

Administration for Children and Families

Office of Community Services

Medical-Legal Partnerships Plus (+)

HHS-2023-ACF-OCS-EMP-0085

Application Due Date: 08/28/2023

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Funding Opportunity Title:
Medical-Legal Partnerships Plus (+)

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2023-ACF-OCS-EMP-0085

Primary CFDA Number:
93.647

Due Date for Applications:
08/28/2023

Executive Summary

Notice:

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

The Administration for Children and Families (ACF), Office of Community Services (OCS) announces the availability of funds for Medical-Legal Partnerships Plus (MLP+). OCS will make approximately $1.6 million available through a competitive process. OCS expects to make approximately four to eight awards to long-standing medical-legal partnerships (MLPs).

The objective of this funding opportunity is to provide support for MLPs to build, expand, and strengthen their capacity to provide comprehensive legal services and wraparound social services to families with low incomes. MLPs will use this funding to increase their capacity to serve vulnerable families, including enhancing and/or increasing legal services and building and/or strengthening partnerships with social service providers, community-based organizations, and other nonprofits that work to address the causes and consequences of poverty, address social determinants of health (SDoH), and increase the wellbeing of children and families. Recipients will participate fully in a federal evaluation and follow all evaluation protocols established by ACF and/or its designee contractor(s). Fully participating in a federal evaluation may include supporting and complying with data collection requirements, providing administrative data on program participation, and other activities. In addition, the federal evaluation may include an evaluation of MLP+ implementation.

OCS will award bonus points to applicants that successfully demonstrate their designation as a child-focused MLP or as a MLP that is affiliated with or designated as either a safety-net nonprofit hospital or a Native and/or Minority Serving Institution. See *Section IV.2. The Project Description, Approach* for more information.

I. Program Description

Statutory Authority
This program is funded under the authority of section 1110 of the Social Security Act, 42 U.S.C. 1310.

Description
Purpose / Statement of Need

Over 25 million Americans live in poverty[1], including more than 3.8 million children.[2] Recent analysis shows that 42 percent of children—more than 4 in 10 children—live in households that reported it was somewhat or very difficult to cover basic necessities, such as food, rent and medical expenses.[3]The relationship between poverty and one's health and wellbeing overtime, particularly for children, is well documented.[4] In particular, deep and persistent poverty can disrupt children's cognitive and physical development; educational attainment; and mental, physical, behavioral, and emotional health. These impacts have been found to extend into adulthood, reduce wellbeing across the lifespan, and ultimately shorten life expectancy. [5]

In order to address the dynamic and multifaceted nature of poverty—which is at the heart of SDoH—several hundred institutions have turned to multidisciplinary medical, legal, and social service teams, often referred to as medical-legal partnerships, to accelerate access to concrete supports, address systemic inequities, ensure proper legal representation and access to the justice system, and mitigate barriers that preclude families from living healthy lives.

The purpose of this funding opportunity is to provide funding support to long-standing MLPs to build, expand, and strengthen capacity to serve vulnerable families. This includes enhancing and/or increasing legal services and building and/or strengthening partnerships with social service providers, community-based organizations and other nonprofits that work to address the causes and consequences of poverty, address SDoH, and increase the wellbeing of children and families, especially families experiencing challenges with housing stability, income support, family stability, civil rights, immigration, and environmental health. An evaluation study accompanying this program will assess the implementation of capacity building efforts by the MLPs.

Background

Social Determinants of Health

SDoH refers to a broad range of economic, social, and environmental conditions that affect individuals' health and well-being, including access to safe and affordable housing and healthy foods, employment and educational opportunities, appropriate and adequate healthcare services, and neighborhoods where families can live without environmental pollutants and fear of violence or discrimination.[6] SDoH provide a framework for understanding the compounding and intersecting health-related social needs of individuals and families with low incomes. According to a review of evidence-based strategies and current federal efforts by the U.S. Department of Health and Human Services' (HHS) Assistant Secretary for Planning and Education (ASPE), studies estimate that clinical care impacts only about 20 percent of county variation in health outcomes, while SDoH affect as much as 50 percent. [7] Despite investments to improve access to high quality healthcare, health inequities and poor health outcomes persist

by race, ethnicity, sexual orientation, gender identity, disability, geographical location, poverty status, and employment status. Black, Latino, American Indian and Alaskan Native, Asian American, Native Hawaiian, and Pacific Islanders; lesbian, gay, bisexual, transgender, queer, and/or questioning (LGBTQ+) individuals; people in urban areas, and people with disabilities fare worse than their White, heterosexual, and urban counterparts and people without disabilities. Health disparities exist across several outcomes, including infant mortality, heart disease, hypertension, chronic illness, disability, cancer, mental illness, substance use, and overall life expectancy. [8] Social and structural factors play a crucial role in health outcomes. According to a study conducted by the American Journal of Preventative Medicine, socioeconomic factors alone account for 47 percent of overall health outcomes, while health behaviors, clinical care, and physical environment account for 34 percent, 16 percent, and 3 percent of health outcomes, respectively. [9] To reduce the impact of poverty on health, in the last two decades, many health care institutions have begun to focus more on addressing SDoH in clinical settings. The SDoH framework, particularly as it relates to children and their families, have led healthcare providers to translate developmental science into lifelong health and work across public service sectors to build policies and practices that target the root causes of health disparities and inequities. [10]

According to ASPE's report, there are several service models grounded in the SDOH that have produced compelling evidence of improvement in the health and wellbeing of vulnerable individuals and families. For example, the Housing First model has demonstrated that consistent access to safe and stable housing is associated with improved health and wellbeing for individuals and families with low incomes. Housing instability leads to several poor health outcomes ranging from distress in caregiver mental health to increased hospitalization to acute material hardship. [11] Within the Housing First framework, Permanent Supportive Housing (PSH) programs pair affordable housing with wraparound support services for individuals who are chronically homeless and have extremely low incomes and a documented disability. PSH programs have yielded demonstrable improvements in the health outcomes of participants, including reduced reliance on emergency public services and improvements in physical and mental well-being, as well as long-term cost savings due to the reduced reliance on costly public services. [12]

Medical-Legal Partnerships

MLPs have been at the forefront of innovation in policy and practice, leveraging medical, legal, and social service experts to address issues that contribute to poor health outcomes and combat persistent health inequities in various populations. Through an integrated healthcare system, MLPs provide comprehensive services that address various SDoH for patients and sometimes their families.

