

Administration for Children and Families

Office of Planning, Research and Evaluation

Prevention Services Evaluation Partnerships: Building Evidence for Mental Health, Substance Use, In-home Parent Skill-based, and Kinship Navigator Programs and Services

HHS-2023-ACF-OPRE-FA-0041

Application Due Date: 07/11/2023

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Funding Opportunity Title:
Prevention Services Evaluation Partnerships: Building Evidence for Mental Health, Substance Use, In-home Parent Skill-based, and Kinship Navigator Programs and Services

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2023-ACF-OPRE-FA-0041

Primary CFDA Number:
93.556

Due Date for Applications:
07/11/2023

Executive Summary

Notice:

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

The Administration for Children and Families (ACF), Office of Planning, Research and Evaluation (OPRE) is soliciting applications for Prevention Services Evaluation Partnerships. These grants aim to support summative (i.e., impact) randomized control trial or quasi-experimental evaluations of a mental health, substance abuse prevention and/or treatment, in-home parent skill-based, or kinship navigator program or service. The grants will support collaborations among evaluators and partnering Title IV-E agencies, community entities, and/or researchers that have experience in working with foster children or children in kinship care arrangements to conduct well-designed and rigorous summative evaluations of programs and services intended to provide enhanced support to children and families, including pregnant and parenting youth in foster care, as well as prevent child abuse and neglect and foster care placements.

Grant recipients are expected to conduct a randomized control trial or quasi-experimental evaluation design that aligns with Title IV-E Prevention Services Clearinghouse (the Clearinghouse) Design and Execution Standards for Moderate or High Support of Causal Evidence and may contribute to the research systematically reviewed by the Clearinghouse. Grant recipients may collect and analyze primary data or leverage existing data for the proposed evaluation. ACF is particularly interested in evaluations of programs or services that are eligible for review by the Clearinghouse but which are not yet rated; programs and services with a rating of "does not currently meet criteria" by the Clearinghouse; and programs and services that have been designed for or adapted for specific cultural, ethnic, or racial groups, or programs and services that aim to serve other populations that have been historically marginalized and/or have historic or ongoing disproportionate representation in the child welfare system in order to support the goals and requirements of the *Executive Order on Advancing Racial Equity and*

Support for Underserved Communities. In addition, ACF is particularly interested in evaluations that leverage existing administrative data. Applicants must demonstrate that programs and services proposed for evaluation are ready for rigorous summative evaluations, for example by describing formative evaluations that have already been completed. Finally, grant recipients are expected to collaborate with federal staff and with each other as they conduct their evaluations.

For further information about OPRE, see https://www.acf.hhs.gov/opre.

I. Program Description

Statutory Authority

Title IV, part B, subpart 2 - Promoting Safe and Stable Families of the Social Security Act (42 U.S.C. 629e(a)(1))

Description

BACKGROUND

The Family First Prevention Services Act (FFPSA) was signed into law as part of the Bipartisan Budget Act (Public Law 115-123) on February 9, 2018. As part of FFPSA, states can use federal funds available under parts B and E of title IV of the Social Security Act to provide enhanced support to children and families and prevent foster care placements through the provision of evidence-based mental health and substance abuse prevention and treatment services, in-home parent skill-based programs, and kinship navigator services. These services and programs are intended for children who are candidates for foster care or who are pregnant or parenting foster youth and the parents or kin caregivers of these children.

ACF established the Clearinghouse to systematically review research and evaluation on programs and services intended to provide enhanced support to children and families and prevent foster care placements. In accordance with FFPSA, the Clearinghouse rates programs and services as "promising," "supported," "well-supported," or "does not currently meet criteria" practices. These practices include mental health and substance abuse prevention and treatment services and in-home parent skill-based programs, as well as kinship navigator programs. The Clearinghouse began releasing the ratings for the first programs and services systematically reviewed on June 20, 2019. To learn more about the Clearinghouse, see this overview webinar and the Clearinghouse website.

On April 26, 2019, the ACF released the Prevention Services Clearinghouse Handbook of Standards and Procedures, Version 1.0 (the Handbook). The Handbook provides a detailed description of the standards used to identify and review programs and services for the Prevention Services Clearinghouse. It also provides a detailed description of the procedures followed by the Prevention Services Clearinghouse staff. On May 14, 2019, a public webinar was held to guide Prevention Services Clearinghouse Users through the Handbook. ACF solicited feedback on the Handbook, Version 1.0 through a Federal Register Notice (FRN) (86 FR 37332) published on July 15, 2021. Responses to this FRN will inform updates and clarifications to the existing standards and procedures.

