



Administration for Children and Families

Office of Planning, Research and Evaluation

TANF Data Collaborative (TDC) Equity Analysis Awards

HHS-2024-ACF-OPRE-PE-0043

Application Due Date: 07/15/2024

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Funding Opportunity Title:

TANF Data Collaborative (TDC) Equity Analysis Awards

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2024-ACF-OPRE-PE-0043

Assistance Listing Number:

93.595

Due Date for Applications:

07/15/2024

Executive Summary

Notice:

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

This Notice of Funding Opportunity (NOFO) will fund up to eight state or local TANF agencies to build data analytic capacity through the completion of an equity-focused data analysis project. Award recipients will use administrative data to examine an aspect of their TANF program’s inputs, processes, outputs, or outcomes. Equity-focused analyses evaluate the fair, just, and impartial treatment of individuals under the management and practices of the TANF program. For example, analyses may assess disparities or disproportionalities across different social groups with respect to benefit levels, sanctioning rates, or short- or long-term employment or earnings outcomes.

During the 36-month project period, award recipients will participate in intensive training and technical assistance provided by an Administration for Children and Families (ACF)-funded contractor. The training and technical assistance will prioritize a “learning by doing” approach in which award recipients will participate in applied data analytics training, one-on-one coaching, and peer learning to complete their proposed projects. The goal of the funding opportunity is to strengthen the data analytic capacities of state and local Temporary Assistance for Needy Families (TANF) agencies to support evidence-informed decision making, particularly as it relates to equity issues, in order to advance the economic well-being of individuals and families currently receiving or eligible to receive TANF services.

ACF is interested in funding award recipients with a wide range of initial data analytic capacities. Applicants must demonstrate the support of the state- or local-level TANF agency leadership to participate in the funding opportunity. In addition, applicants must demonstrate the ability to access TANF administrative data and any other data required for the proposed research

project, a commitment to using data to improve policy and practice, and staff availability to complete all award requirements. See *Section I. Program Description* for a complete description of the funding opportunity.

Award recipients will be funded through the cooperative agreement mechanism.

I. Program Description

Statutory Authority

Title IV, part A, section 413 of the Social Security Act, 42 U.S.C. 613.

Description

A. Background

The TANF Data Collaborative (TDC) Equity Analysis Awards will strengthen the data analytic capacities of state and local TANF agencies to support evidence-informed decision making, particularly as it relates to equity issues, in order to advance the economic well-being of individuals and families currently receiving or eligible to receive TANF services. Award recipients will participate in intensive training and technical assistance provided by an ACF-funded contractor. In accordance with title IV, part A, section 413 of the Social Security Act, these awards support research on the effect of state TANF programs with a specific focus on equity.

ACF values state and local efforts to become more data-driven in the provision of human services and seeks to support and learn from these efforts. In September 2017, ACF awarded the Promoting and Supporting Innovation in TANF Data Project (also known as TANF Data Innovation, or TDI). The broad goal of TDI was to enhance the use of data from TANF and related human services programs to improve program administration and outcomes for children and families. To this end, between 2020 and 2022, TDI facilitated the TDC, a state-facing training and technical assistance effort. TDC offered training sessions during professional conferences and topical webinars open to all TANF jurisdictions and administered the TDC Pilot Initiative—an intensive training and technical assistance program and peer learning community for eight selected state TANF agencies. Information on the TDC approach can be found at <https://www.acf.hhs.gov/opre/report/increasing-data-analytics-capacity-state-tanf-agencies-tanf-data-collaborative-approach>. Information on each of the pilot site projects can be found at <https://www.acf.hhs.gov/opre/report/tanf-data-collaborative-pilot-profiles-collection-data-analytics-projects-state-county>, and a video summary can be viewed at <https://www.acf.hhs.gov/opre/training-technical-assistance/improving-outcomes-families-through-better-use-data-tanf-data>.

Through this project, ACF learned that data held by state and local TANF jurisdictions are crucial for understanding the inputs, processes, outputs, and outcomes of the TANF program (Wavelet et al., 2022). Building on the lessons learned from TDC, ACF awarded the TANF Data Collaborative 2.0 (TDC 2.0) contract in 2023 to MDRC and its partners—Actionable Intelligence for Social Policy at the University of Pennsylvania, Chapin Hall at the University of Chicago, and the Coleridge Initiative—to continue fostering the data analytic capacity of state and local TANF agencies through the provision of training and technical assistance.

