



Administration for Children and Families

Office of Early Childhood Development

Tribal Maternal, Infant, and Early Childhood Home Visiting Program Grants

HHS-2024-ACF-ECD-TH-0135

Application Due Date: *Application Due Date will be submitted as: date based on specified number of days after the actual Synopsis Post Date*

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Funding Opportunity Title:

Tribal Maternal, Infant, and Early Childhood Home Visiting Program Grants

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2024-ACF-ECD-TH-0135

Assistance Listing Number:

93.872

Due Date for Applications:

Application Due Date will be submitted as: date based on specified number of days after the actual Synopsis Post Date

Executive Summary

Notice:

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

The Office of Early Childhood Development (ECD) within the Administration for Children and Families (ACF) will be soliciting applications for the Fiscal Year 2024 Tribal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program. Funds will support 5-year awards (cooperative agreements) between ACF and federally recognized Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations to develop, implement, sustain, or expand an evidence-based home visiting program serving expectant families and families with young children aged birth to kindergarten entry. Awards will support:

- Implementation of high-quality, culturally grounded, evidence-based home visiting services to American Indian and Alaska Native (AI/AN) families and children;
- Implementation of performance measurement and continuous quality improvement (CQI) systems;
- Development of early childhood systems; and
- Participation in research and evaluation activities to build evidence around home visiting, particularly in tribal communities.

Funds for Year 1 will be awarded to recipients to conduct a comprehensive community needs and readiness assessment (CNRA), develop an implementation plan, and build capacity to support implementation. If applicable, funds for Year 1 will be awarded to continue delivering existing home visiting services. In Years 2-5, recipients will implement the various components of their approved plan to respond to identified needs (submitted during Year 1) by implementing high-quality, evidence-based home visiting programs in their community.

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 and Tribal MIECHV

The MIECHV program, administered by the Health Resources and Services Administration (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. Evidence-based 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 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 funding to states and territories can be found at <http://mchb.hrsa.gov/programs/homevisiting/>.

Legislation sets aside 6 percent of the appropriation for awards to tribal recipients.

Tribal MIECHV programs should be consistent with the requirements of the MIECHV awards to states and territories, to the greatest extent practicable, and programs must conduct needs assessments and establish benchmarks.

Along with the goals of the overall MIECHV program, the goals of the Tribal MIECHV program are to:

- Support the development of happy, healthy, and successful AI/AN 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;
- Implement high-quality, culturally relevant evidence-based home visiting programs in AI/AN communities;
- Expand the evidence base around home visiting interventions with Native populations; and
- Support and strengthen cooperation and coordination and promote linkages among various programs that serve expectant families, young children, and families, resulting in coordinated, comprehensive early childhood systems in recipient communities.

For generations, many AI/AN peoples have used informal home visits as a way of taking care of and attending to the needs of young families in their communities 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, including Tribal MIECHV. More information about the Tribal MIECHV Program, current recipients, and the communities they serve can be found at [ECD Tribal Home Visiting website](#).

Required Activities

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

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

- Conducting a community *needs and readiness assessment* (CNRA) of *at-risk tribal communities* that engages all relevant community members and interested parties (Year 1 only);
- Planning collaboratively to address identified needs and develop 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 and behavioral 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*.

The activities that recipients carry out throughout this cooperative agreement will support tribally and locally driven decision-making, development, and implementation of 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.

While this NOFO is open to eligible entities, ECD intends to prioritize awards to programs and communities meeting an unmet need, including those without prior experience implementing evidence-based early childhood home visiting programs in the proposed community(ies). Entities without prior experience implementing evidence-based early childhood home visiting programs are eligible to receive additional bonus points, which can be found in *Section V.1. Criteria* of this NOFO.

