

Administration for Children and Families

Office of Early Childhood Development

Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Implementation and Expansion Grants

HHS-2023-ACF-ECD-TH-0241

Application Due Date: 05/31/2023

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Funding Opportunity Title:
Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Implementation and Expansion Grants

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2023-ACF-ECD-TH-0241

Primary CFDA Number:
93.872

Due Date for Applications:
05/31/2023

Executive Summary

Notice:

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

The Office of Early Childhood Development (ECD) within the Administration for Children and Families (ACF) announces the availability of funds for the Fiscal Year (FY) 2023 Tribal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Grant Program: Implementation and Expansion Grants. Funds will support 5-year cooperative agreements between ACF and federally recognized Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations that are currently operating an evidence-based home visiting program serving expectant families and families with young children aged birth to kindergarten entry, and propose to sustain or expand their established infrastructure for home visiting services in tribal communities. Cooperative agreements will support implementation of high-quality, culturally grounded, evidence-based home visiting services to expectant families and families with young children aged birth to kindergarten entry; implementation of performance measurement and continuous quality improvement (CQI) activities; development of early childhood systems to strengthen supports for families with young children; and participation in research and evaluation activities to build evidence around home visiting, particularly in tribal communities.

Home visiting programs are intended to promote outcomes such as improved maternal and prenatal health, infant health, and child health and development; reduced child maltreatment; improved parenting practices related to child development outcomes; improved school readiness; improved family socio-economic status; improved coordination of referrals to community resources and supports; and reduced incidence of injuries, crime, and domestic violence. The goals of the Tribal Home Visiting program are to support healthy, happy, successful American

Indian and Alaska Native (AIAN) children and families through a coordinated, high-quality, culturally grounded, evidence-based home visiting strategy, and to continue to build the evidence base for home visiting in tribal communities. ACF and the Health Resources and Services Administration (HRSA), the agencies collaborating to implement the Tribal Home Visiting program within the U.S. Department of Health and Human Services (HHS), also intend for the program to result in a coordinated system of early childhood home visiting in tribal communities that has the capacity to provide infrastructure and supports to assure high-quality, evidence-based practice.

This funding is intended for tribal entities that have an established history of implementation of high-quality, culturally grounded, evidence-based home visiting programs for AI/AN families and children and are currently operating these services. Applicants may include existing grant recipients under the Tribal MIECHV program that are proposing to sustain or expand services, as well as other tribal entities that can demonstrate past and current experience with conducting such activities and are proposing to expand services.

A separate NOFO (Tribal MIECHV Program: Development and Implementation Grants, HHS-2023-ACF-ECD-TH-0187) is intended for tribal entities without prior and ongoing experience implementing evidence-based early childhood home visiting programs.

I. Program Description

Statutory Authority
Social Security Act, Title V, section 511(h)(2)(A) (42 U.S.C. 711(h)(2)(A))

Description
Background

The MIECHV Program

The MIECHV program, administered by HRSA, in collaboration with ACF, responds to the diverse needs of children and families in at-risk communities and provides an opportunity for significant collaboration and partnership at the federal, state, tribal, and community levels to improve health and development outcomes for at-risk children through evidence-based home visiting programs. The goals of the MIECHV program are as follows: (1) strengthen and improve the programs and activities carried out under Title V of the Social Security Act, Maternal and Child Health Services Block Grant; (2) improve coordination of services for at-risk communities; and (3) identify and provide comprehensive services to improve outcomes for eligible families who reside in at-risk communities. Information about the HRSA MIECHV grants to states and territories can be found at http://mchb.hrsa.gov/programs/homevisiting/.

Congress appropriated $500 million for FY 2023 for the MIECHV program as part of the Consolidated Appropriations Act, 2023 (Public Law 117-328). Section 511(h)(2)(A) of Title V of the Social Security Act authorizes the Secretary of the HHS to award grants to Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations to conduct an early childhood home visiting program. The legislation sets aside 6 percent of the total MIECHV appropriation for grants to tribal entities and requires that the tribal grants, to the

greatest extent practicable, be consistent with the requirements of the MIECHV grants to states and territories, and include conducting a needs assessment and establishing benchmarks.

The Tribal MIECHV Program

Along with the goals of the overall MIECHV program, the Tribal MIECHV Program has the following specific goals:

- Supporting the development of happy, healthy, and successful AIAN children and families through a coordinated home visiting strategy that addresses critical maternal and child health, development, early learning, family support, and child abuse and neglect prevention needs;
- Implementing high-quality, culturally relevant evidence-based home visiting programs in AIAN communities;
- Expanding the evidence base around home visiting interventions with Native populations; and
- Supporting and strengthening cooperation and coordination and promoting linkages among various programs that serve expectant families, young children, and families, resulting in coordinated, comprehensive early childhood systems in recipient communities.

The Tribal MIECHV program aims to provide critical maternal, infant, and early childhood home visiting services to eligible families in AIAN tribal communities, including Indian tribes or urban Indian centers (as defined by section 4 of the Indian Health Care Improvement Act, Public Law 94-437). For generations, many AIAN peoples have taken care of and attended to the needs of young families in their communities through informal home visits as a traditional cultural practice. More recently, tribal communities have recognized the potential of more structured home visiting programs to support improved child and family outcomes in tribal communities and are implementing a variety of home visiting programs using diverse tribal, public, and private funding streams.

While strong evidence indicates that home visiting is an effective intervention strategy for working with vulnerable families, less is known about the value of these services in tribal settings. Evidence-based home visiting services that may include prescriptive curricula, intensive training, fidelity monitoring, and data collection remain a relatively new approach in many tribal settings and may be challenging to adopt in the context of tribal sovereignty and self-determination. These challenges are complicated further by the lack of evidence-based practices developed specifically in and for use with AIAN populations; there is currently only one home visiting model that meets the HHS criteria for evidence of effectiveness in tribal communities, though several other models have a long history of successful implementation in tribal communities (for more information, see Home Visiting Evidence of Effectiveness (HomVEE) at http://homvee.acf.hhs.gov, which also includes a tribal-specific review (Tribal HomVEE)). As is true of most research on home visiting and other prevention and intervention approaches, the limited inclusion of diverse study samples limits understanding of the applicability of study findings for communities that differ from those included in the specific research studies. There is a great need to expand and strengthen the evidence base for home visiting interventions targeted to AIAN populations and communities.

Since 2010, ACF and HRSA have supported the planning and implementation of the MIECHV program. Through these and other initiatives, tribal communities have spent years developing strong capacity and infrastructure for delivering evidence-based home visiting services, implementing performance measurement and CQI systems, developing early childhood systems, and conducting rigorous evaluation. With 55 grants and $140 million awarded to 36 tribal entities to date, the Tribal MIECHV Program has been an unprecedented expansion of high-quality, culturally grounded, evidence-based home visiting services for vulnerable AIAN families and children.

More information about the Tribal MIECHV Program, current recipients, and the communities they serve can be found at https://www.acf.hhs.gov/ecd/tribal/tribal-home-visiting.