The TDC Equity Analysis Awards build on the TDC Pilot Initiative with an explicit and embedded concentration on equity. As established by the Commission on Evidence-Based

Policymaking Commission Act of 2016 (Public Law 114-140), the federal government is interested in facilitating the use of existing data to support the improvement of federal programs and the building of evidence on the effectiveness of programs. Additionally, the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) (Executive Order 13985 and often referenced as "the Equity E.O.") calls upon federal agencies to review their respective programs and policies in efforts to assess whether underserved communities, including communities of color, "...face systemic barriers in accessing benefits and opportunities available pursuant to those policies and programs." In summary, it is a priority of the federal government to use data to evaluate whether proposed policies and standing programs contribute to, or inhibit, the advancement of equity.

B. Program Goals and Recipient Expectations

The TDC Equity Analysis Awards are intended to support state or local TANF agencies to build their data analytic capacity through the completion of an equity-focused analysis project of their administrative TANF data, with the goal of advancing the economic well-being of individuals and families currently receiving or eligible to receive TANF services. Award recipients are expected to evaluate social equity in the TANF program's inputs, processes, outputs, and/or outcomes. Equity-focused analyses evaluate the fair, just, and impartial treatment of individuals under the management and practices of the TANF program. For example, analyses may assess disparities or disproportionalities across different social groups with respect to benefit levels, sanctioning rates, or short- or long-term employment or earnings outcomes. The goal is to complete data analytics projects, the results of which have the potential to promote equity within each award recipient's TANF program. Examples of possible data analytics projects include:

- Understand the equity implications of benefit rules and the application process by comparing the demographic profiles of applicants who receive full grants versus those who receive partial grants or none;
- Examine whether case managers' discretion in waiver decisions results in differential outcomes for participants from diverse demographic backgrounds, supplemented by qualitative data to understand the underlying reasons;
- Analyze service distribution patterns, looking at whether certain demographic groups are more likely to be sanctioned or whether application acceptance rates vary systematically by demographic characteristics; and
- Examine the kind of jobs in which TANF participants are placed and how that varies by demographic category as an indicator of occupational segregation.

The examples above are suggestions and not intended to indicate ACF priorities. Applicants are encouraged to propose projects that are most relevant to their TANF agency.

The specific goals and expectations of this award program are the following:

1. ***Build data analytic capacity among TANF agency staff through intensive training and technical assistance.***

Training and technical assistance, led by the ACF-funded contractor (hereafter the "TDC 2.0 Project Team") in consultation with ACF, will prioritize a "learning by doing" approach in which award recipients will participate in applied data analytics training, coaching, and peer learning throughout the project period. These learning opportunities will support award

recipients to plan and implement a multi-year project that leverages TANF and other administrative data (such as employment data) and TANF agency case management data to inform program improvement. The TDC 2.0 Project Team will support award recipients in executing their data-driven project(s) through the strategic use and development of analytic tools, data models, and data visualization approaches.

The training and technical assistance are designed to promote sustained data use and to support a culture of evidence-based decision making. Recipient efforts during the project period are intended to contribute to ongoing agency practices about how data is used to inform questions related to social inequities in the TANF program. This funding opportunity will offer support on topics related to sustained data use in group settings as well as one-on-one support that is tailored to a particular award recipient's needs.

The following activities will guide the data-analytic capacity building:

- a. **Kick-off meeting.** Each recipient will attend an in-person, 2-day kick-off meeting in early 2025. The meeting will provide an opportunity for the teams, ACF, and the TDC 2.0 Project Team to get to know each other as well as to attend initial data analytics workshops. The Project Director and at least one other key staff are required to attend in person. TANF administrators and any other supervisors of the key staff are strongly encouraged to attend in person.
- b. **Training and technical assistance**
 - i. **TDC 2.0 Applied Data Analytics Training.** The Applied Data Analytics (ADA) training course will lay the foundation for award recipients to successfully design and conduct their own equity-focused data analysis projects. The hybrid course will include real-time lectures attended virtually and one 4-day, in-person trip to Washington, DC. Key technical staff must participate in the ADA training. The course will provide attendees:
 1. hands-on, real-world practice with TANF data as they work with other attendees to complete a course project;
 2. the fundamentals of data preparation, measurement, analysis, and presentation using an equity focus; and
 3. examples of analysis using multiple linked administrative datasets, including those on TANF recipients, applicants, and Unemployment Insurance wage records.
 - ii. **One-on-one support from coaches and other experts.** A designated coach will partner with each award recipient team to support the team's completion of one or more data projects, as proposed by award recipients in their applications. Coaches will meet regularly with recipients to:
 1. discuss strategic and operational questions about how to do their data analytics project work;
 2. provide guidance through all phases of the project, including accessing and processing data, conducting data analysis, and presenting findings; and
 3. connect award recipients to other experts as needed to address specific analytic or substantive questions or issues that may emerge during the project.

