



Administration for Children and Families

Office of Planning, Research and Evaluation

Center for Home-based Child Care Research

HHS-2024-ACF-OPRE-YE-0089

Application Due Date: 07/10/2024

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Funding Opportunity Title:

Center for Home-based Child Care Research

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2024-ACF-OPRE-YE-0089

Assistance Listing Number:

93.575

Due Date for Applications:

07/10/2024

Executive Summary

Notice:

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

This cooperative agreement would establish a Center for Home-based Child Care Research (referred to throughout as “the Center”) to support research about home-based child care (HBCC) in states, territories, tribes, and/or local community contexts. The purpose of the Center is to provide leadership, build research capacity in the field, and offer support in the development and facilitation of local research to improve understanding of HBCC settings and providers and access by the families who seek and utilize HBCC. This research center would promote sound research examining HBCC supply and the factors that support or suppress the availability of HBCC in communities. In addition, this Center would advance the field’s understanding of HBCC engagement in public programs and quality improvement efforts. The Center’s activities would build research and evaluation capacity in the field and support research in states, territories, and/or tribes that could inform local initiatives designed to sustain and strengthen HBCC.

HBCC providers, or individuals and small business owners paid to provide child care in private residences or homes, are an essential segment of the child care landscape. They constitute the largest portion of the child care and early education (CCEE) workforce and serve the vast majority of children birth through school-age who are in regular nonparental care. It is critical for the Administration for Children and Families (ACF) and for local communities to learn more about HBCC providers, in order to inform federal efforts and state, territory, tribal, and/or local initiatives to increase access to safe and high-quality child care for low-income, working families. This Center would ideally bring together a team that has experience investigating HBCC, evaluating Child Care and Development Fund (CCDF) program and policies, and assessing the needs and experiences of families with lower-incomes, in tribal communities and of

historically marginalized populations. This Center would be equipped to strengthen the ability of local research partnerships to conduct model research projects that effectively address questions concerning HBCC in local contexts, while contributing to broader understanding in the field about HBCC.

For further information about the Office of Planning, Research, and Evaluation (OPRE), [visit our website](#). You can also learn more about the [Office of Child Care \(OCC\)](#) and the [CCDF](#).

I. Program Description

Statutory Authority

Section 658O(a)(5) of the Child Care and Development Block Grant (CCDBG) Act of 1990, as amended (42 U.S.C. 9858m(a)(5)).

Description

A. BACKGROUND

The Center will support research that could inform initiatives designed to sustain and strengthen HBCC. The purpose of the Center is to provide leadership, build research capacity in the field, including development and facilitation of local research in states, territories, tribes, and/or local communities to improve understanding of HBCC availability and access by families seeking and using HBCC. Research and evaluation activities will serve to improve the field's understanding of services provided to families by CCEE providers in HBCC settings (both formal and informal); HBCC availability (supply); and access (demand and utilization) to those programs by families with varying child care needs.

HBCC providers—the individuals and small business owners who provide child care in private residences or homes—are an essential segment of the child care landscape. They constitute the largest portion of CCEE providers and serve the vast majority of children birth through school-age who are in regular nonparental care. Some research suggests that HBCC has been declining in recent years, and more research is needed to understand how supply of HBCC may have changed since the COVID-19 pandemic, including identification of factors that support or suppress availability of HBCC providers in local communities. Further, HBCC providers' experiences vary in many ways, such as the varying child care needs of families using HBCC and the varying needs of the communities they serve. In addition, there are different local regulatory contexts and broader systemic inequalities (e.g., disparate outcomes that occur in the context of existing societal structures and systems) that can impact children in HBCC programs and the providers themselves, particularly those from communities that have been historically underserved or marginalized.

For the purpose of this program, HBCC refers to the care of children (ages birth through 12 years) in a home setting. This child care may be offered in the provider's or the child's home, may be licensed or otherwise regulated or legally exempt from licensing or other regulation, and may occur during traditional or non-traditional hours/days (early mornings, evenings, weekends, overnight). This child care may be paid or unpaid, less formal child care (provided by family, friends, or neighbors [FFN]) or more formal child care (family child care [FCC] provided by someone with whom the family had no prior relationship). Among paid HBCC, all or part of

their revenue may be generated through private pay as well as other sources such as subsidies, scholarships to low-income families, and/or publicly funded programs such as Head Start and public prekindergarten.

In line with the [HHS Equity Action plan](#), projects are expected to help ACF advance equity in the delivery of human services. ACF is especially interested in proposals that use a strengths-based equity lens to address systemic inequalities that can impact HBCC and examine historical and social context, processes and practices shaping access to services, service implementation, and other outcomes for those from communities that have been historically underserved or marginalized (e.g., minority groups, those who speak a primary language other than English; those who serve children with special needs; and those working in lower resourced, rural, or tribal communities). Strengths-based, equity-focused research plans also pay attention to distributions of power and privilege by seeking to engage multiple voices, including those from marginalized communities and/or individuals with lived experiences, throughout the research process by discussing how equity and inclusion informed the proposed research questions, design, approach, and dissemination of findings.

B. PRIORITY TOPICS FOR THIS OPPORTUNITY

A range of priority research topics and focal areas for this opportunity has been identified to improve the CCEE field's understanding and to build the evidence base to support the full range of HBCC settings and HBCC providers, including:

- HBCC types (e.g., paid/unpaid, more formal/less formal).
- Funding sources (e.g., CCDF subsidy, private pay, Head Start, public prekindergarten).
- Provider characteristics (e.g., education level, years in field).
- Setting characteristics (e.g., enrollment size, licensing/exempt status).
- Community characteristics (e.g., rural, urban).
- CCEE system participation (e.g., licensing/regulation, CCDF subsidy, Quality Rating and Improvement Systems (QRIS)).

Proposals may address topics that include, but are not limited to:

- Describing the movement of HBCC providers into and/or out of regulatory status, including tenure, exit, transition, and decline.
- Identifying characteristics of HBCC providers, their settings, and the communities they live in, as they relate to movement into and/or out of regulatory status.
- Identifying factors that support or suppress the availability of HBCC in localities and HBCC provider engagement in CCEE systems such as quality improvement efforts.
- Leveraging existing administrative data and primary data collections to inform local initiatives designed to sustain and strengthen HBCC.
- Identifying research and practice activities that support research and evaluation capacity for states, territories, and/or tribes interested in examining HBCC topics relevant to their local context.
- Evaluating implementation or effects of policies, practices, or other efforts on the

availability of different types of HBCC in terms of quality of care, ages of children served, provision of care during non-standard hours, and regulatory status.

