



Administration for Children and Families

Office of Child Care

American Indian and Native Hawaiian Non-Profit Organization Child Care Grant

HHS-2022-ACF-OCC-YN-0091

Application Due Date: 06/24/2022

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Funding Opportunity Title:

American Indian and Native Hawaiian Non-Profit Organization Child Care Grant

Announcement Type:

Modification

Funding Opportunity Number:

HHS-2022-ACF-OCC-YN-0091

Primary CFDA Number:

93.575

Due Date for Applications:

06/24/2022

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>.**

This funding opportunity is being modified to update the closing date that appears in the Synopsis on Grants.gov.

The Administration for Children and Families (ACF), Office of Child Care (OCC) is pleased to announce the availability of funds and request applications for its Fiscal Year (FY) 2022 American Indian and Native Hawaiian Non-profit Organization Child Care Grant. The purpose of this grant is to provide child care services to American Indian and/or Native Hawaiian youth who are not currently receiving child care services funded by other Child Care and Development Fund (CCDF) formula grants.

The funding will support child care services to eligible children, who must be under the age of 13 and reside with a family whose income does not exceed 85 percent of the state median income (or grantee [recipient] median income) for a family of the same size. The children's parent(s) must either work or attend a job training or educational program or need/or receive protective services.

Note: If an American Indian organization is already receiving funding under a CCDF grant directly with OCC, it is not eligible to receive funding for the same service area under this NOFO. In addition, this year OCC will award a \$1 million grant under a separate NOFO, HHS-2022-ACF-OCC-YN-0090, to a Native Hawaiian private non-profit organization that provides child care services to Native Hawaiian youth who are not currently receiving child care services funded by CCDF grants. Eligible applicants may apply for funding under both NOFOs, but will only receive an award under one grant.

I. Program Description

Statutory Authority

The statutory authority for this program is section 658O(c)(1) of the Child Care and Development Block Grant (CCDBG) Act, as amended (42 U.S.C. 9858m(c)(1)). See also 45 CFR §98.61(e).

Description

PROGRAM HISTORY

The CCDF subsidies help low-income families with children under the age of 13 pay for child care. As a block grant, CCDF gives funding to states, territories, and tribes to provide child care subsidies through vouchers or certificates to low-income families and grants and contracts (e.g., direct services) to providers in some states. CCDF provides access to child care services for low-income families so that parents can work or participate in training or education activities. Additionally, CCDF promotes the healthy development of children by improving the quality of early learning and afterschool experiences for both subsidized and unsubsidized children. Within the federal regulations, recipients decide how to administer their subsidy programs. Recipients determine payment rates for child care providers, copayment amounts for families, specific eligibility requirements, and have some flexibilities on how to prioritize CCDF services. In FY 2022, Congress appropriated federal discretionary, mandatory, and matching funds to all 50 states, the District of Columbia, Puerto Rico, American Samoa, Guam, Northern Marianas Islands, the Virgin Islands, and tribal recipients; there are currently 264 Tribal CCDF recipients representing over 530 federally recognized Indian tribes.

The CCDBG Act provides opportunities to offer flexibility to tribes in certain areas where there are unique needs. The Act balances the CCDF dual goals of promoting families' financial stability and fostering healthy child development, while providing flexibility for tribal communities. The requirements in the CCDF regulations focus on the importance of health and safety and quality child care services to tribal communities. Recipients funded through this NOFO will be subject to the regulations at 45 CFR Parts 98 and 99 to the same extent as a tribal Lead Agency with a large allocation, except that the grant application shall serve in lieu of the Plan required by 45 CFR §98.81 and shall be considered to be the Plan as defined at 45 CFR §98.2. In addition, the regulations at 45 CFR Part 75 shall apply to the extent set forth at 45 CFR §75.101(d) (see: [Program Instruction-2015-01](#)).

PROGRAM GOAL

The CCDF program is committed to providing funding towards quality child care services that adequately address the needs and unique circumstances of Native Hawaiian or American Indian youth and their families.

PROGRAM REQUIREMENTS

To meet the purposes and goals of CCDBG Act and CCDF regulations, programs funded through this NOFO are required to comply with the same requirements as recipients receiving large allocation tribal formula grants under the CCDF program. The following requirements from the CCDF regulations are to be incorporated into the programs funded through this NOFO:

- **Minimum Expenditures on Quality**—The recipient must spend at least 9 percent of their CCDF funds on quality activities designed to improve the quality of child care services and increase parental options and access to high-quality child care as described

at 45 CFR §98.53. Appropriate quality activities include those designed to provide comprehensive consumer education to parents and the public, activities that increase parental choice, and activities designed to improve the quality and availability of child care, including professional development and culturally relevant activities. The recipient must also spend 3 percent of their CCDF funds on activities to improve the quality of care for infants and toddlers. [45 CFR §98.53(a) and 98.83(g)].