iii. **Other specialized training and technical assistance activities.** Award recipients are expected to attend and engage in all activities. Award recipients should expect up to eight specialized learning events in addition to the other training and technical assistance activities described in this section. Award recipients may be asked to collaborate on planning and implementing some of these sessions via skills sharing or other recipient-led activities. Specialized learning events may include:

1. webinars on data communication skills, data preparation, using templates and tools to perform repeated analytics more efficiently, and producing data visualizations;
2. technical topics (e.g., disaggregating analyses for racial and ethnic minority subgroups, imputing missing demographic data); and
3. non-technical topics (e.g., engaging TANF participants using inclusive language and contextualizing analyses with local policy, politics, or history)

c. **Peer Learning.**

- i. **Check-in meetings.** In order to encourage ongoing collaboration between the teams, the designated coach, and other members of the TDC 2.0 Project Team, recipients will:
 1. attend monthly check-ins during Year 1 of the project period;
 2. attend quarterly calls (at a minimum, more if needed) during Years 2 and 3; and
 3. share experiences, challenges, and accomplishments with other recipients.
- ii. **Annual Cross-Site Convenings.** Recipients will attend annual 2-day, cross-site, in-person convenings to present their projects and share challenges or lessons learned. Recipients may have active roles in preparing for the convenings.

Award recipients must attend and actively participate in all capacity-building training and technical assistance activities. TANF administrators and other mid-level managers of team members are strongly encouraged to attend the kick-off and annual meetings in person.

Project teams are expected to have a Project Coordinator or Project Director who will lead the project team and be the primary liaison to ACF and the team's designated coach. These individuals are expected to devote approximately 30 percent of a full-time equivalent (FTE) on average to the project, with the understanding this effort may vary depending on the phase of the project. It is advised that the individual has experience or familiarity with some of the technical and/or analytic aspects of this work, in addition to having good organizational skills. It is expected that one or more project staff will be TANF agency staff with the capacity to provide technical skills and day-to-day processing or other analytical support, as well as learn new skills that can be applied once the project period is over.

2. ***Contribute to evidence on the social equity of the TANF program by analyzing TANF administrative data.***

Award recipients will work with their coaches and communicate with ACF throughout the project period to refine and execute the proposed projects described in the application through the completion of a series of milestones. By the end of Year 1, award recipients will:

- refine and finalize project research questions;
- complete a work plan; and
- complete a project scope.

By the end of Year 2, award recipients will:

- create a data quality control memo;
- create an analysis file;
- perform an exploratory analysis; and
- complete a draft report with preliminary findings and draft visualizations.

By the end of the final year of the project, Year 3, award recipients will:

- complete the final analysis;
- present findings at the final cross-site conference;
- complete a briefing plan outlining potential dissemination activities; and
- complete a final report.

Results of the research projects will **not** be publicly released unless approved by the award recipient. If the recipient desires, the TDC 2.0 Project Team could assist in working directly with the administrative data. This arrangement would require coordinating data sharing access, data storage, and security requirements in a data sharing agreement that is compliant with relevant privacy laws.

Recipients will complete an equity-related research project that is of interest to their TANF agency and the populations it serves and can be examined through the analysis of administrative data. Various methodological approaches are appropriate for measuring and evaluating social equity, including but not limited to, descriptive studies, process or implementation studies, or impact studies. ACF does not prioritize any specific methodological approach; instead, the proposed methods should be suitable for answering the question of interest. See Section IV.2. *Content and Form of Application Submission, Project Description* for additional instructions.

Recipients will include, to the extent possible, program participant perspectives when designing and carrying out their projects. The inclusion of participant voice supports grounding the data analytics process in the real experiences of families served by TANF. A plan for engaging participant voices is an evaluation criterion (see Section V.1. *Criteria*), but ACF acknowledges that this type of engagement may range from a simple, single-time engagement using surveys, interviews, or a focus group, to multiple engagements as part of a standing panel or committee based on the agency's prior experience and current capacity. See Section IV.2. *Content and Form of Application Submission, Project Description* for additional instructions.