For each of the above topics, ACF is especially interested in projects that address how these issues relate to HBCC providers' ability and/or willingness to accept CCDF subsidies.

C. GOALS AND REQUIREMENTS OF THE CENTER FOR HOME BASED CHILD CARE RESEARCH

Goals of the HBCC Research Center:

It is critical for ACF and local communities to learn more about HBCC providers, both the individuals providing the care and the characteristics of the programs where they provide child care, in order to inform federal efforts and local initiatives to increase access to safe and high-quality child care, particularly for families with lower-incomes and working families. A primary goal of the Center will be to support research and practice communities to develop a portfolio of new research projects related to HBCC supply. The Center would promote sound research examining HBCC and the factors that support or suppress the availability of HBCC in states, territories, and/or tribes. In addition, this Center would advance the field's understanding of HBCC providers' engagement in publicly funded programs (e.g., child care subsidies, Head Start) and quality improvement efforts (e.g., QRIS, quality initiatives (QI), and continuous quality improvement (CQI) initiatives). The Center's activities would build research and evaluation capacity in the field and support research in states, territories, and/or tribes that could inform local initiatives designed to sustain and strengthen the supply of HBCC. The Center would ideally bring together a team that has experience investigating HBCC, evaluating CCDF programs and policies, and assessing the needs and experiences of families with lower incomes. This Center would be equipped to strengthen the ability of local partnerships to conduct research projects that effectively address questions concerning HBCC in local contexts while contributing to broader understanding in the field about HBCC.

The three research goals of this Center are to:

1. Examine and strengthen the role of state and local organizations in supporting HBCC supply. States, territories, and tribes' policy and regulatory contexts vary in their capability and infrastructure to provide and maintain accurate administrative data. In consultation with the Technical Work Group, the Center is expected to use evaluation approaches to answer key research questions about:

- Existing state, territory, and/or tribal efforts to identify and/or evaluate factors affecting HBCC supply and how this may vary by regulatory context or infrastructure capability.
- How states, territories, and/or tribes may leverage existing lists, administrative data, or resources from organizations supporting HBCC to assess the feasibility of addressing factors affecting sustainability (e.g., decline or increases) in HBCC and access to HBCC (e.g., meeting needs and preferences of families).
- Understanding HBCC supply from the provider perspective (e.g., turnover and/or retention of individuals) and from the market perspective (e.g., changes in net supply of HBCC settings in a given locality).

2. Build capacity in the HBCC field by supporting research practice partnerships. The Center is expected to advance the research field by facilitating capacity building with local researchers; scholars; state, territory, and/or tribal leaders; and other members of the HBCC community. The recipient is expected to establish a research consortium to identify and further develop research approaches describing the unique characteristics of HBCC settings, needs of HBCC providers, and access considerations for families. Ensuring opportunities for involvement by CCDF State Lead Agencies that support HBCC settings and providers will be an important feature of this Center. The types of activities to support the development of research partnerships include, but are not limited to:

- Providing support to design research that will be undertaken through partnerships between research institutions and CCDF organizations.
- Supporting or augmenting HBCC-related research projects already in development or underway.
- Piloting and testing methodologies relating to HBCC providers that could be implemented by local/state partners.
- Providing training or career development opportunities to build research capacity for states, territories, and/or tribes, including networks of HBCC providers (e.g., FCC networks) and HBCC provider-led organizations (e.g., National Association for Family Child Care).

3. Conduct and communicate research about HBCC supply that is based on current strategies and needs of communities, including partners and leaders in states, territories, and/or tribes.

To build the evidence base, the Center is expected to consider various factors related to supply of HBCC. The Center is expected to conduct research to identify needs, currently implemented strategies, and/or develop effective practices and integrated systems that are tailored to meet the unique needs and build on the strengths of HBCC providers (see *Section I.A: Background* that describes different types of HBCC providers). Products developed by the Center should be assessed for metrics demonstrating usefulness to the field and/or audience of interest. The Center is expected to contribute to the local and broader knowledge base by:

- Conducting applied research that is informed by those with lived experience. These approaches should include community action research and other research approaches that can forge partnerships and establish plans for authentic engagement of key groups (e.g., with HBCC providers in the community) throughout the research process. Projects must have clear links to CCDF program goals, policies, and services relevant to HBCC in and across communities using a strengths-based equity lens.
- Addressing the needs of diverse communities and historically marginalized populations, including HBCC providers who speak a primary language other than English; those who serve children with special needs; and those who work in lower resource, rural, or tribal communities.
- Communicating research findings that are relevant to organizations; policymakers; practitioners; and/or HBCC providers in states, territories, and/or tribes.

Requirements of the HBCC Research Center:

The recipient is expected to develop and implement a program that appropriately balances the Center's core infrastructure and administrative responsibilities for each of these three goals. It is also expected that the recipient will identify and develop effective strategies to sustain project activities in support of the award program's goals after the period of federal funding ends. The responsibilities of the Center are:

1. Advancing Research. All research activities supported with ACF funds are expected to meet standards of scientific rigor and objectivity. The Center will strive for scientific quality, fairness, and program and policy relevance. The Center is expected to plan, initiate, and maintain a focused and high-quality research program and shall always consider the program and policy implications of research findings in a non-partisan manner. To advance research, the Center is expected to:

- Build on the existing literature related to HBCC providers and the children and families that seek and/or use their services.
- Be relevant to the needs and interests of ACF and the broader field (e.g., current/former HBCC providers; federal, state, and/or tribal policymakers).
- Identify and synthesize issues that occur in different community contexts (e.g., state, territory, and/or tribal communities; rural and urban communities).
- Include an agenda of basic and applied research drawing on multi-disciplinary approaches for a range of methodological approaches and research purposes (e.g., pilot and feasibility studies, program/policy implementation).
- Establish a Steering Committee made up of both Center and federal staff that meets regularly to review and refine plans for Center activities to ensure links are established between research and public/private efforts to improve the conditions of HBCC providers with input from the Technical Work Group.
- Establish a Technical Work Group made up of experts, community members, and those with lived experience with HBCC that meets at least annually to provide input for the Center's activities.