The *Prevention Services Evaluation Partnerships* are intended to support well-designed and rigorous summative (i.e., impact) quasi-experimental and randomized control trial evaluations of

a mental health and substance use prevention and treatment, in-home parent skill-based, or kinship navigator program or service. These evaluations may contribute to the research systematically reviewed by the Clearinghouse. As such, the evaluated program or service must be intended to provide enhanced support to children and families in community settings, as well as prevent child abuse and neglect and foster care placements. Further, evaluators must actively engage partnering Title IV-E agencies and/or community entities and relevant individuals and groups as appropriate. For the purpose of this NOFO, active engagement is defined as the intentional involvement in all phases of the inquiry process of groups and individuals who are invested in the outcomes of the research or evaluation. Groups and individuals to actively engage may include, but are not limited to, service providers; developers of interventions, innovations, or practices; program participants; subject-matter experts; federal, grant recipient, or other program staff; federal, state, or local leadership; groups and individuals in programs' communities; individuals with lived experience or expertise; and those in broader fields of study related to human services research and evaluation. Grant recipients must obtain this input transparently while safeguarding the objectivity and independence of the study, to insulate evaluation functions from undue influence and from both the appearance and the reality of bias. For further information on OPRE expectations on active engagement, see this publication. If applicable, see this guidance from the Children's Bureau on effective and collaborative evaluation with tribal communities.

PROGRAM GOALS AND EXPECTATIONS

1. Each grant recipient will conduct a summative (i.e., impact) randomized control trial or quasi-experimental evaluation of a mental health, substance abuse prevention and/or treatment, in-home parent skill-based, or kinship navigator program or service that is intended to provide enhanced support to children and families, as well as prevent child abuse and neglect and foster care placements.
2. Grant recipients will partner and actively engage with at least one Title IV-E agency and/or community entity and other relevant individuals and groups in the research process as appropriate to the goals of each phase of the project's life cycle (e.g., development of research questions, measurement choices, contextualization of findings, and external communication priorities). If the program or service being evaluated is designed or adapted for specific cultural, ethnic, or racial groups, or if it aims to serve populations that have been historically marginalized and/or have historic or ongoing disproportionate representation in the child welfare system, individuals from those groups must be actively engaged in the project.
3. Grant recipients will collaborate with one another and with federal staff during monthly virtual meetings and four full-day meetings (planned for in-person).
4. Grant recipients will disseminate their research in an effort to build the evidence for programs and services intended to provide enhanced support to children and families and to prevent child abuse and neglect and foster care placements. Contributions to this body of evidence may include addressing key gaps in knowledge, improving on existing methodological approaches to evaluating prevention services programs, and contributing to the available evidence that can be systematically reviewed by the Clearinghouse.

Programs and services to be evaluated must be eligible for review by the Clearinghouse. As described in the current version of the Handbook, to be eligible for review, a program/service must:

1. Fall into at least one of the four eligible program or service areas: mental health prevention and treatment programs or services, substance abuse prevention and treatment programs or services, in-home parent skill-based programs or services, and kinship navigator programs; and
2. Be clearly defined and replicable. To meet this criterion, programs and services must have available written protocols, manuals, or other documentation that describes how to implement or administer the practice. Protocols, manuals, and other documentation must be available to the public to download, request, and purchase.

Grant recipients are expected to conduct a randomized control trial or quasi-experimental evaluation design that aligns with the most current version of the Clearinghouse Design and Execution Standards for Moderate or High Support of Causal Evidence. The summative evaluation design may also be informed by ACYF-CB-IM-19-04, Evaluation Plan Development Tip Sheet.

Grant recipients may collect and analyze primary data or leverage existing data for the proposed evaluation, but ACF is particularly interested in evaluations that leverage existing administrative data. ACF is particularly interested in evaluations of programs or services that are eligible for review by the Clearinghouse, but which are not yet rated, and programs and services with a rating of "does not currently meet criteria" by the Clearinghouse; leveraging existing data can more rapidly generate evidence for systematic review. Finally, ACF is particularly interested in evaluations of programs and services that have been designed for or adapted for specific cultural, ethnic, or racial groups, or programs and services that aim to serve other populations that have been historically marginalized and/or have historic or ongoing disproportionate representation in the child welfare system, in order to support the goals and requirements of the *Executive Order on Advancing Racial Equity and Support for Underserved Communities*. Applicants must demonstrate that programs and services proposed for evaluation are ready for rigorous summative evaluations, for example by describing formative evaluations that have already been completed.