3. *Encourage innovative approaches to leveraging one or more existing TANF data sources.*

TANF agencies' data collection efforts often exceed the federal data reporting requirements and include data on program eligibility, benefits provision, and compliance activities (Goerge, Wiegand, & Gjertson, 2021). Many agencies also have data on current and past TANF participants related to household composition, income, employment, and participation in other social safety net programs. The existence of these data creates unique opportunities for agencies

to increase their data analytics capacity by leveraging one or more data sources to evaluate equity in various stages of the program process. Funded projects are expected to make use of one or more data sources that can be linked with the administrative TANF data, if applicable, to address project goals.

4. *Demonstrate the potential for improved TANF data quality, use, and governance to benefit improved agency programming and individual and family outcomes.*

In addition to providing direct data analytics training and technical assistance to award recipients, this funding opportunity is also designed to promote scalability and/or replicability. Upon completing the 36-month project period, award recipients are expected to leave with the skills, experience, and tools to sustainably maintain data analytics within their agencies. The expectation is that award recipient projects become part of agencies' regular work after the funding opportunity ends, as the analyses are repeated over time—or modified or expanded upon—to continue to add value to agency work.

To build scalability, award recipients are expected to share lessons learned and findings with each other during the cross-site convenings and, when appropriate, the broader community of TANF and related agencies as they progress through the project period.

Pre-Application Technical Assistance

The Office of Planning, Research, and Evaluation (OPRE) will post a Frequently Asked Questions (FAQ) document to the following webpage:

<https://www.acf.hhs.gov/opre/grants#Grant-TANF>. The goal of the FAQ is to answer potential applicant questions on the TDC Equity Analysis Awards and application submission. Reading the FAQ is voluntary. Opting not to read the FAQ will not affect the application scoring or selection process. In the event of a discrepancy between the FAQ and the NOFO, the NOFO takes precedence. OPRE may post questions and answers on an ongoing basis up until 30 calendar days before the application due date. Applicants are strongly encouraged to check the FAQ website link periodically for updates.

II. Federal Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$880,000

Expected Number of Awards:

8

Award Ceiling:

\$110,000

Per Budget Period

Award Floor:

\$90,000

Per Budget Period

Average Projected Award Amount:

\$110,000

Per Budget Period

Anticipated Project Start Date:

09/30/2024

Length of Project Periods:

36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:

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

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

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

Under the cooperative agreements, substantial involvement by ACF is anticipated throughout the duration of the funded projects. Substantial involvement may include decision-making at required milestones as outlined in *Section 1. Program Description, Program Goals and Recipient Expectations*. ACF will monitor award recipients' progress to ensure completion of specified milestones during each budget period.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility under the TDC Equity Analysis Awards NOFO is defined under section 413 of the Social Security Act, 42 U.S.C. 613. The statutory authorities for this funding opportunity do not limit eligible entities to receive this funding.

The TDC Equity Analysis Awards are intended to support state and local TANF agencies in building their data analytic capacity to use administrative TANF data to better understand and improve their TANF program and outcomes, particularly as related to equity. Please see *Section III.3. Other, Disqualification Factor* and *Section IV.2. Content and Form of Application Submission, The Project Description* for additional information and guidance on acceptable documentation.

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

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

of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Reference to Legal Status

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

this funding opportunity.

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

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

Access to administrative TANF data. Applicants must submit documentation to demonstrate that they have current access to the relevant administrative TANF data and other data that will be used in the project or will have access by the time of award. Applicants that do not submit the documentation will be disqualified from competitive review and award under this NOFO. See *Section IV.2. Content and Form of Application Submission, The Project Description* for guidance on acceptable documentation.

Support from TANF agency leadership. Applicants must submit documentation to demonstrate that they have support from their TANF agency leadership (e.g., the lead state or local administrator for the TANF agency) to participate in the funding opportunity. Applicants that do not submit the documentation will be disqualified from competitive review and award under this NOFO. See *Section IV.2. Content and Form of Application Submission, The Project Description* for guidance on acceptable documentation.