- **Health and Safety**—The recipient must certify that requirements designed to protect the health and safety of children that are applicable to the providers that serve CCDF children, are in place. The requirements shall include the following: (i) prevention and control of infectious diseases (including immunization); (ii) prevention of sudden infant death syndrome and use of safe sleeping practices; (iii) administration of medication, consistent with standards for parental consent; (iv) prevention and response to emergencies due to food and allergic reactions; (v) building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; (vi) prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; (vii) emergency preparedness and response planning for emergencies resulting from a natural disaster, or a human-caused event (e.g., violence at a child care facility); (viii) handling and storage of hazardous materials and the appropriate disposal of bio-contaminants; (ix) appropriate precautions in transporting children, if applicable; (x) pediatric first aid and cardiopulmonary resuscitation; and (xi) recognition and reporting of child abuse and neglect, in accordance with the requirement at 45 CFR §98.41(e). The recipient must ensure that directors, teachers, and caregivers receive minimum health and safety training appropriate to the provider setting in each of the health and safety topics. With the exception of relative providers, all providers of care to CCDF children must meet the basic health and safety standards, whether through licensure, regulation, or through requirements designed by the grantee that apply to unregulated providers serving CCDF subsidized families. (Relative providers are defined as grandparents, great-grandparents, siblings [if living in a separate residence], aunts, and uncles). [45 CFR §98.41].
- **Monitoring and Enforcement**—The recipient must certify that procedures are in place to ensure that child care providers caring for children receiving CCDF services comply with all applicable tribal and/or state/local health and safety trainings and fire standards, including those described at §§98.41 and 98.42(a). This may include, but is not limited to, any systems used to ensure that providers complete health and safety trainings, any documentation required to be maintained by child care providers, or any other monitoring procedures to ensure compliance. The recipient must ensure that child care providers, including license-exempt providers are inspected annually by the state or another entity such as the recipient itself. The recipient may propose an alternative approach to meet these requirements (45 CFR §98.42) as outlined in [Program Instruction-2019-05](#).
- **Criminal Background Checks**—The recipient must have requirements, policies and procedures in place to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under state/territory/tribal law; and, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (45 CFR §98.43(a)(1)(i)). The CCDF background check requirements apply to any staff member who is employed by a child care provider for compensation, including

contract employees and self-employed individuals whose activities involve the care or supervision of children or who has unsupervised access to children (45 CFR §98.43(a)(2)). For family child care homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (45 CFR §98.43(a)(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (45 CFR §98.43). The recipient may propose an alternative approach to meet these requirements (45 CFR §98.42) as outlined in [Program Instruction-2019-05](#).

- **Establishing Priorities**—The recipient funded through this NOFO must provide priority of child care services to children with special needs, and children experiencing homelessness (45 CFR §98.46).
- **Parental Choice**—The statute provides for parental choice of child care provider. Parents may choose any legally operating child care provider that meets health and safety standards and is willing to participate in the subsidy program. The regulations define child care provider as one who provides child care either in a center, a family home, or in the child's own home (i.e., in-home care). The recipient has the option to limit the use of in-home care. Care by a faith-based provider, a relative provider, and any other type of legally provided child care are allowable choices. The recipient must disseminate consumer education information that will promote informed child care choices to parents of eligible children and the general public. [45 CFR §98.30].
- **Consumer Education**—The recipient is required to provide information to parents, the general public, and when applicable, child care providers through a method of their choice, which is consumer-friendly and easily accessible. The available information must include provider-specific information, monitoring and inspection reports for the provider, and the quality of each provider (if such information is available for the provider). The information should also provide access to a yearly service-area-wide report on deaths, serious injuries, and the number of cases of substantiated child abuse that occurred in child care settings. To assist families with any additional questions, the information should provide contact information for local child care resource and referral organizations and any other agencies that can assist families in better understanding the information. The recipient must collect and disseminate the provider-specific consumer education information described at 45 CFR §98.33(a) through (d) but may do so using alternative approaches other than a website to disseminate provider information. [45 CFR §§98.33 and 98.83(d)].
- **Certificate Program**—The recipient is required to offer a certificate program that permits parents to choose the full range of child care services. The recipient may also provide services through grants and contracts with providers. [45 CFR §98.30(a)(1), 98.30(a)(2), and 98.2].
- **Setting Payment Rates**—The recipient is required to establish payment rates for child care services that ensure that eligible families have equal access to child care services comparable to those services provided to families not eligible to receive CCDF services. The recipient may conduct a market rate survey; use an alternative methodology, such as a cost estimation model; or use the state's market rate survey or alternative methodology to demonstrate how their payment rates are adequate, including a description of how the recipient payment rates are established and are sufficient to support providers' health,