The Value of the MLP Service Model

The MLP model holds inherent value because it acknowledges the need for a multidisciplinary response to complex needs. Through the lens of the SDoH, it is well known and documented that the health of a person is comprised of a myriad of factors. Typically, the medical system is identified to address the overall health of a person. However, the medical system alone cannot fully address the causes and consequences of patient health outcomes. Health care has worked to integrate some social service navigation and individualized case management into the care of patients. However, many patients encounter challenges related to complicated local, state, and federal policies that require legal expertise to successfully navigate. [13] MLPs work to integrate

this valued legal perspective in the healthcare setting, with the goal of preventing future poor health outcomes. Legal services are well positioned to advocate for patient rights both in and out of the clinical setting, particularly when it comes to issues such as safe and stable housing, assistance with utilities, and access to public benefits. MLPs help medical institutions work toward broad policy change and lift barriers to patient wellness.

The Impact of MLPs

Grounded in the SDoH, the interdisciplinary MLP model has yielded compelling results for patients and healthcare centers alike.

On the patient level, there are a variety of significant findings on the impact of leveraging legal professionals in tandem with medical professionals to address multi-faceted patient need. The Journal of Asthma conducted a study on the impact of MLPs on the home environments of inner-city adults with severe asthma. Home contaminants and mold were consistently exacerbating symptoms in a group of adult asthmatic individuals. Through the intervention of an MLP, lawyers were able to work with landlords to rectify the living conditions, ultimately improving the symptoms of the asthmatic patients. [14] Additionally, a study by the Journal of Behavioral Medicine found that families experiencing poverty and living in economic hardship who participated in MLPs felt reduction in stress and improvements in their overall wellbeing.[15] Moreover, the Journal of Health Care for the Poor and Underserved found that MLPs were an effective vehicle for providing certifications of medical needs to ultimately prevent utility shut-offs. [16]

In terms of impact on health care centers, clinicians and medical providers find value in the MLP model. According to a 2016 study conducted by the National Center for Medical-Legal Partnerships, one third of health care organizations include funding for MLPs, and, in 2016 alone, MLP partners trained nearly 11,000 medical service providers on MLP services and health-harming needs, in accordance with the SDoH.[17] Additionally, health care providers reported improved patient health outcomes and greater compliance with medical treatments as a result of MLPs.

Program Goals and Desired Outcomes

MLP+ provides an opportunity for ACF to learn more about the following:

1. How award recipients use increased funding to build or expand legal services offered to children and families through MLPs.
2. How MLPs connect children and families to wraparound social services to address concrete needs.
3. Perceived efficiencies of strengthening and enhancing relationships between medical, legal, and social service professionals to address the SDoH.
4. How strengthened and expanded MLP services and supports shape the experiences of individuals, families, and communities.

Below are both the child-, family-, and community-level outcomes as well as the institutional outcomes expected from the MLP+ pilot program. Award recipients will work to achieve these outcomes in their projects.

Child, family, and community outcomes:

- Increased awareness of the availability of MLP services for eligible children and families
- Increased number of children and families receiving services through MLPs
- Increased access to specific services related to housing stability, income support, family stability, immigration, and environmental health through the MLP
- Decreased stress/strain on individuals and families due to medical, legal, or social service challenges
- Increased knowledge of and access to health care and/or community-based economic, social, and legal supports
- Increase in resolved legal and social service issues affecting the health of children and families
- Improved physical, mental, and emotional health for participating children and families
- Increased knowledge about medical, legal, and social service providers in the community

Institutional outcomes:

- Increased capacity to enhance services/serve a greater number of individuals through MLPs
- Increased/expanded relationships with social service providers and other community partners
- Increased capacity to provide specific services related to housing stability, income support, family stability, immigration, and environmental health
- Increased cost savings due to additional capacity for prevention within the MLP model
- Increase in resolved legal and social service issues affecting health
- Increase in positive health outcomes for patients

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521), under this NOFO, OCS 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 Office of Management and Budget (OMB) control number.

Major Activities

Areas of activity: There are four areas of activity for the MLP+. Funds from this award may be used within these four areas to help address health-harming legal and social needs in underserved communities. Recipients will be required to implement projects that have a thorough plan for value-added activities in each of the following areas:

1. Building, expanding, and/or strengthening the capacity of the MLP to deliver legal services
2. Intentionally including, or expanding the role of, social service workers/case managers /navigators in the MLP context
3. Building, expanding, and/or strengthening capacity of the MLP to connect children and families with needed wraparound social services that help address health-harming legal and social needs
4. Actively supporting the federal evaluation

As a reminder, funds for this program may only be used for expenses associated with addressing health-harming legal and social needs for individuals and families with low incomes in underserved communities. Funding cannot be used to provide social services, such as housing and employment services; however, funding can be used to connect and/or refer individuals and families to these services/the entities that provide these services.

Principles: Recipients will be required to design and implement their MLP+ program so that it reflects the following principles:

- Recipients will prioritize equity in the design and implementation of their programs
- Recipients will center services related to housing stability, income supports, family stability, civil rights, immigration, and environmental health in their program design and implementation

1. **Building and/or strengthening capacity of MLPs to deliver legal services**: Award recipients will work to strengthen and expand the capacity to provide legal services through the MLP. Potential activities related to this requirement include but are not limited to funding additional legal partners; increasing the size and scope of legal partner activities; obtaining specialized legal support; scaling up current MLP operations to include additional legal outreach and hours of operations; investing in stronger data sharing and infrastructure within the MLP structure, and working to institutionalize efforts at the individual and policy levels to a range of health-related economic, social, and legal needs.

