



Administration for Children and Families

Office of Family Assistance

Grants for Coordination of Tribal Temporary Assistance for Needy Families (TANF) and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect

HHS-2020-ACF-OFA-FN-1830

Application Due Date: 07/16/2020

Grants for Coordination of Tribal Temporary Assistance for Needy Families (TANF) and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect

HHS-2020-ACF-OFA-FN-1830

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**Department of Health & Human Services
Administration for Children and Families**

| | |
|------------------------------------|--|
| Funding Opportunity Title: | Grants for Coordination of Tribal Temporary Assistance for Needy Families (TANF) and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect |
| Announcement Type: | Initial |
| Funding Opportunity Number: | HHS-2020-ACF-OFA-FN-1830 |
| Primary CFDA Number: | 93.086 |
| Due Date for Applications: | 07/16/2020 |

Executive Summary

Notice:

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

The purpose of this grant, as prescribed by the statute (section 403(a)(2) of the Social Security Act, as amended), is "to fund demonstration projects designed to test the effectiveness of tribal governments or tribal consortia in coordinating the provision to tribal families at risk of child abuse and neglect of child welfare services and services under tribal programs funded under this part." The Administration for Children and Families (ACF) is particularly interested in funding projects leading to system changes so that improvements to the coordination of tribal Temporary Assistance for Needy Families (TANF) and child welfare programs are sustained beyond the project period, including learning how resources may be used for activities that are aimed at systems changes and strengthening the collaboration of Tribal TANF and child welfare programs. For example, Tribal TANF/Child Welfare (TTCW) grantees may be encouraged to engage in activities such as revising intake and assessment procedures, developing informed consent documents that will allow for staff to share information across program lines, providing cross-training for TANF and child welfare staff, developing joint case management procedures, and developing information technology systems to enhance coordination. Successful TTCW grantees will describe the proposed approach and the expected outputs and outcomes. Since it is a demonstration grant, the grantees will share lessons learned with the broader Tribal TANF and child welfare community.

I. Program Description

Statutory Authority

Section 403(a)(2) of the Social Security Act [42 U.S.C. § 603(a)(2)]

Description

Background

The current public safety net represents a collection of programs that address discrete aspects of the human condition for members of our society in economic, social, and developmentally vulnerable circumstances. ACF's Office of Family Assistance (OFA) is seeking to transform the current public safety net to grow the capacity of those in need, enhancing their individual liberty, fostering opportunity, and reducing their reliance on external support. Grants for the coordination of tribal TANF and child welfare programs provide an opportunity to take initial steps in the transformation process. Specifically, families will benefit from strengthened coordination between the welfare (TANF) and the child welfare systems.

TANF is focused primarily on enhancing the economic self-sufficiency of low-income families with children. The child welfare system is focused primarily on ensuring the safety and permanency of children. Both systems share a common mission of ensuring the well-being of vulnerable children and families and often serve the same families. By working together more closely and re-examining the ways that the human, financial, and administrative resources of both systems are used, TANF and child welfare agencies will improve their effectiveness in meeting the needs of families. Additionally, improved coordination can result in more efficient use of resources and reduce or eliminate duplicative efforts.

A significant number of families are involved with both the welfare and child welfare systems. For example, most families that receive in-home support services through the child welfare system also receive TANF assistance, and more than half of all foster children come from families that are TANF-eligible. Some TANF families already benefit from child welfare services, including services to help prevent child abuse and neglect. As a result of increased coordination with the child welfare system, TANF families will also benefit from improved communication and coordination among TANF, child welfare, and other relevant agencies and programs.

Purpose

The overarching purpose of this TTCW grant is to fund demonstration projects designed to **test the effectiveness** of tribal governments or tribal consortia in **coordinating the provision** of child welfare services, services available through TANF, and other relevant programs to tribal families at risk of child abuse and neglect.

Since there is an emphasis on coordination, this grant will encourage improving outcomes by strengthening the coordination of existing services rather than on introducing new services that supplement the existing services. Since there is an emphasis on testing effectiveness this grant will create a small learning community that will have the opportunity to learn from one another and share the lessons they are learning with the broader TANF, child welfare and other human services communities.