PURPOSE

Project Requirements

Grant recipients must work with their Title IV-E agency, community, and/or research partners to plan and conduct well-designed and rigorous summative (i.e., impact) evaluations of programs and services intended to provide enhanced support to children and families as well as prevent child abuse and neglect and foster care placements. Grant recipients must also pre-register their project's research and analysis plans with an appropriate public registry (see Pre-Registering Studies – What Is It, How Do You Do It, and Why? for more information).

All grant recipients must attend two full-day meetings of grant recipients and federal staff during the first year of the grant and one full-day meeting during each of the second and third years. These four meetings are planned to be held in person in the Washington, DC metropolitan area

but may be held virtually. In addition, all grant recipients must attend monthly 1-hour meetings (planned to be held virtually).

Response to Nationally Declared Emergency

If, during the project period, OPRE and/or recipients are required to adjust program and/or recipient requirements due to nationally declared emergency, OPRE will exercise maximum flexibilities, as needed. Requirements may be conducted virtually and/or timelines modified in consultation with OPRE.

Subawards

Recipients under this grant 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 assigned by the System for Award Management (SAM), if they do not already have one. Primary 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.

Stevens Amendment

When issuing statements, press releases, publications, requests for proposal, bid solicitations, and other documents --such as tool-kits, resource guides, websites, and presentations (hereafter "statements") -- describing the projects or programs funded in whole or in part with HHS federal funds, the recipient must clearly state the following:

1. the percentage and dollar amount of the total costs of the program or project funded with federal money; and
2. the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources.

When issuing statements resulting from activities supported by HHS financial assistance, the recipient entity must include an acknowledgment of federal assistance using the following or a similar statement.

If the HHS grant or cooperative agreement is **NOT** funded with other non-governmental sources:

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling $XX with 100 percent funded by

ACF/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, ACF/HHS or the U.S. Government. For more information, please visit the ACF website, **Administrative and National Policy Requirements**."

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$8,900,000

Expected Number of Awards:
12

Award Ceiling:
$1,500,000
Per Project Period

Award Floor:
$250,000
Per Project Period

Average Projected Award Amount:
$750,000
Per Project Period

Anticipated Project Start Date:
10/01/2023

Length of Project Periods:
Other

Additional Information on Project Periods and Explanation of 'Other'
Project period will be 36 months with one budget period of 36 months. The project will be fully funded with only one budget period; therefore, applications should be for an amount no less than $250,000 and must be no more than 1,500,000. The application should include a budget and budget narrative for the entire 36-month period.

Additional Information on Awards:
Awards made under this funding opportunity are subject to the availability of federal funds.

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

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the

projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** For more information on these requirements, see *Section III.2. Cost Sharing or Matching.*

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

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the responsibilities of OPRE.

OPRE will:

- Monitor the project and provide technical assistance and feedback when necessary.
- Provide leadership to maximize cooperation and collaboration among grant recipients, including organizing periodic consultations and teleconferences to review research activities, to share information, and to promote coordination of the project.
- Schedule and host two recipient meetings in the first year and one recipient meeting in each subsequent year of the grant, as well as set the agenda and coordinate activities for each meeting.
- Collaborate in activities specified in the award and approve specific project milestones including the development of common measures, if needed, and the production of project materials.
- Act as a liaison between the recipients and the Children’s Bureau to ensure that the research products developed meet the goals and objectives of the grant.

Please see *Section IV.6. Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is open to public and private entities that include state, city, and local governments; public, private, and state-controlled institutions of higher education; private, non-profit organizations with and without 501(c)(3) IRS tax status; Native American tribal governments (federally recognized) and Native American tribal organizations; and for-profit organizations and small businesses that are not sole proprietorships.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive 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
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 criteria listed in 45 CFR § 75.306.

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

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

III.3. Other

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

Award Ceiling Disqualification

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

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

Missing the Application Deadline (Late Applications)

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

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

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

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

Bridget
Shea Westfall
Office of Grants Management
Administration for Children and Families
Department of Health and Human Services
NOFO # HHS-2023-ACF-OPRE-FA-0041
330 C Street, SW.
Washington
DC
20201
(202) 401-5542
bridget.sheawestfall@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

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

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organization Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization’s behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the

obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

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

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

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

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

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

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

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

Adherence to NOFO Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's NOFO formatting, font, and page limitation

requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review and will not be made available to reviewers.

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

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

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

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

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

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

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at Grants.gov.
The original of a paper format application must include original signatures of the authorized representatives.

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

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

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-

page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The application submission is **limited to 100 pages in its entirety**. Standard Forms and OMB-approved forms do not count towards this page limit.