To support these aims, the Center is expected to provide thought leadership in the research community by establishing links with a broad range of scholars at various career stages that are external to the recipient through a combination of mechanisms, which may include:

- Leadership roles.
- Partnerships with other institutions of higher education and/or research organizations.
- Visiting and postdoctoral appointments.
- Research assistantships.
- An extramural program of nonresident grants.

OPRE suggests that approximately 50-65 percent of the Center's overall effort should be dedicated to advancing research.

2. Building Research Capacity. The Center is expected to build research capacity and infrastructure to conduct valid and culturally competent research addressing questions of significance for ACF policies/programs involving HBCC providers and the children and families that use their services. To build research capacity, the Center is expected to:

- Develop tools, resources, and approaches for the field to conduct rigorous and valid research related to the range of HBCC providers.
- Contribute to the development and expansion of a diverse corps of emerging scholars/researchers who focus their research on the key research areas that have policy and programmatic importance to HBCC providers, children, and families with lower incomes, including those participating in the child care subsidy system, and on policies and programs to promote their social and economic well-being.
- Provide training and mentoring activities to support and encourage the work of emerging scholars investigating relevant questions (e.g., doctoral candidates, postdoctoral scholars, graduate research assistants), not only at the award institution but also at other institutions.
- Pursue innovative approaches to foster rigorous, relevant research and encourage a diverse group of scholars to develop careers in policy-relevant research relevant to HBCC providers and the children and families that participate in HBCC programs.

OPRE suggests that approximately 10-20 percent of the Center's overall effort should be dedicated to building research capacity.

3. Communicating Research. The Center is expected to develop a communication approach that broadly and efficiently communicates research findings and catalogs use of research, data, and relevant resources for a range of audiences including researchers, federal and state policymakers, ACF award recipients (including CCDF State Lead Agencies), and HBCC providers and partners (those who provide HBCC services and the organizations who support HBCC providers). To communicate research, the Center is expected to develop:

- A comprehensive plan for utilizing diverse media, channels, and strategic partnerships to connect intended audiences with the research findings and resources that can inform their work. This plan is expected to integrate measures of evidence use (e.g., how to measure if/when the communication efforts are utilized by the intended audiences).
- A dissemination system that includes traditional, social, and innovative media to communicate the research in a range of accessible formats, such as written, visual, and audio products; holding events (e.g., webinars, workshops, roundtables, symposia); engaging in outreach activities (e.g., listening sessions, presentations at research and practice-focused gatherings); collaboration with ACF technical assistance providers; and meetings with a range of community members to inform Center communication activities.

OPRE suggests that approximately 20-30 percent of the Center's overall effort should be dedicated to communicating research.

D. STAFFING AND ORGANIZATIONAL PLAN

The Center is expected to develop a staffing and organizational plan that includes the following key roles: the Center Director (or co-Directors); the Center's staff and academic partners; a Steering Committee; and community, programmatic, policy, and research engagement that includes, but is not limited to, a Technical Work Group. The applicant is expected to propose individuals for each of the key roles and describe how their qualifications can support research in the HBCC field. Each of these roles is described below:

Center Director. The Center Director is expected to be the primary Center personnel representing the Center across all activities. The Director's expertise, knowledge, and skills should inform each portion of the Center's activities and contribute directly to the collaborative efforts involved. Through these efforts, the Center is expected to advance the state of research concerning HBCC providers, their workforce, and the families and children that use their services. The Director is expected to be responsible for the successful completion of the Center's research activities, with responsibility for day-to-day operations and decisions. The Director is also expected to establish and maintain coherence in goals and purpose across the Center's activities and facilitate collaboration across the various structural elements and participants in the Center's activities.

The Director must have a Ph.D. or equivalent for their field and should be an established expert as demonstrated, in part, by a substantial body of published work, including peer-reviewed articles related to HBCC providers across a range of geographic areas. It is expected that any gaps in the Director's skills would be addressed through additional Center leadership and staff, subcontracts with other institutions and organizations, and partnerships with other scholars and professionals (i.e., Co-Directors, consultants, logistics management support, research team members). Changes in the Center Director during the project period would constitute a major revision of the approved project and would require prior approval by ACF.

Key Staff and Partners. The Center's staff and partners (e.g., project managers, coordinators, writers, data collectors, subcontracted research and logistics support, research partners) is expected to include key staff who have experience and skills for completing research with HBCC providers and other key populations relevant to the body of research. Key staff include the Center Director(s) and other key staff, such as senior research staff, project managers, and communications and technical personnel. The Center team is expected to include individuals with expertise in ACF's program and policy priorities as identified in *Section I. Program Description*. The Center is expected to include staff with competencies and experience that support high-quality and effective dissemination of Center products and resources. It is expected that key staff commit appropriate time and effort to the Center to ensure completion of a robust research program and communications. The award recipient is encouraged to seek out and partner with other organizations, research institutions, and experts throughout the course of funding, given the depth of expertise that is required by this project. Changes in key personnel during the project period would constitute a major revision of the approved project and would require prior approval by ACF.

Steering Committee. It is expected that the Steering Committee consist of the Center's Director and other selected key staff, the Federal Program Officer from OPRE, and other representatives of ACF (as needed and available). It is expected that the Steering Committee meets regularly (virtually and/or in person) to discuss the Center's plans, activities, and progress, with a focus on ACF's goals for the Center. It is expected the Steering Committee:

- Provides input on plans and products in alignment with the Center's short- and long-term goals.
- Identifies supplemental activities to address emerging programmatic priorities.
- Identifies and supports opportunities for dissemination of the Center's work.
- Identifies opportunities for the Center to consult with policymakers and other key community members.
- Facilitates communication and collaboration with other ACF-funded projects.
- Provides solutions-oriented feedback regarding Center activities.

Community, Programmatic, Policy, and Research Engagement. It is expected that the Center engages community, programmatic, policy, and research experts across the lifecycle of various Center activities to inform the relevance of the Center activities. This engagement includes all stages, from initial planning to external review of products to informing communication efforts.

One component of this engagement is expected to be the establishment of a Technical Work Group made up of experts and community members from outside the award recipient/funded institution(s), with research, programmatic, and/or lived expertise related to ACF's priorities regarding HBCC providers, the policies and practices that are relevant to the child care they provide, and the communities that are served by these HBCC providers. Those with lived expertise may include individuals who are current or former HBCC providers; organizations that partner and support HBCC providers; and those who have participated in, or may be eligible for participation in, programs such as the CCDF subsidy program. This group is expected to provide input and feedback to inform priorities and refine plans for Center activities.