Coordination of Services

Some examples of the kinds of activities and services that OFA is most interested in funding and that are aligned with statutorily prescribed uses, are listed below:

1. To improve case management for families eligible for assistance from a Tribal TANF program. Case management could be improved in a few ways by coordinating across TANF and child welfare programs. For example, a tribe may need to update standard operating procedures to reflect how referrals are made between programs. A tribe may need to develop procedures for how to do joint case management when a family is served by both TANF and child welfare programs. Changes in how services are delivered may be needed if there are redundancies between the TANF and child welfare systems that need to be eliminated. TANF and child welfare staff may need to be cross-trained so that there is a better understanding of how the programs operate.

2. To provide supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children. Coordination may be required for supportive services. For example, a tribe may look for supportive services provided by programs beyond TANF or the child welfare system, in which case a Memorandum of Understanding (MOU) may need to be established to formalize the connection and outline the roles and responsibilities of the various partners. Potential partners may include home visiting programs, child care programs or programs providing employment-related activities and services. As another example, a tribe may undertake a human-centered design process to identify barriers, pain points, and bottlenecks that program participants experience when they try to access services offered by multiple programs.

3. To provide prevention services and assistance to tribal families at risk of child abuse and neglect. Coordination may be needed to improve prevention services and assistance. For example, a tribe may want to develop a tool to gauge a child's immediate safety and risk of future maltreatment. A research to practice brief that provides background on safety and risk assessments, the importance of cultural appropriateness, and examples of tribal adaptations is available at: <https://www.acf.hhs.gov/opre/resource/child-safety-and-risk-assessments-in-ameri-can-indian-and-alaska-native-communities-research-to-practice-brief>. As another example, a tribe may want to redesign their intake forms to develop a single-point-of-entry form so that a family that is accessing both TANF and child welfare services only has to complete one form, which streamlines the process and enables the family to access services more quickly, and increases the likelihood of maintaining stability.

4. Improving internal processes, data, and interoperability to strengthen coordination of the TANF and child welfare programs. In addition to the examples given above, tribes may initiate efforts to strengthen the coordination of TANF and child welfare programs in other ways. For example, a tribe may improve mechanisms for data sharing. Doing so may require legal consultation to make sure that informed consent documents and data sharing agreements adequately protect personal information and the individuals being served. Tribes or consortia intending to propose other ways to strengthen coordination should show in their application how their proposed steps will serve the three purposes listed in the statute and in this section of the FOA. Doing so may also require enhancing information technology resources, such as hiring additional staff or investing in infrastructure to improve data systems.

Evaluation/Technical Assistance.

ACF will designate a contractor to coordinate the TTCW grantee evaluation activities and deliver technical assistance for a wide range of issues. As a condition of acceptance of an award under this announcement, all TTCW grantees are required to work cooperatively with ACF sponsored evaluation and technical assistance providers. The purpose of the technical assistance contract is to support the grantees in their implementation of specific changes to their programs or systems that are a part of their demonstration project, and in the evaluation and monitoring of their project performance.

Evaluation coordination and technical assistance will be provided in-person and virtually to support grantees in meeting their goals. In-person activities may include annual meetings, site visits meetings and observations, interviews with program and partner agency managers and staff, interviews with participants, site exchanges, and other meetings. Virtual activities may include phone calls, webinars, and videoconferences. If needed, grantees should include the purchase of equipment that will enable them to participate in videoconferencing as part of their budget.

In addition to the in-person and virtual activities, the evaluation and technical assistance team may require TTCW grantees to support and comply with special data collection requirements or provide additional administrative data on program participants. TTCW grantees are responsible for ensuring that partnering organizations comply with this condition of the award.