2**. Including social service navigators in the MLP context**: Award recipients without an embedded social service navigator will integrate this role within their MLP. Social service navigator includes titles such as case manager, community health navigator, family specialist, social worker, family navigator, service navigator, patient navigator, etc. and their main role is to provide case management services, build relationships with community-based social service providers, maintain and increase knowledge of community resources, connect participating families to social services, and help them navigate through legal and social systems and policies. Award recipients with an established case manager or navigator will utilize a portion of this funding to enhance the capacity of this role, including the ability to increase and enhance partnerships and relationships with local social service providers.

3. **Building and/or strengthening the capacity of MLPs to connect children and families with wraparound social services that help address health-harming legal and social needs**: Award recipients will establish and/or strengthen partnerships with a variety of local service organizations, such as Community Action Agencies (CAAs), social service providers, and/or other non-profit community organizations with relevant social service expertise and capacity. The purpose of the partnerships is to increase the organizations' collective capacity to provide comprehensive social services and outreach to families with low incomes. These partner organizations will work together with the recipient to expand and/or strengthen services provided as part of the MLP and this award. Award recipients will seek out social service partners that provide services in the following areas: housing stability, income supports, family stability, civil rights, immigration, and environmental health.

4. **Actively supporting the federal evaluation**: Award recipients will work closely with ACF to facilitate an evaluation of the federal MLP+ pilot. The federal evaluation may include gathering implementation data from recipients. It may also include, but is not limited to, data gathering

from recipients, partners, and/or program beneficiaries through surveys, small focus groups, and/or qualitative interviews. Recipients will fully and actively support the federal evaluation.

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521), under this NOFO, OCS 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 Office of Management and Budget (OMB) control number.

Subawards

Recipients under this program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project.

Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. Additionally, all subrecipient(s) must obtain a Unique Entity Identifier (UEI) number assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the Award Term and Condition on Subawards on the ACF Administrative and National Policy Requirements website for further requirements involving subawards.

OCS Response to a Nationally Declared Emergency

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

Pre-Application Webinar

A pre-application webinar will be available for viewing no later than 10 days after publication at **https://www.acf.hhs.gov/ocs/grants** until the closing of this NOFO. The goal of the pre-recorded webinar is to outline MLP+'s program's purpose and strategies; provide key dates for submitting an application for MLP+; and review key application criteria and requirements, as outlined in the NOFO. Viewing the pre-recorded webinar is voluntary. Only the information provided in this NOFO will be presented. No question-and-answer portion will be conducted during the session. Participants will remain anonymous. Opting not to view the webinar will not affect eligibility, application scoring, or the selection process. Applicants will be able to access the recording and transcript on the program office website at **https://www.acf.hhs.gov/ocs/grants**.

OCS Equity Action Statement

OCS is committed to advancing equity across all programs as called for in the **Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government** and the **Executive Order on Further Advancing Racial Equity and Support for Underserved Communities Through The Federal Government**. OCS focused on

the following areas to guide the creation of a comprehensive strategy: addressing the root causes of inequity in underserved communities; elevating the voices of individuals, families, award recipients, and stakeholders in strategic planning; revising policies that perpetuate systemic barriers to opportunities; and promoting integrated service delivery using an equity lens. OCS has made steps to advance equity by implementing demographic data collection in programs across OCS to ensure programs are equitably serving individuals and households across the country. In FY 2023, recipients of the Low Income Home Energy Assistance Program and the Low Income Household Water Assistance Program will begin reporting demographic data on race, ethnicity, and gender. **Learn more about OCS's equity activities here**.

Definitions

The following definitions apply to this funding opportunity. Applicants are strongly encouraged to review these carefully prior to applying.

- **Community Action Agencies (CAAs)** – Public and private non-profits that work to implement community-based anti-poverty programs and provide support services to vulnerable households, including education and employment services and assistance with basic needs. CAAs were established to carry out the Community Action Program, which was founded by the 1964 Economic Opportunity Act to fight poverty by empowering the poor as part of the War on Poverty.
- **Child focused MLP** – an MLP with a mission statement or bylaws that is focused primarily on addressing the health, legal, and/or social needs of children and their families.
- **Children's hospital** – hospitals with inpatients predominantly aged 18 or younger.
- **Civil rights** – includes but is not limited to legal services related to the protection of individual and family civil rights, which prohibit discrimination on the basis of race, color, national origin, disability, age, religion, and sex.
- **Community-based organization** – public or private not-for-profit resource hubs that provide specific services to the community or targeted population within the community. CBOs include but are not limited to aging and disability networks, community health centers, child care providers, home visiting programs, state domestic violence coalitions and local domestic violence shelters and programs, adult protective services programs, homeless services providers, and food banks that work to address the health and social needs of populations.
- **Equity** – The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black Latino, Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color, members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and person otherwise adversely affected by persistent poverty or inequality.
- **Environmental health** – includes, but is not limited to, legal and health issues related to air quality, water and sanitation, extreme weather, and chemical exposures.
- **Family stability** – includes, but is not limited to, support for families who have been involved in the child welfare system or who might be at risk of being involved in the child welfare system.