Year 1: CNRA, Implementation Plan, and Capacity Building

The first 15 months of the cooperative agreement are considered “Year 1”. Year 1 activities are designed to support recipients in understanding the needs and capacities of their communities and developing, adjusting, modifying, sustaining, and/or expanding their programs to meet these needs and fulfill requirements. In Year 1 of the cooperative agreement, recipients must

- A. Conduct a CNRA,
- B. Develop an implementation plan that describes how the recipient will carry out Year 2-5 activities,
- C. Improve and enhance organizational and community infrastructure and capacity to carry out activities during Years 2-5, and
- D. If applicable, maintain existing home visiting services to expectant families and families with young children.

A. Comprehensive CNRA

The goals of the CNRA 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 CNRA 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 CNRA will also 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.

The CNRA 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, including *Indigenous 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. Data may include strengths, protective factors, and risk factors. The risk factors must include (but are not limited to) premature births; low birth weight; infant mortality due to abuse, neglect, or other causes; poverty; crime; domestic violence; high-school dropout; substance abuse; unemployment; and child maltreatment.
- Assess the organization's capacity and readiness to implement evidence-based home visiting services.
- 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, if applicable, 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.

B. Development of an Implementation Plan

Upon award, ACF will provide recipients with detailed guidance for submitting the CNRA and an Implementation Plan that describes how the recipient will carry out required activities in Years 2-5. This detailed guidance, which has been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA), (OMB# 0970-0611, expiration: June 30, 2026) clearly lays out the deliverables that recipients will be required to submit, and the requirements for Years 2-5, and is available at: <https://www.acf.hhs.gov/ecd/tribal/tribal-home-visiting/tribal-home-visiting-grant-guidance>. Recipients will follow an iterative process and timeline to submit sections of the Implementation Plan in accordance with submission milestones provided by ACF upon award. Recipients will not fully implement home visiting services as laid out in their plan until this plan is approved by ACF.

C. Capacity Building to Support Implementation

During Year 1, in accordance with the Implementation Plan guidance, 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 programs. This includes identifying the *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 that do not meet these criteria but otherwise meet the requirements for home visiting models. 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. In Year 1, recipients must:
 - Determine the target population for services;
 - Set program goals and objectives;
 - Determine which home visiting model(s), adaptations, enhancements, and supplements would meet the identified needs of the community and target population;
 - Work with developers of selected home visiting models to establish formal agreements;

- Participate in training needed to implement selected models, adaptations, enhancements, and supplements;
- Develop or refine program policies and procedures; and
- Engage in other activities that will support effective implementation with fidelity of the selected home visiting models, adaptations, enhancements, and supplements.
- Select, develop, and supervise 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. 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
 - 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 to effectively provide reflective supervision program-wide with fidelity to the home visiting model or models implemented.
- Develop or improve 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.
- Enhance 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.
- Work 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.

D. Continued Delivery of Existing Home Visiting Services (if applicable)

If the recipient has already been implementing home visiting services prior to receiving an award under this NOFO, an important activity during Year 1 of the award 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 may also use Tribal MIECHV funds to replace another funding source to provide ongoing services in Year 1. Recipients who use Tribal MIECHV funds under this NOFO to provide services in Year 1 will be expected to conduct data collection and submit relevant data reports during Year 1.

Recipients who are only proposing to expand services under this NOFO (and will not use funds awarded under this NOFO to provide existing home visiting services) will not be expected to report 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:

A. Implementation of Home Visiting Services

Per the approved Implementation Plan, recipients will implement high-quality, culturally grounded evidence-based home visiting programs that meet the needs of at-risk tribal communities and provide home visiting services, including *virtual home visits* as specified by statute, to *eligible families*, in alignment with the definition of a *MIECHV caseload slot*.

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. 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; and other federal laws, regulations, and policies applicable to the use of federal 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 fund *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.

B. Performance Measurement and CQI

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/tribal-home-visiting-grant-guidance>.

Recipients will also engage in CQI activities, including 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.

