Administration for Children and Families

Office of Child Support Services

Technical Assistance and Evaluation of the Next Generation Child Support Employment Services Demonstration

HHS-2024-ACF-OCSS-FD-0016

Application Due Date: 05/02/2024

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Funding Opportunity Title:
Technical Assistance and Evaluation of the Next Generation Child Support Employment Services Demonstration

Announcement Type:
Modification

Funding Opportunity Number:
HHS-2024-ACF-OCSS-FD-0016

Assistance Listing Number:
93.564

Due Date for Applications:
05/02/2024

Executive Summary

Notice:

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

This Notice of Funding Opportunity (NOFO) has been modified to include a definition of tribal organization. The change can be found under *I. Program Description, Program Design, bullet 2, sub-bullet 1*.

The Office of Child Support Services (OCSS) invites eligible candidates to submit competitive applications for the Technical Assistance and Evaluation of the Next Generation Child Support Employment Services Demonstration (NextGen TA/Eval). This will be a cooperative agreement to a single state or tribal child support agency. Under this cooperative agreement, the selected recipient will procure and manage an independent third-party organization(s) to provide technical assistance and evaluate the demonstration projects under the forecasted companion NOFO HHS-2024-ACF-OCSE-FD-0015, Next Generation Child Support Employment Services Demonstration. This cooperative agreement will have a 60-month project period with five 12-month budget periods.

Required activities will include:

- Implementation tracking and evaluation.
- Outcome tracking and evaluation.
- Providing programmatic and evaluation technical assistance to grant recipients under the companion NOFO, including leading regularly scheduled virtual learning community webinars and annual in-person meetings throughout each year of the 5-year project period.

- Implementing and overseeing a Management Information System for grant recipients under the companion NOFO that systematically collects program services and short-term outcomes for participants in the demonstration projects funded under the companion NOFO or developing some other method to collect this information.
- Disseminating technical assistance materials, completed evaluation reports, and other lessons learned to a national audience, including presenting at national or state conferences. This may include offering technical assistance and support to non-grant recipient child support programs who want to start and/or strengthen their own child support-led employment services programs.

Applicants for this grant may also apply under the companion NOFO, but it is not a requirement for application or selection under this announcement. A successful applicant under this NOFO may also be selected as a successful applicant under the companion NOFO, but one award is not related to the other. The recipient of this award will select a third-party organization to conduct the evaluation and will maintain impartiality regarding the evaluation of all project sites.

The awardee may receive up to $8,057,059 over the 5-year project period. The annual award ceiling for years 1-2 is $3,587,353. The annual award ceiling for years 3-5 is $294,118. The award floor is the same as the ceiling and average cost.

I. Program Description

Statutory Authority

Title IV, part D (42 U.S.C. 651 *et. seq.*) and section 1115 of the Social Security Act (42 U.S.C. 1315)

Description

Background

In 2012, OCSS funded a 5-year national demonstration, Child Support Noncustodial Parent Employment Demonstration (CSPED), that examined the effectiveness of child support-led employment programs for noncustodial parents, which was evaluated using randomized control trials. Results from this demonstration showed that child support-led employment programs can effectively deliver employment and training services through third-party partnerships with local employment service providers, which increased income withholding and decreased the use of debt-driven enforcement remedies.[1] CSPED successfully increased participants' employment in the first two years after enrollment and increased earnings in the first year after enrollment, as measured using quarterly earnings.[2] It also increased participants' contact with their nonresident children.[3] This new approach improved the image of the child support program and helped lessen significant distrust among noncustodial parents, paving the way for better communication, more cooperation, and a more effective child support program. Many agencies involved in this demonstration dramatically shifted their office culture from an "enforcement first" mentality to a more service-oriented, family-centered approach, recognizing that not all noncustodial parents can pay their child support and could benefit from employment and training services.[4] A benefit-cost analysis of CSPED found that the benefits of CSPED outweighed its costs within 2 years when the costs of employment and parenting services received by members of the regular-services group were taken into account.[5]

Because of CSPED's success and the continued need for federal financial participation to support the delivery of child support-led employment and training services for noncustodial parents, OCSS is inviting state and tribal child support agencies to submit competitive grant applications through a separate, companion Notice of Funding Opportunity (NOFO), Next Generation Noncustodial Parent Employment Demonstration (NextGen, HHS-2024-ACF-OCSE-FD-0015) to develop and implement projects that provide child support-led employment and training services to unemployed or underemployed noncustodial parents. Approved demonstration applicants under the companion NOFO must, as a condition of award, agree to cooperate with and participate in the evaluation of the employment demonstration.