The two files that applicants must submit are:
File One - The **Project Description file** must include these items in this order:

- Table of Contents
- Project summary
- Approach
- Organizational capacity for applicant organization and partner organization(s)
    - Relevant experience and expertise
    - Capability to fulfill their role(s)s and function(s)
- Project timeline and milestones
- Protection of sensitive and/or confidential information
- Dissemination plan
- Budget and budget justification

File Two, **The Appendices file**, includes these items, in this order:

- Organizational Capacity Documentation
    - Applicant organization's fiscal control and accountability procedures
    - Applicant organization's personnel policies
- Biographical sketches/resumes/curricula vita/job descriptions
- Copies of third-party agreements
- Plan for oversight of federal award funds

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they 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.

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

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

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

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

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

Required SFs and OMB-approved Forms
SFs and OMB-approved forms are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required SFs, OMB-approved forms, and required assurances and certifications.

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/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
Applicants must submit applications using only the supported file formats listed here. While

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

ACF supports the following file formats:

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

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

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

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

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

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

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking 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 *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.	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).
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:	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	http://www.sam.gov .	
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 the award of a grant.	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. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all	Required for all applications. In the SF-P/PSL, applicants must

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

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for

individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applications are submitted electronically, ACF will omit the same specific salary rate information from copies made for use during the review process.

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the 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.

Letter of Intent
Applicants are strongly encouraged to notify ACF of their intention to submit an application under this funding opportunity. Please submit a letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*. The letter of intent should include the following information: number and title of this funding opportunity; the name and address of the applicant organization; and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional**. Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Letters of intent should be submitted to psep@acf.hhs.gov.

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

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

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

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

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

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).

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 account for all functions or activities identified in the application.

State concisely the objectives of the proposed project, including the specific contributions that the proposed research may have on efforts to build the evidence for programs and services intended to provide enhanced support to children and families and to prevent child abuse and neglect and foster care placements. Explain clearly how the proposed summative evaluation design aligns with the most recent version of the Clearinghouse Handbook of Standards and Procedures. Finally, demonstrate a working partnership with at least one Title IV-E agency, community entity, and/or other researcher and the ability to begin the proposed evaluation promptly, if awarded.

The following information must be included:

A. Background, Significance, and Objectives.
Provide an overview of the critical issues and existing knowledge and describe the objective(s) and overall significance of the proposal.

Demonstrate how the proposal constitutes a summative (i.e., impact) evaluation of a mental health, substance abuse prevention and treatment, in-home parent skill-based, or kinship navigator program or service, in alignment with goals of the grant program (articulated in *Section I. Project Description*). To accomplish this, identify the specific program or service to be evaluated and provide any relevant background information on that program or service. At a minimum, this background information must demonstrate that the program or service is eligible for review by the Clearinghouse (see *Section I. Project Description*) and that it is ready for a summative (i.e., rigorous impact) evaluation -- for instance, by describing any formative evaluations that have already been completed. Provide evidence that any formative evaluations demonstrate articulated and theoretically supported logic models, strong program implementation (with fidelity to those logic models), and early evidence that the program or service is moving outcomes in the intended direction.

Indicate how the proposed approach contributes to the goals and requirements of the *Executive Order on Advancing Racial Equity and Support for Underserved Communities*. If applicable, describe how the program or service proposed for evaluation has been designed for, or adapted for, one or more specific cultural, ethnic, or racial groups, or aims to serve other populations that have been historically marginalized and/or have historic or ongoing disproportionate representation in the child welfare system.

Include a thorough and rigorous literature review, drawing on the most recent literature available to demonstrate that the program or service proposed for evaluation is of interest to the broader field. The literature review must provide a sound justification for the proposed research project and the novel information that will be produced. In particular, articulate how findings may address key gaps in knowledge, improve on existing methodological approaches to evaluating prevention services programs, and contribute to the available evidence that can be systematically reviewed by the Clearinghouse.

Include a logic model that clearly operationalizes the project's stated theory of change and illustrates the linkages between project activities/services, outputs, and expected outcomes. While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include connections between the following items:

- Inputs (e.g., organizational profile, collaborative partner(s), key staff, additional resources);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., key intervention and evaluation components);
- Outputs (i.e., the immediate and direct results of program activities); and
- Outcomes (i.e., the expected short- and long-term results the project is designed to achieve).

B. Partnerships and Collaborations.
Describe all partnership(s) with Title IV-E agencies, community entities, and/or research partners. Applicants are required to partner with at least one Title IV-E agency or community entity and may include additional partners.

Discuss how partnerships will support achievement of the project's objectives and facilitate the generation of evidence of relevance to child welfare populations and settings. Detail how partners will be involved in relevant phases of the project (e.g., consulting in targeted goals, design of project, implementation, and interpretation of findings). Finally, describe in detail any past experiences that applicants have had working with the proposed partner(s).