The Technical Work Group is expected to support the Center in identifying concerns, major gaps in the knowledge base, and forward-looking research questions and in ensuring that the Center's work builds research capacity while addressing issues with relevant policy and program implications. The Center is expected to convene and engage this group purposefully to help realize ACF's goals for the Center and to expand the reach of the Center's activities. It is expected that efforts made in selecting this group facilitate representation from a broad range of organizations (e.g., academic, research, policy, community/partner organizations) and fields of study. To enable deeper discussions on selected topics and connections among experts and community members, it is expected that the Technical Work Group will meet as needed (virtually and/or in person) with at least one meeting each year.

E. ADDITIONAL RESPONSIBILITIES OF AWARD RECIPIENTS

Supplemental Activities. During the course of the project period, the Center will be called upon to complete several supplemental activities, as needed, to respond to pressing research and policy

needs that fall within the scope of the Center. For designing, refining, and carrying out these supplemental projects, the Center is expected to work through a consultative process with federal staff and, as needed and appropriate, with additional consultants and the Technical Work Group. It is expected that these activities should overlap to some extent with projects/efforts developed in pursuit of the Center's primary research, research capacity building, and communication goals.

OPRE suggests that approximately 8-10 percent of the Center's overall effort should be dedicated to supporting supplemental activities.

Meetings and Conferences. Participation in meetings and conferences can help deepen understanding, strengthen connections, and promote collaboration among individuals and institutions that bring different perspectives. In support of the research capacity building and communication goals of this program, the award recipient is expected to attend (and, in some cases, to host) the following meetings and conferences.

- **Steering Committee.** *(Award recipient hosts/organizes.)* In addition to regular teleconferences, it may be appropriate for the entire Steering Committee to meet in person during the course of the project period. The Steering Committee is discussed in more detail in *Section I.D: Staffing and Organizational Plan*.
- **Technical Work Group Meeting.** *(Award recipient hosts/organizes.)* The Center is expected to host an annual consultation with the Technical Work Group. In addition to routine engagement of the Technical Work Group throughout the course of the project, the Center is expected to host an annual meeting for deeper, sustained discussion with the work group regarding Center priorities and plans, specific issues or priorities for the field, recent developments in the field, or opportunities for collaboration. The Technical Work Group is discussed in more detail in *Section I.D: Staffing and Organizational Plan*.
- **Child Care and Early Education Policy Research Consortium (CCEEPRC) Biennial Meeting.** *(Award recipient attends.)* It is expected that the Director/Principal Investigator (PI) and, as applicable, key staff associated with the submission or presentation will attend the biennial meeting of CCEEPRC, which is typically held in Washington, DC. The next conference during this project period is expected to be held in 2025. The meeting brings together award recipients and contracted researchers funded by ACF and federal and state CCDF administrators to discuss child care policy research; it is an excellent opportunity for the Center to build relationships with key community members and to discuss implications of research developments and the Center's work.
- **ACF's National Research Conference on Early Childhood (NRCEC).** *(Award recipient attends.)* It is expected that the Director/PI and, as applicable, key staff associated with the submission or presentation will attend NRCEC, which is typically held biennially in the Washington, DC area. The next conference is expected to be held in 2026. This conference aims to identify and disseminate research relevant to young children (birth to 8 years) and their families; encourage collaboration among researchers, practitioners, and policymakers to build the evidence base for policy and practice; and foster discussion of research priorities, gaps, and needs.
- **Other opportunities to meet with ACF audiences.** *(Award recipient attends.)* In addition, OPRE will identify and facilitate opportunities to present Center work and engage with federal and state policymakers, program administrators, ACF training and technical assistance providers, ACF-funded research teams, and other ACF audiences to

maximize timely information sharing and coordination, as appropriate. For example, the award recipient may be asked to present at the annual meeting of state, territory, and tribal child care administrators [State and Territory Administrators Meeting (STAM)], which is typically held in the Washington, DC, metropolitan area, or to participate remotely in briefings or webinars with ACF staff or technical assistance providers.

F. SUBAWARDS

Recipients under this program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipient(s) must meet the eligibility requirements identified in the NOFO, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. Please reference the [Award Term and Condition on Subawards on the ACF Administrative and National Policy Requirements](#) website for further requirements involving subawards.

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,000,000

Expected Number of Awards:

1

Award Ceiling:

\$1,000,000

Per Budget Period

Award Floor:

\$500,000

Per Budget Period

Average Projected Award Amount:

\$750,000

Per Budget Period

Anticipated Project Start Date:

09/30/2024

Length of Project Periods:

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

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

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from the merit review and funding under this funding opportunity. Please see *Section III.3. Other, Application Disqualification Factors*.

Recipients will be awarded up to \$1 million for the first 12-month budget period, and up to \$1 million for each 12-month period thereafter, for a total not exceeding \$5 million.

Non-competing continuation awards for the subsequent 12-month budget periods will be required and subject to the availability of funds, satisfactory progress by the award recipient, and a determination that continued funding would be in the best interest of the federal government. Recipients will receive instructions during the first budget period on how to submit non-competing continuation applications to request funds for the subsequent budget periods.

Indirect Costs

Indirect costs are included in the Award Ceiling and are taken into consideration under the Award Ceiling disqualification factor.

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

ACF staff will:

- Collaborate with the recipient of funds regarding the roles and responsibilities outlined in this announcement before finalizing the cooperative agreement. This will include discussions regarding whether there are gaps or weaknesses identified by the review panel, such as additional areas of expertise or support needed within the Center's organizational structure.
- Monitor the award recipient, providing guidance and technical assistance, when necessary.
- Facilitate collaboration and coordination with other ACF-funded award recipients and projects (e.g., research projects, training and technical assistance providers) and ACF program offices (e.g., OCC, Office of Head Start).
- Provide input, information, assistance, and feedback reflecting ACF's programmatic and research goals and remain informed about project activities and progress.
- Provide feedback regarding the recipient's proposed plans and products to ensure that the activities and the products developed are filling needs and are relevant to the policy and practice communities.
- Provide feedback to ensure that the Center's activities reflect the purposes of the

funding stream supporting the Center.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is unrestricted.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Reference to Legal Status

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

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

Paper applications with an approved exemption from the electronic submission requirement must be received by 4:30 pm ET on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Paper applications received after 4:30 pm ET on the due date will be disqualified from the merit review and funding under this funding opportunity.