Required Activities

Please note that a *Definitions* section is located in the Appendix; items that are *italicized* are defined in this section.

This NOFO provides FY 2023 funds for Tribal MIECHV Implementation and Expansion Grants (cooperative agreements) and is intended for tribal entities that are currently operating an evidence-based home visiting program and propose to sustain and/or expand their established infrastructure for home visiting services in tribal communities. For the purposes of this NOFO, tribal entities include Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations. Please refer to *Section III.1. Eligible Applicants* for a complete list of eligible applicants.

During the 5-year project period of the cooperative agreements, funds will support the following:

- Conducting or updating a coordinated community *needs and readiness assessment* of at-risk tribal communities through a collaborative process that engages all relevant community members and interested parties
- Collaborative planning efforts to address identified needs by developing capacity and infrastructure to fully plan and implement high-quality home visiting programs;
- Providing high-quality culturally grounded, evidence-based home visiting services to expectant families, and parents and primary caregivers of young children aged birth to kindergarten entry;
- Engaging in activities to support stronger *early childhood systems* and cross-program collaboration in tribal communities to maximize the success of home visiting programs and support the comprehensive needs of expectant families, parents and caregivers, and children from birth to kindergarten entry living in at-risk tribal communities;
- Supporting the mental health of children, families, and program staff, including through *infant and early childhood mental health consultation*;
- Conducting performance measurement activities and developing or updating a data system and mechanism to measure, track, and report on progress toward meeting legislatively mandated benchmarks for participating children and families;
- Engaging in CQI activities; and

- Participating in MIECHV-funded evaluation opportunities to promote learning and contribute to the *MIECHV Learning Agenda* (https://mchb.hrsa.gov/sites/default/files/mchb/programs-impact/miechv-learning-agenda-overview.pdf)

The activities that recipients carry out throughout this cooperative agreement will support tribally and locally driven decision-making, development, implementation, and evaluation of grant-funded projects that are high-quality, evidence-based, and culturally responsive to the community. Throughout the cooperative agreement, ACF and contractors will provide technical assistance (TA) and support to carry out required activities while respecting tribal sovereignty and self-determination.

Year 1: Needs Assessment, Planning, and Capacity Building

Year 1 activities are designed to support recipients in refining their understanding of the needs and capacities of their communities and adjusting, modifying, sustaining, and/or expanding their programs to meet these needs and fulfill requirements, without disrupting critical ongoing home visiting services to eligible families. In Year 1 of the cooperative agreement, recipients must therefore: (A) conduct or update a comprehensive community needs and readiness assessment; (B) improve and enhance organizational and community infrastructure and capacity to: implement high-quality evidence-based home visiting services, conduct performance measurement and CQI activities, and participate in MIECHV-funded evaluation activities; (C) develop an implementation plan that describes how the recipient will carry out these activities during Years 2-5; and (D) maintain existing home visiting services to expectant families and families with young children.

A. Comprehensive Community Needs and Readiness Assessment

The goals of the *needs and readiness assessment* that will be completed by Tribal MIECHV Implementation and Expansion Grant recipients are to: 1) identify program and community strengths and needs and, based on this, 2) prioritize goals and strategies to meet needs through home visiting programs. The assessment will give recipients the opportunity to assess the quality and capacity of existing community services to meet the needs of young children and families in the community and develop and sustain partnerships with a comprehensive array of services at the community, tribal, and state level. The needs and readiness assessment that will be conducted in Year 1 must reflect the full engagement of the recipient's communities, using partnerships, collaborations, culturally grounded strategies, and innovative methodologies. The needs and readiness assessment that will be conducted in Year 1 must use both *quantitative and qualitative methods* to complete the following:

- Identify the *at-risk tribal community* (or communities) in the recipient's target area by collecting data on the health and well-being of individuals and families in these communities, including both strengths/protective factors and risk factors such as: premature births; low birth weight; infant mortality, including infant death due to abuse and neglect or other indicators of at-risk prenatal, maternal, newborn, or child health; poverty; crime; domestic violence; high-school dropout; substance abuse; unemployment; and child maltreatment.

- Assess the quality and capacity of any existing maternal, infant, and early childhood *home visiting programs* in the at-risk community. (Note: this includes existing, ongoing home visiting services provided to families by the recipient using Tribal MIECHV or other funds, as well as any other programs operating in the community.)
- Assess the community's capacity for providing behavioral health treatment and counseling services to individuals and families in need of such treatment or services.
- Assess the community's status and capacity to implement and integrate home visiting services into an *early childhood system* of support for families, including an assessment of existing or ongoing efforts or resources to develop a coordinated network of supports for expectant families and families with young children at the community level.

The needs and readiness assessment must involve and engage community members and partners. In addition, the assessment must be coordinated with and take into account, to the greatest extent possible and as appropriate for the community, other needs assessments conducted by federal, state, tribal, local, and private entities, such as the state MIECHV needs assessment and those related to maternal and child health; public health; mental health and substance abuse; child abuse and neglect; domestic violence, crime, homelessness, and poverty; and those conducted by Head Start and Early Head Start and other early care and education programs in the community.

Through conducting a needs and readiness assessment, recipients will set the stage for strengthened cooperation and coordination and promote linkages among various programs that serve expectant families, young children, and families in tribal communities. Coordination across programs helps ensure that high-quality, evidence-based home visiting programs are part of a comprehensive, aligned strategy for improving child and family well-being in tribal communities.

B. Planning and Capacity Building

During Year 1, recipients will develop infrastructure and capacity necessary to implement and sustain high-quality, culturally grounded, evidence-based maternal, infant, and early childhood home visiting programs in AI/AN communities. Planning and capacity building activities include, but are not limited to, the following.

- Based on the results of the needs assessment, recipients, in collaboration, with tribal, organizational, and community partners, their local advisory committee, model developers, and ACF, will develop capacity to implement *evidence-based home visiting models* that meet the needs of the community and families, as well as any necessary cultural or contextual *adaptations, enhancements,* and *supplements*. Recipients under the Tribal MIECHV program may choose to implement both models that meet the HHS criteria for evidence of effectiveness in AI/AN communities and promising approaches. The home visiting models that Tribal MIECHV recipients select must be research-based and grounded in relevant empirically based knowledge, target outcomes specified in the authorizing legislation, be associated with (or developed by or in partnership with) a national organization or institution of higher education, and have comprehensive home visiting program standards that ensure high-quality service delivery and continuous program quality improvement. Recipients may incorporate cultural and contextual adaptations, enhancements, or supplements to their selected models, and must

ensure fidelity of implementation of selected home visiting models, adaptations, enhancements, and supplements. This includes the following:

- Determining whether the target population for services should change;
- Refining program goals and objectives;
- Assessing the home visiting model(s), adaptations, and enhancements currently being implemented to determine whether they should continue to be implemented or whether another model (or models) and/or set of adaptations and enhancements would better meet the identified needs of the community and target population;
- Selecting the model or models the recipient plans to implement;
- Determining and developing necessary adaptations and enhancements;
- Working with developers of selected home visiting models to establish formal agreements;
- Participating in training needed to implement selected models, adaptations, enhancements, and supplements;
- Developing or refining program policies and procedures; and
- Engaging in other activities that will support effective implementation with *fidelity* of the selected home visiting models, adaptations, enhancements, and supplements.