C. Research Design and Methodology.
Describe the research design and methodology. The design must be either quasi-experimental or a randomized control trial and align with the most current version of the Clearinghouse's Handbook. Draw a clear connection between the research questions proposed and the research methodology that will be used, illustrating that the methodology is appropriate, rigorous, and feasible to address the research questions of interest.

Applicants should incorporate the following information:

- **Specific research questions of interest**. List the specific research questions proposed to evaluate the mental health, substance abuse prevention and treatment, in-home parent skill-based, or kinship navigator program or service. These research questions must point to specific interventions and outcomes of interest and how those interventions and outcomes and will be measured in the proposed research. Targeted outcomes consistent with the Handbook in the domains of either (a) Child Safety, (b) Child Permanency, (c) Child Well-Being, (d) Adult Well-Being, (e) Access to Services, (f) Referral to Services, and/or (g) Satisfaction with Programs and Services. See the Handbook of Standards and Procedures for definitions.
- **Program or Service Implementation**. If applicable, describe the approach for implementing the program or service with fidelity in accordance with the book, manual, or other documentation. If applicable, describe any planned adaptations and the extent to which these adaptations may result in publicly available updates to the book, manual, or other documentation.
- **Data sources**. Identify and describe the data source(s) that will be used, keeping in mind that applicants may propose to collect and analyze primary data and/or leverage existing data. Provide evidence of access to the selected data source(s) to the extent that such documentation can be generated at the time of application submission, by, for example, including copies of written agreements between the applicant and the individuals/entities

authorized to provide access to specific administrative data sources or copies of licenses or approvals for restricted-use data sources. If data sources are not yet accessible at the time of application, describe the expected timeline and activities necessary to obtain data access prior to grant award. Describe, if applicable, how previous collaborations and/or communications with data owners or archivers have informed the expected timeline and the feasibility of the proposed activities. Describe the nature and scope, including the sample or population of each data source. Explain how the data is appropriate for the proposed project. If applicable, describe the procedures that will be used to link data sources. If collecting primary data, provide a plan detailing the data collection procedures, timeline, and evidence for the reliability and validity of all measures. Describe the procedures that will be used to clean and process data.

- **Sample**. Describe (if applicable) the proposed sampling strategy and how it will be implemented. Describe how the proposed project will provide for adequate protection of human subjects and describe the process by which Human Subjects Certification/Institutional Review Board (IRB) approval has or will be obtained prior to award or, if applicable, exemption has already been obtained.
- **Variables**. Specify the variables that will be used and how they will be constructed (if applicable). The applicant must demonstrate that the data sources and associated variables are appropriate to answer the proposed research questions, reliable, valid, and culturally appropriate.
- **Analytic Strategy**. Provide a detailed, state-of-the-art plan describing the approach that will be used to analyze and interpret the data. The plan should clearly describe the strategy and methods for linking and/or harmonizing the data (as applicable). The plan should clearly detail how missing data will be handled and how data quality will be ensured.
- **Limitations**. Specify potential limitations of the proposed study design. This may include potential limitations of the proposed data sources or of the analytic strategy.
- **Challenges.** Specify potential challenges related to collecting, accessing, linking, and/or analyzing data, and propose clear and feasible strategies to mitigate those challenges and continue the proposed work, even if there are delays with any of these steps.

Applicants should also present a plan for refining and adapting the approach and research methodologies as needed after award to align with the current Handbook of Standards and Procedures and/or incorporate any lessons learned from collaborating partners.

D. Dissemination Plan.

Provide an extensive dissemination plan, describing multiple dissemination vehicles that will be used to reach the widest audience possible, including the intended distribution channels that will be used to reach the intended audiences.

Describe how you plan to engage relevant audiences, potentially including, but not limited to, researchers, policymakers, or those with lived experience with the child welfare system, throughout the research process to foster the relevance of findings. Describe an approach to make study findings publicly available and disseminate the work to national audiences (e.g., presenting at professional meetings with diverse and relevant audiences, collaborating with relevant dissemination partners such as the Child Welfare Information Gateway, publishing in peer-reviewed journal, etc.). Include both research and policy/program-oriented products (e.g.,

briefs targeted to policymakers, journal articles highlighting methodological or empirical findings for research audiences, etc.).

Finally, describe a plan to pre-register the project's research and analysis plans with an appropriate public registry. The plan must highlight what will be included in the pre-registration (e.g., a detailed description of the data source(s), the project's research questions, primary and secondary outcome variables, exploratory and confirmatory analyses) as well as a plan to update the pre-registration over the course of the project, as needed.

Dissemination plans must include allocation of sufficient staff time and budget for dissemination purposes and the timeline for dissemination.