safety, quality, and staffing requirements including cultural and linguistic appropriateness where applicable. [45 CFR §98.45(f)(2)].

- **Family Cost Sharing**—The recipient must establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment). Recipients funded through this NOFO that have categorical eligibility are still required to meet other requirements, such as the sliding fee scale. The cost-sharing should not be a barrier to families receiving CCDF assistance. The recipient may not use the cost, price of care, or subsidy payment rate as a factor in setting co-payment amounts. In addition, the recipient funded through this NOFO may waive co-payments for families below poverty, that have children who receive or need to receive protective services, or that meet other criteria established by the recipient. [45 CFR §98.45(k)].
- **Provider Payment Practices**—The recipient is required to establish payment practices applicable to all CCDF child care providers, including practices related to timeliness, paying for absence days, and other generally-accepted payment practices. The recipient's payment practices must reflect generally-accepted payment practices in the private-pay market. [45 CFR §98.45(l)].
- **Emergency Disaster Plan**—The recipient is required to establish a child care disaster plan for their CCDF service area. The recipient must demonstrate how they will address the needs of children—including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122). In addition, the recipient must describe how the child care Disaster Plan was developed in collaboration with the appropriate stakeholders including other programs within the service area. [45 CFR §98.16(aa) and §98.41(a)(1)(vii)].
- **Limit on Administrative Costs**—The recipient must spend no more than 15 percent of their CCDF funds on administration. Activities such as eligibility determination, child care placement, and providing parents with information about child care services are not considered administration needs. [45 CFR §98.83(i)].

Program Activities

The recipient funded through this NOFO must design a child care program that adequately addresses needs and unique circumstances of the Native Hawaiian or American Indian populations it intends to serve. OCC envisions programs to incorporate the following elements:

- Serving children in safe, healthy, nurturing child care settings that are effective in promoting learning and child development;
- Developing and/or implementing program standards to ensure health and safety and quality of care;
- Minimizing any disruptions to children's development and learning by promoting continuity of care;
- Promoting strategies that ensure an adequate supply of child care providers;
- Providing professional development and other support to child care providers;
- Promoting culturally relevant activities, including language immersion programs, the integration of storytellers, and cultural training for parents and providers;

- Ensuring that lesbian, gay, bisexual, transgender, and Two-Spirit individuals, including parents, children, and providers, are fairly treated and served in an inclusive and non-stigmatizing way;
- Engaging and supporting parents and other family members including providing consumer education;
- Supporting parent employment and expanding quality choices available to them;
- Promoting continuous quality improvement activities;
- Coordinating and collaborating with other early care and education programs administered at the state or local level, schools, and other services as appropriate;
- Ensuring program accountability and integrity; and
- Ensuring children's health and safety through announced and unannounced visits and background checks, by the recipient or other entity.

Beneficiary Eligibility Criteria

To be eligible to receive CCDF-funded child care services under this NOFO, a child must be under the age of 13. In addition, the child must reside with a family that fits the following requirements: (1) whose income does not exceed 85 percent of the grantee [recipient] median income for a family of the same size (or a lower threshold set by the recipient); (2) whose assets do not exceed \$1 million (as certified by a family member) and (3) whose parent(s) are either working or attending a job training or educational program. Alternatively, the child may be eligible if they need or receive protective services. The recipient may use the state median income or income established by the American Indian or Native Hawaiian organization as the grantee [recipient] median income. The recipient must use their CCDF funds to serve American Indian or Native Hawaiian youth as specified in section 658E(c)(2)(G)(ii)(V)(dd) of the CCDBG Act (42 U.S.C. 9858c(c)(2)(G)(ii)(V)(dd)). In addition, the recipient has some flexibility to define “Indian child.” The definition must be limited to children from federally recognized Indian Tribes, consistent with the statutory and regulatory definition of Indian Tribe (42 U.S.C. 9858n(8); 45 CFR §98.2) . The recipient may also serve children under the age of 19 who are under court supervision or mentally or physically incapable of self-care. [45 CFR §98.20].