- Selecting, developing, and supervising a qualified home visiting program workforce, including managers:
  - During Year 1, recipients will build administrative and management capacity to support effective implementation of home visiting services. In particular, building on the needs assessment, recipients will hire, train, and develop staff and establish infrastructure to effectively implement the home visiting program as designed, including data collection, performance measurement, and CQI activities. In response, recipients may hire additional staff, support the training of existing and new staff, and develop policies and procedures to support ongoing professional development and continuity of home visiting services.
  - Recipients will also build infrastructure to ensure the provision of *reflective supervision*, *administrative supervision*, *clinical supervision*, and *infant and early childhood mental health consultation* to home visitors. This includes developing and implementing policies and procedures that assure the effective provision of reflective supervision program-wide with fidelity to the home visiting model or models implemented.

- Developing or improving an integrated data management information system
  - During Year 1, recipients will consider the ability of existing management information and data systems to support the collection, input, use, and reporting of data, including, but not limited to participant demographic and service utilization data, program service delivery data, performance measurement data, and implementation data to support home visiting model program quality and fidelity and CQI. Recipients will work with ACF and TA providers to develop and/or improve their management information systems to be able to meet the implementation and evaluation needs of the program.

- Enhancing plans and infrastructure to support performance measurement and data-driven *CQI* activities
    - In coordination with efforts to develop or improve management information systems, recipients will develop individualized performance measurement plans that will reflect the Tribal MIECHV performance measurement system. Building on these performance measurement plans and management information systems, recipients will build systems, policies, and processes for conducting data-driven CQI activities. To maximize the utility of data for decision-making and learning, recipients under this NOFO will build capacity for rapid-cycle *CQI* and testing of improvement strategies through use of run charts and other tools.

- Working together with early childhood program partners, tribal leaders, elders, families, and community members to consider how best to meet the needs of families from pregnancy to kindergarten entry through the home visiting program and development of an *early childhood system* of support for families.
    - Recipients are expected to continually engage tribal leaders, community members, families, and partners throughout the development and implementation of their home visiting programs to maximize the potential for successful, sustainable, and responsive services. In addition, in partnership with other tribal, local, and state partners (including providers of health, mental health, oral health, early childhood development, home visiting, substance abuse, domestic violence, child maltreatment prevention, child welfare, education, housing, and other social services), recipients must engage in activities to support the development, improvement, and implementation of an early childhood system of supports for families that includes home visiting. Where applicable and appropriate, and in order to support ACF and HRSA's strong commitment to state/tribal collaboration, this list of partners should include state MIECHV awardees.

C. Development of an Implementation Plan

Upon award, ACF will provide recipients with detailed guidance for submitting a needs and readiness assessment and an implementation plan that describes how the recipient will carry out required activities in Years 2-5, including implementing home visiting services, conducting performance measurement and CQI activities, and participating in MIECHV-funded evaluation opportunities to promote learning and contribute to the *MIECHV Learning Agenda.* This detailed guidance will clearly lay out the deliverables that recipients will be required to submit. Recipients will be expected to submit the needs assessment and implementation plan in accordance with submission milestones provided by ACF during Year 1. Recipients must engage in needs and readiness assessment, planning, and capacity-building activities during Year 1, and are expected to continue serving children and families under their existing home visiting program but will not fully implement their plan until this plan is approved by ACF.

Upon award, recipients will work closely with ACF and TA providers from the Programmatic Assistance for Tribal Home Visiting and the Tribal Home Visiting Evaluation Institute in the development of the plan. The overall goals of TA are to build the capacity of recipients to carry out cooperative agreement activities. While ACF recognizes that many home visiting models that recipients are likely to implement provide model-specific TA, ACF anticipates providing TA in

several areas, and ACF intends to tailor TA to meet needs identified by the recipients.

There will be many TA opportunities to support recipients with the development of a quality implementation plan, including monthly calls, webinars, individual TA, the kickoff meeting, and the possibility of on-site TA, as well as additional tools and resources. The Implementation Plan guidance is designed in a way such that each section builds on the previous. Recipients will follow an iterative process and timeline to submit sections of the Implementation Plan in accordance with submission milestones provided by ACF during Year 1. An example of past Implementation Plan Guidance is available, but will be revised to be applicable to this cooperative agreement and approved by the Office of Management and Budget (OMB) in accordance with the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C. 3501-3521): (https://www.acf.hhs.gov/sites/default/files/documents/occ/Tribal%20MIECHV%20Implementation%20Plan%20Guidance%20and%20Form%201%20FINAL.pdf)

D. Continued Delivery of Existing Home Visiting Services

As the Tribal MIECHV Implementation and Expansion Grants are designed for communities with existing and ongoing home visiting programs, an important activity during Year 1 of the grant is the continued delivery of home visiting services to eligible families. If the recipient's existing home visiting program has been funded with Tribal MIECHV funds prior to award under this NOFO, the recipient may use funds provided under this NOFO to support ongoing delivery of services during Year 1. Recipients with prior Tribal MIECHV funds will also be expected to continue data collection in order to report demographic and service utilization data, place-based services data, and performance measurement data, during Year 1.

Recipients who have been funded with non-Tribal MIECHV funds and are proposing to expand services under this NOFO will not be expected to report demographic and service utilization, place-based services, or performance measurement data to ACF in Year 1. These recipients will only provide these data in Years 2-5 as outlined below.

Years 2-5: Implementation, Performance Measurement and Continuous Quality Improvement, Early Childhood Systems Building, and MIECHV Learning Agenda Activities
In Years 2-5 of the cooperative agreement, recipients will fully implement the various components of their approved implementation plan and work closely with ACF to ensure implementation of high-quality, evidence-based home visiting programs in their community. Activities include the following:

- Implementing high-quality, culturally grounded evidence-based home visiting programs that meet the needs of at-risk tribal communities and providing home visiting services, including *virtual home visits* as specified by statute, to *eligible families,* in alignment with the definition of a *MIECHV caseload slot*;
- Collaborating with tribal, local, and state early childhood partners to ensure a successful home visiting program and to support the comprehensive needs of expectant families, parents and caregivers, and children from birth to kindergarten entry living in at-risk tribal communities through development of an early childhood system;
- Supporting maternal, early childhood, and infant mental health including, but not limited to, through *infant and early childhood mental health consultation*;

- Conducting performance measurement and CQI activities
    - Recipients under this NOFO will collect, analyze, use, and report data on program implementation and improvements for the eligible families participating in the program in the legislatively mandated benchmark areas. The legislatively mandated benchmark areas include: 1) improved maternal, newborn, and child health; 2) prevention of child injuries, child abuse, neglect, or maltreatment, and reduction of emergency room visits; 3) improvements in school readiness and child academic achievement; 4) reductions in crime or domestic violence; 5) improvements in family economic self-sufficiency; and 6) improvements in the coordination and referrals for other community resources and supports. More information about the Tribal MIECHV performance measurement system is available at https://www.acf.hhs.gov/ecd/tribal/tribal-home-visiting; and
    - Participating in a CQI Learning Collaborative with other Tribal MIECHV recipients. The Collaborative will focus on a specific topic relevant to home visiting practice (e.g., family engagement), and as part of participation in the Collaborative, recipients will identify strategies for improvement and rapidly test, assess results, and scale change within their own programs. The Collaborative will be structured and facilitated – recipients will connect regularly with their Tribal MIECHV peers to discuss their tests of change and share lessons learned and; will receive TA and coaching prior to and throughout the Collaborative, as well as have access to topic-specific materials and tools to support them in planning and running rapid cycle tests, collecting relevant data to study the results, and making decisions to improve program practice.