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

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

- Resumes.
- Curricula Vitae (CV).
- Biographical Sketches (short narrative description).
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- 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.

Provide a clear description of the staff (including staff from each partnering entity) who will oversee the proposed project, including who the proposed staff are and the number of hours staff will devote to the current research project. Illustrate that the proposed staff have the necessary expertise (e.g., skills, training, analytic experience/education, and expertise) to execute their proposed approach, as well as how there will be proper management oversight to ensure the final products are of high quality. A clear description of the Project Director's and/or Principal Investigator's previous experience managing research grants or projects of equal scope and size

is strongly recommended.

Include a clear plan for achieving the objectives of the project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing the project. Organizations should demonstrate a history of research and budget oversight.

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. Include all projects and proposals requiring a committed portion of time for the Project Director, Principal Investigator, or key personnel. Indicate the total award amount, awarding entity, and amount of time staff will devote to each project. If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application; for each proposed subaward, include a description of the work to be performed by the subrecipient(s).

Partnership and Active Engagement
Demonstrate the required partnership with Title IV-E agency or community entity, as well as any additional project partners (which may include other researchers) by submitting the copy of a letter from each partner certifying that they have entered into a research partnership with the applicant and understand the role that they will play in the project. Provide evidence of previous partnership activities/collaboration, if any, with each proposed partner. Describe a plan for collaboration and active engagement, with all partners and other individuals and groups, as appropriate to the goals of each phase of the project's life cycle.

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

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

Funded Activities Evaluation Plan
Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether

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

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

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

Third-Party Agreements

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

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

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

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 budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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

forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/. The 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 the SF-424C, as applicable, for the entire project period that is being fully funded (the budget period and the project period are the same).

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

The budget must reflect travel funds for the Principal Investigator to attend two recipient meetings in the Washington, DC area during the first year of the project and one meeting during each of the second and third years. It must also reflect funds to support partnering and active engagement as appropriate to the goals of the study, including appropriate compensation for those engaged.

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

General

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

Personnel

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

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

principal investigator, if known at the time of application.

Fringe Benefits

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

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

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

Travel

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

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

Equipment

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

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

and/or disposition of the equipment after the project ends.

Supplies

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

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

Contractual

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

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

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

Other

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

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

Indirect Charges

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

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

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute

non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

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

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

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the

registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

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

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

***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://www.grants.gov/web/grants/applicants/organization-registration.html

***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*:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

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 in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

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

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

How to Submit an Application to ACF via Grants.gov

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

For an overview of applying on Grants.gov using Workspaces, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

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

***Complete a Workspace*:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

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

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

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

***Complete SF-424 Fields First*:** These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

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

***Track a Workspace*:** After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

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

Applicants with slow internet connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Format Application Submission

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

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

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

IV.3. Unique Entity Identifier (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.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

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

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to request a UEI, register for, or renew a registration, at SAM.

Please see the "Help" tab at https://sam.gov/content/help for more information and assistance with this process.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant 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 at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; 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 Letter of Intent

Due Date for Letter of Intent 06/12/2023

06/12/2023
07/11/2023

Due Date for Applications

07/11/2023

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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 Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.7. Other Submission Requirements

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

Submission by Mail
Bridget
Shea Westfall
Office of Grants Management
Administration for Children and Families
Department of Health and Human Services
NOFO # HHS-2023-ACF-OPRE-FA-0041
330 C Street, SW.
Washington
DC
20201

Hand Delivery
Same as Above

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

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

V. Application Review Information

V.1. Criteria

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

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

RELEVANCE **Maximum Points:** 15

The extent to which the applicant:

- proposes a program or service for evaluation that aligns with the goals and objectives of the grant program as outlined in *Section 1. Program Description*.
- clearly articulates how the evaluation aligns with the goals and requirements of the *Executive Order on Advancing Racial Equity and Support for Underserved Communities*, as outlined in *Section 1. Program Description*.

CLEARINGHOUSE'S STANDARDS AND PROCEDURES ALIGNMENT **Maximum Points:** 15

The extent to which the applicant:

- clearly articulates how the program or service proposed for evaluation is eligible for review by the Clearinghouse, as outlined in *Section 1. Program Description*.
- clearly articulates how the evaluation is designed in alignment with the most recent version of the Clearinghouse's Handbook of Standards and Procedures.

APPROACH **Maximum Points:** 35

Background, Significance, and Objectives

The extent to which the applicant:

- presents a literature review that is current, concise, and supports the project rationale.