OCSS will award a cooperative agreement under this NOFO to a single state or tribal child support agency to oversee an independent, third-party organization or organizations that will provide technical assistance and evaluate the demonstration projects funded under the companion NOFO. The state or tribal child support agency applying for this cooperative agreement does not need to apply for funding under the companion NOFO. In addition, being an applicant or funded recipient under the companion NOFO does not disqualify a state or tribal agency from applying for funding under this NOFO.

The state or tribal child support agency awarded a grant under this NOFO must:

- Demonstrate the capacity to procure and manage an independent, third-party organization or multiple organizations that will provide technical assistance and evaluate the demonstration projects funded under the companion NOFO (*see Section II. Award Information*)
- Agree to substantial involvement by and cooperation with OCSS, as specified in this NOFO
- Require that the third-party organization(s) conducting the technical assistance and evaluation agree to cooperate with OCSS

Purpose and Goals

This award allows a state or tribal child support agency to enter into a cooperative agreement with OCSS to procure and manage an independent, third-party organization(s) to provide technical assistance and evaluate the demonstration projects funded by OCSS under the companion NOFO. This award will also allow the recipient to share lessons learned about implementing and operating child support-led employment and training programs for noncustodial parents while supporting refinements and corrective actions by grant recipients under the companion NOFO. Many more parties – including non-participating state and local child support agencies; community-based and other service providers working with noncustodial parents; and local, state, and federal policymakers and program administrators – will find the information developed through this award informative and valuable. Ultimately, this award will give state and tribal child support agencies valuable information that will help them run their programs more effectively and improve performance. The agency awarded this grant will also increase its knowledge and capacity to manage program evaluations.

The primary goal of this NOFO is to provide technical assistance and evaluate the demonstration projects funded under the companion NOFO. This includes:

- Providing technical assistance on designing and implementing employment and training programs
- Implementing a management information system (or some other approach for collecting information about services received by noncustodial parents who participate in the demonstration projects)
- Conducting an implementation study
- Engaging with noncustodial parents who receive services to hear their experiences
- Obtaining and analyzing child support and employment outcomes of noncustodial parents who participate in the demonstration projects

Program Design

OCSS will award this cooperative agreement to a state or tribal child support agency to procure and manage a qualified third-party organization or organizations that will provide technical assistance to the demonstration projects and evaluate the demonstration projects funded under the companion NOFO. The recipient of this award shall be responsible for management and oversight of the selected third-party organization(s) and ensure both the technical assistance and evaluation are conducted under the guidelines and specifications cited and as further agreed upon with OCSS.

The recipient agency of this cooperative agreement must:

- Develop, in consultation with OCSS, a solicitation to procure an independent, third-party organization(s) to provide technical assistance to the demonstration projects funded under the companion NOFO and evaluate the demonstration projects. This may require the state or tribal agency to develop a request for proposals or similar mechanism to procure these services. Alternatively, applicants may identify an independent, third-party organization(s) in the grant application with assurances that state or tribal agency regulations about the selection of a third-party contractor have been met.
- Develop, in consultation with OCSS, a solicitation to procure an independent third-party tribal organization that will, at a minimum, provide advice on the recipient's plans for providing technical assistance and evaluating projects conducted by tribal child support agencies under the companion NOFO. Greater involvement of an independent third-party tribal organization in the technical assistance and evaluation of tribal child support agencies is preferred. This requirement may necessitate that the state or tribal agency develop a request for proposals or similar mechanism to procure these services. Alternatively, applicants may identify an independent third-party tribal organization in the grant application with assurances that state or tribal agency regulations about the selection of an independent third-party contractor have been met.
    - Tribal organization is defined in 45 CFR 309.05 as "any legally established organization of Indian Tribes which is sanctioned or chartered as a single governing body representing two or more Indian Tribes."[6]
- Make sure the contract with the third-party organization(s) incorporates the requirements and scope described in this NOFO and as further agreed upon through collaboration with OCSS.
- Make sure the third-party organization(s) completes these requirements, all of which will be reviewed by OCSS and are subject to final agreement with OCSS:

- Prepare a technical assistance plan that will describe how the third-party organization(s) plans to provide technical assistance to grant recipients under the companion NOFO that will help them design and implement their child support-led employment programs for noncustodial parents. It is expected that the technical assistance plan will vary depending on the type of program receiving assistance. The companion NOFO requires applicants to self-identify into one of the three mutually exclusive program types:
    1. Tribal child support agencies
    2. State child support agencies where at least one local jurisdiction participating in the demonstration does not currently have an employment and training program or the program has been in operation for less than 5 years
    3. State child support agencies where all local jurisdictions participating in the demonstration have had an employment and training program in operation for at least 5 years
- Provide technical assistance to demonstration projects in designing and implementing their child support-led employment programs for noncustodial parents. This includes:
    - Helping demonstration projects identify employment service providers in their local areas
    - Helping develop in-house employment service programs if the demonstration project cannot find an employment service provider in their area
    - Helping demonstration projects prepare for launching their programs within 1 year of receiving their grants
    - Working with employment service providers to ensure they have effective one-on-one case management services, effective employment and training services for noncustodial parents, and effective strategies for keeping noncustodial parents engaged in employment and training services
    - Ensuring each of the program types described in the companion NOFO receives high-quality, culturally relevant technical assistance that is tailored to their needs
    - Providing guidance and assistance to each of the grant recipients under the companion NOFO through regular telephone or virtual communication throughout their 5-year demonstration
    - Conducting one round of site visits to all demonstration projects during the first year of the grant period
- Develop and implement a peer-learning environment for demonstration projects under the companion NOFO where they will learn how to recruit, serve, and retain project participants. This will involve regular virtual learning sessions and annual in-person workshops throughout the 5-year demonstration.
- Develop and implement a website where the third-party organization(s) can place information for the grant recipients under the companion NOFO.
- Identify and implement a method (e.g., Management Information System, or MIS) for systematic collection of program services and short-term outcomes for

participants in the demonstration projects funded under the companion NOFO (e.g., numbers of enrolled participants, type of service involvement by participants, and whether participants enter employment).

- Prepare an evaluation plan that describes how the third-party organization(s) will:
  - Analyze the service delivery data collected through MIS or other agreed-upon method
  - Conduct the implementation study
  - Engage parents who received services from the demonstration projects to hear their experiences
  - Identify and analyze the study outcomes
- Describe, in detail, each element of the evaluation, including the data that will be needed and the methods that will be used to analyze the data. OCSS expects that the evaluation plan will differ depending on the program type as described in the companion NOFO. These differences should be fully described. The third-party organization(s) must ensure OCSS involvement in all decisions about the evaluation design.
- Prepare a data security plan that ensures all data gathered under this award is appropriately safeguarded.
- Conduct an implementation study of the demonstration projects that documents how the projects were implemented as well as the challenges and successes they encountered. OCSS expects that this activity will involve one round of site visits to all demonstration projects in the later years of their 5-year demonstration to observe demonstration operations and conduct interviews with key personnel and participants.
- Implement a plan to engage parents who received services from the demonstration projects funded under the companion NOFO to get feedback on their experiences with the demonstration project. Include parents from each of the three program types described in the companion NOFO in this part of the evaluation.
- Obtain and analyze child support administrative data from the demonstration projects, which will include both child support services and child support payments and orders 1 year before participants enter the program and 1 year after program entry. OCSS will help determine what administrative data can be most useful and will help communicate to the demonstration grant recipients the type, amount, and condition of the data needed for the evaluation.
- Analyze quarterly earnings records for demonstration participants. The recipient of this award will provide these data to the third-party organization(s) and will include employment and earnings data 1 year before participants enter the program and 1 year after program entry. Details of this process will be worked out with OCSS after the grant is awarded.
- Conduct an outcome study of child support administrative data and quarterly earnings data for all demonstration projects that will include information about participants 1 year before and 1 year after program entry.
- Write reports that describe the NextGen demonstration and the technical assistance and evaluation conducted under this grant.

- Work with OCSS, the third-party organization(s) conducting the evaluation, and the demonstration grant recipients to develop a method of collecting quarterly earnings data on participants from the National Directory of New Hires that will be used for the evaluation.
- Establish and maintain ongoing management oversight and quality assurance capabilities to ensure all data collected for the evaluation is appropriately safeguarded.
- Require the third-party organization(s) to develop, execute, and host regularly scheduled webinars and workshops based on OCSS guidance for grant recipients under the companion NOFO throughout the 5-year demonstration. This includes planning and executing an in-person workshop in Washington, DC, (or an alternate location as approved by OCSS) each year of the demonstration project. These webinars and workshops will promote coordination, information and resource sharing, troubleshooting, training, and learning opportunities.
- Make sure the third-party organization(s) undertakes all tasks necessary to obtain Institutional Review Board approval of study protocols and Office of Management and Budget (OMB) approval of all information collections on a schedule that will support the time frames established for the evaluation overall and data collection specifically (e.g., allowing at least 240 days for completion of the OMB clearance process).
- Make sure the third-party organization(s) disseminates technical assistance materials, completed evaluation reports, and other lessons learned to a national audience, including presenting at national or state conferences. This may also include offering technical assistance and support to non-grant recipient child support programs who want to start or strengthen their own child support-led employment services program.
- Collaborate further with OCSS as described in *Section II. Award Information, Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement.*

OCSS anticipates the recipient will provide technical assistance and evaluation for up to 12 grant recipients under the companion NOFO. OCSS reserves the right to add other child support-led noncustodial parent employment programs under this NOFO so that they may receive technical assistance and be evaluated, even if the program are not recipients of a grant under the companion announcement. OCSS also reserves the right to revise the evaluation methodology described here. OCSS will consult with the recipient and the third-party organization(s) conducting the technical assistance and evaluation about making these changes with the understanding that the changes may affect the allocation of resources within the grant.

Keeping in line with ACF's equity goals, OCSS expects that the project approach, work plan, and deliverables will follow a comprehensive approach to advancing equity for all. This includes Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521) OCSS will not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act, unless it displays a currently valid OMB control number.

Program Management

The recipient of this cooperative agreement must ensure appropriate project management, which requires oversight of the project budget, contractual agreements, and performance of third-party organizations.

OCSS expects the recipient of this cooperative agreement and the third-party organization(s) conducting the technical assistance and evaluation to have monthly telephone or virtual communication with OCSS to discuss the progress of the technical assistance and evaluation and any challenges that may arise during the demonstration and efforts to resolve those challenges quickly and effectively.

The recipient must provide at least one key, experienced, staff person to serve as a Program Manager to oversee the requirements laid out in *Section I. Program Description, C. Program Design*. The Program Manager will be employed for the appropriate number of hours needed for project oversight. OCSS anticipates the position will require approximately 20 hours per week.

The Program Manager will:

- Submit required federal reports on time.
- Manage the contract(s) with any third-party organization(s) conducting the technical assistance and evaluation.
- Monitor the performance of the third-party organization(s) to make sure high standards for quality are met.
- Monitor all expenditures under the grant.
- Attend regularly scheduled project management meetings that may include internal, contracted, and external partners, and other project staff to make sure that challenges or barriers to completion are resolved quickly and effectively.
- Review major deliverables in consultation with OCSS to make sure OCSS comments are appropriately addressed.

Waiver Requirements

The applicant may need to ask for a waiver of certain provisions of the Act. Section 1115(a)(1) of the Act allows the Secretary of Health and Human Services to waive a state plan requirement in Section 454. Section 1115(a)(2)(A) allows the Secretary to treat certain unallowable expenditures as allowable state expenditures for the demonstration project. Waivers requested in the application will be covered as part of the cooperative agreement unless noted upon award. OCSS will grant waivers requested after award if it is determined they are essential to the demonstration.

A request to waive state-wideness and other state plan requirements that facilitate the conduct of the project or enable the state to accomplish the purposes of the project may also be needed.

For more information on program components specific to this NOFO, please reference *Section IV.2. Content and Form of Application Submission, The Project Description.*

[1] Cancian, Maria, Daniel R. Meyer, Robert Wood. *Final Impact Findings from the Child Support Noncustodial Parent Employment Demonstration*. Madison, WI: Institute for Research on Poverty (March 2019).

Noyes, Jennifer L. Lisa Klein Vogel, and Lanikque Howard. *Final Implementation Findings from the Child Support Noncustodial Parent Employment Demonstration (CSPED) Evaluation*. Madison WI: Institute for Research on Poverty (December 2018).

[2] Sorensen, Elaine. *What We Learned from Recent Federal Evaluations of Programs Serving Disadvantaged Noncustodial Parents*, Washington, DC: Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services (November 2020).

[3] Cancian, Maria et al. *Final Impact Findings from the Child Support Noncustodial Parent Employment Demonstration* (March 2019).

[4] Noyes, Jennifer L. et al. *Final Implementation Findings from the Child Support Noncustodial Parent Employment Demonstration (CSPED) Evaluation* (December 2018).

[5] Cancian, Maria, Daniel R. Meyer, and Robert G. Wood. "Carrots Work Better than Sticks? Results from the National Child Support Noncustodial Parent Employment Demonstration," *Journal of Policy Analysis and Management*. 41:2 (2022).

[6] https://www.ecfr.gov/current/title-45/subtitle-B/chapter-III/part-309/subpart-A/section-309.0545 CFR 309.05

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$3,587,353

Expected Number of Awards:
1

Award Ceiling:
$3,587,353
Per Budget Period

Award Floor:
$3,587,353
Per Budget Period

Average Projected Award Amount:
$3,587,353
Per Budget Period

Anticipated Project Start Date:
07/01/2024

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

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:

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

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

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

A cooperative agreement is federal assistance in which substantial federal involvement in project activities is anticipated. The responsibilities of federal staff and the successful applicant are reviewed before award.

OCSS anticipates substantial involvement in the following activities, in addition to those mentioned in *Section I. Program Description*:

- Facilitating information exchange between funded state and tribal demonstration projects, the state or tribal agency awarded this grant, the third-party organization(s) conducting the technical assistance and evaluation, and other entities or organizations engaged by OCSS for purposes related to this demonstration
- Providing consultation to the recipient state or tribal agency and the third-party organization(s) on the technical assistance and evaluation design and methods, approaches to address problems that arise, and identification of areas needing corrective actions
- Advising and directing approaches to address problems and strengthen recipient capacity to meet the requirements of this NOFO
- Providing timely review, comments, and decisions on key issues related to the design, procurement, and conduct of the technical assistance and evaluation, and on inquiries and documents submitted by the recipient state or tribal agency or third-party organization(s)
- Working together to address issues or problems identified by the recipient state or tribe, OCSS, or others about the recipient state or tribe’s ability to carry out the full range of activities in the approved application efficiently and effectively
- Working together to develop regular webinars for recipients of the companion NOFO to promote coordination, information sharing, and access to resources, training, and learning opportunities
- Working together to develop in-person workshops in Washington, DC, (or an alternate location as approved by OCSS) for recipients of the companion NOFO during each year of their grants

III. Eligibility Information

III.1. Eligible Applicants

State title IV-D agencies, or the umbrella agency, and tribal title IV-D agencies operating comprehensive programs

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No
For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all criteria listed in 45 CFR § 75.306.

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

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

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

III.3. Other

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Michelle
Jadczak
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Services
330 C Street SW
Washington
DC
20201
202-401-4578
michelle.jadczak@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Notice of Two-File Requirement

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

FOR ALL APPLICATIONS:

Signature of Authorized Organization Representative (AOR)

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

Accepted Font Style and Size

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

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

English Language

Applications must be submitted in the English language and must be in the terms of United

States (U.S.) dollars. See 45 CFR §75.111 for more information.

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

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

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced:

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

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

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of SFs and OMB-approved forms, the application submission is limited to 100 pages. The application must be uploaded in the following two files:

File One (Project Description) Project Summary/Abstract

- Table of Contents
- Project Narrative (suggest no more than 40 pages)
- Budget and Budget Justification

File Two (Appendices)

- Resumes and curriculum vitae
- Third-party Agreements and other supporting material
- Optional Governing Body Documentation (if necessary)

Do not submit required SFs and OMB-approved forms in these files.

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

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

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

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

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

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

To adhere to the two-file requirement, you may need to convert and/or merge documents together using a PDF converter software. Applicants using Adobe Acrobat Reader software will

be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually.

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

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

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

ACF supports the following file formats:

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

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

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

REQUIREMENTS FOR PAPER APPLICATION SUBMISSIONS:
You must receive an exemption in order for a paper application to be accepted for review. For more information on the exemption, see "ACF Policy for Requesting an Exemption from Required Electronic Application Submission."

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

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

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

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http:// www.hhs.gov/ ohrp/ assurances/ forms/index.html. General information about the HHS Protection of Human Subjects regulations can be obtained at http://www. hhs.gov/ ohrp/ . Applicants may also contact OHRP by email (OHRP@HHS.gov) or by phone (240-453-6900).
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	project award period. Obtain a UEI and SAM registration 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. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	relating to nondiscrimination.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to 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 Disclosures

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

Disclosures must be sent in writing to:

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

And to:

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

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: grantdisclosures@oig.hhs.gov

The Project Description

The Project Description Overview

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

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

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

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

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

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

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

Objectives
Clearly state the principal and if applicable, 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.

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.

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

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

- Resumes.
- Curricula Vitae (CV).
- 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.
- Information on compliance with federal/state/local government standards.

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, service processes 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 information will be used to inform improvement of funded activities; and any processes that support data quality.

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.

Project Sustainability Plan
Applicants must propose a plan for project sustainability after the period of federal funding ends. Recipients are expected to sustain key elements of their projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

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

Dissemination Plan
Applicants must propose a plan to disseminate reports, products, and/or project outputs so that information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended, and
- The timeline for dissemination.

Third-Party Agreements

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

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

The Project Budget and Budget Justification

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

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

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

Provide a budget 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.

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 because those costs should be listed under the "Contractual" category as part of the total value of the contract or agreement.

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

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

If applicable and charged as a direct cost, for each real property proposed or claimed for rent or lease include: the rent amount with calculation; terms of lease; maintenance and repair amounts with details on each type of expense proposed and its associated cost; minor A&R with specifics for each type of proposed expense and its associated cost; show the computation and provide other information that supports the amount requested. Only when allowable and with prior approval, describe the financing costs (including interest) including terms for the real property address. For applicable ACF programs with real property authority, see ACF Property Guidance. **Do not include** real property owned by the recipient or arrangements considered "less-than-arms-length," "sale and lease back," "finance lease" per Financial Accounting Standards Board, "financed purchase" per Government Accounting Standards Board standards because these costs (e.g., depreciation costs) if charged as 1) a direct cost, should be listed under the "Other" category or 2) an indirect cost as with any indirect costs, as part of their indirect cost pool that is used to calculate an indirect cost rate). These costs must be treated as either direct or indirect costs, not both. For more information, see 45 CFR §75.2, 75.414, 75.430-75.431, 75.434, 75.436, 75.439, and 75.452.

Other

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

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

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

Indirect Charges

Description: Indirect or Facilities & Administration (F&A) (F&A means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. F&A costs are generally used by institutions of higher education). Typical examples of

indirect or F&A costs include but are not limited to depreciation on buildings and equipment, equipment and capital improvements, operation and maintenance expenses, and general administration and expenses, such as the salaries and expenses of personnel administration and accounting. For more information, see 45 CFR §75.2, 75.414, 75.430-75.431, 75.434, 75.436, and 75.439. Enter the total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

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

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Please read the following instructions carefully and completely.

Electronic Delivery

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

How to Register through Grants.gov

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

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

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

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

***Register with SAM*:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from

applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration.html

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

***Add a Profile to a Grants.gov Account*:** For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log into Grants.gov and authorize the appropriate roles. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.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 this funding opportunity, please contact the number listed in the application package.

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Application Submission

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Number of Days from Publication 90

Due Date for Applications

05/02/2024

Explanation of Due Dates

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

Electronic Applications

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

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

Mailed Paper Applications

The deadline for receipt of mailed paper applications is 4:30 pm ET on the due date listed in the

Overview and in this section. Applications should be mailed to the address provided in *Section IV.7. Other Submission Requirements.*

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

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

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the SF-424 at item 19.

Under 45 CFR § 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF at: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this funding opportunity are still eligible to apply for an award even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fundraising 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)

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

IV.7. Other Submission Requirements

Submit paper applications to the following address.

Submission by Mail
Michelle

Jadczak
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Services
330 C Street SW
Washington
DC
20201

V. Application Review Information

V.1. Criteria

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

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

Understanding of Technical Approach **Maximum Points:** 45

To what degree does the applicant demonstrate or provide:

- A sound approach for identifying a high-quality, third-party organization or organizations to conduct the technical assistance and evaluation of the demonstration projects funded under the companion NOFO or has already identified a third-party organization or organizations in the application to perform these duties that meet the criteria of a high-quality, third-party organization or organizations? (5 points)
- A sound approach for identifying a high-quality, third-party tribal organization to, at a minimum, provide advice on the applicant's plans for providing technical assistance and evaluating projects conducted by tribal child support agencies under the companion NOFO or has already identified a third-party tribal organization to perform these duties that meets the criteria of a high-quality, third-party tribal organization? (3 points)
- A sound approach for providing technical assistance to state and tribal child support agencies in designing and implementing child support-led employment programs that meet the requirements of this NOFO, including the elements described in *Section I. Program Description, C. Program Design*? (4 points)
- A sound approach for developing and implementing a peer-learning environment for state and tribal child support agencies that includes both regularly scheduled virtual webinars

and annual in-person workshops throughout the 5-year demonstration and a website for information sharing that meet the requirements of this NOFO? (4 points)

- A sound approach for identifying and implementing a method for systematically collecting data on program services and short-term outcomes for participants in the demonstration projects funded under the companion NOFO? (4 points)
- A sound approach for preparing a data security plan that ensures all data gathered under this award is appropriately safeguarded? (2 points)
- A sound approach for conducting an implementation study? (4 points)
- A sound approach for engaging parents who receive demonstration services under the companion NOFO? (2 points)
- A sound approach for obtaining and analyzing child support administrative data that will include both child support services and child support payments? (4 points)
- A sound approach for conducting an outcome study of child support administrative data and quarterly earnings data? (4 points)
- A sound approach for writing reports that describe the results from the program service data collected though a MIS or other method, the implementation study, the engagement study, and the outcome study? (2 points)
- A project management plan that adequately reflects the complex nature of the work required? (5 points)
- A sound approach for timely communication and collaborative working relationship with OCSS that reflects S*ection II. Federal Award Information, Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement*? (2 points)

Personnel and Resources **Maximum Points:** 15

To what degree does the applicant demonstrate or provide:

- Qualified personnel with relevant experience managing federal grants that involve complex, multi-year projects that includes contracting with other entities for technical assistance and evaluation services? (5 points)
- Qualified personnel with experience providing technical assistance to state and tribal child support agencies about employment programs and experience evaluating child support-led employment programs for noncustodial parents? (5 points)
- A biographical sketch or resume for each key person proposed to work on the project? (5 points)

Experience and Capacity **Maximum Points:** 30

To what degree does the applicant demonstrate or provide:

- Experience creating, awarding, and managing contracts or inter-agency agreements for activities like those proposed here or are similarly complex and multi-year in nature? (10 points)
- Appropriate criteria for selecting a high-quality, third-party organization(s) with experience providing technical assistance to state child support agencies on employment and training programs and with evaluating child support-led employment programs or has identified a high-quality, third-party organization(s) in the application that has this experience? (5 points)

- Appropriate criteria for selecting a high-quality, third-party organization(s) with experience providing technical assistance and evaluation to tribal child support agencies or has identified a high-quality, third-party organization(s) in the application that has this experience? (5 points)
- A list of organizations that will work on the project along with a short description of their effort or contribution? (5 points)
- An organizational chart that explains how the project will be organized? (5 points)

Budget **Maximum Points:** 10

To what degree does the applicant demonstrate or provide:

- A detailed budget for the first year of the grant and budget narrative with standard cost categories that mirror the SF-424 with detailed line-item calculations for each cost category, including reasonable cost estimates for:
    - Grant applicant services to manage the grant activities, including the salary for a Program Manager employed for an appropriate number of hours? (2 points)
    - Independent, third-party organization(s) that will provide technical assistance and evaluation services? (2 points)
    - Planning and executing a 2-day workshop for demonstration grant recipients? (1 point)
- A total budget with the award and ceiling floor, as outlined in *Section II. Federal Award Information,* that reflects adequate resources to conduct and complete the entire project? (5 points)

V.2. Review and Selection Process

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

Initial ACF Screening

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

Merit Review and Results

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

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

pre-award decisions.

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

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

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

VI.2. Administrative and National Policy Requirements

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

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

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

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

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

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

Financial Reports:
Semi-Annually
Financial Report: SF-425 Financial Status Report

VII. HHS Award Agency Contact(s)

Program Office Contact
Michelle
Jadczak

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement
330 C Street SW
Washington
DC
20201
202-401-4578
michelle.jadczak@acf.hhs.gov

Office of Grants Management Contact

Bridget
Shea Westfall
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street SW
Washington
DC
20201
202-401-5542
bridget.sheawestfall@acf.hhs.gov

VIII. Other Information

Reference Websites

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

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

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

ACF "Applying for an ACF Award" https://www.acf.hhs.gov/grants/how-apply-grant.

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

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

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

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

Application Checklist

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

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

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

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