C. Early Childhood Systems Building

Recipients will collaborate with tribal, local, and state early childhood partners 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. Recipients will also support maternal, early childhood, and infant mental and behavioral health including, but not limited to, through *infant and early childhood mental health consultation*.

D. MIECHV Learning Agenda Activities

Recipients will participate in MIECHV-funded evaluation opportunities to promote learning and contribute to the MIECHV Learning Agenda. HHS carries out a continuous program of research and evaluation activities in order to increase knowledge about the implementation and effectiveness of home visiting programs. 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 under this NOFO to participate, whenever feasible and where there is interest, in MIECHV-funded evaluation activities, including, but not limited to:

- Serving as collaborators/subject matter experts for MIECHV evaluation projects;
- Participating in data collection activities; and
- Participating in evaluation dissemination activities.

Examples of upcoming or ongoing MIECHV-funded evaluation activities that recipients may engage with include the Center for Indigenous Research Collaborations and Learning for Home Visiting (<https://www.acf.hhs.gov/opre/project/center-research-practice-collaborations-indigenous-home-visiting-crpc-ihv>), the Tribal Early Childhood Research Center (<https://coloradosph.cuanschutz.edu/research-and-practice/centers-programs/caianh/projects/trc>), and the Home Visiting Applied Research Collaborative (<https://hvresearch.org/>). Other MIECHV-funded evaluation activities will be shared over a recipient listserv.

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 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 7, 2024, from 3:00 p.m.- 4:30 p.m. eastern time (ET). The link to join is <https://acf-hhs-gov.zoomgov.com/j/1617207853>, call-in number is (669) 254-5252; the passcode is 1617207853. 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>. Frequently Asked Questions (FAQ) will also be made available publicly. The link to the FAQ website is <https://www.acf.hhs.gov/ecd/tribal/tribal-home-visiting>. In the event of a discrepancy between the FAQ and the NOFO, the NOFO takes precedence.

Joining and participating in the webinar is voluntary. 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 at least one other key staff must attend the following meetings to be held in Washington, DC, or another location. Overall, recipients must attend up to 10 meetings over the life of the cooperative agreement.

- Kick-off meeting, within 90 days of the start of the award. This will last 2 to 3 days. (Year 1 only)
- Annual all-Tribal MIECHV recipient meeting in each year. Each meeting will last 2 to 3 days.
- Annual regional meeting in each year. Each meeting will last 2 to 3 days. (Years 2-5 only)

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 SAM, if they do not already have one. Prime recipients are required to check SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the *Award Term and Condition on Subawards* on the [ACF Administrative and National Policy Requirements](#) website for further requirements involving subawards.

ECD Response to Nationally Declared Emergency

If, during the project period, ECD and/or recipients are required to adjust program and/or award 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:

\$3,000,000

Expected Number of Awards:

6

Award Ceiling:

\$1,000,000

Per Budget Period

Award Floor:

\$250,000

Per Budget Period

Average Projected Award Amount:

\$500,000

Per Budget Period

Anticipated Project Start Date:

07/01/2024

Length of Project Periods:

Other

Additional Information on Project Periods and Explanation of 'Other'

63-month project period with one 15-month budget period followed by four 12-month budget periods

Additional Information on Awards:

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

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

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, when applicable, in the establishment of policies and procedures that maximize open competition for subawards; and rigorous and impartial development, review, and funding of subrecipient activities;
- 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);
- ACF's close monitoring 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
- ACF's close monitoring during performance that may, in order to ensure compliance with the intent of this funding opportunity, exceed those federal stewardship responsibilities customary for discretionary activities.

Upon award, recipients will work closely with ACF and TA providers in the development of the implementation 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.

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 non-profit 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.

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 the merit 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.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by

budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

[Electronic Application Submission.](#)"

Missing the Application Deadline (Late Applications)

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

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Jesse
LaSarte
HHS-2024-ACF-ECD-TH-0135
Administration for Children and Families
330 C Street SW
Washington
DC
20201
202-205-9513
TribalHV@acf.hhs.gov

Application Packages

Electronic Application Submission:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Notice of Two-File Requirement

Applicants applying via Grants.gov must upload only two electronic files, excluding Standard

Forms (SFs) and Office of Management and Budget (OMB)-approved forms. Additional files will be removed prior to the merit review.

FOR ALL APPLICATIONS:

Signature of Authorized Organization Representative (AOR)

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

Accepted Font Style and Size

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

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

English Language

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

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

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

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

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

Corrections/Updates to Submitted Applications

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

Copies Required

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

Accepted Application Format

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

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

File 1 (Project Description) must include the following. Applicants should title each section accordingly.

- 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
- Budget and Budget Justification

File 2 (Appendices) must include:

- Tribal Resolutions (if applicable)
- Organizational Capacity Supplemental Information

- 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

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Formatting Submission Files

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

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

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

Naming Application Submission Files

Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces). Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

REQUIREMENTS FOR PAPER APPLICATION SUBMISSIONS:

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

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

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

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

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the	Required for all applications.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application due date.	
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Required of all applicants.</p> <p>Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.</p> <p>Obtain a UEI and SAM registration at: http://www.sam.gov.</p>	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
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	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	<p>application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Tribal Resolutions	Referenced in <i>Section III.1. Eligible Applicants.</i>	Submission due by application due date found in <i>Overview</i> and in <i>Section IV.4.</i>

Additional Required Assurances and Certifications

Mandatory Grant Disclosures

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

Proprietary Information and Personally Identifiable Information (PII)

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

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

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

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application

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

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

Letters of intent may be submitted by email to TribalHV@acf.hhs.gov, subject line: Tribal MIECHV - 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 project description. The summary must include a brief description of the applicant's proposed project including the needs to be addressed, the proposed activities or services, and if applicable, the population group(s) to be served. The summary must be clear, accurate, concise, and without cross-references to other parts of the application. Please place the following at the top of the Project Summary:

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

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

Geographic Location

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project. If the geographic area(s) are served by both the primary recipient and subrecipient organization(s), describe the locations covered by all organizations anticipated to receive funding from the award.

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.

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 if applicable, subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

The applicant should describe its understanding of maternal, infant, and early childhood home visiting programs. This includes an understanding of fidelity, adaptation, and enhancement of evidence-based strategies concerning home visiting programs in AI/AN communities. Early childhood systems must be addressed, as well as how they contribute to the success of a home visiting program. Finally, this section must address how performance measurement, CQI, and evaluation activities contribute to the program's success.

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 must describe the approach the applicant proposes to take in the 15-month Year 1 to conduct or update a comprehensive CNRA, develop an implementation plan, engage in capacity building activities, and (if applicable) continue delivery of existing home visiting

services to children in families, as described in *Section I. Program Description, Required Activities, Year 1: CNRA, Implementation Plan, and Capacity Building*. The description of the Year 1 approach should include, at a minimum, but it not limited to, the following elements:

1. Overall plan for conducting the proposed activities in a complete and timely manner.
2. The factors that could speed and hinder completion of these activities and how these factors would be managed and leveraged.
3. Plan for conducting or updating a comprehensive CNRA.
4. Plan for developing and submitting an implementation plan during Year 1.
5. Plan for using CNRA findings to select an evidence-based home visiting model and any necessary adaptations, enhancements, and supplements. Applicants should not propose a home visiting model to be implemented in their application, as this determination must be based on the results of the CNRA.
6. Plan for building or maintaining capacity to implement an evidence-based home visiting program.
7. Plan for ensuring that the project will result in the implementation of a high-quality, evidence-based home visiting program that is culturally responsive to the target population.
8. Plan for developing relationships with and involving tribal leaders, community members, partner agencies, participants, 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 and involvement of the program's local advisory committee.
9. The roles and responsibilities and time commitments of proposed staff, including subrecipients, consultants, contractors, and/or partners, and how these positions are appropriate and relevant to the successful implementation of the proposed project.

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.
- Copy or description of the applicant organization's fiscal control and accountability procedures.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Child care licenses and other documentation of professional accreditation.

- Information on compliance with federal/state/local government standards.

Applicants should clearly identify the lead entity responsible for conducting activities under this NOFO. 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).

Applicants must also describe their organizational capacity to conduct performance measurement and CQI activities.

Entities without prior experience implementing evidence-based early childhood home visiting programs are eligible to receive additional bonus points with supporting documentation that confirms the applicant has yet to experience implementing evidence-based child home visiting programs. Supporting documentation may include tribal resolution emphasizing the lack of prior home visiting services delivered by the applicant or letters of support from partners highlighting the absence of previous home visiting services provided by the applicant.

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

Applicants must provide Letters of Commitment, MOUs, or MOAs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). 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 award is made to the successful applicant.

Collaboration/consortia applicants must provide Letters of Commitment, MOUs, or MOAs 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 project budget consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information SF. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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

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

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.

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

Applicants are asked to provide a budget for the first budget year of the 5-year award. Applicants should take into consideration the unique costs in the first 15 months (Year 1) for completing the CNRA and implementation plan development.

In Year 1, the applicant's proposed budget must:

- Provide for the Project Director and at least one other key staff member to attend a 2-3 day kickoff meeting for recipients funded under this NOFO to be held within the first 90 days of the award in Washington, DC, as well as one 2-3 day Tribal MIECHV meeting in Washington, DC.

- Commit a reasonable and adequate amount of federal funds to comply with the requirements for CNRA and building capacity for performance measurement CQI.

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

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

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

Travel

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

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

company that employs the consultant. The latter case must still be listed under Contractual line item.)

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

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

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

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

Other

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

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

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

Indirect Charges

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Please read the following instructions carefully and completely.

Electronic Delivery

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

How to Register through Grants.gov

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

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

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

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

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

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Application Submission

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Number of Days from Publication 30

The LOI date will generate once the Synopsis is published if Days or a Date are entered.

Number of Days from Publication 90

Due Date for Applications

Application Due Date will be submitted as: date based on specified number of days after the actual Synopsis Post Date

Explanation of Due Dates

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

Electronic Applications

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

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

Mailed Paper Applications

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

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

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

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt

time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper application:

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail.

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

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

IV.7. Other Submission Requirements

Submit paper applications to the following address.

Submission by Mail

Jesse
LaSarte
HHS-2023-ACF-ECD-TH-0135
Administration for Children and Families
330 C. Street, SW
Washington
DC

V. Application Review Information

V.1. Criteria

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

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

Understanding of Program

Maximum Points: 20

1. The applicant demonstrates that it understands, and that its proposed project will contribute to achieving, the goals and objectives of 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 demonstrates an understanding of maternal, infant, and early childhood *home visiting programs*.
4. The applicant demonstrates an understanding of the concepts of *fidelity*, *adaptation*, and *enhancement* in evidence-based policy in relation to home visiting programs in AI/AN communities.
5. The applicant demonstrates an understanding of *early childhood systems* and how they contribute to the success of a home visiting program.
6. The applicant demonstrates an understanding of performance measurement, *CQI*, and evaluation activities and how they contribute to the success of a home visiting program.

Need for Assistance

Maximum Points: 15

1. The applicant clearly demonstrates that the proposed project will fill an unmet need.
2. The applicant clearly identifies and justifies the target population and proposed service area for the proposed project.
3. The applicant demonstrates a thorough understanding of the characteristics of the tribal community and the service needs of the population and community.
4. The applicant demonstrates that it has involved the community in developing its proposed project, including evidence that the community desires and is invested in the project.