- Participating in MIECHV-funded evaluation opportunities to promote learning and contribute to the MIECHV Learning Agenda including the following:
    - The authorizing legislation for MIECHV requires that HHS carry out a continuous program of research and evaluation activities in order to increase knowledge about the implementation and effectiveness of home visiting programs (section 511(h)(3) of title V of the Social Security Act). Primary goals for ACF's Tribal MIECHV Program have been to expand the evidence base on home visiting in Native populations and to increase the representation of tribal home visiting programs in broader MIECHV learning. An overview of MIECHV-funded research and evaluation questions and examples of recent and ongoing ACF research and evaluation projects is available: https://www.acf.hhs.gov/opre/report/agenda/home-visiting-research-and-evaluation
    - ACF requires recipients to participate whenever feasible in MIECHV-funded evaluation activities, including, but not limited to, the following: serving as collaborators/subject matter experts for MIECHV evaluation projects, participating in data collection activities, and participating in evaluation dissemination activities.
    - Some examples of upcoming or ongoing MIECHV-funded evaluation activities include, but are not limited to:
        - For those recipients who were part of the Multi-Site Implementation Evaluation of Tribal Home Visiting (MUSE) study in a previous Tribal

MIECHV grant, continued participation in supporting MUSE analysis and dissemination activities will be seen as contributing to the MIECHV Learning Agenda.

- The Center for Indigenous Research Collaborations and Learning for Home Visiting (CIRCLE-HV), a contract awarded by ACF's Office of Planning, Research, and Evaluation in 2022 will support two types of research-practice collaborations to build evidence and understanding about home visiting and well-being in Indigenous communities. CIRCLE-HV's actively engaged approach follows the principles of A Roadmap for Collaborative and Effective Evaluation in Tribal Communities. The project aims to: 1) provide awards for research-practice partnerships to research entities that will pursue innovative research and evaluation of mutual interest with home visiting programs that serve Indigenous children and families; and 2) partner closely with home visiting programs that serve Indigenous children and families to pursue cross-site research and evaluation on shared priority topics.
- The mission of the Tribal Early Childhood Research Center is to grow the field of early childhood research in partnership with AIAN Head Start, Home Visiting, Child Care, and Temporary Assistance for Needy Family program leaders, AIAN community partners, early childhood and family economic well-being researchers, ACF federal staff, and a broad network of ACF-supported and other early childhood initiatives and national centers serving AIAN communities.
- The Home Visiting Applied Research Collaborative houses a diverse practice-based research network for conducting collaborative, field-initiated studies with local home visiting programs, regardless of the model used. Any local program that provides home visiting for expectant families and/or families of children birth to 5 years as its primary service strategy is welcome to join, as are directors of local networks and state networks, and researchers who have an interest in home visiting research.
- Other MIECHV-funded evaluation activities will be shared over a recipient listserv.

Due to the nature of the activities conducted under this program, recipients must commit a reasonable and adequate amount of federal funds to comply with the requirements for data and evaluation activities. This would include processes to communicate and coordinate these activities with tribal leaders, community members, and the local advisory committee.

NOTE: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this NOFO, ECD will not conduct or sponsor – and a person is not required to respond to a collection of information covered by such Act, unless it displays a currently valid OMB control number. If any of these evaluation activities are subject to PRA, ECD will obtain OMB approval for the activities, as appropriate.

Pre-Application TA

ACF will conduct a pre-application webinar on March 30, 2023 from 3-4:30 p.m. eastern time (ET). The link to join is https://acf-hhs-

gov.zoomgov.com/j/1600398744?pwd=NmlWcU1vQ2c1Z05WMkZFamhRcjRCUT09, call-in number is (669) 254-5252; the passcode is 1600398744. The goal of the webinar is to review the NOFO in detail. Pre-application webinar materials may be accessed on the ACF website at: https://www.acf.hhs.gov/ecd/tribal/tribal-home-visiting.

Joining and participating in the webinar is voluntary. Only the information provided in this NOFO will be presented. No question and answer portion will be conducted during the session. **Participants will remain anonymous.** Opting not to participate in the webinar will not affect eligibility, application scoring or the selection process**.** Applicants unable to attend can access the recording and transcript on the Tribal Home Visiting website, https://www.acf.hhs.gov/ecd/tribal/tribal-home-visiting, after the webinar has concluded.

Travel for ACF-Initiated Meetings
The recipient's Project Director and up to three other key staff members must attend a 2-3 day kickoff meeting in Washington, DC (for the purposes of budget), to be held within 90 days of award. The recipient must allocate sufficient funds for participation in this meeting in Year 1, as well as funds to send the Project Director and at least one other key staff member to an annual 2-3 day all-Tribal MIECHV meeting in Washington, DC (for budgeting purposes). In Years 2-5, the recipient must allocate sufficient funds for the Project Director and at least one other key staff member to attend an annual 2-3 day all Tribal MIECHV meeting in Washington, DC (for budgeting purposes), as well as one 2-3 day annual regional meeting in Washington, DC (for budgeting purposes).

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

Subrecipient(s) must meet the eligibility requirements identified in the NOFO, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a UEI number assigned by the 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.

ECD Response to Nationally Declared Emergency
If, during the project period, ECD and/or recipients are required to adjust program and/or grant requirements due to a nationally declared emergency, ECD will exercise maximum flexibilities as needed. Requirements may be conducted virtually, or timelines may be modified in consultation with ECD.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$20,000,000

Expected Number of Awards:
28

Award Ceiling:
$1,500,000
Per Budget Period

Award Floor:
$250,000
Per Budget Period

Average Projected Award Amount:
$700,000
Per Budget Period

Anticipated Project Start Date:
09/30/2023

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

Additional Information on Project Periods and Explanation of 'Other'

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

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

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

Applicants under this NOFO must provide a Standard Form (SF) 424A for all 5 years of the project and budget justification for all 5 years as well.

Funds for Years 2-5 will be awarded on the basis of submission and approval of non-competing continuation applications, adequate performance, and availability of funds.

