, and child health; 2) prevention of child injuries, child abuse, neglect, or maltreatment, and reduction of emergency room visits; 3) improvements in school readiness and child academic achievement; 4) reductions in crime or domestic violence; 5) improvements in family economic self-sufficiency; and 6) improvements in the coordination and referrals for other community resources and supports. More details on the 37 specific constructs (performance measures) grantees will need to track and report on under each benchmark area can be found in Section 5 and Appendix E of the OMB-approved guidance for submitting a needs assessment and plan for responded to identified needs (OMB Control No.: 0970-0389 Expiration Date: 06/30/2014, found at <http://www.acf.hhs.gov/programs/ccb/initiatives/hvgrp/index.htm>).

Travel for Conferences and Presentations

The grantee's project director and up to three other key staff member(s) must attend a 2-3 day kickoff meeting in Washington, DC. Also attending will be the other grantees awarded funds under this funding opportunity announcement, the Federal Project Officer(s), and other staff and contractors of ACF, HRSA, and other Federal agencies, as appropriate, for the purpose of discussing details of the project work plan and cooperative agreement.

The budget for Year 1 must allocate sufficient funds to provide for: 1) at least two (and up to four) representatives from the grantee to attend the kickoff meeting in Washington, DC; and 2) at least two (and up to four) representatives from the grantee to attend a 1 to 2 day Federally-initiated regional meeting (likely in a location near the grantee). In each of the following grant years, the grantee must send the project director and up to three other key staff members to an annual grantee meeting in Washington, DC, as well as one annual regional meeting. Grant funds should be budgeted for these travel expenses.

Post-Award Requirements for Grantees

The acceptance of Federal funds under this funding opportunity announcement will signify agreement by the grantee that it will comply with the following requirements:

1. Within 90 days following the Notice of Award for the cooperative agreement, have the Year 1 project fully functioning;
2. Within 30 days following the Notice of Award, establish accounts for appropriate financial and program personnel to use www.GrantSolutions.gov;
3. Within 30 days following the Notice of Award, sign and return only the cooperative agreement to the Office of Grants Management via www.GrantSolutions.gov to the attention of the Grants Management Specialist;
4. Submit in a timely manner to the Federal Project Officer and Grants Management Specialist all performance indicator data and quarterly program progress reports (SF-PPR) and financial reports (SF-425A), in recommended standard formats, via www.GrantSolutions.gov;
5. Within 10 months of award, submit, in accordance with OMB-approved guidance (OMB Control No.: 0970-0389 Expiration Date: 06/30/2014, found at <http://www.acf.hhs.gov/programs/ccb/initiatives/hvgp/index.htm>), the community needs and readiness assessment and plan for responding to identified needs, including a plan for measuring and reporting on program participants' progress toward meeting legislatively mandated benchmarks and a plan for rigorous evaluation of the home visiting program.
6. In Years 2-5 of the grant, submit an annual report and other required data to the Secretary regarding the program and activities carried out under the program. Grantees will be notified in advance of the specific due dates and formatting requirements for submitting this report and other required data;
7. Submit the final report and any program products to ACF within 90 days of the project period end date via www.GrantSolutions.gov; and
8. Participate in research and evaluation activities or technical assistance contracts that relate to this funding opportunity announcement.

Endnotes

- [i] <http://www.cdc.gov/diabetes/pubs/estimates.htm>, 2002 statistics.
- [ii] <http://info.ihs.gov/Disparities.asp>
- [iii] National Vital Statistics Report, Volume 58, Number 17. 32 pp. (PHS) 2010-1120, 2006.
- [iv] National Vital Statistics Report, Volume 58, Number 17. 32 pp. (PHS) 2010-1120, 2006.
- [v] <http://info.ihs.gov/Files/DisparitiesFacts-Jan2006.pdf>
- [vi] <http://nces.ed.gov/pubs2010/2010313.pdf>
- [vii] Indian Health Service. (2003). *Trends in Indian Health*.
- [viii] <http://nces.ed.gov/pubs2001/2001023.pdf>
- [ix] <http://www.cmh.umn.edu/ereview/cmhereviewOct10.pdf>
- [x] Indian Health Service. (2003). *Trends in Indian Health*.
- [xi] Earle, K. A. & Cross, A. (2001). Child abuse and neglect among American Indian/Alaska Native children: An analysis of existing data. Seattle, WA: Casey Family Programs.
- [xii] US Department of Health and Human Services, National Child Abuse and Neglect Data System, 2007.

[xiii] Maple, C. & Hay, T., (2004). Analysis of the data from the First Round of Child and Family Services Reviews Regarding American Indian and Alaska Native Children in State Care (unpublished).

[xiv] Del Grosso, P., Hargreaves, M., Paulsell, D., Vogel, C., Strong, D., Zaveri, H., Hague Angus, M., Coffee-Borden, B., Cole, R., & Barrett, K. (In review). (2012) Cross-Site Evaluation of the Supporting Evidence-Based Home Visiting Grantees: Grantees' Efforts to Build Program Infrastructure to Support the Implementation, Scale-up, and Sustainability of Home Visiting Models. Washington, DC: U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$1,500,000
Expected Number of Awards:	7
Award Ceiling:	\$400,000 Per Budget Period
Award Floor:	\$100,000 Per Budget Period
Average Projected Award Amount:	\$200,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

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

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

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Applicants should provide a budget and budget justification only for the first 12-month budget period. Funds for Years 2-5 will be awarded on the basis of submission and approval of non-competing continuation applications. Given that Phase 2 activities could be more costly to conduct than Phase 1 activities, ACF anticipates that the amount of financial assistance in Years 2-5 could exceed the amount awarded in Year 1.

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

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. Cooperative agreements defining the respective responsibilities of ACF, in consultation with HRSA, and grantees will be negotiated. ACF anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes:

- ACF review and approval of the needs assessment and Phase 2 implementation plan before Phase 2

activities may begin;

- ACF involvement in the establishment of policies and procedures that maximize open competition; and rigorous and impartial development, review, and funding of grantee or sub-grantee activities, if applicable;
- ACF and grantee joint collaboration in the performance of key programmatic activities (e.g., strategic planning; implementation; information technology enhancements; training and technical assistance; publications or products; and evaluation);
- Close monitoring by ACF of the requirements stated in this funding opportunity announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure, and management processes; and
- Close ACF monitoring during performance, which may, in order to ensure compliance with the intent of this funding opportunity announcement, exceed those Federal stewardship responsibilities customary for discretionary grant activities.

As part of the cooperative agreement, in accordance with the statutory requirements in Section 511 of Title V, as added by the ACA, ACF (in consultation with HRSA) anticipates providing training and technical assistance to grantees throughout the 5-year project period. The overall goals of the technical assistance are to build the capacity of grantees to complete needs assessments, planning, capacity building, implementation, benchmark data collection, and rigorous evaluation activities, and ensure that programs are implemented effectively and with fidelity to evidence-based models where appropriate. While ACF recognizes that many home visiting models that grantees are likely to implement provide model-specific technical assistance, ACF anticipates providing technical assistance in several areas, including: identifying and accessing data sources for needs assessments; strategic planning; collaboration and partnerships; communication and marketing; fiscal leveraging; implementing and supporting home visiting programs that meet requirements for evidence of effectiveness; selecting home visiting model(s) to meet the target populations' needs; data and information systems; quality assurance; workforce issues; strategies for coordinating and providing technical assistance to programs within the community; training; outreach; sustainability; and evaluation. The above list of topics is not meant to be exhaustive and ACF intends to tailor technical assistance to meet needs identified by the grantees.

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

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are Federally recognized Indian Tribes (or consortium of Tribes), Tribal Organizations, and Urban Indian Organizations. As defined by Section 4 of the Indian Health Care Improvement Act, Pub.L. 94-437 at http://www.ssa.gov/OP_Home/comp2/F094-437.html:

"Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians;

"Tribal organization" means the elected governing body of any Indian tribe or any legally established organization of Indians which is controlled by one or more such bodies or by a board of directors elected or selected by one or more such bodies (or elected by the Indian population to be served by such organization) and which includes the maximum participation of Indians in all phases of its activities; and

"Urban Indian Organization" means a nonprofit corporate body situated in an urban center, governed by an urban Indian controlled board of directors, and providing for the maximum participation of all

interested Indian groups and individuals, which body is capable of legally cooperating with other public and private entities for the purpose of performing the activities described in section 503(a).

Consortia Applicants

Applications from a tribal consortium must identify a primary entity as the "applicant," which will be responsible for receiving the funds and administering the grant (cooperative agreement).

Tribal Resolution(s)

A Tribal Resolution is a formal expression of the opinion or will of an official Tribal governing body which is adopted by vote of the Tribal governing body.

If applicable to the applicant Tribe or Tribal organization, prior to receiving a grant award, applicants selected for funding must provide ACF with fully-executed Tribal Resolution(s) (including number, voting information, and authorized signatures) from the governing body of each Tribe agreeing to participate in the project and receive services.

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

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

DUNS Number Requirement

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

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

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

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

Central Contractor Registration (CCR) Requirement

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

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

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

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

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

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

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

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

There is the possibility of heavy traffic at the CCR website at application due dates.

APPLICATION DISQUALIFICATION FACTORS

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

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

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

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the

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

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

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

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Required Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.

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

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

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Bridget Shea Westfall
Administration for Children and Families
Office of Child Care
ACA Tribal Home Visiting HHS-2012-ACF-OCC-TH-0302
Aerospace Building, 5th floor
370 L'Enfant Promenade SW
Washington, DC 20024
Phone: (202) 401-5542
Fax: (202) 690-5600
Email: tribal.homevisiting@hhs.gov

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

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

Section IV.2. Content and Form of Application Submission**FORMATTING ACF APPLICATIONS****For All ACF Applications:****Authorized Organizational Representative (AOR)**

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

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

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

Point of Contact

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

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

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

Observe page limitations.

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

Application Package Components

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

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

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

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

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

Copies Required

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

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

Signatures

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

Required OMB-Approved and Standard Forms (SFs)

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

Application Package Components

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

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

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

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

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

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

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

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

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

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

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

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

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.

Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

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

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

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

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

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

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

Addresses for Submission of Paper Applications

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

Page Limitations for Paper Format Application Submissions

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

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

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

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

There are no page limitations on the number of required standard forms (SFs) and/or OMB-approved forms and they do not count against other page limitations.

There are no page limitations on the number required certifications and assurances and they do not count against other page limitations.

The Project Summary/Abstract is limited to one single-spaced page in 12-point font and is not counted against other page limitations. Any pages over the one-page limit will be removed.

The Project Description is limited to 100 pages that are double-spaced, with 1" margins, and printed on only one side. Blank pages, cover sheets, or other forms of section providers will count against the 100-page limit and should not be included. The Project Description must include a Table of Contents with numbered content presented in the following order: Objectives and Need for Assistance; Approach, which should include a Logic Model; Organizational Profile; and Budget and Budget Justification, which are all included in the 100-page limit. Any pages in the Project Description exceeding 100 pages will be removed.

The Budget Justification is limited to 10 single-spaced pages and should not be formatted as landscape. The Budget Justification will not count against other page limitations.

Proof of Legal Status/Proof of Non-Profit Status has no page limitations and will not count against other page limitations.

The Appendices are limited to 30 pages and any pages over the limit will be removed. The Appendices should include: resumes/CV's; organizational chart(s); third-party agreements; letters of support/commitment; map(s); summary of audited financial statements not to exceed five pages; tribal resolution(s); and other miscellaneous supporting documentation.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

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.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
Maintenance of Effort (MOE) Certification	An example of a standard MOE is available at Sample MOE Certification . Submission required for all applicants.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

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

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Letter of Intent

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

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

Letters of Intent may be submitted by email to tribal.homevisiting@hhs.gov with the subject line: ACA Tribal Home Visiting - Letter of Intent. Or Letters of Intent may be faxed to Bridget Shea Westfall at 202-690-5600 with the subject line: ACA Tribal Home Visiting - Letter of Intent.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

ACF and HRSA envision that the Tribal MIECHV Program (Tribal Home Visiting) will mirror the State MIECHV program, with the goals of:

- Supporting the development of happy, healthy, and successful American Indian and Alaska Native (AIAN) children and families through a coordinated home visiting strategy that addresses critical maternal and child health, development, early learning, family support, and child abuse and neglect prevention needs;
- Implementing high-quality, culturally-relevant evidence-based home visiting programs in AIAN communities;
- Expanding the evidence base around home visiting interventions with Native populations; and
- Supporting and strengthening cooperation and coordination and promoting linkages among various programs that serve pregnant women, expectant fathers, young children, and families, resulting in

coordinated, comprehensive early childhood systems in grantee communities.

Funds under the Tribal Home Visiting Program support:

- Conducting a needs assessment of the Tribal community (or communities) that considers community characteristics and the quality and capacity of existing home visiting programs and other supportive services, is coordinated with other relevant needs assessments, and involves community stakeholders as appropriate;
- Collaborative planning efforts to address identified needs by developing capacity and infrastructure to fully plan for, adopt, implement, and sustain high-quality home visiting programs that are part of coordinated early childhood systems;
- Providing high-quality, evidence-informed home visiting services to pregnant women, expectant fathers, and parents and primary caregivers of young children aged birth to kindergarten entry; and
- Rigorous local research and evaluation activities that may include examining effectiveness of home visiting models in serving Tribal populations, adaptations of home visiting models for Tribal communities, or questions regarding implementation or infrastructure necessary to support implementation of home visiting programs in Tribal communities.

Approach

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

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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

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

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

The application for funding under this funding opportunity announcement should describe the approach the applicant proposes to take in Phase 1 (Year 1) to conduct a comprehensive community needs and readiness assessment and develop a plan and build capacity to respond to identified needs through an evidence-based home visiting program, track and report on program participants progress toward meeting legislatively mandated benchmarks, and rigorously evaluate the home visiting program. The description of the Phase 1 approach should include, at a minimum, but is not limited to, the following elements:

1. Identification of the lead entity that will be responsible for conducting Phase 1 activities, including collecting data and coordinating with other partner entities, and its organizational capacity to conduct the activities involved in developing, carrying out, and evaluating an evidence-based home visiting program;

2. A plan for identifying and developing formal agreements with potential partner agencies and stakeholders, including a preliminary list and description of agencies and stakeholders that will be involved during Phase 1. Possible programs and partners with which to coordinate and collaborate could include, but are not limited to, the State MIECHV lead agency, AIAN Head Start, tribal child care, tribal child welfare, and the Indian Health Service;
3. A plan for providing management and oversight for this project, including methodology for ensuring that key staff possess the necessary education, experience, and/or resources to successfully complete Phase 1 activities (e.g., collecting and organizing needs assessment data, selecting evidence-based home visiting models, and beginning to develop benchmark data systems);
4. A plan and detailed timeline for conducting a comprehensive needs and readiness assessment that meets the requirements described in *Section 1. Funding Opportunity Description, Grant Program Requirements*: Phase 1, including:
 - a. A preliminary description or definition of the "at-risk community(ies)" to be assessed;
 - b. A preliminary list and basic description of the information or data sources currently readily available to the applicant for the purposes of conducting the assessment. This list should not include actual data about at-risk communities, but instead must name and describe the existing data sources available including recency or timeliness of the data, geographic boundaries of the data, and stability or reliability of the data at the community level^[xv];
 - c. A discussion of the gaps in the currently available information (i.e., which required data are not readily available to the applicant). ACF and HRSA recognize that, while some data elements will be readily available at the community level, others will be more challenging to collect at a geographic level that will be useful in assessing community needs;
 - d. A discussion of the applicant's capacity to locate, gather, and assemble the information or data required for the needs and readiness assessment, including any expected obstacles to and opportunities for comprehensive, timely, quality data collection;
 - e. A preliminary list of other needs assessments the applicant anticipates that this assessment may be coordinated with and considered. These assessments could be conducted by Federal, State, tribal, local, and private entities within the community, including those related to maternal and child health (such as the State MIECHV program needs assessment or the Title V maternal and child health needs assessment); public health; mental health and substance abuse; child maltreatment; domestic violence; crime; and poverty; and those conducted by Head Start/Early Head Start and other early education and care programs in the community;
 - f. A discussion of the barriers to and opportunities for ensuring that the needs and readiness assessment is coordinated and considered with these other assessments; and
 - g. Based on currently available information, a general description of the applicant's anticipated approach to conducting the assessment of community needs and readiness during Phase 1. It is expected that grantees will use partnerships, collaborations, and culturally relevant strategies to seek out and gather relevant data as they conduct their assessments. Items for consideration include:
 - How will the applicant collect data and information to measure each of the needs assessment data elements, and what strategies might the applicant use to gather hard-to-find data?
 - Which stakeholders and partners does the applicant expect to collaborate with to gather and assemble information? How will the applicant ensure effective and efficient collaboration among these potential partners?
 - What process will be used to ensure coordination with other needs assessments conducted within the area or community?
5. An anticipated process and timeline for developing a plan and building capacity during Phase 1 to

respond to identified needs through an evidence-based home visiting program, including:

a. A description of the applicant's anticipated approach to identifying the populations to be served on the basis of the needs assessment, with a statement that priority will be given to serving high-risk groups as defined in section 511(d)(4) of Title V, and the applicant will establish procedures to ensure that the participation of each family in any home visiting services provided will be voluntary and based on the individual needs of that family;

b. A description of the applicant's anticipated approach to building relationships and developing formal agreements with partners and stakeholders in order to build capacity to facilitate successful planning for the adoption, implementation, and sustainability of evidence-based home visiting programs;

c. A description of the applicant's anticipated approach to selecting the most effective home visiting model(s) to be implemented, enhanced, or expanded, including a statement that the service delivery model(s) will be selected in response to identified needs, will be consistent with the criteria established by HHS, and will be implemented with fidelity to the model.

- Where appropriate, the planning and capacity building process may include collaborating with the developers of evidence-based home visiting model(s) and establishing formal agreements to ensure that the original model developers support the plan;

6. A description of the applicant's anticipated approach to identifying, establishing, and building capacity to collect data and track progress on quantifiable, measurable benchmarks to demonstrate that the program contributes to improving the outcomes of participating families in EACH of the outcome areas below, including a statement that the applicant agrees to report on progress toward meeting benchmarks in the 3rd and 5th years of the program. Applicants should describe how they plan to ensure that they select benchmark measures that are able to measure child and family outcomes with reliability and validity, and how they intend to begin to build a data system and mechanism to track progress and report on these benchmarks. More details on the specific constructs grantees will need to track and report on under each benchmark area can be found in the Section 5 of the OMB-approved guidance for submitting a needs assessment and plan for responded to identified needs (OMB Control No.: 0970-0389 Expiration Date: 06/30/2014, found at <http://www.acf.hhs.gov/programs/ccb/initiatives/hvqp/index.htm>).

a. Improved maternal and newborn health;

b. Prevention of child injuries, child abuse, neglect or maltreatment, and reduction of emergency room visits;

c. Improvements in school readiness and child academic achievement;

d. Reductions in crime or domestic violence;

e. Improvements in family economic self-sufficiency; and

f. Improvements in the coordination and referrals for other community resources and supports.

7. A plan for building capacity (including locating and securing partners such as independent evaluators) to conduct ongoing rigorous program evaluation activities that will result in building the knowledge base around successful strategies for implementing, adopting, providing, and sustaining high-quality, evidence-based home visiting services to tribal populations. Rigorous program evaluation activities could include examining effectiveness of promising approaches and/or components of home visiting; adaptations or enhancements of evidence-based home visiting models and/or components to AIAN populations; or questions regarding implementation or infrastructure necessary to support evidence-based home visiting models among AIAN populations. These evaluation plans must include a comparison (e.g., the receipt of home visiting to not receiving home visiting; the provision of intensive coaching for implementation compared to implementation without coaching), either through a quasi-experimental design such as a matched comparison, a wait-list control, or multiple-baseline design (e.g., single-case design) or a randomized control design;

8. Anticipated technical assistance needs related to conducting the needs assessment; developing the plan for responding to needs; and building capacity to implement this plan, including locating data sources, determining data quality, identifying and involving stakeholders, collaborating to reach consensus, identifying and selecting models for implementation, and strengthening capability to effectively implement and evaluate the chosen program; and

9. A statement that the applicant agrees to submit to ACF, in accordance with OMB-approved guidance, the community needs and readiness assessment and plan for responding to identified needs, including a plan for measuring and reporting on program participants' progress toward meeting legislatively mandated benchmarks and a plan for rigorous evaluation of the home visiting program, as a condition of funding for Phase 2 activities to be conducted during Years 2-5 of the grant.

[xv] Possible data source characteristics:

Recency or timeliness of data: Data sources are updated on different schedules, some annually and others much less frequently. The most recently updated data sources may be preferred to more outdated sources, even if the estimates may be less precise.

Geographic boundaries of data: Grantees have discretion in how they geographically define "community(ies)." However, whenever possible, needs assessment data should be aggregated at the same or similar geographic level (e.g., Indian reservations, counties, cities, neighborhoods, zip codes, census tracts, etc.) as the communities being described. Thus, when choosing between data sources, grantees should make careful note of the geographic units for which the data are available.

Stability of data: While it may be possible to disaggregate some national, tribal, and State data into community level data, this does not mean that the data indicators will be stable or reliable at that level. For many assessments, the sub-sample of residents from a specific community will be too small to be a trustworthy representation of the characteristic of that community and its residents.

Evaluation

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

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Logic Model

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

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources).

- Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
 - Activities (e.g., approach, listing key intervention, if applicable);
 - Outputs (i.e., the direct products or deliverables of program activities); and
 - Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

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

Special Note: *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

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

The Year 1 narrative budget justification may not include costs for staff training for any specific home visiting model(s), as selection of a model would be premature prior to completion of the community needs assessment. However, reasonable costs may include purchasing sample home visiting model information and/or curricula; visit(s) to current grantees or other agencies implementing a specific model; and travel for up to two persons to a national service office of a specific home visiting model(s) to discuss the appropriateness of using that model to meet the needs of the community.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

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

Equipment

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

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

Supplies

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

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

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

Paperwork Reduction Disclaimer

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

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.

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

Application Validation at www.Grants.gov

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

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

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

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

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

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

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

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

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

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

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

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

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

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

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

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

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

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

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

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

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

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **05/30/2012**

Due Date for Applications: **07/16/2012**

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

Please note:

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

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

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

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

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

IV.2. Request an Exemption from Required Electronic Submission will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

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

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

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

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

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of a paper format (hard copy) application's submission:

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

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

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

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

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

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

IV.6. Other Submission Requirements

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

Submission By Mail

Bridget Shea Westfall
Administration for Children and Families
Office of Child Care
ACA Tribal Home Visiting HHS-2012-ACF-OCC-TH-0302
Aerospace Building, 5th Floor East
370 L'Enfant Promenade SW
Washington, DC 20024

Hand Delivery

Bridget Shea Westfall
Administration for Children and Families
Office of Child Care
ACA Tribal Home Visiting HHS-2012-ACF-OCC-TH-0302
Aerospace Building, 5th Floor East
370 L'Enfant Promenade SW
Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

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

Objectives and Need for Assistance**Maximum Points: 25****In reviewing the Objectives and Need for Assistance, reviewers will consider:**

- A. How well does the applicant demonstrate an understanding of the goals and objectives of the relevant legislation and this funding opportunity announcement?
- B. How well does the proposed project contribute to achieving legislative goals and objectives, and the goals stated in this funding opportunity announcement?
- C. How well does the applicant present a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project), and objectives (i.e., measurable steps for reaching these goals)?
- D. How well does the applicant clearly identify and justify the target population to be served under the proposed project?
- E. How well does the applicant demonstrate a thorough understanding of the characteristics of the tribal jurisdiction and the service needs of this population and community?
- F. How well does the applicant demonstrate a thorough understanding of maternal, infant, and early childhood home visiting programs?
- G. How well does the applicant demonstrate a thorough understanding of the principles underlying "evidence-based policy" with regard to implementing home visiting programs in AIAN communities?

Approach**Maximum Points: 40****In reviewing the Approach, reviewers will consider:****Overall Project Implementation Strategy (25 points)**

- A. How well does the applicant provide a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates?
- B. How well does the applicant describe the factors that could potentially speed or hinder completion of activities and explain how those factors would be managed?
- C. How well does the applicant demonstrate that its proposed approach is likely to result in the development and implementation of a high-quality, evidence-based home visiting program that is culturally responsive to the target population?
- D. How well does the applicant demonstrate a clear understanding of issues associated with and articulate a reasonable approach to conducting a comprehensive community needs and organizational readiness assessment?
- E. How well does the applicant demonstrate a clear understanding of the issues associated with and articulate a reasonable approach to engaging in planning and capacity-building activities to address identified needs of at-risk communities through a home visiting program?
- F. How well does the applicant demonstrate a clear understanding of issues associated with and articulate a reasonable approach to seeking out, collaborating, and coordinating with diverse stakeholders and partners to conduct activities under this funding opportunity announcement, including programs such as AIAN Head Start, tribal child care, tribal child welfare, the Indian Health Service, and other early childhood partners including the State MIECHV Lead Agency?
- G. How well does the applicant demonstrate a clear understanding of the issues associated with and articulate a reasonable approach to establishing and implementing a program that is evidence-based;

reflect up-to-date knowledge from the research and literature on known effective practices; and build on current theory, research, evaluation, data, and best practices?

H. How well does the applicant demonstrate understanding of the issues associated with and articulate a reasonable approach to implementing its program with fidelity to an evidence-based model?

Community Participation in Planning and Implementation (5 points)

A. How well does the applicant demonstrate that it has involved the community (e.g., parents, caregivers, elders, stakeholders, Tribal/organizational administration and relevant programs, related agencies) in developing its proposed project; ensured community participation in the project's implementation over time; planned for building and maintaining community support for the project; and included a strategy for building community awareness of the project and keeping community members informed of progress and outcomes?

Strategy for Data Collection, Evaluation, and Knowledge Development (10 points)

A. How well does the applicant describe an approach that will contribute to increased knowledge or understanding of the problems and issues addressed in this funding opportunity announcement?

B. How well does the applicant demonstrate a clear understanding of issues associated with and articulate a reasonable approach to identifying, establishing, collecting, and maintaining data; tracking progress on and reporting on quantifiable, measurable legislatively mandated benchmarks, which demonstrate that the program contributes to improved outcomes for participating children and families?

C. How well does the applicant demonstrate a clear understanding of the issues associated with and articulate a reasonable approach to planning for and building capacity to conduct rigorous program evaluation activities, which will result in building the knowledge base around evidence-based home visiting in tribal communities?

Organizational Profile

Maximum Points: 20

In reviewing the Organizational Profile(s), reviewers will consider:

Relevant Experience, Expertise, and Organizational Capacity (12 points)

A. How well does the applicant demonstrate relevant experience and expertise among tribal populations?

B. How well does the applicant demonstrate expertise, experience, and organizational capacity to administer the proposed project and implement and manage a program of this size, scope, and complexity? For example, the entity selected to administer the program funds should demonstrate experience administering early childhood home visiting programs or other programs serving young children and families in tribal communities; planning for and implementing evidence-based initiatives; and working across systems and in partnership with diverse tribal and non-tribal stakeholders to plan, implement, and sustain programs for children and families.

C. How well does the applicant demonstrate expertise, experience, and organizational capacity to measure, collect, and report on legislatively mandated benchmarks?

D. How well does the applicant demonstrate expertise, experience, and organizational capacity to conduct rigorous evaluations that meet the requirements of this funding opportunity announcement?

E. How well does the applicant demonstrate the organizational capacity of each participating organization, including partners, subgrantees, consultants, contractors, and subcontractors, to fulfill their assigned roles and functions effectively?

F. How well does the applicant demonstrate that the proposed project director and key project staff

have sufficient relevant knowledge, experience, and capabilities (as demonstrated by a resume or curriculum vitae) to effectively institute and manage a project of this topic, size, scope, and complexity?

Plan for Program Administration and Management (8 points)

A. How well does the applicant identify and describe the lead entity that will be responsible for conducting activities under this funding opportunity announcement?

B. How well does the applicant clearly describe the role and responsibilities (e.g., job description(s)) and time commitments for each proposed project staff position, including partners, sub-grantees, consultants, contractors, and subcontractors, and demonstrate that each position is appropriate, necessary, and relevant to the successful implementation of the proposed project?

C. How well does the applicant describe a sound oversight and management plan, including management and coordination of activities by any partners, subgrantees, consultants, contractors, and subcontractors, for achieving the objectives of the proposed project on time and within budget, including clearly defined roles and responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality?

Budget and Budget Justification

Maximum Points: 15

In reviewing the Year 1 Budget and Budget Justification, reviewers will consider:

A. How well does the applicant demonstrate that Year 1 costs are allowable, reasonable, thoroughly justified, and appropriate in view of the activities to be conducted and expected results and benefits?

B. How well does the applicant demonstrate that its fiscal controls and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of Federal funds received under this funding opportunity announcement?

C. How well does the applicant allocate sufficient funds in the budget to:

1. provide for the project director and up to three other key staff/partners, which may include an evaluator, to attend a 2-3 day kickoff meeting for grantees funded under this program opportunity announcement to be held within the first 90 days of the grant (Year 1 only) in Washington, DC; and

2. provide for the project director and up to three other key staff member(s), which may include an evaluator, to attend an annual two to three-day grantees' meeting in Washington, DC, as well as one 1-2 day regional meeting (Years 2-5); and

3. provide a reasonable and adequate amount of funds to comply with the requirement for rigorous research and evaluation under this funding opportunity announcement? In Year 1, this could entail planning and building capacity to: (a) conduct rigorous evaluation; and (b) collect and report data around program participants' progress toward meeting legislatively mandated benchmarks?

V.2. Review and Selection Process

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

Initial ACF Screening

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

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from

required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or

- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

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

Objective Review and Results

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

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

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

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.

In addition, Federal staff will conduct an administrative review of the applications after the results of the competitive review and will make recommendations for funding to the Director of the Office of Child Care.

With the results of the competitive review and information from the administrative review by Federal staff, the Director of Child Care, in consultation with the Deputy Assistant Secretary and Inter-Departmental Liaison for Early Childhood Development, will make the final funding decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Award Dates

All grant awards will be made by September 30, 2012.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

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

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

Prohibition Against Profit

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

Equal Treatment for Faith-Based Organizations

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

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression

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

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

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

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

Requirements for Drug-Free Workplace

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

Debarment and Suspension

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

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited

in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

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

Performance Progress Reports (PPR)

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

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

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

Federal Financial Reports (FFR)

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

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

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

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

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

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

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

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

Program Progress Reports: Quarterly
Financial Reports: Quarterly

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

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

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

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

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

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

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

VII. Agency Contacts

Program Office Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Child Care
Aerospace Building, 5th Floor East
370 L'Enfant Promenade SW
Washington, DC 20024
Phone: (202) 401-5542
Fax: (202) 690-5600
Email: tribal.homevisiting@hhs.gov

Office of Grants Management Contact

Tim Chappelle
Administration for Children and Families
Office of Administration
Office of Grants Management
Aerospace Building, 6th Floor East

370 L'Enfant Promenade SW
Washington, DC 20024
Phone: (202) 401-4855
Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

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

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/>.

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

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

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

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

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

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

Tribal Maternal, Infant, and Early Childhood Home Visiting program information on the Internet at http://www.acf.hhs.gov/programs/ccb/initiatives/hvgp/hvgp_grantees.htm.

ACF technical assistance providers will offer a pre-application webinar for potential applicants free of charge. Pre-application webinar dates and registration information can be found at: <http://www.acf.hhs.gov/programs/ccb/initiatives/hrgp/index.htm>

Application Checklist

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

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in <i>Section IV.2.</i> of the announcement. under "Project Description."	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3.</i>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
Maintenance of Effort (MOE) Certification	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications.</i> An example of a standard MOE is available at Sample MOE Certification . Submission is due with the application package. If it is not submitted with the application	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

	package, it may also be submitted prior to the award of a grant.	
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i> This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements.</i>	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i> This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements.</i>	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the

		application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Tribal Resolution(s)	Referenced in Section III.1 under "Eligible Applicants."	Submission due prior to grant award found in <i>Overview</i> and <i>Section IV.3</i> .
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Appendices