Overall Approach

Maximum Points: 35

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 develop an evidence-based home visiting program that will meet population and community needs, including selecting an *evidence-based home visiting model* and adding 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 that its proposed approach is likely to result in a high-quality, evidence-based home visiting program that is culturally responsive to the target population.
8. The applicant demonstrates that tribal leaders, community members, partner agencies, and program participants will be involved in and kept informed of project implementation and outcomes.
9. The applicant articulates a reasonable approach to how it will compose and involve a *local advisory committee*.
10. 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.

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 relevant expertise and experience among AI/AN populations.
3. The applicant demonstrates expertise, experience, and organizational capacity that will support its ability to implement high-quality, culturally grounded, evidence-based home visiting services that meet the requirements of this NOFO.
4. 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.
5. The applicant demonstrates organizational capacity that will support its ability to conduct performance measurement and 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 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.
9. 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.

Budget and Budget Justification**Maximum Points: 5**

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 it has committed a reasonable amount of the Year 1 project budget to planning and conducting a needs and readiness assessment, either through personnel or contractual investment.
3. 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, either through personnel or contractual investment.

Bonus Points**Maximum Points: 5**

1. The applicant demonstrates that it does not have current or prior experience implementing evidence-based early childhood home visiting programs.

V.2. Review and Selection Process

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

Initial ACF Screening

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

Merit Review and Results

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

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

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to

not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

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

ACF reserves the right to prioritize awards to entities without prior experience implementing evidence-based home visiting services.

Federal Awarding Agency Review of Risk Posed by Applicants

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

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

English, the recipient must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

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

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

HHS Grants Policy Statement

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

VI.3. Reporting

Performance Progress Reports:

Annually

Reporting Requirements

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

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

Financial Reports:

Semi-Annually

SF-425

In addition, the following data will be collected on an annual or quarterly basis:

- Performance measurement data (implementation and legislatively mandated benchmarks) data (Performance Measurement Data Report, OMB #0970-0614, expiration: August 31, 2026),
- Demographic and service utilization data (Demographic and Service Utilization Data Report, OMB #0970-0614, expiration: August 31, 2026),
- Service capacity, family engagement, and staffing data (Quarterly Performance Data Report, OMB #0970-0614, expiration: August 31, 2026)
- Report to the Secretary (OMB #0970-0409, expiration: September 30, 2024).

Recipients who will maintain existing home visiting services using Tribal MIECHV funds in Year 1 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

Jesse
LaSarte
Administration for Children and Families
330 C Street SW.
Washington
DC
20201
202-205-9513
TribalHV@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

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.
Administration for Children and Families (ACF) www.acf.hhs.gov/.
ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.
ACF "Applying for an ACF Award" <https://www.acf.hhs.gov/grants/how-apply-grant>.
ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>
Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://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	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.</p> <p>To obtain a UEI and SAM registration, go to http://www.sam.gov.</p>	<p>A UEI and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the NOFO's forms package at www.Grants.gov.</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the NOFO's forms package at www.Grants.gov.</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
SF-Project/Performance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p>	<p>Submission is due by the application due</p>

What to Submit	Where Found	When to Submit
Site Location(s) (SF-P/PSL)	This form is available in the NOFO's forms package at www.Grants.gov .	date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	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 <i>Section IV.2. Project Description</i> .	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.4</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C.

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

Appendix

Definitions

Most definitions were for the purposes of the NOFO unless specifically noted individually.

- 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.
- Community needs and readiness assessment (CNRA)
 - 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.
- Continuous Quality Improvement (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.
- Indigenous methodologies
 - As an extension of Indigenous studies, Indigenous methodologies of inquiry seek to regenerate Indigenous ways of knowing and research, and craft educational spaces for Indigenous peoples, by Indigenous peoples (Smith, 2012, as cited in Smith et al., 2019).
- 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, https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/memoranda/2013/m-13-17.pdf). 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>
- 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.