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

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. Cooperative agreements defining the respective responsibilities of ACF and recipients will be negotiated. ACF anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes the following:

- ACF review and approval of the needs assessment and implementation plan developed in Year 1;
- ACF involvement in the establishment of policies and procedures that maximize open competition; and rigorous and impartial development, review, and funding of recipient activities, if applicable;
- ACF and recipient joint collaboration in the performance of key programmatic activities (e.g., strategic planning, implementation, information technology enhancements, training and TA, publications or products, and evaluation);
- Close monitoring by ACF of the requirements stated in this NOFO that limit the recipient's discretion with respect to scope of services offered, organizational structure and management processes; and
- Close ACF monitoring during performance, which may, in order to ensure compliance with the intent of this funding opportunity, exceed those federal stewardship responsibilities customary for discretionary grant activities.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are federally recognized Indian tribes (or consortium of tribes), tribal organizations, and urban Indian organizations, as defined by section 4 of the Indian Health Care Improvement Act, Public Law. 94-437 at: http://www.ssa.gov/OP_Home/comp2/F094-437.html

"Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians;
"Tribal organization" means the elected governing body of any Indian tribe or any legally established organization of Indians that is controlled by one or more such bodies or by a board of directors elected or selected by one or more such bodies (or elected by the Indian population to be served by such organization) and that includes the maximum participation of Indians in all phases of its activities; and
"Urban Indian organization" means a nonprofit corporate body situated in an urban center, governed by an urban Indian controlled board of directors, and providing for the maximum

participation of all interested Indian groups and individuals, which body is capable of legally cooperating with other public and private entities for the purpose of performing the activities described in section 503(a).

Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this NOFO. Collaborative efforts and interdisciplinary approaches are encouraged. Applications from collaborative groups (consortia) must identify a primary applicant responsible for administering the cooperative agreement. Possible partners include but are not limited to AI/AN Head Start, tribal child care, tribal child welfare; Indian Health Service; and other health, education, or human service agencies as well as the business community.

Applicants must include a fully executed tribal resolution(s) (including number, voting information, and authorized signatures) from the governing body of each tribe agreeing to participate in the project and receive services (whether the applicant is a tribal government or an organization representing a consortium of tribes). Applicants that are tribal or urban Indian organizations but are not planning to serve any specific tribe are not required to submit tribal resolutions. If the applicant is a tribally authorized component or division of the tribal government, the applicant must also include documentation that the governing body of the tribe approves the application submission. All documentation must be signed and dated.

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

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

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

III.2. Cost Sharing or Matching

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

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

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

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

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Farha
Marfani
HHS-2023-ACF-ECD-TH-0241
Administration for Children and Families
330 C Street SW
3014
Washington
DC
20201
202-961-8218
farha.marfani@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

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

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

IV.2. Content and Form of Application Submission

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

FOR ALL APPLICATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

Application Submission Options.

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

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The application should be submitted in 2 files, with the total submission limited to **125 pages.**

File 1 (Project Description) must include: Table of Contents, Project Summary (one page), Objectives and Need for Assistance, Approach, Project Timeline and Milestones, Organizational Capacity, Plan for Oversight of Federal Award Funds and Activities, and Budget and Budget Justification. Applicants should title each section accordingly.

File 2 (Appendices) must include: Organizational Capacity Supplemental Information (i.e., organizational charts, resumes, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant), Third-Party Agreements, Proof of Non-profit Status (if applicable), Indirect Cost Rate Agreement (if applicable), Letters of Support (if applicable), Protection of Sensitive and Confidential Information, and Tribal Resolutions (if applicable).

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

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

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

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

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

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

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

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

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

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

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

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

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

ACF supports the following file formats:

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

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

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

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single NOFO, or multiple applications

under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

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

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

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

Required Forms, Assurances, and Certifications

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

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.

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.
Tribal Resolutions	Referenced in *Section III.1. Eligible Applicants*.	Submission due by application due date found in *Overview* and in *Section IV.4.*

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option

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

The Project Description

The Project Description Overview

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

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

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

Letters of intent may be submitted by email by 11:59 p.m. ET on the due date to farha.marfani@acf.hhs.gov, subject line: Tribal MIECHV Implementation and Expansion - Letter of Intent.

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

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

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

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

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

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

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

Tribal resolutions and composition of the governing board, depending on the applicant's status and proposed project.

Non-Profit Organizations

Proof of Non-Profit Status Options:

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

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

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

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.

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 application for funding for Tribal MIECHV Implementation and Expansion Grants under this NOFO must describe the approach the applicant proposes to take in the first year to conduct or update a comprehensive community needs and readiness assessment, engage in planning and capacity building activities, develop an implementation plan, and continue delivery of existing home visiting services to children in families., as described in *Section I. Program Description, Required Activities, Year 1: Needs Assessment, Planning, and Capacity Building.*
The description of the Year 1 approach should include, at a minimum, but is not limited to, the following elements:

1. Identification of the lead entity that will be responsible for conducting Year 1 activities and its organizational capacity to conduct the activities, and evidence that an evidence-based home visiting program is currently being implemented by the applicant in the proposed service area and that the proposed project will sustain or expand home visiting services;
2. Plan for developing relationships with tribal leaders, community members, partner agencies, and other interested parties, including a preliminary list and description of agencies, individuals, and entities that will be involved during Year 1, and the planned composition of the program's local advisory committee (please see Third Party Agreements later in this section);
3. Plan for providing management and oversight for this project, including methodology for ensuring that key staff possess the necessary education, experience, and/or resources to successfully complete Year 1 activities (please see Organizational Capacity later in this section);
4. Plan and detailed timeline for conducting or updating a comprehensive needs and readiness assessment that meets the requirements described in *Section I. Program Description, Required Activities, Year 1: Needs Assessment, Planning and Capacity Building* including a preliminary description or definition of the at-risk tribal community or communities to be assessed and a general description of the applicant's anticipated approach and methodology to conducting the assessment during Year 1;
5. Anticipated process and timeline for planning and building capacity during Year 1 as described in *Section I. Program Description, Required Activities, Year 1: Needs Assessment, Planning and Capacity Building,* including an approach to developing infrastructure to engage in performance measurement and *CQI* activities, and meaningful participation in MIECHV-funded evaluation opportunities to contribute to the *MIECHV Learning Agenda*;
6. Anticipated process and key staff roles and responsibilities for developing and submitting an implementation plan during Year 1 that describes how the recipient will carry out required activities in Years 2-5. (Refer to *Section I.* that lays out activities of Years 2-5, including example Implementation Plan Guidance. Please also see Project Timeline and Milestones for more information required to be addressed in the application);
7. Anticipated approach to continued delivery in Year 1 of existing voluntary home visiting services to eligible families (whether funded with Tribal MIECHV funds or some other funding source);

8. Description of factors that could speed and hinder completion of Year 1 activities, and an anticipated process for how to manage and leverage these factors, and;
9. Anticipated TA needs related to Year 1 activities.