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

TANF Data Collaborative Equity Analysis Awards
c/o ICF International
1902 Reston Metro Plaza
Reston
VA
20190
877-350-5913

Application Packages

Electronic Application Submission:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Notice of Two-File Requirement

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

FOR ALL APPLICATIONS:

Signature of Authorized Organization Representative (AOR)

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

Accepted Font Style and Size

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

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

English Language

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

- Table of Contents
- One-page Project Summary
- Required Assurances and Certifications

- SFs and OMB-approved forms
- Resumes, Logic Models, Proof of Legal Status/Non-Profit Status, Third-Party Agreements, Letters of Support, footnotes and tables
- Line-Item Budget and/or the Budget Justification

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

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

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

Corrections/Updates to Submitted Applications

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

Copies Required

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

Accepted Application Format

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Page Limits: Applicants must limit their *entire* application to **80 pages**. This page limit applies to the length of the Project Description File and the Appendices File combined. Standard forms (SF) do not count towards the page limit.

Organization of Application Submission: Applicants are strongly advised to use headings and subheadings that correspond to the required application sections outlined below. Additional headers and subheaders can be used to organize the content of each section. Applicants are further advised to include all required forms and materials.

- A. **File One: Project Description File** includes the following sections. See additional instructions in *Section IV.2. Content and Form of Application Submission* (under "The Project Description") for details on preparing the full project description.

1. Table of Contents

2. Project Summary
 3. Approach
 - a. Objectives and Significance
 - b. Description of Proposed Project
 - c. Commitment and Approach
 - d. Key Staff
 - e. Organizational Capacity (See *Section IV.2. Project Description, Organizational Capacity*)
 4. Budget and Budget Justification
- B. **File Two: Appendices** (for details on preparing the appendices, see additional instructions in *Section IV.2. Content and Form of Application Submission, The Project Description*)
1. Additional Eligibility Documentation: Documentation of Access to TANF Data
 2. Additional Eligibility Documentation: Letter of Support from TANF Agency Leadership
 3. Key Staff Resumes
 4. Protection of Sensitive and/or Confidential Information
 5. Plan for Oversight of Federal Awards Funds
 6. Proof of Legal Status of Applicant Entity (if applicable)

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Formatting Submission Files

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

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

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

Naming Application Submission Files

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

REQUIREMENTS FOR PAPER APPLICATION SUBMISSIONS:

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

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

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

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

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

Required Forms, Assurances, and Certifications

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

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

All applicants and recipients are required to submit, in writing, to ACF and the HHS Office of

the Inspector General, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

The Project Description

The Project Description Overview

General Expectations and Instructions

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

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

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

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this NOFO. **The letter of intent is optional. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an applicant from the merit review.** Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications.

Please submit a letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*. The letter of intent should include the following information: number and title of this funding opportunity; the name and address of the applicant organization; and the name, phone number, fax number and email address of a contact person.

Applicants are encouraged to submit the letter of intent via email to tanfdatagrants@icf.com.

Letters of intent may also be submitted via mail to the following address:

TANF Data Collaborative Equity Analysis Awards

c/o ICF International

1902 Reston Metro Plaza

Reston, VA 20190

Table of Contents

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

Project Summary

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

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

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-Profit Organizations

Proof of Non-Profit Status Options:

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

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

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

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

For-Profits and Small Businesses

For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

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.

Demonstrated access to TANF data. Applicants must submit documentation to demonstrate that they have current access to the relevant administrative TANF data and other data that will be used in the project or will have access by the time of award. Acceptable documentation includes, but is not limited to, the following:

- A signed data use agreement or memorandum of understanding from the relevant agency office or division leadership responsible for maintaining the administrative data.
- A signed letter of commitment from the relevant agency office or division leadership responsible for maintaining the administrative data confirming that the key personnel from the applicant organization have current access or will have access to the data by the time of award.

Support from TANF agency leadership. Applicants must submit documentation to demonstrate that they have support from their TANF agency leadership (e.g., the lead state or local administrator for the TANF agency) to participate in the funding opportunity. Acceptable documentation includes, but is not limited to, the following:

- A signed letter from TANF agency leadership (e.g., the lead state or local administrator for the TANF agency) indicating their support for key personnel participation in all training and technical assistance and completion of all award requirements as described in *Section 1. Program Description*.

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 describe their rationale for participation that demonstrates a thorough understanding of the purpose of the funding opportunity. Applicants must propose an equity-related project to be completed, in consultation with the TDC 2.0 project team (the ACF-funded, third-party technical assistance provider), during the project period. The description must clearly demonstrate the following:

- the applicant's ability to access and analyze the relevant TANF administrative data and any other data needed for the project.
- the support of the local- or state-level TANF agency leadership, and a commitment to using data to improve policy and practice.

Applicants must address the following specific elements in each section:

A. Objectives and Significance

- Describe the rationale, including clear goals and desired outcomes, for participating in the funding opportunity.
- Describe the agency's need to build data analytic capacity and explain how increasing this capacity can inform agency policy, practice, or further data analysis or use.

B. Description of Proposed Project

- Propose a topic for the equity-related project and provide:
 - a brief background and its significance for the TANF agency and the populations it serves;
 - initial research question(s) and the populations of focus;
 - data source(s) and specific data elements; and
 - analytic methods (if known) that will be used in the project. Applicants are not expected to have finalized all aspects of the proposed project but must provide as much relevant information as possible.
- Describe the process for obtaining the specific data needed to complete the project. Include an overall summary and detailed steps of the process, including the TANF agency divisions and/or roles involved, and the anticipated timeline.
- Demonstrate familiarity with TANF data and any other data necessary, including an explanation of how the data will address equity-related questions. This could include, but is not limited to, a presentation of the summary statistics of the proposed data elements or description of the specific data elements' response options and rates of missingness.
- Describe plan to engage TANF participants or otherwise incorporate participant voice during the project. This could include, but is not limited to, single-time engagement using surveys, interviews, or a focus group, or multiple engagements as part of a standing panel or committee. Applicants with less experience in actively engaging participants will not be penalized. However, applicants are expected to propose feasible and meaningful engagements with program participants with the potential to inform the proposed project.

C. Commitment and Approach

- Describe approach and demonstrate commitment to collaborating with ACF and the TDC 2.0 Project Team. Demonstration of commitment to collaborating may include, but is not limited to, descriptions of past technical assistance engagements and related outcomes.
- If applicable, demonstrate commitment to developing a data sharing agreement, including providing an estimate of the level of effort and time necessary to do so.
- Demonstrate the agency's commitment to using data as evidenced by descriptions of prior efforts or specific goals around data use. Prior efforts may include, but are not limited to, the development of dashboards, previous research projects (either internal or with external research partners), investment in staff training, or the explicit use of data in decision-making.
- Describe a commitment to presenting findings from the proposed project, either internally or externally.
- Describe approach to and demonstrate commitment to equity. Demonstration of commitment might include, but is not limited to, referencing relevant equity literature in the description of the proposed project, identifying equity-related areas of improvement in their organization, or having previously defined "equity" in agency memos or policies.

D. Key Staff

- Identify key staff and name a Project Coordinator or Project Director to be the primary point of contact with ACF and the TDC 2.0 Project Team. Clearly describe each individual's proposed role and responsibilities and provide an explanation of the relevance of their past experience or expertise.
- Propose key staff that represent a cross-agency team, including:
 - TANF administrator or other representative of TANF program leadership,
 - analytic staff, and
 - staff with the knowledge of TANF policy and program operations. Note that team members may include employees across units or from other human services departments and/or local university research partners. The composition of the proposed team should reflect how the TANF program currently accomplishes data analytic work, while offering an opportunity to deepen strategic partnerships and build internal agency data analytic capacity.
- Demonstrate that the proposed analytic staff have the research or analytical skills to carry out the proposed project. This can be demonstrated through a description of how they currently use or previously used those skills in their daily work or by referencing specific software skills or previous publications, as relevant.
- Demonstrate that the proposed key staff have sufficient time to participate in required project activities. Applicants must estimate for each staff the percent FTE expected to dedicate to project activities.
- Describe a plan to mitigate the negative consequences posed by potential turnover in key project staff.

Organizational Capacity

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

- Organizational charts.
- Resumes.
- Describe the level of support from the local- or state-level TANF agency leadership for participation in the funding opportunity. This must include, but is not limited to, descriptions of when lead administrators plan to engage with the team, receive updates on project progress, and participate in key activities (e.g., kick-off meeting, cross-site convening, or other project-related meetings or briefings).
- Describe the management plan for supervision of key staff that includes ensuring full participation in all training and technical assistance activities, quality control of project activities, completion of the proposed project, and active engagement in annual cross-site award recipient meetings.

Plan for Oversight of Federal Award Funds and Activities

Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

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

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

Third-Party Agreements

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

The Project Budget and Budget Justification

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

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

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

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

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

The budget must reflect the 36-month project period, with each 12-month budget period presented separately. The budget and budget justification must include:

- A detailed budget table clearly describing estimated costs for key staff to participate in all activities, consistent with the budget categories and amounts reported in *Standard Form 424-A*, and an explanation of calculations. Activities are described in *Section I. Program Description*.
- Support for at least two key project staff to participate in the kick-off meeting in Year 1 and two additional annual cross-site convenings (one in Year 2 and one in Year 3), each of which will last 2 days and take place in Washington, DC.
- Support for at least two key project staff to attend the 4-day Applied Data Analytics training course to be held in Washington, DC, in Year 1.

General

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

Personnel

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

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

Fringe Benefits

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

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

along with the same justifications referred to in these budget and budget justification instructions.

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

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

Other

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

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

If applicable and charged as a direct cost, include depreciation by real property address for each building, facility, administrative office, structure, land, and other real property proposed for use and depreciation of equipment proposed for use. For each real property owned by the recipient or less-than-arms-length lease intended to be proposed or claimed for use provide, if applicable, and in accordance with 45 CFR §§75.436 and 75.465: the allocable percentage and total dollar amount; the depreciation amount with type of method and calculation used; tax amount; insurance amount and what it covers; maintenance and repair amounts with details on each type of expense proposed and its associated cost; minor A&R with specifics for each type of proposed expense and its associated cost; the ownership type (e.g., owned, leased, or intent to lease); show the computation and provide other information that supports the amount requested.

For more information, please see [ACF Property Guidance](#). **Do not include** costs of third-party renting or leasing real property and equipment because those costs should be under the “Contractual” category.

Indirect Charges

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

Recipients that have voluntarily decided to contribute cost sharing when it is not required, or at a higher level than required, will be held accountable for the proposed cost-sharing, if accepted by ACF and included in the Notice of Award (NoA). **A recipient's failure to provide cost sharing that has been accepted by ACF may result in the disallowance of federal funds.**

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Please read the following instructions carefully and completely.

Electronic Delivery

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

How to Register through Grants.gov

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

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

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

Organization applicants can find complete instructions here:

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

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

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

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

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

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov.

For questions related to this funding opportunity, please contact the number listed in the application package.

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Application Submission

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Number of Days from Publication 30

06/05/2024

Number of Days from Publication 70

Due Date for Applications

07/15/2024

Explanation of Due Dates

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

Electronic Applications

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

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

Mailed Paper Applications

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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.

IV.7. Other Submission Requirements

Submit paper applications to the following address.

Submission by Mail

TANF Data Collaborative Equity Analysis Awards
c/o ICF International
1902 Reston Metro Plaza
Reston
VA
20190

V. Application Review Information

V.1. Criteria

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

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

the basis upon which competing applications will be judged during the merit review. The required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

Objectives and Significance

Maximum Points: 10

The extent to which the applicant:

- identifies clear goals and desired outcomes that demonstrate an understanding of the purpose of the NOFO.
- provides a clear description of how building data analytic capacity will inform agency policy and/or practice or further data analysis or use.

Description of Proposed Project

Maximum Points: 30

The extent to which the applicant:

- proposes an equity-focused project that is in line with the NOFO goals and clearly identifies the following components: relevance or significance to the TANF agency, research question(s), data source(s), the populations of focus, specific data element(s), and potential methods, if known.
- describes the process for obtaining the data needed to complete the proposed project, including a summary of the overall process, a description of detailed steps, and the anticipated timeline.
- demonstrates familiarity with their TANF data and any other data necessary to carry out the proposed project, including whether the data can address equity-related questions.
- includes a plan to engage TANF participants or otherwise incorporate participant voice during the project.

Commitment and Approach

Maximum Points: 20

The extent to which the applicant:

- demonstrates a strong commitment to collaborating with ACF and the TDC 2.0 Project Team (the ACF-funded third-party technical assistance provider), as evidenced, for example, by past participation in technical assistance opportunities.
- demonstrates a commitment to using data, as evidenced by prior efforts (e.g., dashboards, research project(s), investment in staff training, use of data in decision-making).
- demonstrates a commitment to presenting findings from the proposed project, either internally or externally.
- demonstrates a commitment to equity, as evidenced, for example, by referencing relevant equity literature, identifying equity-related areas of improvement in their organization, or defining “equity” in agency memos or policies.
- identifies potential challenges to accomplishing project goals and proposes strategies appropriate for preventing or mitigating these challenges.

Key Staff

Maximum Points: 15

The extent to which the applicant:

- identifies the key staff to be involved in the project, including a named Project Coordinator or Project Director, and provides a clear explanation of their relevant expertise and a justification as to why these staff members are being proposed.
- proposes a cross-agency team with program staff and analytic staff from the organization represented that reflects how the TANF program currently accomplishes data analytic work.
- demonstrates that the proposed staff have sufficient availability to participate in all training and technical assistance activities and to conduct the proposed project, including the estimated percentage of FTE anticipated for key staff.
- demonstrates that analytic staff have the requisite research or analysis skills to carry out the proposed project.
- has a detailed plan to mitigate the negative consequences of potential turnover in key project staff.

Organizational Capacity

Maximum Points: 15

The extent to which the applicant:

- describes a high level of support of the agency leadership to participate in the opportunity.
- includes a strong management plan for supervision of key staff, participation in all technical assistance opportunities, quality control of project activities, and active engagement in annual cross-site award recipient meetings.

Budget and Budget Justification

Maximum Points: 10

The extent to which the applicant includes a reasonable and sufficient budget and budget justification that:

- includes resources appropriately allocated to accomplish all activities required by the funding opportunity.
- reflects expenses directly related to planning for and execution of project-related activities and does not include costs of program services.
- includes adequate staff time and travel funds for at least two key staff to attend in-person the kickoff meeting lasting 2 days and two annual, cross-site award recipient meetings, each lasting approximately 2 days to be held in Washington, DC.
- includes adequate staff time and travel funds for at least two key staff to attend the in-person component of the Applied Data Analytics training course lasting 4 days to be held in Washington, DC.

V.2. Review and Selection Process

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

Initial ACF Screening

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

Merit Review and Results

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

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

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

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

OPRE will conduct an administrative review of the applications and results of the competitive review panels and will make recommendations for funding to the Deputy Assistance Secretary for Planning, Research, and Evaluation, taking into account the goals of the TANF Data Collaborative Equity Analysis Awards as listed in *Section I. Program Description*. Applications may be funded in whole or in part depending on (1) the ranked order of applicants resulting from the competitive review, (2) staff review and consultations, (3) the availability of funding, and (4) the best interests of the federal government.

Federal Awarding Agency Review of Risk Posed by Applicants

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

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

VI.2. Administrative and National Policy Requirements

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

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

HHS Grants Policy Statement

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

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

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

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

Financial Reports:

Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Siri

Warkentien

Administration for Children and Families

Office of Planning, Research, and Evaluation

330 C St. SW

Washington

DC

20002

202-690-0483

Siri.Warkentien@acf.hhs.gov

Office of Grants Management Contact

Bridget

Shea Westfall

Administration for Children and Families

Office of Grants Management

330 C St. NW

Washington

DC

20002

Bridget.SheaWestfall@acf.hhs.gov

VIII. Other Information

Reference Websites

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

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

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

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

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

Grants.gov Accessibility Information <https://www.grants.gov/accessibility-compliance>

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

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

TANF Data Collaborative 2.0 (TDC 2.0): <https://www.acf.hhs.gov/opre/project/temporary-assistance-needy-families-tanf-data-collaborative-20>

TANF Data Collaborative Equity Analysis Awards information, including FAQ: <https://www.acf.hhs.gov/opre/grants#Grant-TANF>

TANF Data Collaborative (TDC): <https://www.acf.hhs.gov/opre/report/increasing-data-analytics-capacity-state-tanf-agencies-tanf-data-collaborative-approach>

TANF Data Innovation Project (TDI): <https://www.acf.hhs.gov/opre/project/tanf-data-innovation-project-2017-2024>

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov .	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

What to Submit	Where Found	When to Submit
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to award.
SF-Project/Performance Site Location(s) (SF-PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

Appendix

References

Goerge, R., Wiegand, E., & Gjertson, L. (2021). *Unpacking Data Use at State TANF Agencies*. OPRE Report 2021-94. Washington, DC: Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

Wavelet, M., Rubino, S., Morris, C., & Garner, M. (2022). *Increasing data analytics capacity in state TANF agencies: The TANF data collaborative approach*. OPRE Report 2022-124. Washington, DC: Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.