If the grantee (recipient) median income in the service area is below 85 percent of the state median income, the recipient has the option of considering any American Indian or Native Hawaiian child in the service area to be eligible to receive CCDF funds, regardless of a family’s income, work, or training status, provided that provision for services still goes to those with the highest need. (45 CFR §98.81(b)(1)(i)). In addition, if the recipient chooses to take advantage of this option, then it can create opportunities to align CCDF programs with other early childhood programs, including Home Visiting, Early Head Start, Head Start, and Early Head Start-Child Care Partnerships. This provision also allows programs funded through this NOFO to streamline eligibility requirements for early childhood programs within the same service area.

Construction or Major Renovation

Section 658O(c)(6) of the CCDBG Act (42 U.S.C. 9858m(c)(6)), permits the recipient under this NOFO to use CCDF funds for construction or major renovation of child care facilities with prior ACF approval. See Definition of Terms in this section.

Although construction/major renovation of child care facilities is allowable, these grants are

primarily designed to operate child care programs and construction or major renovation is discouraged. Grant funds cannot be spent for construction/major renovation until a recipient has been awarded a grant under this NOFO and has applied for and received approval from ACF through a separate application process.

As part of a separate post-award application process, the recipient must show that adequate facilities are not otherwise available to implement quality child care programs, and that the lack of facilities will inhibit the operation of such programs in the future. Moreover, statutory language at section 658O(c)(6) of the CCDBG Act (42 U.S.C. 9858m(c)(6)), indicates that Congress does not intend for construction and major renovation projects to unnecessarily divert resources from the provision of child care services. Therefore, the recipient must reserve funds for direct child care services since the grants under this NOFO are designed to provide quality child care services in areas that have been previously underserved and/or have unmet needs. Construction cannot result in the decrease of child care services unless the decrease in the level of child care services is temporary and the recipient submits a plan to ACF that demonstrates that after the construction or renovation is completed, the level of child care services will increase or the quality of child care services will improve.

Information on the separate application process for construction or major renovation is available on OCC's website at <https://www.acf.hhs.gov/occ/policy-guidance/tribal-construction-or-major-renovation>. The amount of funds that the recipient may request for construction or major renovation through the separate application process is limited to the amount estimated in the recipient's original CCDF application under this NOFO. For more information on Construction or Major Renovation, see 45 CFR §98.84.

SUBAWARDS

The recipient 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 Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the 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.

For information on application requirements specific to this NOFO, please see Section

IV.2. The Project Description and The Project Budget and Budget Justification.

DEFINITION OF TERMS

For the purposes of this NOFO, the following definitions apply unless stated otherwise, and are found at 45 CFR §98.2 (see also section 658P of the CCDBG Act (42 U.S.C. 9858n)):

American Indian Non-profit Organizations—for the purposes of this NOFO, those organizations defined by section 658P(15)(B) and section 658P(15)(A) of the CCDBG Act, 42 U.S.C. 9858n(15)(B) and 9858n(15)(A), as non-profit organizations established for the purpose of serving youth who are American Indians or Native Hawaiians.

Child Care Certificate— means a certificate (that may be a check, or other disbursement) that is issued by a recipient directly to a parent, may use such certificate only as payment for child care services or as a deposit for child care services if such a deposit is required of other children being cared for by the provider, pursuant to 45 CFR §98.30. Nothing in this part shall preclude the use of such certificate for sectarian child care services if freely chosen by the parent. For the purposes of this part, a child care certificate is assistance to the parent, not assistance to the provider.

Construction—the erection of a facility that does not currently exist.

Indian Tribe— means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601et seq) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Grantee Median Income [Recipient Median Income]—recipients have the flexibility to define grantee (recipient) median income as either of the following options: (1) 85 percent of the state median income for a family of the same size; or (2) 85 percent of the median income for a family of the same size residing in the area served by the recipient pursuant to 45 CFR §98.81(b)(1).

Major Renovation—(1) structural changes to the foundation, roof, floor, exterior, or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) any extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural changes.