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Office of Planning, Research, and Evaluation
Center for Home-based Child Care Research
c/o ICF International
1902 Reston Metro Plaza
Reston
VA
20190
1 (877) 350-5913
(703) 934-3740

HBCCResearch@icf.com

Application Packages

Electronic Application Submission:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Notice of Two-File Requirement

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

FOR ALL APPLICATIONS:

Signature of Authorized Organization Representative (AOR)

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

Accepted Font Style and Size

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

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

English Language

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

Page Limitations

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

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages will have extra pages removed, and those pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced:

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

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

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

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

Corrections/Updates to Submitted Applications

When applicants revise a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

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

Accepted Application Format

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Each application may include only one proposed project, submitted in two files: The Project Description File (File 1) and the Appendices File (File 2).

1. Page Limits and Numbering. Applicants must limit their *entire application (i.e., the two application files)* to 125 pages.

2. Writing Style. The proposal should be consistent with the format and style guidelines of the current *Publication Manual of the American Psychological Association*.

Organization of Application:

Applicants are strongly advised to use headings and subheadings that correspond to the required information, application sections, and evaluation criteria. **Sections must be carefully labeled to ease reviewers' identification of information relevant to the application review criteria.**

1. Project Description: The project description should be carefully developed in accordance with ACF's research goals and agenda, as described in *Section I. Program Description*, and attend to the criteria that will be used to evaluate the applications, as described in *Section V.1. Criteria*. ACF suggests organizing the Project Description (narrative) file according to the sections presented below.

See additional instructions later in this Section (under "The Project Description") for details on preparing the full project description.

- a) Table of Contents
- b) Project Summary/Abstract (single-spaced, one page maximum)
- c) Objectives and Proposed Research Activities
- d) Plan to Advance a Research Agenda
- e) Plan to Build Research Capacity in the Field
- f) Plan for Supplemental Activities
- g) Plan to Communicate Research
- h) Staff and Organizational Plan
- i) Project Timeline and Milestones
- j) Budget and Budget Justification

2. Appendices should include any documentation of eligibility status, resumes/curriculum vitae, letters of support, memoranda of understanding, or other evidence of agreements or partnerships described in the proposed project. **ACF suggests organizing the Appendices file in the order presented below (as applicable).**

- a) Table of Contents
- b) Required Documentation of Eligibility Status
- c) Plan for Oversight of Federal Award Funds
- d) Resumes/Curriculum Vita
- e) Memoranda of Understanding and/or Letters of Agreement
- f) Letters of Support
- g) Other Materials in Support of the Proposal

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Formatting Submission Files

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

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

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

Naming Application Submission Files

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

REQUIREMENTS FOR PAPER APPLICATION SUBMISSIONS:

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

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

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

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

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html . General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/ . Applicants may also contact OHRP by email (OHRP@HHS.gov) or by phone (240-453-6900).

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

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

Additional Required Assurances and Certifications

Mandatory Grant Disclosures

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

Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

SF-424 Key Contact Form:

Specifically, include current contact information for the proposed **Center Director** or, if different, person authorized and available to speak regarding application between date of submission and September 30, 2024.

Proprietary Information and Personally Identifiable Information (PII)

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

The Project Description

The Project Description Overview

General Expectations and Instructions

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

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

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

Table of Contents

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

Project Summary

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

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

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

For-Profits and Small Businesses

For-profit organizations (including small businesses) applying for funding must submit the

following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

Small Businesses

Small businesses must submit a certification signed by the chief executive officer or designee that states that the entity qualifies as a small business under 13 CFR §§ 121.101- 121.201.

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.

Applicants must provide a 5-year plan for accomplishing the goals set forth in *Section I: Program Description* and must:

- Include a detailed work-plan for the first 2 years that clearly identifies specific timelines, milestones, activities, and tasks (see Project Timeline and Milestones in *Section IV.2. Content and Form of Application Submission, Project Description* for more information).
- Clearly explain how the proposed organizational infrastructure and management will support the pursuit of these goals and the responsibilities defined in this notice of funding opportunity.

Although applicants are expected to propose specific activities for accomplishing the goals of the project, final work plans will be developed in conjunction with ACF once the award is made. Specifically, applications must contain the following sections:

1. Objectives and Proposed Research Activities. Applicants must present a summary of the key trends (e.g., social, demographic, economic) and knowledge base related to the Center's proposed research priorities. Applicants must provide the justification for the proposed course of research and capacity-building activities related to ACF's program and policy priorities and the grant program purpose, requirements, and goals described in *Section I. Program Description*, which informs the basis of the Center's 5-year agenda. Specifically, applicants must:

- Demonstrate understanding of the state of the field and of the implications for ACF's programmatic interests and priorities regarding HBCC, the families served by HBCC, and the communities and contexts in which HBCC provide care.
- Discuss critical gaps in the knowledge base, in research methodology, and in research capacity that the applicant would prioritize among Center activities.
- Demonstrate clear connections to issues of significance to the goals of the Center as they pertain to HBCC and to key audiences, including policymakers, program administrators, and/or HBCC providers.

- Connect the proposed objectives to be accomplished by the Center to the issues identified in the analysis.

2. Plan to Advance a Research Agenda. Applicants must develop a plan aligned with the Center’s goals described in *Section I. Program Description* to advance a research agenda. Specifically, applicants must:

- Propose a 2-year research plan (at a minimum), that:
 - Outlines the major research themes to be investigated and includes specific examples of activities to address these. The research themes and activities must be reflected in specific key research questions.
 - Describes activities planned for each of the research priorities proposed.
 - Is specific about short- and long-term research themes and projects, demonstrating the basis for any proposed activities and products.
 - Describes lines of research that are concrete enough that project descriptions in subsequent work plans can be viewed as articulating a research theme discussed in the application.
- Describe the study design, methods, and procedures that:
 - Demonstrate the importance of the proposed project’s activities to the field and how they will significantly enhance the knowledge base.
 - Demonstrate how the methodological approaches address the objectives and research questions.
 - Demonstrate how the proposed methodological approach (e.g., research questions, design) addresses equity and inclusion.
 - Establish how data collection and analyses consider protection of human subjects and protection of data, appropriateness of measures and methodologies, and sampling approaches.
 - Propose a long-term research planning process and quality assurance plan for all Center research activities over the course of the entire project period, including involvement of the Steering Committee and Technical Work Group.