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

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

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

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

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

These regulations set forth the following standards for effective oversight:

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

- Remedies for Noncompliance

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

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

Third-Party Agreements

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

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

Collaboration/consortia applicants must provide Letters of Commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information SF, either SF- 424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in

this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

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

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

Applicants are asked to provide a budget for each budget year of the 5-year award. Applicants should take into consideration the unique costs in the first 12 months for completing the *community needs and readiness assessment* while continuing delivery of existing services, and all variable costs throughout the 5-year project for implementing a home visiting program. Things to consider: program growth, cost of living allowances, one time needs, and sustainability. With this in mind, the budget may vary from budget year to budget year and can increase or decrease in any given year depending on applicant design and needs.

The applicant must allocate sufficient funds in the budget for the following:

- Year 1:
    - Provide for the Project Director and other key partners to attend a 2-3 day kickoff meeting for recipients funded under this NOFO to be held within the first 90 days of the grant (Year 1 only) in Washington, DC (for budgeting purposes), as well as one 2-3 day Tribal MIECHV meeting in Washington, DC (for budgeting purposes).

- Commit a reasonable and adequate amount of federal funds to comply with the requirements for data and evaluation activities due to the nature of the activities conducted under this program. In Year 1, this could entail planning and building capacity activities, including processes to communicate and coordinate these activities with tribal leaders, community members, and the local advisory committee.

- Years 2-5:
    1. Provide for the Project Director and other key partners to attend one 2-3 day Tribal MIECHV meeting in Washington, DC (for budgeting purposes) on an annual basis.
    2. Provide for the Project Director and other key partners to attend one 2-3 day regional meeting in Washington, DC (for budgeting purposes) on an annual basis.
    3. Commit a reasonable and adequate amount of federal funds to comply with the requirements for data and evaluation activities due to the nature of the activities conducted under this program

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

General

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

Personnel

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

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

Fringe Benefits

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

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

Other

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

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

Indirect Charges

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

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

   Justification: An applicant must enclose a copy of the current approved rate agreement.

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

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

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

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

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

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

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

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

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

How to Submit an Application to ACF via Grants.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Format Application Submission

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

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

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

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

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

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

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Number of Days from Publication 30

03/30/2023

Due Date for Applications

05/31/2023

Explanation of Due Dates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

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

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health

and Human Services Programs and Activities." No action is required of applicants under this funding opportunity with regard to E.O. 12372.

IV.6. Funding Restrictions

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

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

Pre-award costs are not allowable.

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

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

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

The Tribal MIECHV Program is a service delivery program. Funds made available to recipients under this NOFO must be used to support the delivery of home visiting services under the Tribal MIECHV Program. Grant funds may not be used except as provided for in the authorizing legislation (section 511 of the Social Security Act), applicable implementing program policy issuances, including this NOFO and the notice(s) of award, as well as other federal laws, regulations, and policies applicable to the use of federal grant awards.

In accordance with the stated objectives of the Tribal MIECHV program, recipients must implement home visiting services that result in improvements in the coordination and referrals for other community resources and supports to support the needs of families in the program. Recipients may coordinate with and refer to direct medical, dental, mental health, or legal services and providers covered by other sources of funding, for which non-MIECHV sources of funding may provide reimbursement. Recipients may also support *infant and early childhood mental health consultation* to support children, families, and staff. The MIECHV program generally does not fund the delivery or costs of direct medical, dental, mental health, or legal services; however, some limited direct services may be provided (typically by the home visitor) to the extent required to implement the selected home visiting model.

IV.7. Other Submission Requirements

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

Submission by Mail

Farha
Marfani
HHS-2023-ACF-ECD-TH-0241
Administration for Children and Families
330 C. Street, SW
3014
Washington
DC
20201

Hand Delivery
Same as Above

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

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

V. Application Review Information

V.1. Criteria

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

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

Objectives and Need for Assistance **Maximum Points:** 24

1. The applicant demonstrates that it understands, and that its proposed project will contribute to achieving, the goals and objectives of the relevant legislation and this NOFO.

2. The applicant presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
3. The applicant clearly demonstrates that an evidence-based home visiting program is currently being implemented by the applicant in the proposed service area, and that the proposed project will sustain or expand home visiting services.
4. The applicant clearly identifies and justifies the target population and proposed service area to be served for the proposed project.
5. The applicant demonstrates a thorough understanding of the characteristics of the tribal community (e.g., through demographic data and information about potential participants) and the service needs of the population and community.
6. The applicant demonstrates a thorough understanding of maternal, infant, and early childhood *home visiting programs*.
7. The applicant demonstrates a thorough understanding of the concepts of *fidelity*, *adaptation*, and *enhancement* in evidence-based policy in relation to home visiting programs in AIAN communities.
8. The applicant demonstrates a thorough understanding of *early childhood systems* and how they contribute to the success of a home visiting program.

Approach **Maximum Points:** 39

Overall Project Implementation Strategy (31 points)

1. The applicant provides a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates.
2. The applicant describes the factors that could speed and hinder completion of activities and explains how these factors would be managed and leveraged.
3. The applicant articulates a reasonable approach to conducting or updating a comprehensive *community needs and readiness assessment*.
4. The applicant articulates a reasonable approach to developing and submitting an implementation plan during Year 1.
5. The applicant articulates a reasonable approach to using needs and readiness assessment findings to refine the existing evidence-based home visiting program that will meet population and community needs, including an *evidence-based home visiting model* and any necessary cultural and contextual *adaptations*, *enhancements*, and *supplements*.
6. The applicant articulates a reasonable approach to building or maintaining capacity to implement an evidence-based home visiting program.
7. The applicant demonstrates a reasonable approach to selection, development, and supervision of a qualified home visiting program workforce to support effective implementation of home visiting services.
8. The applicant articulates a reasonable approach to developing, supporting, and engaging with an *early childhood system* that best meets the needs of children and families from pregnancy to kindergarten entry.
9. The applicant demonstrates that its proposed approach is likely to result in the implementation of a high-quality, evidence-based home visiting program that is culturally responsive to the target population.

10. The applicant articulates a reasonable approach to developing infrastructure to engage in performance measurement and *CQI* activities, and meaningful participation in MIECHV-funded evaluation opportunities to contribute to the *MIECHV Learning Agenda*.
11. The applicant demonstrates that it will continue delivery of existing voluntary home visiting services to eligible families.

Community Engagement (8 points)

1. The applicant demonstrates that it has involved the community in developing its proposed project, including evidence that the community desires and is invested in project implementation, and that tribal leaders, community members, partner agencies, and program participants will be kept informed of project implementation and outcomes.
2. The applicant articulates a reasonable approach to how it will compose and involve a *local advisory committee*.

Organizational Capacity **Maximum Points:** 25

1. The applicant clearly identifies the lead entity that will be responsible for conducting activities under this NOFO.
2. The applicant demonstrates an established and ongoing history of implementation of high-quality, culturally grounded, evidence-based home visiting services to AIAN families and children, including expertise, experience, and organizational capacity to implement services that meet the requirements of this NOFO.
3. The applicant demonstrates expertise, experience, and organizational capacity to administer the proposed project and implement and manage a program of this size, scope, and complexity.
4. The applicant demonstrates organizational capacity that will support its ability to conduct performance measurement activities that meet the requirements of this NOFO.
5. The applicant demonstrates organizational capacity that will support its ability to conduct CQI activities that meet the requirements of this NOFO.
6. The applicant demonstrates that the proposed Project Director and key project staff have sufficient relevant knowledge, experience, and capabilities (as demonstrated by a resume) to implement and manage the project effectively.
7. The applicant demonstrates the organizational capacity of each participating organization (including partners, subrecipients, and contractors) to fulfill its assigned roles and functions effectively.
8. The applicant clearly and adequately describes the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including subrecipients, consultants, contractors and subcontractors, and/or partners, and demonstrates that each position is appropriate and relevant to the successful implementation of the proposed project.
9. The applicant describes a sound oversight and management plan (including management and coordination of activities by any partners, subrecipients, contractors and subcontractors, and consultants) for achieving the objectives of the proposed project on time and within budget.

Budget and Budget Justification **Maximum Points:** 12

1. The applicant demonstrates that its Year 1 costs are reasonable, thoroughly justified, and appropriate in view of the activities to be conducted and the expected results and benefits.
2. The applicant demonstrates that its fiscal controls and accounting procedures are likely to ensure prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this NOFO.
3. The applicant demonstrates that it has committed a reasonable amount of the Year 1 project budget to planning and conducting a needs and readiness assessment.
4. The applicant demonstrates it has committed a reasonable amount of the Year 1 project budget to planning and building capacity to conduct performance measurement and CQI activities.
5. The applicant demonstrates it has committed a reasonable amount of the Years 1-5 budget to continued delivery of existing voluntary evidence-based, high quality, culturally grounded home visiting services, if the applicant is implementing existing services through a Tribal MIECHV grant.

V.2. Review and Selection Process

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

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

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

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

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

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

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

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

As noted earlier in this NOFO, this opportunity is intended for entities that have an established history of implementing evidence-based early childhood home visiting programs and are currently implementing an evidence-based home visiting program. **ACF may elect to not fund applicants who do not clearly demonstrate that they meet this foundational criterion.** A separate NOFO (Tribal MIECHV Grant Program: Development and Implementation Grants, HHS-2023-ACF-ECD-TH-0187) will be available for entities without such prior experience.

Post-Award Requests Involving Real Property

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

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

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

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

VI.2. Administrative and National Policy Requirements

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

available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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

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

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

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

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

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

Financial Reports:
Semi-Annually
In addition to the SF-Performance Progress Report and SF-425, recipients under this program will be required to report on performance measurement (implementation and legislatively mandated benchmarks) data (Form 2, OMB #0970-0500, expiration: February 28, 2023), demographic and service utilization data (Form 1, OMB #0970-0389, expiration: April 30, 2025), service capacity, place-based services, family engagement, and staffing data (Form 4, OMB #0970-0490, expiration: February 28, 2023) and a legislatively mandated Report to the Secretary (OMB #0970-0409, expiration: September 30, 2024). Recipients with prior Tribal MIECHV grants, who are required to maintain existing home visiting services, will be expected to report data in Year 1. The frequency and format of reporting will be outlined in the recipient's cooperative agreement with ACF. The current forms have OMB approval, and ACF will seek approval for any new forms to be developed.

VII. HHS Award Agency Contact(s)

Program Office Contact

Farha
Marfani
Administration for Children and Families
330 C Street SW.
3014
Washington
DC
20201
farha.marfani@acf.hhs.gov

Office of Grants Management Contact

David
Lee
Office of Grants Management
330 C Street SW
3209B
Washington
DC
20201
david.lee@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov.	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

What to Submit	Where Found	When to Submit
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
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.*
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*.
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 Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-

What to Submit	Where Found	When to Submit
		424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Tribal Resolutions	Referenced in *Section III.1* under Eligible Applicants.	Submission due by application due date found in *Overview* and *Section IV.4. Submission Dates and Times.*
Third-Party Agreements	Referenced in *Section IV.2. The Project Description.*	Submission due by application due date found in *Overview* and *Section IV.4. Submission Dates and Times.*

Appendix

Definitions

- Adaptation
    - An adaptation of an evidence-based model or promising approach includes changes to the model that have not been tested with rigorous impact research and are determined by the model developer to alter core components related to

program impacts, are aligned with Tribal MIECHV program requirements, and are agreed to by the model developer and ACF in partnership with the recipient.

- Administrative supervision
    - Administrative supervision is the oversight of employees' adherence to tribal, federal, state, and agency regulations and policies (including the rules and policies of the Tribal MIECHV program; program policies and procedures; quality assurance; and safety). Administrative supervision is aimed at monitoring an employee's productivity and performance.

- At-risk tribal community
    - An at-risk tribal community can be defined in the following ways, reflecting diverse circumstances of tribal populations:
        - A tribe or tribes within a discrete geographic region (e.g., on a reservation, Tribal Jurisdictional Service Area, Alaska Native village) could be considered an at-risk tribal community;
        - Subgroups or communities of a tribe or tribes within a discrete geographic region could be considered an at-risk tribal community; or
        - Members of a tribe(s) could live scattered throughout a larger, non-tribal geographic area interspersed with non-tribal members (e.g., AI/AN living in an urban environment) and be considered an at-risk tribal community.

- Clinical supervision
    - Clinical supervision is case-focused and supports a practitioner in reviewing, discussing, and evaluating cases, including treatment planning, implementation of intervention strategies, and progress of clients. Clinical supervision may or may not be reflective.

- CQI
    - CQI supports the ongoing use of performance and implementation data to optimize program outcomes, facilitate cultural and contextual adaptations of evidence-based models to meet community and program needs, identify and disseminate best practices, and test new approaches in home visiting that can increase efficiency and enhance effectiveness of programs.

- Early childhood system
    - An early childhood system brings together health, early care and education, and family support program partners, as well as tribal and community leaders, families, and other stakeholders to achieve agreed-upon goals for thriving children and families. An early childhood system aims to: reach all children and families as early as possible with needed services and supports; reflect and respect the strengths, needs, values, languages, cultures and communities of children and families; ensure stability and continuity of services along a continuum from pregnancy to kindergarten entry; genuinely include and effectively accommodate children with special needs; support continuity of services, eliminate duplicative services, ease transitions in order to improve the overall service experience for families and children; value parents and community members as decision makers and leaders; and catalyze and maximize investment and foster innovation.

- Eligible family
    - The MIECHV legislation (section 511(1)(2) of the Social Security Act) states that an eligible family in MIECHV means a woman who is pregnant, and the father of the child if the father is available; or a parent or primary caregiver of a child, including grandparents or other relatives of the child, and foster parents who are serving as the child's primary caregiver from birth to kindergarten entry, and including a non-custodial parent who have an ongoing relationship with, and at times provide physical care for, the child. Section 511(d)(4) of the Act further requires that MIECHV recipients give priority to serving high-risk groups including: eligible families who reside in at-risk tribal communities in need of such services, as identified in the needs assessment; low-income eligible families; eligible families who are pregnant women who have not attained age 21; eligible families that have a history of child abuse or neglect or have had interactions with child welfare services; eligible families that have a history of substance abuse or need substance abuse treatment; eligible families that have users of tobacco products in the home; eligible families that are or have children with low student achievement; eligible families with children with developmental delays or disabilities; and eligible families who, or that include individuals who, are serving or formerly served in the Armed Forces, including such families that have members of the Armed Forces who have had multiple deployments outside of the United States.

- Enhancement
    - An enhancement of an evidence-based model or promising approach includes changes or additions to the model that have not been tested with rigorous impact research but are determined by the model developer not to alter the core components related to program impacts, are aligned with Tribal MIECHV program requirements, and are agreed to by the model developer and ACF in partnership with the recipient.

- Evidence-based home visiting model
    - An evidence-based home visiting model is used to describe both models that meet the HHS criteria for evidence of effectiveness in tribal communities and models that are considered promising approaches. HHS uses HomVEE, http://homvee.acf.hhs.gov/ to conduct a thorough and transparent review of the home visiting research literature and provide an assessment of the evidence of effectiveness for home visiting models that target families with pregnant people and children from birth to kindergarten entry. This also includes a tribal-specific review (Tribal HomVEE). There is currently one model that meets the HHS criteria for evidence of effectiveness in AI/AN communities. All other home visiting models, including those that have been designated by HHS as meeting criteria for evidence of effectiveness for the general population through the HomVEE review, are currently considered promising approaches for use with AI/AN populations.

- Fidelity

- Fidelity constitutes a program's adherence to model developer requirements for high-quality implementation as well as any affiliation, certification, or accreditation required by the model developer, if applicable. These requirements include all aspects of initiating and implementing a home visiting model, including, but not limited to, recruiting and retaining clients; providing initial and ongoing training, supervision, and professional development for staff; establishing a management information system to track data related to service delivery and model fidelity; and developing an integrated resource and referral network to support client needs. Changes to a model that alter the core components related to program outcomes (otherwise known as drift) could impair fidelity and undermine the program's effectiveness.

- Home visiting program
  - A home visiting program:
    - Includes home visiting as the primary service delivery strategy (excluding programs with infrequent or supplemental home visiting);
    - Is offered on a voluntary basis to eligible families in at-risk tribal communities; and
    - Targets outcomes specified in the MIECHV legislation, including: improved maternal and child health; prevention of child injuries, child abuse, or maltreatment, and reduction of emergency department visits; improvement in school readiness and achievement; reduction in crime or domestic violence; improvements in family economic self-sufficiency; and improvements in the coordination and referrals for other community resources and supports.

- Infant and early childhood mental health consultation
  - Infant and early childhood mental health consultation is a prevention-based service that pairs a mental health consultant with families and adults who work with infants and young children in the different settings where they learn and grow, such as child care, preschool, and their home. The aim is to build adults' capacity to strengthen and support the healthy social and emotional development of children, early and before intervention is needed. In contrast to direct therapeutic services, infant and early childhood mental health consultation offers an indirect approach to promoting positive social and emotional development among children and families. Mental health consultation can be an important support to home visiting programs by enhancing their capacities to address children's and families' mental health needs.

- Local advisory committee
  - A local advisory committee is comprised of community members (including families) from the program's service area and provides input on a variety of program and evaluation activities. Local advisory committees are created to ensure that the program is in touch with the community's needs and incorporates the community's perspective in program operations and evaluation activities. Local advisory committees should meet on a regular basis and perform a number of valuable functions, including providing input on needs and readiness

assessment, performance measurement, CQI, evaluation, and dissemination activities; defining program vision, goals, objectives, and design; and helping shape many core functions and activities of the program.

- MIECHV caseload slot
    - A MIECHV caseload slot is defined as a family served during the reporting period by a trained home visitor implementing services with fidelity to the model and that is identified as a MIECHV caseload slot at enrollment. All members of one family or household represent a single MIECHV caseload slot. Families are designated as MIECHV caseload slots at enrollment based on the designation of the home visitor they are assigned. Using this methodology, recipients designate all families as MIECHV caseload slots that are served by home visitors for whom at least 25 percent of his/her personnel costs (salary/wages including benefits) are paid for with MIECHV funding. Once designated as a MIECHV caseload slot, the family is tracked for the purposes of data collection through the tenure of service in the program. All members of one family or household represent a single MIECHV caseload slot. The count of MIECHV caseload slots should be distinguished from the cumulative number of enrolled families during the reporting period.

- MIECHV Learning Agenda
    - From its inception, the MIECHV program has incorporated a learning agenda approach. A learning agenda aims to "continually improve program performance by applying existing evidence about what works, generating new knowledge, and using experimentation and innovation to test new approaches to program delivery" (OMB-13-17). MIECHV's learning agenda involves a combination of continuous quality improvement, performance measurement, rigorous evaluation at the national and local levels, and support for research infrastructure in the field. The evidence generated by each of these activities contributes unique perspectives to HRSA and ACF's understanding of the program to help improve MIECHV's effectiveness and to build the broader knowledge base regarding home visiting. More information is available at: https://mchb.hrsa.gov/sites/default/files/mchb/programs-impact/miechv-learning-agenda-overview.pdf

- Needs and readiness assessment
    - A needs and readiness assessment has the following two major components: an assessment of community needs and an analysis of community readiness and capacity of organizations and programs to meet these needs.

- Qualitative data
    - Descriptive and conceptual data, often rich in meaning and detail, and analyzed to discover underlying meanings and patterns of relationships.

- Quantitative data
    - Numerical data, that can be aggregated and analyzed using mathematical and statistical methodologies.

- Reflective supervision
    - Reflective supervision is a distinctive form of competency-based professional development that is provided to multidisciplinary early childhood home visitors who are working to support very young children's primary caregiving relationships. Reflective supervision is a practice that acknowledges that infants and toddlers have unique developmental and relational needs and that all early learning occurs in the context of relationships. Reflective supervision is distinct from administrative supervision and clinical supervision due to the shared exploration of the parallel process, that is, attention to all of the relationships is important, including the relationships between home visitor and supervisor, between home visitor and parent, and between parent and infant/toddler. Reflective supervision supports professional and personal development of home visitors by attending to the emotional content of their work and how reactions to the content affect their work. In reflective supervision, there is often greater emphasis on the supervisor's ability to listen and wait, allowing the supervisee to discover solutions, concepts and perceptions on his/her own without interruption from the supervisor.

- Supplement
    - A supplement to an evidence-based model or promising approach is the addition of a supportive or complementary curriculum to an evidence-based home visiting model. The supplement may or may not have been tested with rigorous impact research, but must be determined by the model developer not to alter the core components related to program impacts, aligned with Tribal MIECHV program requirements, and agreed to by the model developer and ACF in partnership with the recipient.

- Virtual home visiting
    - Home visiting conducted solely by use of electronic information and telecommunications technologies.