- provides a detailed logic model that clearly operationalizes the project's stated theory of change and illustrates the linkages between project activities/services, outputs, and expected outcomes.
- If applicable, proposes to implement the program or service with fidelity in accordance with the book, manual, or other documentation of the program or service, and (if applicable) describes any planned adaptations and subsequent updates to the book, manual, or other documentation that are made publicly available.
- demonstrates that the proposed program or service is ready for rigorous summative (i.e., impact) evaluation, for instance by describing formative evaluations that have already been completed.

Research Design & Methodology
The extent to which the applicant:

- proposes research questions that are clearly defined and appropriately linked, targeting specific outcomes of the program or service.
- proposes the use of primary data collections and/or secondary data sources that are appropriate to address the project's research questions. If applicable, letters of commitment from project partners will describe data sharing from the child welfare agency and other partners as necessary to address the project's research questions.
- articulates a clear and feasible approach and associated timeline to collect the proposed primary data and/or access the proposed secondary data.
- proposes a rigorous summative quasi-experimental or randomized control trial research design.
- proposes a design and data analytic plan that lists the key variables intended for use in analyses and describes how those key variables are valid, reliable, and culturally appropriate.
- proposes a research design and data analytic plan that is clearly described and is appropriate to address the goals, objectives, and/or questions addressed in the project.
- proposes a research design and data analytic plan that appropriately and rigorously links research issues, questions, variables, data sources, and analyses.
- proposes analyses that reflect knowledge and expertise in use of state-of-the-art analytic techniques and are appropriate for the questions under consideration.
- demonstrates that the proposed sample size is sufficient for the analyses (e.g., power analysis), including the size of any subgroups of interest.
- articulates an appropriate sampling and analytic approach to demonstrate the baseline equivalence of the intervention and comparison conditions.

Special Considerations
The extent to which the applicant:

- demonstrates an understanding of confidentiality issues involved in using the proposed data and proposes a design and data analytic plan that provides for adequate protection of human subjects, confidentiality of data, and consent issues related to the use of data.

- identifies potential challenges related to collecting, accessing, linking, and/or analyzing data and proposes clear and feasible strategies to mitigate those challenges and continue the proposed work, even if there are delays with any of these steps.
- articulates a plan for refining and adapting the approach and research methodologies as needed after award to align with the current Handbook of Standards and Procedures and/or incorporate any lessons learned from collaborating partners.
- proposes a plan for collaboration and active engagement with Title-IV partners and others that is appropriate to the goals of each phase of the project's life cycle.

STAFF AND ORGANIZATIONAL CAPACITY OF LEAD RECIPIENT **Maximum Points:** 15

The extent to which the applicant:

- provides information on the skills, experience, and capabilities of the Project Director, Principal Investigator, and other key project staff at each entity, including all partnering entities.
- demonstrates that the research team and other noted staff possess the research and/or programmatic expertise, experience, and commitment necessary to conduct the project, including relevant background, experience, and training on related research or similar projects.
- demonstrates the knowledge, experience, and expertise necessary to conduct the proposed analyses.
- demonstrates knowledge, experience, and expertise to successfully execute the dissemination plan.
- demonstrates familiarity with the data source(s) proposed for the analysis and demonstrates how access to and linking of (as applicable) the necessary data source(s) for the project was gained (or will be gained prior to award).
- demonstrates that the proposed staff have an understanding of, and sensitivity to, the issues of working with data sources that include confidential information and identifiers.
- demonstrates that the proposed staff have access to appropriate facilities to execute the proposed approach and ensure data security and confidentiality.
- describes an adequate management plan for achieving the objectives of the project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
- provides sufficient protection of human subjects and confidentiality of data as evidenced by the Protection of Human Subjects: Assurance Identification/IRB Certification/Declaration of Exemption form.

PARTNERSHIP AND ACTIVE ENGAGEMENT **Maximum Points:** 10

The extent to which the applicant:

- describes at least one collaborative partnership between the applicant and a Title IV-E agency or community entity.
- clearly defines the roles and responsibilities of all collaborating organizations and describes how they will ensure the collaborating organizations' commitment to carrying out these roles and responsibilities throughout the project period.

- demonstrates evidence of effective organizational structure and a history of collaborative working relationships between partners.
- demonstrates that each partner has knowledge of and fully supports the proposed project.
- describes a plan for active engagement that is appropriate to the proposed project (e.g., if the program or service being evaluated is designed for or adapted for specific cultural, ethnic, or racial groups, or if it aims to serve populations that have been historically marginalized and/or have historic or ongoing disproportionate representation in the child welfare system, then individuals from that group or group must be actively engaged).