Native Hawaiian Organization—a private non-profit organization established for the purpose of serving youth who are Native Hawaiian or American Indian as specified in section 658P(15)(B) of the CCDBG Act (42 U.S.C. 9858n(15)(B)). [45 CFR §98.61(e)]. The organization must be recognized by the Governor of Hawaii for the purpose of planning, conducting, or administering programs (or portion of programs) for the benefit of Native Hawaiians.

Parent—a parent by blood, marriage, or adoption, and also a legal guardian or other person standing in loco parentis.

Provider—the entity providing child care services as defined at 45 CFR §98.2.

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,000,000

Expected Number of Awards:

1

Award Ceiling:

\$1,000,000

Per Budget Period

Award Floor:

\$500,000

Per Budget Period

Average Projected Award Amount:

\$750,000

Per Budget Period

Anticipated Project Start Date:

09/30/2022

Length of Project Periods:

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

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from 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*.

Awards for the second, third, fourth, and fifth 12-month budget periods will be made subsequent to approval of non-competing continuation applications and will be subject to the availability of funds, satisfactory progress by the recipient (e.g., evidence that child care services are being provided to the target population as intended, in accordance with CCDF statute and regulation), and a determination that continued funding would be in the best interest of the federal government.

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. Cooperative agreements defining the respective

responsibilities of ACF and the recipient will be negotiated. ACF anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes the following:

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

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants under this NOFO are American Indian and Native Hawaiian private nonprofit organization[s] established for the purpose of serving American Indian or Native Hawaiian youth as specified in section 658P(15)(A) and section 658P(15)(B) of the CCDBG Act (42 U.S.C. 9858n(15)(A) and 9858n(15)(B)). Eligible applicants under this NOFO (1) cannot have a current CCDF formula grant directly with the federal government (e.g., OCC); and (2) must provide child care services to American Indian or Native Hawaiian youth who are not currently receiving child care services funded by other CCDF formula grants.

If an American Indian organization is already receiving funding under a grant directly with the federal government (e.g., OCC), it is not eligible to receive funding for the same service area under this NOFO. A list of current tribal CCDF grantees is available at the following website: <https://www.acf.hhs.gov/occ/contact-information/tribal-ccdf-contacts-state>.

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

Funding Restrictions Reference

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

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

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this 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 from 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 www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this 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 www.Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this funding opportunity. That is, applications submitted to www.Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and from funding under this funding opportunity.

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

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

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

Carrie
Peake
Office of Early Childhood Development
Administration for Children and Families
330 C St SW
Re: HHS-2022-ACF-OCC-YN-0091
Washington
DC
20201
202-868-9459
carrie.peake@acf.hhs.gov
www.acf.hhs.gov/occ

Application Packages

Electronic Application Submission:

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

Applications in Paper Format:

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

Federal Relay Service:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

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

FOR ALL APPLICATIONS:

Authorized 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. The removed page(s) will not be made available to reviewers.

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

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

NOTE: Applicants failing to adhere to ACF's 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 Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

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

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

Accepted Application Format

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

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

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned

documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The overall page limitation for the entire document (i.e., Project Description and Appendices) is 100 pages. Standards forms (SFs) and/or Office of Management and Budget (OMB) approved forms are not included in the page limitation.

- The Project Description and Budget Justification file should include the following items:
 - Table of Contents
 - Project Summary;
 - Geographic Location;
 - Project Narrative;
 - Budget and Budget Justification; and
 - Protection of Sensitive and/or Confidential Information
- The Project Narrative must be organized into sub-sections that address the following items:
 - Need for Assistance;
 - Objectives;
 - Expected Outcomes;
 - Approach;
 - Project Timeline and Milestones;
 - Plan for Oversight of Federal Award Funds and Activities;
 - Program Performance Evaluation Plan; and
 - Organizational Capacity
- The Appendices should include the following items:
 - Resumes;
 - Organizational Charts;
 - List of Board of Directors;
 - Proof of Non-Profit Status;
 - Additional Eligibility Documentation;
 - Third-Party Agreement; and
 - Letters of Support

For more information on the Project Description and Appendices, please refer to *Section IV.2 The Project Description*.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

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

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

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

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices

files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

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 (FON).

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

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

Addresses for Submission of Paper Applications

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

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424C - Budget Information - Construction Programs and SF-424D - Assurances - Construction Programs	Submission is required for all applicants when applying for a construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a construction project. By signing and submitting the SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	maintained throughout the application and project award period. SAM registration is available at 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. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by	Required for all applications. In the SF-P/PSL, applicants must cite their primary

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	the application due date.	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: MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

General Expectations and Instructions

The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the 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.