3. Plan to Build Research Capacity in the Field. Applicants must propose a detailed plan aligned with the Center’s goals described in *Section I. Program Description* to build capacity in the field to conduct valid and culturally competent research addressing ACF policies/programs related to HBCC providers and families served by HBCCs. Applicants must propose specific activities that address the research priorities and goals of the Center by utilizing primary data collection methods or by utilizing existing resources in a local community. The proposed plan must include two components—developing resources for the field and supporting emerging scholars. Specifically, applicants must:

- Propose a set of activities to build long-term capacity for valid, reliable, culturally and linguistically sound research on the supply, access, and quality practices of HBCC and may include the development, refinement, or validation of tools, resources, and approaches for the research field at large.
- Propose training and mentoring activities for emerging scholars (e.g., doctoral students, research assistants, post-doctoral scholars, resident scholars), describing how these emerging scholars would benefit from participation in the ongoing activities of the Center, and how students and emerging scholars would be encouraged and supported to pursue studies and careers focused on HBCC.
- Discuss expectations for emerging scholars, mentors, other staff, or organizations that will have roles in engaging and training emerging scholars. Applicants must discuss methods to ensure and expand the diversity of scholars investigating HBCC. Applicants must demonstrate how scholars outside of the award recipient organization will benefit from the Center's activities and will be supported to pursue culturally competent and policy-relevant research focused on HBCC.

4. Plan for Supplemental Activities. Applicants must develop a plan for supplemental activities aligned with the Center's goals described in *Section I. Program Description*. ACF does not expect applicants to provide highly detailed research plans for supplemental activities in the application; however, proposals must provide evidence of sufficient capacity, planning, and flexibility to support timely and high-quality responses to ACF requests for research expertise related to the Center's goals. Specifically, this plan must:

- Describe how the aspects of the Center's agenda and work plan will be refined and prioritized with input from the Steering Committee and Technical Work Group.
- Demonstrate the capacity to conduct supplemental, policy-relevant research activities related to the Center's goals as they arise throughout the 5-year project period.
- Discuss proposed infrastructure and processes to conduct supplemental policy-relevant projects, including personnel, effort, and funds devoted to completing supplemental activities as they arise throughout the 5-year project period.

5. Plan to Communicate Research. Applicants must develop a plan to communicate research that is aligned with the Center's goals described in *Section I. Program Description*. In developing a plan, applicants are encouraged to consult OPRE resources addressing dissemination of human services research and particularly the report titled [*The Value Added Research Dissemination Framework*](#). Specifically, applicants must:

- Propose specific communications products (interim, long-term) resulting from all research activities, as well as intended audience(s) for each and any specific channels proposed for dissemination.
- Include a detailed communication plan that describes a process for identifying and developing communications products to effectively reach and inform key audiences, including the research community, state policymakers, program administrators, and any

partners or communities engaged in the course of research.

- Include details regarding Center resources and systems that will support dissemination (e.g., logistics and technical support, quality-control, and management).
- Fully describe the expertise, skills, and knowledge of proposed personnel or partners with respect to the completion of high-quality products, including presentations, events, or communication through other media.
- Include procedures to support compliance with the standards for electronic media (Section 508 of the amended Rehabilitation Act) to eliminate barriers that might interfere with the ability for individuals to fully access and fully utilize web-based products, tools, and services.

6. Staffing and Organizational Plan. Applicants must develop a staffing and organizational plan, aligned with the Center's goals described in *Section I. Program Description*, to complete the work proposed. In particular, the proposal must describe an approach to engagement with community, programmatic, policy, and research experts throughout the life-cycle of the Center's various activities. The proposal must include clear and practical plans for communication and utilization of the Technical Work Group (in informing and refining Center activities).

In particular, the applicant must specify staff coverage of the activities proposed during the first 2 years of the award.

Proposed Staffing Plan. Applicants must develop a staffing plan that identifies the Center Director(s) or PI(s) and key staff (e.g., senior research staff, project managers, and communications and technical personnel) and proposed members of the Technical Work Group. Specifically, the staffing plan must describe:

- The proposed staff's education, expertise, knowledge, and skills relevant to the HBCC field to create and operate a research center.
- How the proposed staff would contribute to the scope of work and responsibilities to implement the proposed activities with demonstrated evidence of management experience to create and operate the Center.
- How the proposed staff have competencies in various research approaches and methodologies that match the proposed research agenda, including how proposed staff have experience with HBCC in diverse communities.
- Prior partnerships related to HBCC (e.g., with policymakers, program administrators, and community organizations) and prior experience supporting and mentoring emerging scholars.
- Proposed members of the Technical Work Group with descriptions of the relevance of individual member's experiences and potential contributions.

Organizational Plan. In light of the proposed staff described in the staffing plan, applicants must develop an organizational plan that describes the Center's proposed organizational structure that:

- Specifies how the Center will implement a genuinely interdisciplinary approach to achieving the goals of the Center.

- Demonstrates that proposed staff have the adequate time and capacity to engage in Center activities as proposed and that the Center is sufficiently staffed by senior research staff, a Project Manager, and key personnel to complete the work proposed.
- Demonstrates links between the host institution and other organizations, such as university/college departments or units, other organizations and scholars engaged in research, and public/government and community organizations. If the applicant proposes an arrangement among two or more organizations, this section must describe the specifics about the relationships, including leadership, management, and administration.
- Discusses the proposed role, procedures, and expected contributions of the Technical Work Group and any additional experts, community members, or partners indicated in the proposal.
- Shows the time commitment to the Center and other existing commitments for each proposed Center staff member in chart form.

Project Timeline and Milestones

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

Organizational Capacity

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

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- Biographical Sketches (short narrative description).
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

Current and Pending Funding Support

Applicants must submit a list of their current and pending funded support for ongoing projects and proposals from all sources including federal, state and local governments, public or private foundations, for-profit organizations, etc. All projects and proposals requiring a committed portion of time for the Project Director, Principal Investigator, or key personnel must be included. Indicate the total award amount, awarding entity, and amount of time staff will devote to each project.

Plan for Oversight of Federal Award Funds and Activities

Recipients 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 Management
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance
- Prior Written Approval

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).

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the lender and the borrower.