Evaluation and reporting requirements will include ongoing self-assessments of the development of the coordination between tribal TANF and child welfare programs. Providing updated logic models for the duration of the project will also be required. The logic model will serve as the main mechanism for identifying outputs and outcomes of interest. Outputs and outcomes will be used to show whether the coordination efforts are resulting in improved outcomes to the families TTCW grantees serve. For example, a program may wish to redesign the intake process. The program would input additional tribal resources and the grant funding into activities such as aligning tools that can be used by both TANF and child welfare staff. The outputs would be a more coordinated and streamlined intake process, resulting in outcomes of reduced time for clients to receive services, and improved family well-being. Administrative milestones (or outputs) may be accomplished such as developing written procedures and assessment tools that may be used by both TANF and child welfare staff. The redesign may also result in reducing the time (an outcome) it takes from conducting an intake to providing services.

General Program Requirements

Consultation and Coordination

As outlined in section 403(a)(2) of the Social Security Act, successful applicants will be those who engage in partnerships with Tribal TANF and child welfare agencies in order to achieve one of the three purposes outlined in the statute.

This grant must be used for one or more of the following statutorily prescribed uses:

1. To improve case management for families eligible for assistance from a Tribal TANF program;
2. For supportive services and assistance to tribal children in out-of-home placements and the

tribal families caring for such children, including families who adopt such children; and
3. For prevention services and assistance to tribal families at risk of child abuse and neglect.

TTCW grantees may also include other partners that provide resources or expertise to better coordinate and improve outcomes for program participants, such as, home visiting programs, childhood development programs such as, Head Start, and local childcare programs or providers. TTCW may also include coordinating with employment-related programs in addition to TANF, such as Workforce Innovation and Opportunity Act funded programs, or Native Employment Works programs.

In order to build more effective partnerships, TTCW programs can establish business processes, protocols, partnership agreements, referrals, implementation strategies, (MOUs), and/or commit staff and TTCW program funds to coordinate services that will be utilized during the course of project implementation to assist in carrying out TTCW program objectives.

Annual Meetings

TTCW programs are required to attend annual TTCW meetings. Some of the meetings will be held in Washington, DC, and some of the meetings may be held in a regional location. For the annual meetings, grantees should have allocated sufficient grant funding in their proposed program budgets to cover travel, accommodation, and per diem expenses for two individuals for a 1½ day meeting that will occur once each year. ACF may specify the individuals who will attend these meetings (e.g., Project Directors, budget staffer, data staffer). Additional funds for these expenses will not be available once grants are awarded. See *Section IV.2 Content and Form Application Submission, Budget and Budget Justification* for more information.

II. Federal Award Information

| | |
|---------------------------------|-----------------------------|
| Funding Instrument Type: | Grant |
| Estimated Total Funding: | \$1,800,000 |
| Expected Number of Awards: | 8 |
| Award Ceiling: | \$225,000 Per Budget Period |
| Award Floor: | \$225,000 Per Budget Period |
| Average Projected Award Amount: | \$225,000 Per Budget Period |
| Anticipated Project Start Date: | 09/30/2020 |

Length of Project Periods:

| | |
|---------------------------|---|
| Length of Project Period: | 60-month project period with five 12-month budget periods |
|---------------------------|---|

Additional Information on Awards:

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award*

Ceiling listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

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

The projects awarded are expected to be for a project period of 60 months. The initial grant award will be for a 12-month budget period. The award continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of each grantee, and a determination that continued funding would be in the best interest of the federal government.

III. Eligibility Information

III.1. Eligible Applicants

-Indian tribes and Alaska Native regional non-profits that administer a Tribal TANF program on the date of publication of the FOA; and

-Consortia of two or more Indian tribes that administers a Tribal TANF program on behalf of, and at the direction of, these tribes on the date of publication of the FOA.

For this FOA, "Indian tribe" has the same meaning given to this term in section 419(4) of title IV-A of the Social Security Act. Under this definition, "Indian tribe" includes the federally recognized tribes defined at 25 U.S.C. § 5304, except that, with respect to Alaska, it includes only those tribal organizations listed in section 419(4)(B) of the Social Security Act.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

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

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

under this announcement.

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

Missing the Application Deadline (Late Applications)

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

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

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

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Administration for Children and Families
Grants Operations Center

ATTN: HHS-2020-ACF-OFA-FN-1830
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: 888.242.0684
Email: OFATech@reviewops.org

Electronic Application Submission:

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

Applications in Paper Format:

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

Federal Relay Service:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

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

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

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

Point of Contact

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

Application Checklist

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

Accepted Font Style

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

English Language

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to FOA Formatting, Font, and Page Limitation Requirements

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

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

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

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

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

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

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

Signatures

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

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

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

OFA has implemented a total page limit of 40 pages for applications submitted in response to the FOA. The page limit excludes the required forms, assurances, and certifications listed under

Section IV.2 Content and Form of Application Submission.

The **Project Description** (File One) is limited to 40 pages and must include the following:

- Table of Contents
- Project Summary/Abstract (one page)
- Objectives and Need for Assistance
- Expected Outcomes
- Approach
- Timeline and Narrative
- Logic Model
- Program Performance and Evaluation Plan
- Organizational Capacity
- Dissemination Plan
- Protection of Sensitive and/or Confidential Information
- Project Sustainability Plan
- Line Item Budget and Budget Justification (**exempt from page limitations**)

Appendices (File Two) (**exempt from the page limitations**) must include:

- Staff Position Information (e.g., resumes of key staff, job descriptions, organizational chart)
- List of Board Directors or other governing body members (as applicable)
- Financial Statements (as applicable)
- Third-Party Agreements/MOUs (as applicable)
- Letters of Support

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will

be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

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

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

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

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

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF**

documents in order to comply with the two file upload limitation. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

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

Required Forms, Assurances, and Certifications

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

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
|--|---|--|
| Certification Regarding Lobbying (Grants.gov Lobbying Form) | Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant. | Submission of the certification is required for all applicants. |
| SF-424 - Application for Federal Assistance | Submission is required for all applicants by the application due date. | Required for all applications. |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov . | See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information. |
| SF-LLL - Disclosure of Lobbying Activities | If submission of this form is applicable, it is due at the time of application. If it is not available at the time of | 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 |

| | | |
|---|--|---|
| | application, it may also be submitted prior to the award of a grant. | 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. |
| SF-424 Key Contact Form | Submission is required for all applicants by the application due date. | Required for all applications. |
| SF-Project/Performance Site Location(s) (SF-P/PSL) | Submission is required for all applicants by the application due date. | Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites. |
| SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs | Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. | Required for all applications when applying for a non-construction project. |

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: MandatoryGranteeDisclosures@oig.hhs.gov

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****General Expectations and Instructions**

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

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Table of Contents

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

Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed

services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

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

Need For Assistance

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

Approach

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

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

Collaboration Assessment

Describe the collaboration and coordination of the Tribal TANF and the child welfare programs. ACF is interested in funding tribes at a variety of levels of collaboration development. The thoroughness of the assessment and analysis is more important than the current level of collaboration. In order to conduct the assessment, applicants must use the “Collaboration Assessment Tool” available at: <https://www.acf.hhs.gov/opre/resource/tribal-tanf-child-welfare-coordination-collaboration-assessment-tool>.

The Collaboration Assessment Tool assesses progress in eight areas that include:

- Relationships and Communication
- Information Sharing
- Staff Training

- Screening and Assessment
- Case Planning and Case Management
- Coordinated Delivery of Services
- Information Systems
- Additional Indicators

Each category includes a series of statements related to that area of collaboration that can be used to calculate a numeric score representing the level of collaboration. The higher the score, the greater the collaboration. In addition to providing the numeric scores for each category, applicants should provide a few sentences of narrative that justify the score assigned. The Collaboration Assessment Tool may be used to identify key areas that need improvement and for tracking progress over time.

In addition to completing the Collaboration Assessment Tool, provide a written justification for the priority area(s) that will be the focus of the project. Completing the Tool may suggest that there are more areas of need than the tribe can address through this project alone or the area of focus may reflect a need that is well-known because of how the programs have operated in the past. The written justification should give the rationale for selecting the priority area(s) that will be the focus of the project in relation to the findings of the Tool and the historical practices of the tribe.

ACF expects that following the application, TTCW projects that are awarded funding will submit ongoing assessments and narratives semi-annually as a part of regular progress reports.

Organizational Capacity

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

- Organizational charts;

Provide a brief description of the applicant's organization. Provide an organizational chart for all proposed staff and contractor staff (if any) that may be hired through the project as well as any additional program staff that may be essential to implementation activities. The organizational management plan should identify the person(s) responsible for:

- Serving as a full-time Project Director. This person should have the expertise and authority to facilitate the coordination of all aspects of the project.
- Facilitating staff interaction.
- Drafting or aligning written procedures with project goals and objectives.
- Developing and implementing assessment procedures, if applicable.
- Aligning information technology systems with project goals and objectives.
- Leading the completion of the Collaboration Assessment Tool.

- Updating the logic model.
- Submitting semi-annual program reports
- Maintaining the Organizational chart

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

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

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

Evaluation

The evaluation will be ongoing and consist of several key components:

- Completing the Collaboration Assessment Tool every 6 months. There is some flexibility as to how the tool is implemented. Applicants should indicate the stakeholders that will be involved in the process and how the final rating will be determined. Applicants should also indicate which indicators will be tracked most closely to show progress over time.
- Updating the logic model every 6 months. There is flexibility in the outputs, and outcomes that applicants identify. The application should clearly describe how all outputs and outcomes will be measured, the data sources that will be used, and how the applicant will ensure that the quality of the data is accurate and reliable. Applicants should also identify performance targets for outputs and outcomes. While the Collaboration Assessment Tool is useful to describe the nature of collaboration among stakeholders, the logic model is the mechanism that will be used to show how collaboration activities are linked to improved outcomes for the families served.
- Submitting semi-annual progress reports. In addition to re-submitting the Collaboration Assessment Tool and logic model every 6 months, grantees will be expected to submit narrative descriptions of the program implementation and accomplishments.

In addition to submitting semi-annual progress reports that include the Collaboration Assessment Tool and logic model, grantees will be expected to work cooperatively with the evaluation team which may be compiling observations of the TTCW program across grantees. Grantees may also be called upon to present their findings to other TTCW grantees and/or the broader community of TANF and child welfare grantees.

Logic Model

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

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

Theory of Change and Logic Models

Having identified key areas needing improvement, describe the theory of change; that is, describe the desired outcome and the course of action or strategies that will be followed to

achieve the stated goals. In order to develop a theory of change, applicants are encouraged to use the TTCW report and logic model examples available at: <https://www.acf.hhs.gov/opre/resource/tribal-tanfchild-welfare-coordination-theory-of-change-and-logic-models> and https://www.acf.hhs.gov/sites/default/files/opre/ttcf_sample_logic_model_feb_2020.pdf. The theory of change should include the following components:

Problem and assumptions

- Desired outcomes of strategies to address the problem.
- Pathways of change between strategies and desired outcomes.

In addition to developing the theory of change, describe how program stakeholders worked together to understand the problem, how to address it, and how to measure change.

The theory of change provides the foundation for the logic model. Develop a one-page logic model that translates the theory of change into the “language” of data collection and progress monitoring. The logic model should include the following elements:

- *Assumptions* are the underlying beliefs about how a program will work to bring about change and why it is expected to result in desired outcomes.
- *Inputs* are the resources the program has (or may secure through the grant) that will allow you to complete necessary activities.
- *Activities* are the work of the program. They are the key services provided by the program to achieve the desired change.
- *Outputs* are direct products or deliverables resulting from program activities. They are immediate and produce concrete results.
- *Outcomes* are the changes expected as a result of a program’s activities. Changes occur at multiple levels such as individual, community, or program.

ACF is particularly interested in learning how resources may be used for activities that are aimed at systems changes and strengthening the collaboration of Tribal TANF and child welfare programs.

ACF expects that following the application, TTCW projects that are awarded funding will submit evolving iterations of the theory of change and logic model semi-annually as a part of regular progress reports.

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

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

The Project Budget and Budget Justification

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

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

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$197,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.

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

Include expenses for technical assistance activities, including, travel and accommodation costs

for two staff members to attend the TTCW annual meeting in Washington, DC, or another regional location. For the purpose of estimating travel expenses, the program can use the Washington, DC, area as the location for the regional location. If necessary, your organization may also request funding for supplies for video conferencing.

When preparing budget information for the SF-424A, applicants should plan to apply for \$225,000 a year for 5 years.

Please include a copy of the indirect cost rate agreement.

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

Personnel

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

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits

Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

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

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

Travel

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

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

Equipment

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

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

Supplies

Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000. See 45 CFR § 75.453 for more information.

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

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in [Office of Management and Budget \(OMB\) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance](#) and 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement

documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

Indirect Charges

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

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

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

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

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency.

Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

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

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation

criteria in *Section V.I. Criteria* of this announcement.

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

Organization applicants can find complete instructions here:

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

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

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

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

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

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

For more detailed instructions about creating a profile on Grants.gov, refer to:

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

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

For more detailed instructions about creating a profile on Grants.gov, refer to:

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

Track Role Status: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

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

How to Submit an Application to ACF via Grants.gov

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

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

[grants.html](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

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

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:

https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf.

Paper Format Application Submission

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Applications: **07/16/2020**

Explanation of Due Dates

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

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 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: www.grants.gov/web/grants/applicants/apply-for-grants.html.

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

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 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.7. Other Submission Requirements*.

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

announcement.

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

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

- Applications submitted electronically via www.Grants.gov 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.

Emergency Extensions

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

Acknowledgement from www.Grants.gov

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

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

Acknowledgement from ACF of an electronic application's submission:

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

the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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.6. Funding Restrictions

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

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

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

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

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

IV.7. Other Submission Requirements

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

Submission By Mail

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
Mary E Switzer Building

330 C Street ,SW., Rm. 3223
Washington, DC 20201

Hand Delivery

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
Mary E Switzer Building
330 C Street, SW., Rm. 3223
Washington, DC 20201

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

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

Need for Assistance

Maximum Points:25

The applicant must complete the Collaboration Assessment Tool available at: <https://www.acf.hhs.gov/opre/resource/tribal-tanf-child-welfare-coordination-collaboration-assessment-tool>

The applicant provided a few sentences of narrative that justify the score assigned for each indicator. The applicant has used the scores from the Tool to identify areas that require more attention to strengthen the collaboration between the Tribal TANF and child welfare programs. The applicant provides a justification for the priority area(s) that will be the focus of the project

in relation to the findings of the Collaboration Assessment Tool and the historical practices of the tribe.

Approach **Maximum Points:30**

The applicant provides a theory of change that describes the course of action or strategies that will be followed in order to address the areas as described in *Section IV.2 Content and Form of Application Submission, The Project Description, Need for Assistance*. The theory of change also describes the desired outcomes.

The applicant describes how the TANF program, child welfare program and any other stakeholders were engaged to understand the problem, how to address it, and how to measure change.

The applicant includes a one-page logic model that includes assumptions, inputs, activities, outputs, and outcomes.

The application shows how resources will be used for activities that are aimed at changes in service provision and strengthening the collaboration of Tribal TANF and child welfare programs.

Program Performance Evaluation Plan **Maximum Points:20**

The applicant has indicated which Collaboration Assessment Tool indicators will be tracked most closely to show progress over time.

The logic model includes performance targets for outputs and outcomes. The applicant has described how all outputs and outcomes will be measured, the data sources that will be used, and the quality control processes that will be in place to ensure the data are reliable.

The applicant describes how protected personally identifiable information that is considered sensitive will be collected and safeguarded. The applicant also provides the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled.

The applicant has stated a willingness to work cooperatively with the technical assistance and evaluation team and share lessons learned with other grantees and the broader community of TANF and child welfare grantees.

The applicant has provided a description of appropriate safeguards for personally identifiable information, including a description of the method or system that will be used. The applicant has also provided an adequate plan for the disposition of such information at the end of the project.

Organizational Capacity **Maximum Points:15**

The applicant has provided a brief description of the applicant's organization. The applicant has also provided an organizational chart that includes proposed staff and contractor staff (if any) that may be hired through the project as well as any additional program staff that may be essential to the implementation of the activities. Any other relevant partners in addition to TANF and child welfare staff are identified, if applicable. The organizational management plan is strongly linked to the activities of the logic model and describes the roles and responsibilities

of staff. In particular, the plan shall identify the person(s) responsible for:

- Serving as a full-time Project Director. This person should have the expertise and authority to facilitate the coordination of all aspects of the project.
- Facilitating staff interaction.
- Drafting or aligning written procedures with project goals and objectives.
- Developing and implementing assessment procedures, if applicable.
- Aligning information technology systems with project goals and objectives.
- Leading the completion of the Collaboration Assessment Tool.
- Updating the logic model.
- Submitting semi-annual program reports.

Project Budget and Budget Justification

Maximum Points: 10

The costs of the proposed project are reasonable in view of the types and range of activities to be conducted and the expected outcomes and benefits.

The application includes a strong plan for oversight of federally awarded funds and activities. In particular, the application describes the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure the prudent use, proper disbursement, and accurate accounting of funds.

Grantees include information ensuring proper oversight in accordance with 45 CFR Part 75 subpart D, including:

1. Financial and Program Management
2. Property (if applicable by program legislation)
3. Procurement
4. Performance and Financial Monitoring and Reporting
5. Subrecipient Monitoring and Management
6. Record Retention and Access
7. Remedies for Noncompliance

The budget includes expenses for technical assistance activities, including, travel and accommodation costs for two staff members to attend the 1½ day TTCW annual meeting in Washington, DC, or another regional location. For the purpose of estimating travel expenses, the program can use the Washington, DC, area as the location for the regional location.

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently \$250,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

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 in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

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

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.

VI.3. Reporting

Performance Progress Semi-Annually
Reports:

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

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

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Denise Edwards
Administration for Children and Families

Office of Family Assistance
Mary E. Switzer Building
330 C Street, SW.,
Washington, DC 20201
Phone: (303) 844-1155
Email: Denise.Edwards@acf.hhs.gov

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management Rm. 3223
Mary E. Switzer Building
330 C Street, SW.,
Washington, DC 20201
Phone: (202) 401-5542
Email: bridget.sheawestfall@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

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

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

Grants.gov Accessibility Information www.grants.gov/web/grants/accessibility-compliance.html.

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

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

Application Checklist

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

| What to Submit | Where Found | When to Submit |
|---|---|--|
| The Project Description | Referenced in <i>Section IV.2. The Project Description</i> . | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |
| Mandatory Grant Disclosure | Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> . | If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required. |
| Project Summary/Abstract | Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page. | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |
| The Project Budget and Budget Justification | Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . | Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |
| Indirect Cost Rate Agreement (IDR) | Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . | If the IDR is available by the application due date, it must be submitted with the application |

| | | |
|--|--|--|
| | The IDR must be submitted with the application package. | package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> , it may be submitted prior to the award of a grant. |
| SF-424 Key Contact Form | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at www.Grants.gov . | Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |
| Table of Contents | Referenced in <i>Section IV.2. The Project Description</i> . | Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |
| SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities. | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |
| SF-424 - Application for Federal Assistance | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section. | Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> . |
| Certification Regarding Lobbying (Grants.gov) | Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . | Submission is due with the application package or prior to the award of a grant. |

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| Lobbying Form) | This form is available in the FOA's forms package at www.Grants.gov . | |
| SF-LLL - Disclosure of Lobbying Activities | "Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at www.Grants.gov . | If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant. |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov . | A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period. |
| Resumes | Referenced in <i>Section IV.2. The Project Description</i> . | Submission is due with the application package by the application due date found in the <i>Overview and in Section IV.4 Submission Dates and Times</i> . |
| SF-Project/Performance Site Location(s) (SF-P/PSL) | Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at www.Grants.gov . | Submission is due by the application due date found in the <i>Overview and in Section IV.4. Submission Dates and Times</i> . |