- **Immigration** – includes, but is not limited to, resources for individuals and families in need of legal assistance for immigration-related issues.
- **Low Income** – ACF defines "low income," for purposes of this grant, as an individual whose household income level does not exceed 200 percent of the official poverty guidelines, as found in the most recent revision of the HHS Poverty Guidelines published by HHS, available at https://aspe.hhs.gov/poverty-guidelines.
- **Long standing MLP** – for the purposes of this NOFO, a long standing MLP is defined as an MLP that has been established and in operation for at least five years.
- **Housing instability –** includes, but is not limited to, individuals who are unhoused and experiencing housing related challenges such as having trouble paying rent, overcrowding, moving frequently, or spending the bulk of household income on housing.
- **Income supports** – includes programs that allow families and individuals to have enough income to meet an individual or family's basic/concrete needs.
- **Medical-legal partnership (MLP) –** integrates civil legal aid services alongside health care services to mitigate complex social conditions that may disadvantage individuals, families, and communities.
- **Native and/or minority-serving institution –** an accredited academic institution whose enrollment of a single minority or a combination of minorities exceeds 50 percent of the total enrollment, including graduate and undergraduate and full- and part-time students.
- **Pediatric department** – department with the specialty of medical science concerned with the physical, mental, and social health of children from birth to young adulthood. Pediatric department care encompasses a broad spectrum of health services ranging from preventive health care to the diagnosis and treatment of acute and chronic diseases.
- **Safety-net, non-profit hospital** – defined broadly as a non-profit hospital with a mission or mandate of serving low-income individuals, regardless of patients' insurance coverage, ability to pay, or immigration status.
- **Social Determinants of Health (SDoH)** – the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.
- **Social Service navigator** – for the purposes of this NOFO, a social service navigator includes but is not limited to a case manager, community health navigator, family specialist, social worker, family navigator, service navigator, patient navigator, etc. The main roles of a social service navigator include providing case management services, building relationships with community-based social service providers, maintaining and increasing knowledge of community resources, connecting participating families to social services, and helping families navigate through legal and social systems and policies.
- **Social service providers** – Social service providers promote the health and well-being of individuals by helping them to become more self-sufficient; by strengthening family relationships; and by restoring individuals, families, groups, or communities to successful social functioning.
- **University affiliated hospital –** a hospital that is affiliated with a university. University hospitals provide clinical education and training to future and current doctors, nurses, and other health professionals, in addition to delivering medical care to patients.
- **Wraparound social services** – Wraparound social services encompass any services that individuals or families with low incomes may need to become more financially stable and

self-sufficient. Wraparound social services may include, but are not limited to, financial literacy services, child care services, transportation, substance-use disorder treatment, English language education, job training, social service referrals, basic needs support, housing services, etc.

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[3] Sherman, A. (2020, October 21). 4 in 10 Children Live in a Household Struggling to Afford Basics. Center on Budget and Policy Priorities. https://www.cbpp.org/blog/4-in-10-children-live-in-a-household-struggling-to-afford-basics

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[7] SDOH-Evidence-Review.pdf (hhs.gov)

[8] SDOH-Evidence-Review.pdf (hhs.gov)

[9]Hood CM, Gennuso KP, Swain GR, et al. County Health Rankings: Relationships Between Determinant Factors and Health Outcomes. American Journal of Preventive Medicine. February 2016; 50(2):129- 135. doi:10.1016/j.amepre.2015.08.024

[10] Care, D., Developmental, S. O., Garner, A. J. P., Shonkoff, J. P., Siegel, B., Dobbins, M. I., Earls, M. F., McGuinn, L., Pascoe, J., & Wood, D. A. (2012). Early Childhood Adversity, Toxic Stress, and the Role of the Pediatrician: Translating Developmental Science Into Lifelong Health. Pediatrics, 129(1), e224–e231. https://doi.org/10.1542/peds.2011-2662

[11] SDOH-Evidence-Review.pdf (hhs.gov)

[12] U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation. Building the Evidence Base for Social Determinants of Health Interventions. May 2021. Microsoft Word - PR-A1010-1_final_mw.docx (hhs.gov)

[13] The Need for Medical-Legal Partnership. (2020, October 8). Medical-Legal Partnership. https://medical-legalpartnership.org/need/

[14] Pardalos, P. M., Brandfield, J., Hoskote, S. S., Segal, S. N., Chug, L., Modrykamien, A., & Eden, E. (2012). Environmental improvements brought by the legal interventions in the homes of poorly controlled inner-city adult asthmatic patients: a proof-of-concept study. Journal of Asthma, 49(9), 911–917. https://doi.org/10.3109/02770903.2012.724131

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II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,600,000

Expected Number of Awards:
6

Award Ceiling:
$250,000
Per Project Period

Award Floor:
$100,000
Per Project Period

Average Projected Award Amount:
$175,000
Per Project Period

Anticipated Project Start Date:
09/29/2023

Length of Project Periods:
18-month project period and budget period

Additional Information on Project Periods and Explanation of 'Other'

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

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

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

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

The responsibility for the management, control, direction, or performance of the project will be shared by OCS and the recipient. OCS will have the right to intervene (including interruption or modification) in the conduct or performance of project activities if the recipient does not adhere to the goals and objectives as outlined in the NOFO and a signed cooperative agreement.

OCS program involvement will include the following:

- Providing program guidance and input, as appropriate;
- Approving all work plans and schedules;
- Reviewing and providing feedback on the activities, documentation, procedures, measures, and tools established and implemented for accomplishing the goals of the cooperative agreement throughout the duration of the initiative;
- Reviewing, providing feedback, and concurring with activities, procedures, tools, measures, products, and written materials prior to external communication and dissemination on an ongoing basis;
- Providing support for the federal evaluation contractor and recipients in meeting the requirements of the federal evaluation; and
- Participating in the presentation of results in publications.

III. Eligibility Information

III.1. Eligible Applicants

Long-standing MLPs.

To be eligible for this award, applicants must submit signed documentation on letterhead (i.e., a contract, MOU, or other declaration of partnership) demonstrating the MLP partnership and attesting to at least 5 years of experience operating as an MLP. Documentation must be titled

“Evidence of Medical-Legal Partnership Operation" in the application. Documentation must be added to the Appendix section of the application.

IMPORTANT: Documentation must be on official letterhead and must be signed by all parties involved in the MLP.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
Yes
Recipients are required to meet a non-federal share of the project cost, in accordance with in accordance with Social Security Act Section 1110(a)(1)(A), which states that the funding is to be used for making grants to States and public and other organizations and agencies for paying part of the cost of research or demonstration projects.

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.**

Recipients must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although recipients are encouraged to meet their match requirements through cash contributions. For example, if the

total approved project cost is $277,778, in order to meet the match requirements, a project requesting $250,000 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $ 27,778, which is 10 percent of the total approved project cost.

Non-federal resources will be evaluated under criteria found in *Section V.1.* of this funding opportunity.

III.3. Other

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

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

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

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

Additional Disqualification Factors

Applications that do not provide the required documentation outlined in *Section IV.2. The Project Description, Additional Eligibility Documentation* will be disqualified from competitive review and funding under this NOFO.

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

Thom
Campbell
Department of Health and Human Services
Administration for Children and Families
Office of Community Services
1401 Mercantile Lane, Suite 401
Largo
MD
20774
1-855-792-6551
HHS-2023-ACF-OCS-EMP-0085
ocstech@reviewops.org
https://www.acf.hhs.gov/ocs

Application Packages

Electronic Application Submission:

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

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

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

IV.2. Content and Form of Application Submission

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

FOR ALL APPLICATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

Application Submission Options.

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

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Applications must be submitted in two files and must not exceed a combined total of 75 pages. In both files, all items must be labeled, numbered, and organized clearly in the Table of Contents. The first file must be titled “Project Description” and must include the following items:

- Table of Contents
- Project Summary
- Need for Assistance
- Objectives
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Organizational Capacity
- Plan for Oversight of Federal Award Funds and Activities
- Protection of Sensitive and/or Confidential Information

- Project Budget and Budget Narrative/Justification

The second file must be titled “Appendices” and must include the following:

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Third-party Agreements/MOUs/Letters of Commitment
- Additional Eligibility Documentation ("Evidence of Medical-Legal Partnership Operation")
- Resumes of Key Personnel
- Other Supporting Documentation

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

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

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

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

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

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

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

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

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

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

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

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

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

ACF supports the following file formats:

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

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

incomplete application.

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

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

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

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

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

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	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 relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by 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.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal

criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

> The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201
>
> **And to:**
>
> U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201
>
> **Fax:** (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
>
> **Email:** grantdisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

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

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

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

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

Project Summary
Provide a summary of the application project description. It must be clear, accurate, concise, and

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

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

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

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

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

Legal Status of Applicant Entity
Applicants must provide the following documentation:

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible
Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

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

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

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

To be eligible for this award, applicants must submit the following:

Signed documentation on letterhead (i.e., a contract, MOU, or other declaration of partnership) demonstrating the MLP partnership and attesting to at least 5 years of experience operating as an MLP. Documentation must be titled “Evidence of Medical-Legal Partnership Operation" in the application. Documentation must be added to the Appendix section of the application.

IMPORTANT: Documentation must be on official letterhead and must be signed by all parties involved in the MLP partnership.

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

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

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.

Applicants must demonstrate how they will prioritize equity in the design and implementation of their pilot programs. Specifically, in the following ways:

- Applicants must describe how they will create opportunities for the improvement of communities that have been historically underserved and support historically marginalized individuals in reaching their full potential.
- Applicants must describe how they will take a comprehensive approach to advancing equity for all.
- Applicants must describe how their proposed pilot programs will demonstrate the applicants’ understanding and vision of equity and inclusion within the community to be served.

There are four areas of activity for MLP+. Applicants must demonstrate a thorough plan for value-added activities in each of the four areas described in *Section I. Program Description, Major Activities.*

Applicants must describe a plan to strengthen and expand their capacity to provide legal services through the MLP.

Applicants must clearly describe how they will include and/or strengthen a social service navigator within the MLP context. Applicants without an embedded case manager or navigator will describe how they plan to include and/or strengthen this role within their MLP.

Applicants must describe how they will build and/or strengthen their capacity to connect children and families with wraparound social services that help address health harming needs within the MLP context. Applicants must outline a plan to establish or strengthen partnerships with local service organizations such as CAAs, social services agencies, and/or other non-profit community organizations with relevant social service expertise and capacity. Applicants must describe how they will establish social service partners that provide services in the following areas: housing stability, income supports, family stability, civil rights, immigration, and environmental health.

Applicants must describe their plan for working with ACF to facilitate an evaluation of the federal MLP+ pilot. Applicants must describe their data collection capacity and experience, as well as their data collection infrastructure.

Bonus points will be awarded to applicants that demonstrate the following:

- **Child Focused MLP** – To be eligible for bonus points, applicants must submit documentation that their organizational mission statement or bylaws is focused primarily on addressing the health, legal, and/or social needs of children and their families. This can be demonstrated by submitting a copy of the organizational mission statement or bylaws on official letterhead.
- **Safety Net Nonprofit Hospital** - To be eligible for bonus points, applicants affiliated with or designated as a safety-net nonprofit hospitals must submit de-identified patient records and/or reports that indicate more than 50 percent of the hospital's patient population was either uninsured or receiving Medicaid in calendar year 2022.
- **Native and/or Minority Serving Institution** – To be eligible for bonus points, applicants affiliated with or designated as a Native and/or Minority Serving must submit documentation demonstrating that the organization is both
    - An accredited academic institution – this can be demonstrated by submitting evidence of accreditation as of calendar year 2022 through the U.S. Department of Education.
    - Student enrollment of a single minority or a combination of minorities exceeds 50 percent of the total enrollment, including graduate and undergraduate and full- and part-time students – this can be demonstrated by submitting de-identified student enrollment demographic records and/or reports from calendar year 2022.
- **Project Located in a County with Persistent Poverty** – To be eligible for bonus points, applicants must submit documentation that demonstrates their proposed project is located in a county with persistent poverty. A list of persistent poverty counties can be found in the *Appendix*. This can be demonstrated by providing the physical address of the proposed project.
- **Collaborating with other OCS Programs** – To be eligible for bonus points, applicants must submit documentation that demonstrates their proposed project has an established

partnership with another OCS program. This can be demonstrated through an MOU, data sharing agreement, or testimonial of partnership signed by both parties.

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

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

- Organizational charts.
- Resumes.
- List of Board of Directors.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.

Applications must also describe the existing MLP infrastructure, identify gaps, and present a plan for how the applicant(s) will expand and strengthen their capacity to deliver both legal and social services, operate programs in an efficient and effective manner, and maximize the overall impact of receiving services from MLPs on the health and wellbeing of children and families.

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

Plan for Oversight of Federal Award Funds and Activities
Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement

- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

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

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

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

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 grant 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 personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for

subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

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

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

The Project Budget and Budget Justification

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

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

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

Provide a budget using the SF-424A and/or the SF-424C, as applicable, for the entire project period that is being fully funded (the budget period and the project period are the same).

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

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

General

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

Personnel

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

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

Fringe Benefits

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

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

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

Travel

Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the

Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

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

Equipment

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

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

Supplies

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

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

Contractual

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify

any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Other

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

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

Indirect Charges

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

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

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

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

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

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

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

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

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

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

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

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

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

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

How to Submit an Application to ACF via Grants.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Format Application Submission

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

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

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

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

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

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

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

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

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

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

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

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

IV.4. Submission Dates and Times

08/28/2023

Due Date for Applications
08/28/2023

Explanation of Due Dates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:
ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

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

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

Pre-award costs are not allowable.

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

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

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

IV.7. Other Submission Requirements

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

Submission by Mail
Manolo
Salgueiro
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
1401 Mercantile Lane, Suite 401
HHS-2023-ACF-OCS-EMP-0085
Largo
MD
20774

Hand Delivery
Same as Above

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

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

V. Application Review Information

V.1. Criteria

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

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

A. Project Relevance and Current Need
Maximum Points: 7

In this section, reviewers will consider the extent to which the application:

1. Demonstrates the applicant's clear understanding of the nature and scope of the issues surrounding medical, legal, and social service needs for children and families with low incomes generally, as well as within the geographic area of service identified in the application. The applicant uses both quantitative and qualitative data, including data on unserved and underserved populations, to identify the need for medical, legal, and social services among families with low incomes within the geographic area of service contemplated by the application. (0-4 points)
2. Demonstrates how the applicant prioritized equity in the design of their proposed project. (0-3 points)

B. Goals, Objectives, and Outcomes
Maximum Points: 6

In this section, reviewers will consider the extent to which the application:

1. Outlines, in a clear and concise manner, major goals and objectives for the project that are attainable and able to address and respond to the stated need. (0-3 points)
2. Includes proposed outcomes for the project that are clear, realistic, quantifiable, measurable, and consistent with the program goals as stated in this funding opportunity (*Section 1. Program Description, Program Goals and Desired Outcomes*). (0-3 points)

C1. Approach – Legal Services
Maximum Points: 20

In this section, reviewers will consider the extent to which the application:

1. Describes a plan to strengthen and expand the capacity to provide legal services to children and families with low incomes through MLPs. Demonstrates how the applicant will employ relevant activities to strengthen and expand legal services, including legal services in the areas of housing stability, income support, family stability, civil rights, immigration, and environmental health. (0-20 points)

C2. Approach – Social Service Navigator
Maximum Points: 20

In this section, reviewers will consider the extent to which the application:

1. Describes how the applicant will embed social service navigator within the MLP context and/or demonstrates how the applicant will enhance the role of an existing social service navigator. (0-20 points)

C3. Approach – Wraparound Social Services
Maximum Points: 20

In this section, reviewers will consider the extent to which the application:

1. Describes how the applicant will build or strengthen their capacity to connect children and families with wraparound social services within the MLP context. Demonstrates how the applicant will establish or strengthen partnerships with local service organizations such as CAAs, social services agencies, and/or other non-profit community organizations with relevant social service expertise and capacity. Describes how the applicant plans to seek out and form partners that provide services in housing stability, income support, family stability, civil rights, immigration, and environmental health. (0-20 points)

D. Evaluation
Maximum Points: 5

In this section, reviewers will consider the extent to which the application:

1. Describes how the applicant will fully support the federal evaluation of the pilot program in every phase of the project and carry out any evaluation activities as requested by the federal office. (0-5 points)

E. Organizational Capacity
Maximum Points: 15

In this section, reviewers will consider the extent to which the application:

1. Demonstrates that the applicant has the experience and expertise to carry out the activities proposed and that the proposed project director(s), key staff, and/or consultants have the background, experience, and other qualifications required to carry out their designated roles. (0-10 points)
2. Demonstrates that the applicant's social service partners have the experience, expertise, and capacity to carry out the activities in the proposed project. (5 points)

F. Budget and Budget Narrative / Justification
Maximum Points: 7

In this section, reviewers will consider the extent to which the application:

1. Contains a budget and a budget narrative/justification that are clear and easy to understand; are aligned and consistent with the project proposal; provide detailed justifications for the amounts requested; are reasonable and feasible with respect to the resources requested for each activity; outline reasonable time commitments for the proposed Project Director and other key personnel that are sufficient to assure proper direction, management, and timely completion of the project; propose salaries for the Project Director and other key project personnel that are reasonable and justified; and outline costs that are program-related and commensurate with the types and range of activities and services to be conducted and the expected goals and objectives. (0-5 points)
2. Contains a budget and a budget narrative/justification that demonstrate a commitment and a description of the required cost sharing equal to a minimum of 10 percent of the total cost of the project. (0-2 points)

G. BONUS POINTS
Maximum Points: 15

Bonus Points: Child focused MLP Maximum Points: 5

In considering the award of bonus points under this criterion, reviewers will consider whether the applicant demonstrates and provides evidence that their organization is primarily focused on addressing the health, legal, and/or social needs of children and their families. Please refer to *Section IV.2. The Project Description, Approach* for more details about this designation.

Bonus Points: **Safety Net Nonprofit Hospital**
Maximum Points: 3

In considering the award of bonus points under this criterion, reviewers will consider whether the applicant demonstrates and provides evidence that their organization is designated as a safety net nonprofit hospital. Please refer to *Section IV.2. The Project Description, Approach* for more details about this designation.

Bonus Points: **Native and/or Minority Serving Institution** Maximum Points: 3

In considering the award of bonus points under this criterion, reviewers will consider whether the applicant demonstrates and provides evidence that their organization is designated as or affiliated with a Native and/or Minority Serving Institution. Please refer to *Section IV.2. The Project Description, Approach* for more details about this designation.

Bonus Points: Project Located in a County with Persistent Poverty
Maximum Points: 2

In considering the award of bonus points under this criterion, reviewers will determine whether the application demonstrates evidence that the proposed is located in a county with persistent poverty as identified by the U.S. Department of Agriculture's (USDA) Economic Research Service (ERS) listed in *Appendix A: Persistent Poverty Counties.* Areas that are not in a USDA ERS-identified persistent poverty county may qualify for bonus points if the applicant can provide data demonstrating that the area to be served by the project has had a poverty rate of 20 percent or more for the past 30 years, as measured by the U.S. Census Bureau's decennial census, visit https://www.census.gov/programs-surveys/metro-micro/about.html.

The applicant must include a statement and applicable documentation that the proposed project is located in a county with persistent poverty.

Bonus Points: Collaborating with other OCS Programs Maximum Points: 2

In considering the award of bonus points under this criterion, reviewers will consider whether the applicant states and provides applicable documentation (i.e., a signed letter on official letterhead noting/describing the partnership, a Memorandum of Understanding, etc.) that the proposed project will be in collaboration with at least one current recipient or subrecipient of another OCS program to provide wraparound supportive services to individuals, families, and communities or address a particular health-harming legal and/or social concern. Current OCS programs include the following: the Community Economic Development program, Community Services Block Grant, Diaper Distribution Demonstration and Research Pilot, Low Income Home Energy Assistance Program, Low Income Household Water Assistance Program, Rural Community Development Program, and Social Services Block Grant Program. The application must include a statement and applicable documentation that provides the name of the organization they are collaborating with, the OCS funding source the partner agency receives, and the nature of the collaboration/partnership.

V.2. Review and Selection Process

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

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

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

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

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

of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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

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

ACF Preferences

As stated in *Section IV.2. The Project Description, Approach*, OCS will award bonus points to applicants that successfully demonstrate their designation as a child focused MLP or as a MLP that is affiliated with or designated as either a safety-net nonprofit hospital or a Native and/or Minority Serving Institution.

The decision to award bonus points and preference to fund these applicants is in accordance with the congressional report language that authorized this demonstration from the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Bill of 2023, which states, "The Committee directs ACF to award grants to multidisciplinary teams that will work together to address medical and social/legal problems that have an impact on overall health and expects the program to award grants with preference to Minority-Serving Institutions and university-affiliated safety-net non-profit hospitals that have long-standing Medical-Legal Partnerships that primarily serve Native and underserved populations." In addition to the competitive objective review, ACF's preference to fund these applicants will be taken into consideration when selecting award recipients.

Post-Award Requests Involving Real Property

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

After the initial award, if there are any modifications, budget revisions, and/or additional requests for funding, and they impact any of the original approved real property or real property-related costs, the real property listing and related costs documentation requested in *Section IV.2. The Project Budget and Budget and Justification* must be included and updated, accordingly.

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of

performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

VI.2. Administrative and National Policy Requirements

Awards issued under this funding opportunity are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and

policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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

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

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

VI.3. Reporting

Performance Progress Reports:
Quarterly

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

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

Financial Reports:
Quarterly

VII. HHS Award Agency Contact(s)

Program Office Contact
Thom
Campbell
Department of Health and Human Services
Administration for Children and Families
Office of Community Services
1401 Mercantile Lane, Suite 401
Largo
MD

20774
1-855-792-6551
ocstech@reviewops.org

Office of Grants Management Contact

Manolo
Salguiero
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
1401 Mercantile Lane, Suite 401
Largo
MD
20774
1-855-792-6551
ocstech@reviewops.org

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *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.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *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	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*	Submission is due by the application due

What to Submit	Where Found	When to Submit
Site Location(s) (SF-P/PSL)	This form is available in the NOFO's forms package at www.Grants.gov.	date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
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*.
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*.

Appendix

Appendix A: Persistent Poverty Counties

State	County
AL	Barbour County
AL	Bullock County
AL	Butler County
AL	Clarke County
AL	Conecuh County

AL	Dallas County
AL	Escambia County
AL	Greene County
AL	Hale County
AL	Lowndes County
AL	Macon County
AL	Marengo County
AL	Monroe County
AL	Perry County
AL	Pickens County
AL	Pike County
AL	Sumter County
AL	Wilcox County
AK	Wade Hampton Census Area
AK	Yukon-Koyukuk Census Area
AZ	Apache County
AZ	Navajo County
AZ	Santa Cruz County
AR	Bradley County
AR	Chicot County
AR	Columbia County
AR	Crittenden County
AR	Desha County
AR	Hempstead County
AR	Jefferson County
AR	Lee County

AR	Mississippi County
AR	Monroe County
AR	Newton County
AR	Phillips County
AR	Poinsett County
AR	St. Francis County
AR	Searcy County
AR	Woodruff County
CA	Fresno County
CA	Imperial County
CA	Tulare County
CO	Alamosa County
CO	Costilla County
CO	Saguache County
FL	Alachua County
FL	Hamilton County
FL	Hardee County
FL	Madison County
GA	Atkinson County
GA	Baker County
GA	Ben Hill County
GA	Bulloch County
GA	Burke County
GA	Calhoun County
GA	Candler County
GA	Clarke County

GA	Clay County
GA	Clinch County
GA	Cook County
GA	Crisp County
GA	Decatur County
GA	Dooly County
GA	Dougherty County
GA	Early County
GA	Emanuel County
GA	Evans County
GA	Grady County
GA	Greene County
GA	Hancock County
GA	Jefferson County
GA	Johnson County
GA	Macon County
GA	Marion County
GA	Mitchell County
GA	Peach County
GA	Quitman County
GA	Randolph County
GA	Screven County
GA	Seminole County
GA	Stewart County
GA	Sumter County
GA	Talbot County

GA	Taliaferro County
GA	Tattnall County
GA	Taylor County
GA	Telfair County
GA	Terrell County
GA	Toombs County
GA	Treutlen County
GA	Turner County
GA	Ware County
GA	Warren County
GA	Washington County
GA	Wheeler County
GA	Wilcox County
ID	Madison County
IL	Alexander County
IL	Jackson County
IL	Pulaski County
KS	Riley County
KY	Adair County
KY	Bath County
KY	Bell County
KY	Breathitt County
KY	Carter County
KY	Casey County
KY	Clay County
KY	Clinton County

KY	Cumberland County
KY	Elliott County
KY	Estill County
KY	Floyd County
KY	Fulton County
KY	Harlan County
KY	Hart County
KY	Jackson County
KY	Johnson County
KY	Knott County
KY	Knox County
KY	Laurel County
KY	Lawrence County
KY	Lee County
KY	Leslie County
KY	Letcher County
KY	Lewis County
KY	Lincoln County
KY	McCreary County
KY	Magoffin County
KY	Martin County
KY	Menifee County
KY	Monroe County
KY	Morgan County
KY	Owsley County
KY	Perry County

KY	Pike County
KY	Powell County
KY	Robertson County
KY	Rockcastle County
KY	Rowan County
KY	Russell County
KY	Wayne County
KY	Whitley County
KY	Wolfe County
LA	Acadia Parish
LA	Avoyelles Parish
LA	Bienville Parish
LA	Caddo Parish
LA	Caldwell Parish
LA	Catahoula Parish
LA	Claiborne Parish
LA	Concordia Parish
LA	De Soto Parish
LA	East Carroll Parish
LA	East Feliciana Parish
LA	Evangeline Parish
LA	Franklin Parish
LA	Iberia Parish
LA	Lincoln Parish
LA	Madison Parish
LA	Morehouse Parish

LA	Natchitoches Parish
LA	Orleans Parish
LA	Ouachita Parish
LA	Pointe Coupee Parish
LA	Red River Parish
LA	Richland Parish
LA	Sabine Parish
LA	St. Helena Parish
LA	St. Landry Parish
LA	St. Mary Parish
LA	Tangipahoa Parish
LA	Tensas Parish
LA	Washington Parish
LA	Webster Parish
LA	West Carroll Parish
LA	Winn Parish
MD	Baltimore city
MI	Isabella County
MS	Adams County
MS	Amite County
MS	Attala County
MS	Benton County
MS	Bolivar County
MS	Chickasaw County
MS	Choctaw County
MS	Claiborne County

MS	Clarke County
MS	Clay County
MS	Coahoma County
MS	Copiah County
MS	Covington County
MS	Forrest County
MS	Franklin County
MS	Grenada County
MS	Holmes County
MS	Humphreys County
MS	Issaquena County
MS	Jefferson County
MS	Jefferson Davis County
MS	Kemper County
MS	Lafayette County
MS	Lauderdale County
MS	Leake County
MS	Leflore County
MS	Lowndes County
MS	Marion County
MS	Marshall County
MS	Montgomery County
MS	Noxubee County
MS	Oktibbeha County
MS	Panola County
MS	Pike County

MS	Quitman County
MS	Scott County
MS	Sharkey County
MS	Simpson County
MS	Sunflower County
MS	Tallahatchie County
MS	Tunica County
MS	Walthall County
MS	Washington County
MS	Wayne County
MS	Wilkinson County
MS	Winston County
MS	Yalobusha County
MS	Yazoo County
MO	Adair County
MO	Dunklin County
MO	Mississippi County
MO	New Madrid County
MO	Oregon County
MO	Pemiscot County
MO	Reynolds County
MO	Ripley County
MO	Shannon County
MO	Texas County
MO	Washington County
MO	Wright County

MO	St. Louis city
MT	Big Horn County
MT	Blaine County
MT	Glacier County
MT	Roosevelt County
NE	Keya Paha County
NE	Thurston County
NM	Chaves County
NM	Cibola County
NM	Dona Ana County
NM	Guadalupe County
NM	Hidalgo County
NM	Luna County
NM	McKinley County
NM	Quay County
NM	Roosevelt County
NM	San Juan County
NM	San Miguel County
NM	Socorro County
NY	Bronx County
NY	Kings County
NC	Bertie County
NC	Bladen County
NC	Columbus County
NC	Halifax County
NC	Martin County

NC	Northampton County
NC	Pitt County
NC	Robeson County
NC	Tyrrell County
NC	Washington County
ND	Benson County
ND	Rolette County
ND	Sioux County
OH	Athens County
OK	Adair County
OK	Caddo County
OK	Cherokee County
OK	Choctaw County
OK	Coal County
OK	Harmon County
OK	Hughes County
OK	McCurtain County
OK	Okfuskee County
OK	Payne County
OK	Pushmataha County
OK	Seminole County
OK	Tillman County
PA	Philadelphia County
SC	Allendale County
SC	Bamberg County
SC	Barnwell County

SC	Clarendon County
SC	Colleton County
SC	Dillon County
SC	Hampton County
SC	Jasper County
SC	Lee County
SC	Marion County
SC	Marlboro County
SC	Orangeburg County
SC	Williamsburg County
SD	Bennett County
SD	Buffalo County
SD	Charles Mix County
SD	Clay County
SD	Corson County
SD	Dewey County
SD	Jackson County
SD	Mellette County
SD	Roberts County
SD	Shannon County
SD	Todd County
SD	Ziebach County
TN	Campbell County
TN	Cocke County
TN	Fentress County
TN	Grundy County

TN	Hancock County
TN	Johnson County
TN	Lake County
TN	Scott County
TX	Brazos County
TX	Brooks County
TX	Cameron County
TX	Camp County
TX	Cochran County
TX	Crosby County
TX	Culberson County
TX	Dimmit County
TX	Duval County
TX	Edwards County
TX	El Paso County
TX	Falls County
TX	Floyd County
TX	Frio County
TX	Garza County
TX	Hall County
TX	Hidalgo County
TX	Houston County
TX	Hudspeth County
TX	Jim Wells County
TX	Kinney County
TX	Kleberg County

TX	La Salle County
TX	McCulloch County
TX	Marion County
TX	Maverick County
TX	Nacogdoches County
TX	Presidio County
TX	Real County
TX	Reeves County
TX	Robertson County
TX	San Augustine County
TX	Starr County
TX	Uvalde County
TX	Val Verde County
TX	Webb County
TX	Willacy County
TX	Zapata County
TX	Zavala County
UT	San Juan County
VA	Buchanan County
VA	Lee County
VA	Montgomery County
VA	Charlottesville city
VA	Harrisonburg city
VA	Norton city
VA	Radford city
VA	Richmond city

WA	Whitman County
WV	Braxton County
WV	Calhoun County
WV	Clay County
WV	Fayette County
WV	Gilmer County
WV	Lincoln County
WV	Logan County
WV	McDowell County
WV	Mingo County
WV	Monongalia County
WV	Roane County
WV	Summers County
WV	Webster County
WI	Menominee County