Letters of Support

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

The Project Budget and Budget Justification

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

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

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

Provide a budget using the SF-424A and/or SF-424C, as applicable, for each year of the proposed project.

Provide a budget justification, which includes a budget narrative and a line-item detail, for each year 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.

The 60-month project period should be noted in Item 17 on the SF-424 and the need for a 60-month project period must be identified in the project description, budget, and budget justification.

The proposed budget and budget justification narrative for the Center should reflect the full (5-year) project period. The budget for the first 2 years of funding must be sufficiently detailed to demonstrate support for the specific activities proposed, while linking to the overall plan and budget for the full project period. This information is expected to link the core management functions, research, capacity building, and dissemination activities to the Center funding level. Specifically, the proposed budget and budget justification narrative must:

- Discuss how the budget for the full project period supports the proposed research, capacity building, and communication activities, as well as supplemental activities.
- Describe the appropriateness of the level and distribution of funds in light of ACF's research, capacity building, and dissemination goals (as described in *Section I.C: Goals and Requirements of the Center for Home-based Child Care Research*) and additional responsibilities (as described in *Section I.E: Additional Responsibilities of Award Recipients*) over the 5-year project period.
- Demonstrate that the levels of effort and/or funding reflect the required percentages proposed allocations to specific program goals (as described in *Section I.C: Goals and Requirements of the Center for Home-based Child Care Research*).
- Include travel funds for the Director and at least one key personnel to attend the required meetings and all costs and logistical support (e.g., hotel, travel) for any proposed meetings or conferencing activities. Document the availability, potential availability, or prospects for other funds (from the host university, other universities, foundations, states, other federal agencies, etc.) and their uses in this section.

Amounts of non-federal resources that will be used to support the project should be identified in Block 18 of the SF-424. The value of non-federal funds will not be evaluated under the evaluation criteria in *Section V.1: Criteria*. Award recipients will be held accountable for projected commitments of non-federal funds in their application budgets and budget justifications, by budget period, or risk disallowances.

General

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

Personnel

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

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

Fringe Benefits

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

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

For contracts, demonstrate that procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

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

Other

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

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

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

Indirect Charges

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

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

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

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2026. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Please read the following instructions carefully and completely.

Electronic Delivery

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

How to Register through Grants.gov

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

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

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

Organization applicants can find complete instructions here:

<https://grants.gov/applicants/applicant-registration>

Register with SAM: All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to: <https://grants.gov/applicants/applicant-registration>

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

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

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

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 this funding opportunity, please contact the number listed in the application package.

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Application Submission

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Applications

07/10/2024

Explanation of Due Dates

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

Electronic Applications

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

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

Mailed Paper Applications

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper application:

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

IV.5. Intergovernmental Review

This program is 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 funding opportunity 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)

Pre-award costs are not allowable.

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

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

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

IV.7. Other Submission Requirements

Submit paper applications to the following address.

Submission by Mail

Office of Planning, Research and Evaluation
C/O ICF International
1902 Reston Metro Plaza
Fairfax
VA
22031-6050

V. Application Review Information

V.1. Criteria

Please note: With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Reviewers must evaluate and score an application based on the documents that are presented in the application and must not refer to, or access, external links during the merit review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the merit review. The

required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

OBJECTIVES AND PROPOSED RESEARCH ACTIVITIES

Maximum Points: 10

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals to develop:

1. A clearly written, concise, organized proposal that provides appropriate details.
2. A brief analysis of the state of the field that:
 - Conveys understanding of prior research, key trends, and the current state of research related to HBCC providers, the children and families that use their services, and the contexts in which HBCC care is provided.
 - Demonstrates understanding of the significance of recent, relevant research, key trends, and current state of research for ACF's program and policy priorities, as identified in *Section I. Program Description*.
 - Identifies critical gaps in the knowledge base, especially in light of ACF's program and policy priorities, as identified in *Section I. Program Description*.
3. A description of the proposed topic and focal areas that demonstrate how the proposal:
 - Improves the CCEE field's understanding.
 - Builds the evidence base about HBCC with demonstrated relevance to the needs and interests of ACF, as well as the broader field.
 - Describes activities that are aligned and consistent with the analysis of prior research, key trends, and the current state of the research, particularly any critical gaps identified in the knowledge base.
 - Addresses the ACF program and policy priorities described in *Section I. Program Description* of this announcement.
 - Demonstrates an understanding of operational and policy contexts relevant to the goals, objectives, and outcomes for HBCC settings and providers.

APPROACH, RESEARCH DESIGN AND METHODOLOGY

Maximum Points: 50

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals to develop:

Plan to Advance a Research Agenda (20 points)

This portion will be evaluated to assess the extent to which the proposal describes a research agenda that:

- Describes the major research themes to be investigated over the first 2 years of the

Center and how the proposed research activities build on the existing literature related to HBCC, as described in the applicant's analysis of the state of the field.

- Demonstrates links between the proposed research questions, measures, data sources, methodological approaches, and analyses in a way that aligns with the project's objectives.
- Proposes sample participants that includes a range of the types of HBCC settings, providers, and the organizations that support them.
- Demonstrates understanding of and sensitivity to cultural, linguistic, and methodological considerations of working with providers in different community contexts.
- Includes a long-term research planning process that demonstrates how the research agenda would periodically be refined throughout the 5-year project period with input from experts and community members as well as the Steering Committee and Technical Work Group.

Plan to Build Research Capacity in the Field (10 points)

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals to develop a range of activities that:

- Build capacity and infrastructure to support local research and practice communities, as relevant to HBCC supply and related research goals.
- Support the development of research partnerships that include a diverse corps of emerging scholars who focus on the key research areas involving HBCC.
- Support training and mentoring activities of emerging scholars.
- Foster development of careers in policy-relevant research related to HBCC among a diverse group of scholars.

Plans to Communicate Research (15 points)

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals to:

- Develop a communication plan that demonstrates how the Center will ensure the efficiency and utility of disseminated products by the intended audiences.
- Develop a dissemination system that broadly and efficiently communicates research findings and increases use of research, data, and relevant resources for a range of audiences.
- Utilize diverse media, channels, and strategic partnerships to connect intended audiences with the research findings and resources that can inform their work.
- Develop a dissemination system that includes traditional, social, and innovative media to communicate the research in a range of accessible formats including but not limited to meeting standards related to Section 508-compliance.

Plan for Supplemental Activities (5 points)

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals to demonstrate:

- The capacity to conduct supplemental research activities related to the Center's goals as they arise throughout the 5-year project period (e.g., relevant expertise and availability of Center personnel, proposed consultants, subcontracts, or other plans for timely and efficient completion of such activities).
- How the aspects of the Center's agenda and work plan will be refined and prioritized with input from the Steering Committee and Technical Work Group.
- A plan for timely completion and high-quality responses to ACF requests for supplemental activities.

STAFFING AND ORGANIZATIONAL PLAN

Maximum Points: 25

Proposed Staff (15 points)

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals that:

- Identifies a proposed Center Director and key staff and describes how each:
 - Has the relevant education, expertise, knowledge, skills, and contributions relevant to the HBCC field.
 - Has the competencies in quantitative and qualitative methodologies and various research approaches that are described in the proposed research agenda.
 - Has the management experience necessary to create and operate the Center.
 - Contributes to the proposed activities with appropriate time and effort.
 - Contributes to the scope of work and responsibilities that would be required to implement the proposed activities.
- Provides evidence of the proposed Center Director and key staff related to:
 - Commitment to and prior experience supporting and mentoring emerging scholars.
 - Prior partnerships with policymakers, program administrators, and community organizations.
 - Understanding and sensitivity to significant issues of working with HBCC providers in diverse communities, and with the lower-income and vulnerable children and families that need and use HBCC.

Proposed Organizational Structure (10 points)

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals that describes:

- An organizational structure and linkages with the recipient institution and other

organizations that demonstrates adequate time and efforts in the first 2 years of the award to consult with key community, programmatic, and research partners and to incorporate their input prior to finalizing the Center's agenda.

- An interdisciplinary approach to research and to achieving the goals of the Center.
- A plan for communication and utilization of a technical work group that identifies proposed members with research, program, and lived experience.
- The feasibility of the activities proposed in the project period timeline and budget considerations.
- Evidence that the proposed activities will have adequate time and effort allocated to the Center to ensure ongoing management and oversight of multiple concurrent research and communications activities, as well as high-quality results and products.
- Organizational support, equipment, and other physical resources that are adequate for the research, research capacity-building, and dissemination activities proposed.
- How the plan would support the work of members of the Center's staff and other affiliated researchers and establish links with a broad range of other scholars.
- How the Center would seek out and partner with other organizations, including state, territory, and/or tribal communities and HBCC providers with lived experience.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 15

This portion will be evaluated to assess the extent to which the proposal describes a plan aligned with the Center's goals that describes:

- The budget and budget justification for the 5-year budget that supports the proposed research, capacity-building, and communication activities, as well as supplemental activities of the Center over the entire (5-year) project period with a link between the level and distribution of funds to meet ACF's expected balance in research, capacity building, and communication goals over the 5-year project period.
- The budget for the **first 2 years of funding** that demonstrates support for the specific activities proposed while linking to the overall plan and budget for the full 5-year project period.
- How the applicant's proposed project costs are reasonable, sufficient, and appropriately allocated to successfully complete the research, capacity building, and communication plan according to the needs and time frame for carrying out the proposed activities.
- How the proposed budget reflects travel funds necessary to attend the proposed meetings and conferencing activities.

V.2. Review and Selection Process

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

Initial ACF Screening

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

Merit Review and Results

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

Results of the merit review are taken into consideration by ACF in the selection of projects for funding; however, merit review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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

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

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

The merit review will be conducted by panels of non-federal reviewers knowledgeable in the areas of child care policy and early education research and evaluation. Reviewers will use the evaluation criteria listed in *Section V.1. Criteria* to review and score the application. OPRE will conduct an administrative review of the applications after receiving the results of the merit review panels. OPRE will make recommendations for funding to the Director of OPRE, taking into account the goals of the Center as listed in *Section I. Program Description*. The Assistant Secretary of ACF is responsible for the final selection. On the basis of the review of applications, ACF will: (a) approve the application for funding; (b) disapprove the application; or (c) approve the application but not fund it due to lack of funds or a need for further review.

Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from the merit review; (2) the staff review and consultations; (3) the combination of projects that best meets the goals of the Center, as listed in *Section I. Project Description*; (4) the funds available; and (5) the best interests of the federal government.

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://sam.gov/reports/ei/static>, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF

will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205\(a\)\(2\) Federal Awarding Agency Review of Risk Posed by Applicants](#).

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a NoA that sets forth the amount of funds awarded, the terms and conditions, the effective date, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is relevant.

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

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

VI.2. Administrative and National Policy Requirements

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

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

HHS Grants Policy Statement

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

Equal Treatment of Faith-Based Organizations

A faith-based organization that participates in this program will retain its independence from the federal government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb *et seq.*), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR § 87.3(b), a faith-based organization that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, as provided in 45 CFR § 87.3(d).

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

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

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

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Bonnie
Mackintosh
Administration for Children and Families
Office of Planning, Research and Evaluation
c/o ICF International
1902 Reston Metro Plaza
Reston
VA
20190
1 (877) 350-5913
(703) 934-3740
HBCCResearch@icf.com

Office of Grants Management Contact

Bridget Shea
Westfall
Administration for Children and Families
Office of Grants Management
330 C Street SW, 3rd Floor
Washington
DC
20201
(877) 350-5913
bridget.sheawestfall@acf.hhs.gov

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.
Administration for Children and Families (ACF) www.acf.hhs.gov/.
ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.
ACF "Applying for an ACF Award" <https://www.acf.hhs.gov/grants/how-apply-grant>.
ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>
Grants.gov Accessibility Information <https://www.grants.gov/accessibility-compliance>
Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.
United States Code (U.S.C.) <http://uscode.house.gov/>.
[Office of Planning, Research and Evaluation \(OPRE\)](#)

Application Checklist

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

What to Submit	Where Found	When to Submit
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> . See http://www.hhs.gov/ohrp/assurances/forms/index.html for additional information. This form is available in the NOFO's forms package at www.Grants.gov	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov .	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at 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> .

What to Submit	Where Found	When to Submit
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to award.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to award.
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and

What to Submit	Where Found	When to Submit
	The Project Summary is limited to one single-spaced page.	in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO. If it is not available at the time of application submission, it must be submitted prior to award.
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.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Eligibility Documentation by For-Profit Organizations	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Submission is required with the application by the Application Due Date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .