

Administration for Children and Families

Administration on Children, Youth and Families - Children's Bureau

Improving Child Welfare Through Investing in Family
HHS-2021-ACF-ACYF-CW-1921
Application Due Date: 06/29/2021

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Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Improving Child Welfare Through Investing in Family
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-ACYF-CW-1921
Primary CFDA Number:	93.556
Due Date for Letter of Intent:	**05/30/2021**
Due Date for Applications:	**06/29/2021**

Executive Summary

Notice:

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

The purpose of this funding opportunity announcement (FOA) is to award five cooperative agreements to implement and evaluate practices and interventions that:

- Provide an array of kinship preparation services and on-going kinship supports; and
- Promote shared parenting to build trusting relationships between all out-of-home caregivers and parents of children/youth in foster care to ensure parents and families remain actively involved in normal child-rearing activities.

These grants will secure strong partnerships needed for effective and efficient selection of practices and interventions, program implementation, and evaluation activities. The grants will also meaningfully engage parents, relatives, kin caregivers, youth, foster parents, and alumni of foster care throughout the project. The project period will be 5 years.

I. Program Description

Statutory Authority

Title IV, part B, subpart 2 - Promoting Safe and Stable Families, Section 436(b)(1) of the Social Security Act (42 U.S.C. 629f(b)(1)).

Description

BACKGROUND

As child welfare systems aim to create systemic improvements in foster care service provision, the importance of engaging, supporting, and healing both the child and the family has emerged. This may include siblings, parents, or other caregivers in the home the child was removed from. Through intentional changes in family-centered practice and the development of tailored, family-focused services, child welfare systems continue to invest in the families being served to improve permanency and family well-being.

As child welfare agencies analyze and enhance family engagement models, the benefits of having parents and caregivers work together continue to emerge. Intentionally building shared parenting expectations and experiences between caregivers and parents presents opportunities for real-time coaching, mentoring, teaching, and learning experiences. Shared parenting can build parenting skills, engage parents in normal child-rearing activities, encourage healthy child development, and honor children/youth's important connections. To continue investing in families, child welfare agencies need to break away from old ways of thinking that discourage communication between families and caregivers and, instead, support shared parenting and other strategies that build supportive relationships between caregivers and unite families.

Child welfare agencies are also analyzing how to best prepare, develop, and support caregivers in meeting evolving system expectations while also providing and caring for their own family's needs. This is particularly important for kinship caregivers, which include, but are not limited to, grandparents, aunts/uncles, siblings, other relatives, family friends, mentors, and other important persons in a child's life. While research has found there are many benefits to placing children with kin, and agencies are increasingly looking for and placing with kin, kin caregivers are also less likely to receive adequate preparation and supports as compared to non-related foster parents. The National Survey of Child and Adolescent Well-Being (NSCAW), a longitudinal study of children and families who have been the subjects of investigation by Child Protective Services, has found that children in kinship care experience greater placement stability and safety than children in non-kinship foster care, are subject to fewer child welfare system placements, and are more likely to be reunified with their birth parents (NSCAW, 2012). However, kinship caregivers report systemic challenges such as barriers to licensure, lack of financial support, unfamiliarity with child welfare systems, and barriers to accessing guardianship assistance programs. The development of evidence-based, comprehensive kinship caregiver programs provides strategic and intentional opportunities to mitigate challenges for kinship caregivers that are especially needed as systems increasingly rely on relatives and kin to improve stability, permanency, and family-centered well-being.

PURPOSE

Projects funded under this FOA will implement and evaluate a set of practices and interventions that focus on the following two goals that invest in the family: kinship preparation, development, and support services; and promoting shared parenting between all out-of-home caregivers and children's parents to ensure parents and families remain actively involved in normal child-rearing activities and children have opportunities for normalcy. To achieve this purpose, each project will:

- Develop, implement, and promote a comprehensive Kinship Caregiver Program (relatives/kin) that encourages, prepares, supports, and sustains these placements;
- Develop, implement, and promote a set of values, policies, practice expectations, and staff development strategies that holistically support shared parenting between families

with children in foster care and the various types of resource families that temporarily care for these children;
- Create systemic change through intentional policy, practice, and culture shifts of child welfare agency staff, service providers, courts, and other stakeholders that promote comprehensively supporting kinship caregivers; and
- Evaluate the impact of the promising practices and interventions implemented on child and family outcomes, expecting improvements in appropriate permanency and well-being outcomes for families with children in foster care.

PROJECT REQUIREMENTS

Required Focus Areas:

Projects are expected to improve services and outcomes in the following focus areas leading to measurable improvements in placement stability, normalcy for children and youth, family well-being, and timely lasting permanency:

- Developing comprehensive kinship caregivers programs that encourage, prepare, support, and sustain these placements while supporting placement stability and maintaining children's important connections;
- Developing trusting relationships between parents and out-of-home caregivers through shared parenting that ensures parents remain actively involved in normal child-rearing activities and that support timely, stable reunifications;
- Improving family engagement, family-centered practice, and increasing supports for parents working to reunify with children in foster care;
- Honoring, maintaining, and fostering family relationships and other important connections and relationships to the child/youth;

Comprehensive Kinship Caregiver Program

Projects will select a set of promising practices and interventions that strategically address the project's needs for assistance related to kinship caregiver development, preparation, and support services to:

- Receive new child/ren in their home (e.g., providing health and safety assessments, addressing the impact on family dynamics, providing appropriate education and training opportunities, etc.);
- Understand trauma related to abuse, neglect, and removal;
- Have frequent and constructive communication with the child welfare service agency, courts, and service providers with a clear, upfront understanding of their responsibilities and expectations;
- Provide normalcy activities and maintain important connections for child/ren placed in the home;
- Receive in-home and community-based services that support stability and permanency goals;
- Receive supports for the health and welfare of their own family (e.g., respite care, support groups, family therapy);
- Learn and apply shared parenting principles that enhance parent's ability to participate

in their children's lives;
- Maintain children's important connections and a sense of normalcy;
- Promote family well-being in reunification cases; and
- Consider permanency through adoption or guardianship when reunification is not possible.

Projects will ensure that parents are simultaneously provided services and support networks within the communities in which they live. Projects will also maintain children's important connections by providing services in the neighborhoods from which they came, keeping them in the communities and schools of origin whenever possible, and maintaining important family and community connections and participation in activities that provide a sense of normalcy. Kinship caregivers will also be provided services to support their well-being, such as respite care, kinship caregiver support groups, and family therapy.

Promoting Shared Parenting

In addition to promoting shared parenting as part of the Kinship Caregiver Program, projects will also select and implement interventions and practices that shift the overall child welfare culture to one that supports and promotes effective shared-parenting as a practice in all reunification cases. Even if not related, out-of-home caregivers can build trusting bonds and relationships if the overall system supports and operates with a family-centered lens. Caregivers can also support children/youth in experiencing normalcy by maintaining connections and relationships important to each child/youth.

In order to maximize the potential benefits to families and child/family outcomes, projects will:

- Create a culture and climate that promotes and genuinely supports family relationships and reunification, integrating this work with existing family engagement and family-centered reunification work;
- Equip all out-of-home caregivers for engaging with parents, birth families, and other important relationships and connections that a child/youth in foster care may identify;
- Educate and prepare parents for participation in shared parenting activities as a specific reunification support strategy; and
- Ensure implementation of shared-parenting as one of the multiple strategies that allow parents and families to remain actively involved in normal child-rearing activities, while not relying solely on caregivers to prepare parents for reunification.

Project Phases

The project will be completed in two phases. Phase I, the first 12 months of the grant, will serve as an exploration and installation period. During Phase I, projects will determine the estimated number of children/youth, caregivers, parents, and staff to be served, ensuring sufficient sample size to draw statistically significant data.

Phase II, years 2-5, will serve as an implementation, evaluation, and sustainment period. During Phase II, each project will be guided by an individual Work Plan, subject to CB approval, that will include, at a minimum, the goals and objectives, key activities, responsible parties, and time frames to completion. Modifications to work plans approved by CB must be presented to CB in writing and include the rationale, impact assessment, and specific modification(s)

requested. All such modifications will not commence until CB's final approval.

Target Population

Comprehensive Kinship Caregiver Program

Target populations in this part of the project include kinship caregivers; the children/youth in foster care placed in these kinship homes, and, in reunification cases, the parents. Kinship caregivers served will include relatives and kin as specified within each project's jurisdiction.

Promoting Shared Parenting

The first target population for this part of the project is all traditional foster families, including new and existing families. In addition, once children/youth with a goal of reunification are placed in the home, projects will track and analyze data related to the impact of shared-parenting on child and parent/family permanency and well-being outcomes.

Collaboration

Projects will actively collaborate with CB to achieve the purposes of this FOA.

Considering, the child welfare system comprises a number of entities and disciplines, partnerships and collaborations are critical to providing a holistic, systemic response to improving family engagement, reunification, and permanency. Projects will partner with organizations and entities necessary to achieve the goals of the project and support meaningful systemic improvements, including those located in areas where children in foster care live. Organizations and entities for consideration include, but are not limited to the following: stakeholders, such as judges, parent attorneys, and CASA/GAL; service providers, such as mental health, substance abuse, and housing programs; and community-based organizations, such as churches, schools, and civic organizations.

Individuals with lived experience in receiving foster care services, such as, alumni of foster care and former/current foster parents, provide rich insight into the needs of families with children in foster care and the type of services and supports that may be most helpful to meet family needs. Therefore, projects will also be expected to implement varied and specific strategies to engage former and current caregivers such as foster parents, parents, relatives, kin, and youth and alumni throughout the installation, implementation, and evaluation of the project.

Evaluation

Each project will conduct an evaluation-focused readiness and needs assessment as part of Phase I activities. Based on their assessments, each project will design and implement evaluation plans that are guided by logic models. At a minimum, evaluation plans will include:

- A theory of change that clearly identifies the theory that guides the selection of proposed activities for desired outcomes;
- A logic model that displays how strategies, interventions, services, and supports are aligned to produce intended short-term outcomes and how these are related to the long-term outcomes specified in the model program;
- A process evaluation plan that describes how to test the interventions and practices and identify any need to refine or fine-tune the project. These activities will provide important data for adjusting and improving interventions and practices as needed and will document the project site's progress and success in implementing the interventions

and practices with fidelity. This approach may incorporate various strategies and methods (e.g., surveys, in-depth interviews, focus groups, review of grantee documents, administrative data extracts, etc.). The process evaluation plan shall include research questions to be addressed; a data collection plan (i.e., proposed information sources, instrumentation, data collection methods, schedule); and a data analysis plan (i.e., discussion of links between the research questions and analytic techniques to be employed);

- Plans for determining the estimated number of kin, parents, and children to be served to ensure a sufficient sample size to measure the effectiveness and efficiency of practices and interventions (see *Section I. Program Description, Project Requirements, Target Population* for details);
- Detailed plans for capturing information about the amount of services provided as well as data about the level of adherence to the key components, procedures, and protocols used at the project site;
- Detailed plans for conducting a formative evaluation of the interventions, including evaluation of program implementation and achievement of short-term outcomes identified in the program logic model;
- Plans for utilizing performance feedback data and periodic assessment of the overall implementation to modify the project as necessary using a continuous quality improvement approach; and
- Measurement strategies for each construct, as well as the timing and model of data collection to be used for tracking both short- and long-term outcomes.

Projects will establish an on-going process to review and refine logic models and theories of change in order to confirm links between proposed activities and outcomes expected. Projects will also develop descriptions of data collection instruments and administrative data sources that will be used to track evaluation information, including analysis of data collection gaps in responding to outcome change measurements and developing sound strategies to address such challenges efficiently. Projects will monitor and assess implementation supports and intervention fidelity.

Projects will ensure there is effective completion of all data collection, analysis, and reporting activities. The projects' evaluation is expected to provide regular, timely, and useful feedback to project staff to support successful implementation. Projects will have the expertise and capacity to successfully undertake all evaluation activities, including, but not limited to, the following:

- Refining logic models and theories of change submitted with the project's applications, in order to confirm links between proposed activities and outcomes expected;
- Developing descriptions of data collection instruments and administrative data sources that will be used to track evaluation information, including analysis of data collection gaps in responding to outcome change measurements, and developing sound strategies to address such challenges efficiently; and
- Monitoring and assessing implementation supports and intervention fidelity.

Projects will track and record evaluation challenges and their solutions and ensure CB approval prior to any modification that would impact implementation, target populations, or approved

evaluation plans.

Projects will be expected to answer evaluation questions including, but not limited to, the following topics:

1. Implementation and service delivery, including:
    - Output data (including quantity and frequency of activities and services performed);
    - Descriptive data about the interventions and practices implemented;
    - Descriptive data about the activities carried out to implement the interventions and practices;
    - Data about the degree to which adoption and implementation (e.g., uptake, penetration, fidelity, etc.) of the interventions and practices has occurred; and
    - Data about changes in readiness, capacity, infrastructure, and organization intended to support and sustain implementation.
2. Ability to integrate the promising practices and interventions of the project with existing training, policy, practice, and programs to effect systemic change.
3. Scaling-up and sustainability.
4. Outcomes related to the logic models.

Within these topics, CB is particularly interested in the following:

- Factors and strategies associated with successful implementation (facilitators), including contributing organizational and system conditions;
- Implementation barriers;
- Factors related to the appropriateness of fit between the selected practices and the systems and settings into which they are introduced;
- Degrees to which implementations develop and are maintained over time; and
- Factors associated with the scaling-up and sustainability of new practices and services.

Projects, in collaboration with CB, may be required to produce a comprehensive evaluation report at the conclusion of the project period and present findings to CB and other stakeholders. Projects will have a plan for addressing the protection of human subjects. General information about the Department of Health and Human Services Protection of Human Subjects regulations can be obtained using the link in the table under *Section IV.2. Required Forms, Assurances, and Certifications*, and in *Section VIII. Other Information, Application Checklist*. Projects must also participate if CB chooses to do a federally-led evaluation or a technical assistance contract related to this FOA.

Dissemination

Projects will be expected to share information and knowledge generated with the field in an effort to integrate project knowledge into policy and practice across the child welfare system. Projects will further develop proposed dissemination plans for each project phase that will outline plans to gather important and relevant information and data, including research and findings for selected interventions and practices. Revised plans will include, but not be limited to, strategic dissemination activities, target audiences, dissemination strategies, detailed procedures, tools, and products that may be used to replicate the program; and a high quality

and comprehensive final report suitable for archiving in the CB Discretionary Grant Library.

Project Sustainability Plan

Projects will develop a Sustainability Plan during the implementation phase that will outline how each will create systemic change through scaling-up and sustainment of key elements (e.g. strategies, services, and interventions) that have been effective in improving practices and have led to improved outcomes for kinship caregivers, children/youth, and parents. The plan will include the following:

- Approach to project scale-up and sustainment that will be most effective and feasible;
- Key individuals and/or organizations whose support will be required;
- Types of alternative support that will be required to scale-up and sustain the planned program; and
- How the cooperation and collaboration of key partners will be maintained.

SUBAWARDS

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The primary recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone as specified in 45 CFR § 75.352 do not constitute a substantive role. Furthermore, ACF does not fund awards where the applicant's role is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipient(s) must meet the eligibility requirements identified in the FOA, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

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

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$2,500,000
Expected Number of Awards:	5
Award Ceiling:	$500,000 Per Budget Period
Award Floor:	$400,000 Per Budget Period
Average Projected Award Amount:	$500,000 Per Budget Period
Anticipated Project Start Date:	09/30/2021

Length of Project Periods:

Length of Project Period:	60-month project period with five 12-

month budget periods

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

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

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

The initial award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress of the grantee (i.e. demonstrating a commitment to achieving expected outcomes and collaborating with CB to overcome any barriers), and a determination that continued funding would be in the best interest of the federal government.

In the first budget period, the maximum federal share of each project is not to exceed $500,000. The project awarded will be for a project period of 60 months.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement
A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of CB and the awardee prior to the award. CB anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes the following:

- CB review and approval of planning stages of the activities before implementation phases may begin;
- CB and recipient collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this announcement that limit the awardee’s discretion with respect to the scope of services offered; and
- Close monitoring by CB during performance that may, in order to ensure compliance

with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is open to the following: state governments, county governments, city or township governments, special district governments, independent school districts, public and state-controlled institutions of higher education, Native American tribal governments (federally recognized), public housing authorities/Indian housing authorities, Native American tribal organizations (other than federally recognized tribal governments), nonprofits having a 501(c)(3) status with the IRS (other than institutions of higher education), nonprofits without 501(c)(3) status with the IRS (other than institutions of higher education), private institutions of higher education, for-profit organizations (other than small businesses), and small businesses.

CB will accept applications that represent partnerships among organizations with relevant experience. Applicants may subcontract with organizations specializing in their assigned tasks. Applications from collaborations must identify a primary applicant responsible for administering the cooperative agreement.

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 this part and 42 U.S.C. 2000bb et seq., the Department will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. 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 announcement.
See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's**

failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

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

III.3. Other

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

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

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an

exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

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

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

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

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

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 FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o LCG, Inc.
ATTN: HHS-2021-ACF-ACYF-CW-1921
6000 Executive Boulevard
Suite 410
Rockville, MD 20852

Email: CB@grantreview.org
URL: https://www.grants.gov/

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

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

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

IV.2. Content and Form of Application Submission

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

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

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

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

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

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

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

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

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

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

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

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

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

Corrections/Updates to Submitted Applications

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

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

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

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission is **limited to 100 pages** in its entirety. The two files applicants must submit are:

The **Project Description** file must include these items in this order:

1. Table of Contents
2. Project Summary
3. Objectives and Need for Assistance
4. Approach

5. Evaluation
6. Organizational Capacity
7. Logic Model
8. Line Item Budget and Budget Justification

The **Appendices** file must include these items in this order:

1. Certifications and Assurances
2. Proof of Legal Status (if applicable)
3. Third-party agreements
4. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
5. Indirect Cost Rate Letter (if applicable)

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

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

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

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

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

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

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

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

one document manually, as scanned documents may have reduced clarity and readability.

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

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

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

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

ACF supports the following file formats:

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

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

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

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

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

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

Required Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description

SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to	Required for all applications when applying for a non-construction project.

	nondiscrimination.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

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

Disclosures must be sent in writing to:

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

The Project Description

The Project Description Overview

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

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. 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 announcement; the name and address of the applicant organization; and the name, phone number, fax number and email address of a contact person.

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

The letter of intent should be submitted to:

CB Operations Center c/o LCG, Inc.
ATTN: HHS-2021-ACF-ACYF-CW-1921
6000 Executive Boulevard
Suite 410
Rockville, MD 20852
Phone: (888) 203-6161

Email: CB@grantreview.org

Table of Contents

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

Project Summary

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

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

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

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

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations 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.

Need For Assistance

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

Incorporate demographic data and participant/beneficiary information, as available.

Objectives

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

Applicants must describe a clear vision for and description of the proposed project, including a clear statement of the goals and objectives. Applicants must demonstrate a thorough understanding of key issues, barriers, and challenges in providing kinship preparation and support services.

Applicants must demonstrate how the program is logically linked to improving stability, permanency, and well-being outcomes for each of the target populations and describe how the stated objectives support the following required focus areas of the project:

- Developing comprehensive kinship caregivers programs that encourage, prepare, support, and sustain these placements and maintain children's important connections;
- Developing trusting relationships between parents and out-of-home caregivers through shared parenting to ensure parents remain actively involved in normal child-rearing activities and to support timely, stable reunifications;
- Improving family engagement and increasing supports for parents working to reunify with children in foster care;
- Honoring, maintaining, and fostering family relationships and other important connections for children in foster care;
- Providing children/youth in foster care normalcy and also honoring and maintaining family relationships and other important connections;
- Addressing the family holistically in matters of trauma/healing and meeting well-being needs;
- Leveraging and coordinating with existing and new programs and projects focusing on kinship caregiver services, family engagement, and reunification supports to fully integrate complementary strategies leading to permanency and well-being outcome improvements; and
- Creating systemic change in the child welfare system's philosophy, culture, and practice of supporting kinship caregivers and parents working toward reunification (including agency staff, courts, service providers, and other community stakeholders).

Expected Outcomes

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

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

The applicant must describe how the proposed project's design clearly reflects relevant and up-to-date knowledge based on scans of promising practices and interventions in developing and supporting kinship caregivers and utilizing shared-parenting as a family engagement and support strategy. The proposed project must provide a sound plan for the development and implementation of practices and interventions that may provide measurable improvements in services and outcomes in the following focus areas:

- Supporting placement stability and maintaining children's important connections to their communities;
- Developing trusting relationships between parents and out-of-home caregivers through shared parenting;
- Honoring, maintaining, and fostering family relationships and other important connections for children/youth in foster care; and
- Holistically addressing the trauma/healing of families and meeting their well-being needs.

The project approach must describe changes needed or expected if, during the project period, CB and/or grantees are required to adjust behavior due to the coronavirus (COVID-19) or other significant emergencies, particularly how direct service practice will be impacted and the approach to mitigate challenges in such situations.

The applicant must describe an approach that will take place in the following two phases: Phase I, Exploration and Installation, and Phase II, Implementation. For both phases, the applicant must propose a sound management plan that describes the scope and detail of planning, implementation, and evaluation strategies and activities to achieve the proposed project's goals and objectives on time and within budget. Each plan clearly define responsibilities for the project, including partners and consultants, and the timelines and milestones (that reflect the benchmarks identified below) for accomplishing project tasks and ensuring quality. The plans must clearly describe the effective management and coordination of activities carried out by any partners/consultants.

Phase I: Exploration and Installation
Applicants must describe how they will perform, at a minimum, the following functions during the initial 12-months:

- Revisit the preliminary design for Phase I submitted in the application and submit to CB a fine-tuned and fully detailed Phase I Work Plan within 3 months of award;
- Complete thorough programmatic and evaluation readiness and needs assessments within 4 months of award and engage relevant stakeholders, such as courts, service providers, and community organizations, as well as persons with lived experience, as required in *Section I. Program Description, Project Requirements, Collaboration*;
- Install the structure necessary to effectively establish the project (including, but not limited to, securing personnel, conducting appropriate needs and capacity scans, determining needed partnerships and executing necessary agreements and contracts, developing messaging and marketing strategies, communications protocols, and

establishing program and evaluation processes, protocols, and tools);

- Address how the project will educate parents in the agency's efforts to provide family-centered services and prepare parents to participate in shared parenting as a support to normalcy, stability, and timely reunification;
- Secure CB approval for all project work plans, evaluation plans, and any other plans required through the project within established timeframes provided in this FOA;
- Install the approved Kinship Caregiver Program and shared parenting practices and strategies;
- Determine the estimated number of persons in each target population to be served by the project as provided in *Section I. Program Description, Target Population*;
- Leverage and coordinate with existing and new programs and projects focusing on kinship caregiver services, family engagement, and reunification supports to fully integrate complementary strategies leading to permanency and well-being outcome improvements;
- Develop a methodology for the meaningful engagement of and consultation with local stakeholders such as courts, service providers, relevant community organizations, and with persons with lived foster care experience (e.g., semi-structured interviews, focus groups, and participation in project workgroups or committees) and provide CB a plan for the initiation and maintenance of these activities throughout the life of the project; and
- Revisit the preliminary design for Phase II submitted in the application and within 10 months of aware submit the following documents to CB for approval:
    - A fine-tuned Phase II Work Plan, updated to include all goals, objectives, and activities related to initial and full implementation of the specific interventions and practices selected;
    - An updated Evaluation Plan that meets all evaluation plan requirements provided in *Section I. Program Description, Project Requirements, Evaluation*;
    - An updated logic model; and
    - All tools and other products selected or developed for project implementation and evaluation.

Phase II: Implementation

Applicants will secure CB approval of the Phase II plan prior to the beginning of year 2. Applicants must describe how they will perform, at a minimum, the following functions in years 2 through 5 of the cooperative agreement, focusing on implementation, evaluation, and sustainability activities, including the following:

- Complete initial and full implementation activities for the selected practices and interventions;
- Complete evaluation activities for the selected interventions and practices that meet all evaluation requirements provided in *Section I. Program Description, Project Requirements, Evaluation*;
- Continually assess the estimated number of persons in the target populations to be served by the project as provided in *Section I. Program Description, Target Population*, ensuring a sufficient sample size to draw statistically significant data regarding services and outcomes impact;

- Conduct ongoing analysis of impact, and if appropriate, propose modifications to CB to improve the implementation and impact of the interventions and practices of the project, and address challenges and barriers to successful implementation;
- Integrate with existing programs, policies, regulations, interagency and provider agreements, data systems, organizational structure, quality assurance protocols, and training systems to create lasting systemic change;
- Ensure regular dissemination of reports, products, and/or grant project outputs that build knowledge and awareness regarding the project structure, implementation, evaluation, findings, and lessons learned, so that project information is provided to key audiences (see *Section I. Program Description, Project Requirements, Dissemination* for more information);
- Develop and carry out a strategy for timely sustainability of effective interventions and practices within the project (see *Section I. Program Description, Project Requirements, Dissemination* for more information); and
- Produce a comprehensive final report with detailed analysis regarding the effectiveness and efficiency of interventions and practices evaluated through the project. Final reports will include details for implementation considerations, evaluation-based findings, and recommendations for continued sustainment, scaling-up, fine-tuning, and replication.

Project Timeline and Milestones

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

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

- Organizational charts;
- Resumes;
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

In demonstrating organizational capacity, applicants must provide information about the following as it relates to the applicant and any partnering organization:

- Evidence of authority and experience in successfully administering, developing, installing, implementing, managing, and evaluating similar projects and programs within child welfare systems. Evidence must be provided that throughout the service area, the applicant has ready access to all foster care child, parent, and caregiver records; the ability to leverage and coordinate with existing projects, programs, and interventions; and the authority to implement systemic change through sustainment of interventions and practices with evidence of process and outcome improvements.
- Demonstrated knowledge, experience, and capabilities of the project director, key project staff, and partnering organizations to effectively institute and manage a project of this size, scope, and complexity.
- Demonstrated ability to secure strong partnerships for effective and efficient selection of interventions and practices, program implementation, evaluation activities, and experience in meaningful engagement with parents, relatives, kin caregivers, youth, foster parents, and alumni of foster care throughout the project.

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

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

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

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

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions

of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

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

Funded Activities Evaluation Plan

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions, as well as how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan, detailed timeline, and sound methodological design. Details regarding the proposed data collection activities, the participants, data management, data integrity, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementing the evaluation and how those obstacles will be addressed.

Applicants must demonstrate the in-house capacity to conduct an objective and rigorous evaluation of the project or present a sound method for contracting with a third-party evaluator. An evaluation plan will guide data collection, analysis, and reporting for all evaluation-related activities.

The applicant's evaluation plan must describe how it will do the following:

- Design an evaluation strategy(ies) that is (are) appropriate given the goals and objectives of the proposed project and the logic model;
- Develop a methodology for conducting data collection and analysis of quantitative and qualitative process and outcome data to meet all evaluation expectations;
- Use participatory and utilization-focused evaluation approaches;
- Implement the proposed evaluation methods, including a timeline for activities, ongoing analysis, and securing institutional review board (IRB) review (if applicable);
- Yield useful findings about effective interventions and practices to develop and support the various target populations;
- Articulate the factors and strategies associated with implementation barriers and successful implementation, scaling-up, and sustainability, including organizational and system conditions;
- Discuss the factors related to the appropriateness of fit between the selected interventions and practices and the systems and settings into which they are introduced;

- Propose an appropriate sampling plan that ensures sample sizes sufficient to detect significant effects;
- Develop, prior to beginning Phase II, preliminary evaluation plans and logic models, key research questions, methods to study key components (i.e., evaluation design), and instrumentation that are based on key intervention components of the model for CB approval;
- Ensure integrity of data collection processes and continually collect, review, analyze, and interpret data;
- Capture information about the amount of services provided and data about the adoption of the interventions and the level of adherence to the key components, procedures, and protocols by practitioners;
- Propose a set of strategies that allow for the analysis of the impact on outcomes for service array changes, at the systems and individual service recipient levels, including permanency, maintaining connections, placement stability, and well-being;
- Analyze the impact on outcomes at the systems and individual service recipient levels, including permanency, maintaining connections, placement stability, and well-being; and
- Measure achievement of project objectives, including staff acquisition of skills or knowledge necessary to produce positive changes in family and system outcomes; effectiveness of program services and project interventions; efficiency of the implementation on process and effectiveness; and impact of the project on improving outcomes for the target populations.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

The applicant's logic model must illustrate the applicant's approach to the project, including the implementation process, and describe the outcomes to be achieved.

Project Sustainability Plan

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

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

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

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

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

Third-Party Agreements

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

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

The Project Budget and Budget Justification

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

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

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget 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 narrative must describe project's cost in relation to activities, participants served, and expected goals. Funds for evaluation activities should also appear in the budget, as well as justification for allocated costs. If applicants do not have the in-house capacity to conduct an objective evaluation, this must include funds for a third-party evaluator specializing in social science evaluation.

Applicants must allocate sufficient funds in their budgets to support the following required travel: a) within 3 months after the award, at a minimum, the project director, child welfare agency liaison (if different from the project director), and lead evaluator must attend a 2-day kick-off meeting in Washington, DC; and b) the project director, the child welfare agency liaison (if different from the project director), and the lead evaluator must attend the annual grantee meeting, usually held in the spring, in Washington, DC. In the event of an extension of the public health emergency due to COVID-19 these meetings may be held virtually. In their budgets, applicants must specify the funds for technology to assist in attending virtual meetings

such as software, cameras, computers, and other needs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR Subpart 2.1. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

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

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

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

1. The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

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

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

   Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect

cost pool must not be charged as direct costs to the grant.

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

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

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

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

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

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

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

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

Application Submission Options

Electronic Submission via www.Grants.gov
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

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

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

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

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

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

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All

organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

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

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration.html

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

For more detailed instructions about creating a profile on Grants.gov. refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

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

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

How to Submit an Application to ACF via Grants.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received by 11:59 p.m., ET, on the due date established for each

program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

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

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdff.

Request an Exemption from Required Electronic Application Submission
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
www.acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf

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

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

Applicants may refer to *Section VIII. Other Information* for a checklist of application

requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent
Due Date for Letter of Intent: **05/30/2021**
Due Date for Applications: **06/29/2021**

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

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

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

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

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

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

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

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

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

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

announcement.

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

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

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

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

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

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

Grant awards will not allow reimbursement of pre-award costs.

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

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

IV.7. Other Submission Requirements

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

Submission By Mail

CB Operations Center
c/o LCG, Inc.
ATTN: HHS-2021-ACF-ACYF-CW-1921
6000 Executive Boulevard
Suite 410

Rockville, MD 20852

Hand Delivery
CB Operations Center
c/o LCG, Inc.
ATTN: HHS-2021-ACF-ACYF-CW-1921
6000 Executive Boulevard
Suite 410
Rockville, MD 20852

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

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

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

Objectives and Need for Assistance Maximum Points:20

In reviewing the objectives and need for assistance, reviewers will consider the extent to which the applicant:

1. Presents a clear, concise, and appropriate vision for and description of the proposed project, including a clear statement of the proposed project's goals and objectives.
2. Demonstrates a thorough understanding of key issues, barriers, and challenges in providing kinship preparation and support services.

3. Demonstrates a thorough understanding of key issues, barriers, and challenges in promoting shared parenting principles to ensure parents and families remain actively involved in normal child-rearing activities.
4. Demonstrates how the program is logically linked to improving stability, permanency, and well-being outcomes for each target population.
5. Demonstrates sound strategies for leveraging and coordinating with existing and new programs and projects focused on kinship caregiver services, family engagement, and reunification supports to fully integrate complementary strategies leading to stability, permanency, and well-being outcome improvements.

Approach Maximum Points:40

In reviewing the approach, reviewers will consider the extent to which:

The applicant proposes a sound technical approach for the proposed FOA (0 - 15 points).

1. The proposed project's design clearly reflects relevant and up-to-date knowledge based on scans of promising practices and interventions that develop and support kinship caregivers and utilize shared-parenting as a family engagement and support strategy.
2. The proposed project provides a sound plan for the development and implementation of practices and interventions that may provide measurable improvements in services and outcomes in the following focus areas:

- Supporting placement stability and maintaining children’s important connections to their communities;
- Developing trusting relationships between parents and out-of-home caregivers through shared parenting;
- Honoring, maintaining, and fostering family relationships and other important connections for children/youth in foster care; and
- Holistically addressing the trauma/healing of families and meeting their well-being needs.

The applicant's proposal is strongly responsive to the purposes and requirements of the strategies described in this FOA (0 - 20 points).

1. There is a comprehensive plan to address each of the items provided in *Section IV.2. The Project Description, Approach, Phase I Exploration and Installation*.
2. There is a comprehensive plan to address each of the items provided in *Section IV.2. The Project Description, Approach, Phase II Implementation.*
3. The proposal clearly describes the strategies to be applied to ensure key partnerships and collaborations are achieved during installation and maintained through implementation, including partnerships and collaborations with stakeholders, service providers, and persons with lived experience.
4. There is a thorough description and proposal of practical strategies to overcome obstacles and challenges to accomplishing project goals.

The applicant proposes a project that would inform the field (0 - 5).

1. The proposed project provides a clear and strategic plan to create systemic change by integrating into programs, policies, and practices, including the child welfare agency's systems and other relevant/appropriate partner and stakeholder agencies and organizations.
2. There is a sound plan for sustaining successful interventions and practices beyond the period of federal funding under this FOA.

Evaluation Maximum Points:20

In reviewing the evaluation plan, reviewers will consider the extent to which the applicant:

1. Proposes a clear and convincing plan for evaluating the project and addressing each of the items provided in *Section IV.2. The Project Description, Funded Activities Evaluation Plan.* The evaluation methods are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project.
2. Proposes a well-defined logic model that guides the proposed project and demonstrates strong links between proposed inputs and activities and intended short-term, intermediate, and long-term outcomes for the target populations.
3. Outlines an appropriate sampling plan for site-specific evaluations that ensures sample sizes are sufficient to detect significant effects for the intended recipients of the services to the greatest extent possible given the project's structure and resources.
4. Proposes an evaluation plan that would rigorously measure the following: achievement of project objectives, staff acquisition of skills or knowledge necessary to produce positive changes in family and system outcomes, effectiveness of program services and project strategies, efficiency of the implementation on process and effectiveness, and impact of the project on improving outcomes for the target populations.
5. Proposes a set of strategies to analyze the impact on outcomes for service array changes, at the systems and individual service recipient levels, including permanency, maintaining connections, placement stability, and well-being.
6. Describes proposed data collection activities and data management and analysis plans. The applicant specifies expected outcomes and any research questions.
7. Describes how it will capture information about the amount of services provided and data about the adoption of the interventions and level of adherence to the key components, procedures, and protocols by practitioners.
8. Presents a sound method for securing informed consent and obtaining IRB approval, if applicable.

Organizational Capacity Maximum Points:15

In reviewing organizational capacity, reviewers will consider the extent to which the applicant:

1. Clearly demonstrates the applicant’s authority and ability to administer and implement the project effectively and efficiently within child welfare systems, including having ready access to relevant child welfare records, coordinating with existing foster care programs, and creating and modifying foster care policy.
2. Describes the applicant organization and any partnering organizations' relevant experience and expertise in the administration, development, installation, implementation, management, and evaluation of similar child welfare system projects

and programs.
3. Demonstrates the proposed project director, key project staff, and any partnering organizations have sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity.
4. Provides evidence of secured commitments from key partners, including appropriate MOUs or letters of commitment from all key partnering organizations.

Budget and Budget Justification Maximum Points:5

In reviewing the budget and budget justification, reviewers will consider the extent to which the applicant:

1. Provides a detailed budget and narrative budget justification for each year of the project. The proposed project costs are reasonable in view of the activities to be conducted and expected results and benefits.
2. Provides a budget for the evaluation and provides a rationale showing that the budgeted amount is sufficient to conduct the proposed evaluation.
3. Presents project costs that are reasonable and program-related and are commensurate with the types and range of activities and services to be conducted, the number of participants to be served, and the expected goals and objectives.
4. Includes costs associated with travel for the project director, child welfare director, and evaluator to attend required meetings in Washington, DC, as provided in the FOA and includes provisions for virtual meetings in the event of an extension of the public health emergency due to COVID-19.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or subrecipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

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

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

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement.

Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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

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

ACF may elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to ACF reporting requirements.

Applications may be funded in whole or in part depending on the following: (1) the ranked order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the project that best meets the goals of the FOA as listed in *Section I. Program Description, Project Requirements*; (4) the funds available; and (5) 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), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

Grantees 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 grantee's employees who are working on the Federal award are not fluent in English, the grantee 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 announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible

for ensuring that their activities comply with all applicable federal regulations.

Please review all HHS regulatory provisions for Termination at 45 CFR § 75.372.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

Equal Treatment for Faith-Based Organizations

The grantee must comply with 45 CFR Part 87 "Equal Treatment For Faith-Based Organizations," including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, when selecting service providers or subrecipients, it may not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a).

A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), the Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar Federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR § 87.3(b), a faith-based organization may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR § 87.3(d), Such an organization also may not, in providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

VI.3. Reporting

Performance Progress Reports: Semi-Annually

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

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

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Taffy Compain
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau
CB Operations Center c/o LCG, Inc.
600 Executive Blvd., Suite 410
Rockville, MD 20852
Phone: (888) 203-6161
Email: CB@grantreview.org

Office of Grants Management Contact

Katrina Morgan
Administration for Children and Families
Office of Administration
Office of Grants Management
CB Operations Center c/o LCG, Inc.
600 Executive Blvd., Suite 410
Rockville, MD 20852
Phone: (888) 203-6161
Email: CB@grantreview.org

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay

Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

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

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

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4.*

		Submission Dates and Times.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be

		submitted prior to the award of a grant.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project	Referenced in *Section IV.2. The*	Submission is due by the application

Description	*Project Description*.	due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*