DISSEMINATION **Maximum Points:** 10

The extent to which the applicant:

- describes a rigorous approach to pre-register their project with an appropriate public registry and a plan to update the pre-registration over the course of the project, as needed.
- describes an approach to maximize the applicability of findings throughout the research process by engaging with and disseminating to diverse and relevant audiences.
- identifies appropriate distribution channels to reach the intended audience(s).
- includes an effective plan for the dissemination and utilization of information by researchers, policymakers, and practitioners in the field.
- articulates an approach to making study findings publicly available and disseminating their work to national audiences (e.g., presenting at professional meetings with diverse and relevant audiences, collaborating with relevant dissemination partners such as the Child Welfare Information Gateway, publishing in peer-reviewed journal, etc.).

V.2. Review and Selection Process

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant that does not have a UEI and an active SAM registration. See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)*.

Initial ACF Screening

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

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

Objective Review and Results

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

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

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

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

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

Federal staff will conduct an administrative review of the applications and results of the competitive review panels and will make recommendations for funding to the Director of OPRE, taking into account the goals, objectives, and priorities of the grant program as listed in *Section I. Program Description*. The Assistant Secretary for ACF is responsible for the final selection.

Applications may be funded in whole or in part depending on (1) the ranked order of applicants resulting from the competitive review, (2) the availability of funding, and (3) the best interests of the federal government.

Post-Award Requests Involving Real Property

All real property costs, including supporting documentation, are subject to ACF administrative review. Recipients, and if applicable, subrecipient(s), will be required to provide detailed listings of all real property addresses and their associated costs (45 CFR § 75.436, § 75.439, § 75.462, and § 75.465) used and claimed under this federal award. This includes all real property owned or leased by the recipient, and if applicable, subrecipients. Information on facilities, administrative buildings, and offices must be provided. Information for any and all real property costs claimed under the award must be provided. For more information, see ACF Property Guidance pages, including, Rent/Lease Arrangement Guidance, Real Property Documentation, and Unallowable Property Costs.

After the initial award, if there are any modifications, budget revisions, and/or additional requests for funding, and they impact any of the original approved real property or real property-related costs, the real property listing and related costs documentation requested must be updated.

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

Non-Federal Reviewers Reference
Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this funding opportunity for information on non-federal reviewers in the review process.

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

English, the recipient must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

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

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

Please review all HHS regulatory provisions for Termination at 2 CFR § 200.340.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0.

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

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

Financial Reports:
Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact
Kathleen
Dwyer
Office of Planning, Research, and Evaluation
NOFO # HHS-2023-ACF-OPRE-FA-0041
330 C Street SW
Washington
DC
20201
psep@acf.hhs.gov

Office of Grants Management Contact
Bridget
Shea Westfall
Administration for Children and Families
NOFO # HHS-2023-ACF-OPRE-FA-0041
330 C Street SW
Washington
DC
20201
bridget.sheawestfall@acf.hhs.gov

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

VIII. Other Information

Reference Websites

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

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

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

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/how-apply-grant.

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

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

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

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

ACF Office of Planning, Research, and Evaluation https://www.acf.hhs.gov/opre

ACF Evaluation Policy https://www.acf.hhs.gov/opre/report/acf-evaluation-policy

Title IV-E Prevention Services Clearinghouse https://preventionservices.acf.hhs.gov/

Title IV-E Prevention Services Clearinghouse Handbook of Standards and Procedures Version 1.0
https://preventionservices.acf.hhs.gov/themes/ffc_theme/pdf/psc_handbook_v1_final_508_compliant.pdf

Making Evaluations Rigorous and Relevant: The Role of Active Engagement in Developing Learning Agendas for the Division of Family Strengthening:
https://www.acf.hhs.gov/opre/report/making-evaluations-rigorous-and-relevant-role-active-engagement-development-learning

A Roadmap for Collaborative and Effective Evaluation in Tribal Communities:
https://www.acf.hhs.gov/cb/training-technical-assistance/roadmap-collaborative-and-effective-evaluation-tribal-communities

ACYF-CB-IM-19-04, Evaluation Plan Development Tip Sheet:
https://www.acf.hhs.gov/cb/policy-guidance/im-19-04

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 *Section IV.2. Forms, Assurances, and Certifications*. 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 *Overview* and *Section IV.4. Submission Dates and Times*. 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 *Section IV.2.Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* 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 *Section IV.2. Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*	Submission is due with the application package or prior to the award of a grant.

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at www.Grants.gov.	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* 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 *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
Letter of Intent	Referenced in *Section IV.2. Project Description.*	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*
Table of Contents	Referenced in *Section IV.2. The Project Description.*	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification.*	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 *Overview* and in *Section IV.4. Submission Dates and Times*.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification.* The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times,* it may be submitted prior to the award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.