Applicants may email their Letter of Intent to Carrie Peake, Office of Early Childhood Development, carrie.peake@acf.hhs.gov

Please note the following number of this NOFO in the subject line of your fax or email: HHS-2022-ACF-OCC-YN-0091, American Indian and Native Hawaiian Non-Profit Organization Child Care Grant.

Do not include a description of the applicant's proposed project or any other documents with the Letter of Intent.

Table of Contents

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

Project Summary

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

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

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

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

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 2: Only 501(c)(3) organizations are eligible

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) 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 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

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

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this funding opportunity.

Applicants must submit supporting documentation that validates board members are included within one or more of the following categories: (1) members of federally or state-recognized tribes; (2) persons who are recognized by members of the eligible Native American community to be served as having a cultural relationship with that community; or (3) persons considered to be Native Hawaiian as defined in section 658E(c)(2)(G)(ii)(V)(dd) of the CCDBG Act (42 U.S.C. 9858c(c)(2))(G)(ii)(V)(dd)).

Need for Assistance

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

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

The applicant must provide clearly written goals, specific measurable objectives, an explanation of how its goals and objectives meet identified needs and are connected, and a description of how implementation will fulfill the program purposes described in *Section I. Program Description, Program Requirements* of this NOFO.

Expected Outcomes

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

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.

The applicant must design a child care program that adequately addresses the needs and unique circumstances of the American Indian and/or Native Hawaiian children and families it intends to serve. The applicant must address all aspects included in *Section I. Program Description, Program Requirements*.

The applicant also must describe the following:

- how the services will address unmet needs;
- who will receive child care services;
- where and how these services will be provided;
- what number of children and families is anticipated to be served;
- how program activities, services, and materials will be developed and provided in a manner that is racially and culturally sensitive to the population being served; and
- how the services will benefit the children, families, and community to be served.

The applicant must provide any relevant data/statistics that will support the outcomes of the project.

If the applicant is planning to use CCDF funds for construction and/or major renovation at all during the grant period, then the applicant must describe the anticipated project and estimate the

amount of funds that will be used for the project. The applicant must also clearly demonstrate and justify that adequate funds have been reserved for direct child care services and that the funds requested are reasonable in regard to the number of eligible American Indian and/or Native Hawaiian children to be served. For more information please refer to *Section I. Program Description, Program Requirements, Construction or Major Renovation*.

Project Timeline and Milestones

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

Organizational Capacity

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

- Organizational charts;
- Resumes;
- List of Board of Directors;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this 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.
- Information on compliance with federal/state/local government standards;

If known at the time of application submission, the applicant must disclose their intent to enter into subaward agreements in their applications. For each proposed subaward, the applicant must include a description of work to be performed by the subrecipient(s).

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).

Program Performance Evaluation Plan

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

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

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). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Letters of Support

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

The Project Budget and Budget Justification

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

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

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this 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 Executive Level II salary reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must provide justification that adequate funding (a minimum of 9 percent) would be used for activities to improve the quality of child care, and 3 percent for activities to improve the quality of child care to infants and toddlers, in accordance with 45 CFR §98.53(a) and 98.83(g).

Applicants must provide justification that no more than 15 percent of the CCDF funds will be spent on administrative costs, in accordance with 45 CFR §98.83(i).

Applicants must include sufficient funds for performance evaluation in their budget.

Applicants are reminded to include an estimate of costs for construction or major renovation, if applicable, in their budget. Submission of a separate application is required post-award for approval of construction or major renovation activities.

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

General

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

Personnel

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

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

Fringe Benefits

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

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a

direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

Travel

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

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/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 the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to

charge a lower rate will not be considered during the objective review or award selection process.

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

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

Commitment of Non-Federal Resources

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

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

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

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

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted

with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

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

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

Program Income

Description: The estimated amount of gross income, if any, expected to be directly generated by or earned from this project. Program income includes but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. See 45 CFR §75.307 for more information.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

Organization applicants can find complete instructions here:

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

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

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

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

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

For more detailed instructions for registering with SAM, refer

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

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

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

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

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

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

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

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

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

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

How to Submit an Application to ACF via Grants.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

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

Issues with Federal Systems

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

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 and System for Award Management (SAM)

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Number of Days from Publication 30

05/25/2022

Due Dates for Applications

Due Date for Applications 06/24/2022

06/24/2022

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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.

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

Construction or major renovation of child care facilities is permitted only with prior ACF approval in accordance with procedures set forth in *Section I. Program Description, Program Requirements, Construction or Major Renovation*.

Recipients must spend no more than 15 percent of their CCDF funds on administration. Recipients must also spend at least 9 percent of funds on quality activities designed to improve the quality of child care services, as well as 3 percent of their funds on activities to improve the quality of care for infants and toddlers.

IV.7. Other Submission Requirements

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

Submission by Mail

Moushumi
Beltangady
Office of Early Childhood Development
Administration for Children and Families
330 C St SW, 3014H
Re: HHS-2022-ACF-OCC-YN-0091
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 www.Grants.gov.

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

V. Application Review Information

V.1. Criteria

Please note: With the exception of the 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.

Organizational Capacity

Maximum Points: 20

1. How well does the applicant demonstrate relevant experience and expertise among American Indian and/or Native Hawaiian populations?
2. How well does the applicant address information on Organizational Capacity, as referenced in *Section IV.2. The Project Description*, including the following: (a) information and evidence of its current management and administrative structure; (b) its experience in facilitating and/or implementing similar child care programs and activities; (c) the length of time it has been involved in these activities; and (d) the successful management of projects of similar scope by the organization and/or by the individuals designated to manage the project?
3. How well does the applicant clearly demonstrate its capacity to provide quality child care services in accordance with the program goal described in *Section I. Program Description* of this NOFO?
4. How well does the applicant clearly demonstrate that its key personnel possess the following: (a) education; (b) experience; (c) and other qualifications necessary to conduct the specified activities in its work plan?

5. How well does the applicant clearly identify and justify the adequacy of the amount of time the Project Director and other key staff will devote to the project in order to ensure a high level of professional input and attention to the project?
6. How well does the applicant clearly demonstrate its ability to ensure fiscal accountability and integrity of federal funds?

Objectives and Need for Assistance

Maximum Points: 20

1. How well does the applicant clearly identify the need for assistance and provide relevant data or other information that supports the request for financial assistance under this NOFO?
2. How well does the applicant provide a clear and convincing description of how the proposed project addresses critical unmet needs related to the program goals and requirements referenced in *Section I. Program Description*?
3. How well does the applicant provide the following: (a) clearly written goals; (b) specific measurable objectives; (c) an explanation of how its goals and objectives meet identified needs and are connected; and (d) a description of how implementation will fulfill the program purposes described in this NOFO?
4. How well does the applicant clearly identify and describe the American Indian and/or Native Hawaiian populations to be served by the project as described in this NOFO?
5. Does the applicant demonstrate a thorough understanding of the needs of the target population, identify specific issues and challenges in engaging with the population in the targeted service area, and respond to each item appropriately?
6. Does the applicant clearly define and justify the geographic area to be served by the project based on factors such as the key socioeconomic and demographic characteristics of the targeted community?

Approach

Maximum Points: 35

1. How well does the applicant describe an approach that addresses the statutory and regulatory provisions included in *Section I. Program Description, Program Requirements*?
2. How well does the applicant describe a clear and reasonable approach to serving children in healthy, safe, and nurturing settings that effectively promote learning and a child's social and emotional development that addresses the following: (a) developing and/or implementing program health and safety standards; (b) promoting continuity of care; (c) promoting the supply of child care providers; (d) providing professional development and other supports for providers; (e) implementing culturally relevant activities; (f) involving and supporting parents and other family members; (g) providing continuous quality improvement; (h) supporting parental choice by offering the full range of child care services; (i) prioritizing services to children with special needs and children experiencing homelessness; (j) establishing copayments, and providing certain payment practices applicable to all CCDF child care providers (see 45 CFR §98.45(l)(3)); (k) developing a child care disaster plan for the recipient service areas; (l) coordinating and collaborating with other service providers and stakeholders; (m) ensuring program accountability and integrity; and (n) ensuring children's health and safety through announced and unannounced visits and background checks?

3. How well does the applicant provide a comprehensive work plan describing the sequence and timing of the following project items: (a) Program Activities, as referenced in *Section I. Program Description, Program Requirements*; (b) important milestones; (c) reports; (d) projections for the accomplishment of each function or activity; and (e) number of American Indian and/or Native Hawaiian children and families to be served? When accomplishments can be quantified by activity or function, does the applicant present a list of the planned accomplishments in chronological order to show the schedule of expected completion and target dates?
4. Is the technical approach proposed by the applicant sound?
5. Is the approach proposed by the applicant appropriate and feasible?
6. Does the applicant provide information on how the program activities, services, and materials will be developed and provided in a manner that is racially and culturally sensitive to the population being served?
7. How well does the applicant clearly describe and fully justify its service delivery approach, which must include a certificate program, but may also include other mechanisms such as contracts?
8. How well does the applicant provide documentation of effective coordination and collaboration with other local, state, Native Hawaiian, tribal, and education partners in its activities as appropriate?

Program Performance and Outcomes

Maximum Points: 10

1. How well does the applicant provide a thorough description of how its program performance evaluation plan, described in *Section IV.2, The Project Description*, will demonstrate the effectiveness of its activities and services in addressing its identified needs?
2. How well does the applicant clearly demonstrate how the identified outcomes for each objective will serve as standards for evaluating the achievement of long-term goals at the end of the project?
3. How well does the applicant clearly demonstrate how the expected results will benefit the population to be served in meeting the program purposes under this NOFO?

Budget and Budget Justification

Maximum Points: 15

1. How well does the applicant clearly demonstrate that the requested federal funds will be used for the provision of allowable child care services and purposes under this NOFO?
2. How well does the applicant demonstrate the following: (a) project costs are reasonable in view of the services/activities to be implemented; (b) the funds are appropriately allocated across component areas; and (c) the budget is sufficient to accomplish the objectives?
3. How well does the applicant provide a reasonable budget narrative that addresses the following: (a) is complete and includes detailed calculations that describe how the categorical costs are derived; and (b) provides detailed calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated?
4. How well does the applicant demonstrate that it will use a minimum of 9 percent of funds for activities to improve the quality of child care services and 3 percent of funds for activities to improve the quality of infant and toddler child care services?

5. If the applicant is proposing to include construction or major renovation, how well does the applicant's plan address the following?
 - The applicant (a) describes any anticipated construction and major renovation projects that will be funded with CCDF funds and (b) estimates the amount of funds that will be used for these projects.
 - The applicant (a) clearly demonstrates that adequate funds have been reserved for direct child care services and (b) clearly demonstrates funds requested are reasonable in regard to the number of eligible children to be served.

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 DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

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

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

Post-Award Requests Involving Real Property

All real property costs, including supporting documentation, are subject to ACF administrative review. The recipients, and if applicable, subrecipient(s), will be required to provide detailed listings of all real property addresses and their associated costs (45 C.F.R §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 in *Section IV.2. The Project Budget and Budget Justification* must be included and updated, accordingly.

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

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

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 45 CFR § 75.372.

HHS Grants Policy Statement

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

HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-awardrequirements#chapter-1>.

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).

Please Note: Recipients funded through this NOFO will be subject to the regulations at 45 CFR Parts 98 and 99 to the same extent as a tribal recipient with large allocation, except that the grant application shall serve in lieu of the Plan required by 45 CFR §98.81 and shall be considered to be “the Plan” as defined at 45 CFR §98.2. In addition, the regulations at 45 CFR Part 75 shall apply only to the extent they are applicable to CCDBG, as set forth at 45 CFR §75.101(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

OCC Reporting Requirements

Recipients under this NOFO are required to submit the Annual Aggregate Tribal Program Data

Form (ACF-700) (OMB Control # 0970-0430, Expires 1/31/2023). The form and reporting instructions can be found at: <https://www.acf.hhs.gov/occ/report/acf-700-tribal-annual-report>.

VII. HHS Award Agency Contact(s)

Program Office Contact

Carrie
Peake
Office of Early Childhood Development
Administration for Children and Families
330 C St SW
Re: HHS-2022-ACF-OCC-YN-0091
Washington
DC
20201
202-868-9549
carrie.peake@acf.hhs.gov

Office of Grants Management Contact

Jill
Saletta
Office of Grants Management
Administration for Children and Families
330 C St SW
Washington
DC
20201
202-401-9357
jill.saletta@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/>.

Office of Child Care (OCC) <https://www.acf.hhs.gov/occ>

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-424C - Budget Information - Construction Programs and SF-424D - Assurances - Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family." These forms are required for applications under this NOFO: • Projects that include only construction activities must submit the SF-424C and SF424D, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the funding opportunity. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

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

What to Submit	Where Found	When to Submit
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due

What to Submit	Where Found	When to Submit
		date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .