Administration for Children and Families

Office of Planning, Research and Evaluation

Human Services Interoperability Innovations
HHS-2021-ACF-OPRE-PD-1915
Application Due Date: 09/01/2021

Human Services Interoperability Innovations
HHS-2021-ACF-OPRE-PD-1915
TABLE OF CONTENTS

Overview
Executive Summary
I. Program Description
II. Federal Award Information
III. Eligibility Information
    1. Eligible Applicants
    2. Cost Sharing or Matching
    3. Other
IV. Application and Submission Information
    1. Address to Request Application Package
    2. Content and Form of Application Submission
    3. Unique Entity Identifier and System for Award Management (SAM)
    4. Submission Dates and Times
    5. Intergovernmental Review
    6. Funding Restrictions
    7. Other Submission Requirements
V. Application Review Information
    1. Criteria
    2. Review and Selection Process
    3. Anticipated Announcement and Federal Award Dates
VI. Federal Award Administration Information
    1. Federal Award Notices
    2. Administrative and National Policy Requirements
    3. Reporting
VII. HHS Awarding Agency Contact(s)
VIII. Other Information

Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Human Services Interoperability Innovations
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-OPRE-PD-1915
Primary CFDA Number:	93.647
Due Date for Letter of Intent:	**08/02/2021**
Due Date for Applications:	**09/01/2021**

Executive Summary

Notice:

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

The Office of Planning, Research and Evaluation (OPRE) within the Administration for Children and Families (ACF) announces the availability of funds for the ACF Human Services Interoperability Innovations demonstration program. This demonstration program is intended to expand data sharing efforts by state, local, and tribal governments to improve human services program delivery, and to identify novel data sharing approaches that can be replicated in other jurisdictions.

This cooperative agreement will focus on addressing longstanding barriers to interoperability, including technology, business, legal, organizational, and process-oriented factors. Results will be disseminated to inform future efforts and facilitate replication of promising practices.

I. Program Description

Statutory Authority

Title XI, Part A, section 1110 of the Social Security Act (42 U.S.C. 1310).

Description

BACKGROUND

Human services professionals are called upon to help the most vulnerable in society - children, individuals, and families who are in need – overcome the challenges they face and achieve self-

sufficiency. Doing so requires information, or data, in order to make informed decisions regarding care, placement, and benefits. While individual programs collect data relevant to the administration of that program, there are numerous instances where access to additional information would be beneficial to the client as well as service providers. Frequently, the data programs need are available, but from an external source, so the question becomes one of how to access the data in a repeatable, automated manner. Even when the benefits of data sharing are clear, the factors that inhibit sharing can be difficult to overcome.

While data sharing may lead to positive outcomes for programs and clients, it is not a panacea. It is important to put data sharing in context as a tool whose success depends greatly on how it is utilized. Frequently cited benefits of data sharing include the following:

- Informed decision making
- Avoiding duplicate data collection
- Improved accuracy and data quality
- Reduced system integration costs
- Bolster protection of sensitive data

The ability to share or exchange data is often described by the term interoperability, which includes the technology, business, legal, organizational, and process-oriented factors that can enable or inhibit the sharing of data.

ACF at the U.S. Department of Health and Human Services (HHS) recognizes that enhanced interoperability for effective data sharing is necessary to achieve large scale operational efficiencies and to address the holistic needs and improve outcomes for those we serve.

While it is tempting to view interoperability as primarily a technology issue, technology factors alone are not sufficient to address the data needs of programs and clients. A more holistic approach requires alignment of legal, policy, and business practices, which all influence potential technical solutions. Inconsistent rules for data access, for example, can inhibit sharing just as much as differences in software. Whatever the barriers to data sharing, they must be identified, understood, and addressed collectively, and this often requires working across programmatic lines.

The ACF Interoperability Initiative was created in response to the growing needs expressed across the human services community and provided coordination of effort across ACF program offices. The initiative has developed numerous products to accelerate interoperability efforts at all levels of government, including the ACF Confidentiality Toolkit, National Human Services Interoperability Architecture, and the Cost Allocation Methodology (CAM) Toolkit. This has also been the proving ground through which ACF explored the potential of data standards and leveraging existing, government-wide, best practices such as the National Information Exchange Model, and Health Level 7 International (HL7).

Interoperability, or the ability to integrate and share data, is an essential element in the delivery of effective human service programs. This approach represents a starting point for achieving an integrated human services ecosystem and will evolve as we learn and grow. This effort will succeed, only if ACF, and the grantee work collectively to achieve it, and ACF stands ready to do our part to help make this vision a reality.

HL7 Fast Healthcare Interoperability Resources (FHIR) has been adopted widely in the healthcare space, and now ACF plans to bring this capability to the Human Services domain. FHIR has brought unprecedented capabilities to the development of applications. Building on an HL7 FHIR infrastructure creates opportunities that have yet to be imagined. These opportunities facilitate creating ecosystems that will benefit human services for decades to come.

Other benefits accrue by using the FHIR standard, which includes security using the authorization framework OAuth2, making applications and application components secure. Using FHIR resources, applications and application components necessary to build new human services applications can be implemented in significantly less time. This has been proven by constructing an application and Smart on FHIR infrastructure that provides care coordination and connected to Smart on FHIR (SoF) application components for assessment, consent, medical, Centers for Medicare & Medicaid Services Blue Button 2.0 claims data, Data Analysis and Data Visualization. FHIR is the first data standard that can be used to build standards-based applications. Although, FHIR to-date has been used primarily for healthcare applications, there are many FHIR resources that would be reused for Human Services applications. The HL7 work group called Gravity, has begun work on defining social determinants of health (SDoH), and is beginning to work on new human services determinants, such as violence, and others.

More information on these and other resources can be found here:

https://www.acf.hhs.gov/about/interoperability

https://www.hl7.org.

COOPERATIVE AGREEMENT PURPOSE

ACF and OPRE are actively working to implement and expand information sharing across programs and levels of government in a manner that meets human services business needs, minimizes cost and complexity, maximizes reuse of promising practices, and complies with all applicable laws and regulations.

The technologies that support human services programs and systems are evolving rapidly. Therefore, it is critical to continually seek new opportunities to elevate the "state of the art" with respect to human services data collection, sharing, and analysis. This grant program is largely a response to the needs identified through ACF's interoperability efforts and seeks to identify promising practices to common or longstanding challenges that will serve as models for reuse and advancement.

All Interoperability Innovations grantees will address an interoperability issue.

COOPERATIVE AGREEMENT PROGRAM REQUIREMENTS

This section describes OPRE's expectations for projects funded under this grant program.

1. Solve a Data Interoperability Issue for Human Services

Interoperability Innovations grantees will address specific and defined local community data interoperability need for human services. For the purposes of this announcement, "local" refers to a state, county, municipal, or tribal jurisdiction. The overall issues identified in interoperability may be large in scope and have long-term goals, but the Interoperability

Innovations grants will address some portion of the larger problem that is achievable within the scope of the grant program funding and time line. Focus areas for the projects may be longstanding barriers to interoperability, such as privacy, security, and legal issues with the emphasis on addressing local data needs and priorities. Projects will establish new data exchanges and/or new data use practices that demonstrate an outcome that can be measured. Each project will identify and gather metrics before and after implementation of the innovation(s), to examine performance and identify areas for continued quality improvement.

Although it is likely that a portion of each project will involve technology development or procurement to enhance data capacity and address identified needs, each project funded under the Interoperability Innovations demonstration program will include a substantial focus on improving the contextual features that may serve as barrier. Each project will also examine improvement in the context of the innovation, and improve chances for success through identifying, renovating, or removing barriers to effective implementation (e.g., assessing and addressing business, legal, organizational, and process-oriented challenges).

Some examples include automating business processes that rely on real-time data exchange; developing multi-agency rules engines; or integrating identity and access management functionality across multiple programs and jurisdictions. These capabilities are provided as examples only, as there are a broad range of local data needs that can be addressed through interoperability improvements.

2. New or Novel Implementation Approach

Projects under this demonstration program are not expected to continue or expand existing efforts, but to design and implement novel and innovative approaches that result in meaningful change in systems' effectiveness. For example, creation of a new regional data management partnership that involves a multi-lateral data sharing agreement could be considered a novel approach; adding a new organization to an existing partnership would be less so. The project will focus on building new interoperability and data sharing infrastructure and practices, rather than supporting operations and maintenance (O&M) for existing efforts.

Grantees will use a FHIR infrastructure implementation readiness, that will launch Smart on FHIR application components using OAuth2. All grantees will be implementation ready, and begin with a FHIR infrastructure in a pre-production, or production user environment. The application developed will support the use of the HL7 FHIR Care Plan, and human and health services for children and families with low income.

Funded innovations should build on the current body of knowledge of human services interoperability and expand available solutions and resources for the human service community. To the extent possible, these projects are expected to enhance the "state of the art" for data interoperability in human services. While a major goal is sharing promising practices with other jurisdictions, projects will also demonstrate readiness to sustain and incorporate innovative solutions into their business practices.

3. ***Promising Practices, Replication, and Dissemination***

The Interoperability Innovations funding will support projects that provide replicable solutions that may be adoptable in other programs, organizations, and jurisdictions. Each project will identify and develop tools or products that will disseminate information about their efforts. These products will be developed in partnership with OPRE, their fellow grantees, and the

interoperability support team.

For example, reuse of a memorandum of understanding (MOU) template or the use of the Trusted Exchange Framework Common Agreement (TEFCA), could speed the creation of data sharing partnerships elsewhere; or the use of a standard such as HL7 FHIR for data exchange might pave the way for nationwide adoption of common data definitions and structures. The use of a HL7 FHIR infrastructure, with Smart on FHIR applications would be highly desired to be used in proposals to this FOA. These are only possible examples of the products or practices that may be useful to human services more broadly.

4. Implementation Ready and Cost Efficient

Each project will be expected to begin very quickly after award. To the extent practical, Interoperability Innovations projects should be "implementation ready," meaning the substantive project work can begin on or close to the award date.

In addition, Interoperability Innovation projects will be cost-effective and efficient, designing and implementing innovations that result in measurable differences in human services data systems for manageable costs. Projects should result in "promising practices" that can be implemented by other jurisdictions, agencies, or organizations with a reasonable investment.

5. Collaboration with OPRE and Other Grantees

In addition to direct financial support, technical assistance (TA) will be available from OPRE, which will also coordinate with existing program-specific TA centers to promote project success. In order to help meet grant program objectives, grantees will be eligible to receive TA that may include feedback on project design, implementation guidance from experts with experience in integrated systems, guidance on legal or policy requirements pertaining to data sharing, or other support identified in the course of the work. TA is not a replacement for the hard work of the grantee, but it is an additional layer of support to help projects stay on target and disseminate effectively. Shortly after award, OPRE and grantee will meet and discuss potential needs for technical support of the funded activities.

OPRE anticipates frequent contact with awardees in support of the cooperative agreement structure of these awards. Grantees should inform the project officer of obstacles and barriers as they arise over the course of the project. See *Section VI.3 Reporting*.

Grantees who have proposed activities of similar or overlapping scope will be supported in peer-collaboration activities, such as regular remote meetings. Grantees will participate in opportunities for collaboration with federal partners and peer groups throughout the award period.

6. Travel

Grantees will attend, at minimum, one 2-day meeting in Washington, DC, and one 3-day trip to a regional/national conference of relevance to the funded activities. Each grantee will host a single 2-day federal site visit at the grantee location with logistics to be determined post-award. If COVID-19 continues to restrict travel, then remote meetings may replace physical travel. The grantee should budget for both options, since it is unclear at this time, what travel restrictions, if any, will be in place.

Grantees should plan to send individuals to the Washington, DC, national grantee meeting and

one other to either the regional or national meeting.

Grantees should plan to send the Program Manager, the Project Manager, and one or two team members.

7. Partnerships

As appropriate Interoperability Innovation grantees will collaborate for effective data sharing and integration efforts with previously established partners (e.g., organizations, agencies, or institutions). Given the short time period of the project the project will benefit from partnerships developed prior to application. Partnership agreements are established through a variety of methods (e.g., MOUs, letters of agreement, subcontracts, sub-awards, etc.).

8. Sub-awards

If the grantee decides that sub-awards are the appropriate method for establishing such an agreement, there are several additional restrictions and regulations that apply. If the primary recipients have not secured sub-recipients by the time of the award, they must do so within 90 days from the start of the project, unless specified otherwise, and they must notify ACF when the sub-recipients are known.

Sub-awards may be provided to entities that will effectively support the primary grantee in their proposed funded activities. When using a sub-award mechanism, sub-recipients must meet the same eligibility requirements as the grantee organization did for funding under this FOA. See *Section III.1. Eligible Applicants* for more information. Additionally, all sub-recipients must obtain a DUNS number if they do not have one already, and they must have an active registration with SAM. See *Section IV.3. Unique Entity Identify and System for Award Management (SAM)*.

Sub-awards must generally be awarded competitively and the role of each sub-recipient must be well-defined, with clear delineation of responsibilities that are distinct from those of other sub-recipients or the primary recipient. The sub-award agreement should clearly define milestones, progress markers and reporting requirements, and the potential for discontinuation of the sub-award if these are not satisfactorily met. The primary grantee must conduct a risk assessment for each potential sub-recipient.

Accountability for project performance will reside with the primary award recipient, who will bear the responsibility of managing and coordinating the performance of any sub-recipient(s). The primary recipient shall remain responsible for budget and progress reporting to ACF regarding the federally funded activities (including expenditures by the sub-awardee). Primary award recipients that issue sub-awards must, at a minimum, abide by 45 CFR § 75.351 - 75.353. If a sub-recipient should be deficient or ineffective in their effort, the primary grantee shall consult with OPRE project officer and identify alternative plans for meeting project goals and objectives. If goals and objectives cannot be met within the scope of the original proposal, the funding for the primary recipient may be terminated.

Each sub-award identified by the grantee must advance the proposal's goals and objectives, and must be relevant, cost effective, and efficient. The primary grantee may not sub-award more than 75 percent of their funds to sub-recipient(s). Any requirements pertaining to cost sharing/matching and funding restrictions (see *Section IV.6. Funding Restrictions*) also apply to funds provided to sub-recipients.

If the sub-award mechanism is utilized, recipients may be required to report under the Federal Financial Accountability and Transparency Act. See: https://www.acf.hhs.gov/grants/award-term-for-federal-financial-accountability-and-transparency.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$1,200,000
Expected Number of Awards:	3
Award Ceiling:	$600,000 Per Project Period
Award Floor:	$200,000 Per Project Period
Average Projected Award Amount:	$400,000 Per Project Period
Anticipated Project Start Date:	11/15/2021

Length of Project Periods:

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

The project and budget period for this Cooperative Agreement is 18 months.

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

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

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

The Cooperative Agreement is fully funded at the time of the award.

Since the cost sharing amount is not part of the federal share, it does not factor into the Award Ceiling for the purposes of Award Ceiling Disqualification.

Indirect Costs are included in the Award Ceiling and are taken into consideration under the Award Ceiling disqualification factor in *Section III.3. Other.*

Additionally, for more information regarding "Indirect Cost Rates" please see *Section IV.2. The*

Project Description, The Project Budget and Budget Justification, Indirect Charges.

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

Under this cooperative agreement, substantial involvement and communication is anticipated between ACF and the grantee throughout the duration of the funded project. ACF/OPRE staff will collaborate with the recipient of funds regarding the roles and responsibilities outlined in this announcement, prior to finalizing the cooperative agreement.

OPRE's role in this collaboration includes, but is not limited to, the following: 1) ensure program requirements are met, in particular those pertaining to promising practices and reuse; 2) provide assistance in defining data exchange requirements and implementation of relevant standards; 3) enable open communication with relevant national experts; 4) help disseminate results and promote replication; and 5) provide oversight and monitoring to ensure project success.

OPRE will monitor the grantee, providing guidance and TA when necessary, and will work collaboratively with the grantee to facilitate accomplishment of project goals. OPRE will facilitate collaboration and coordination with other ACF-sponsored grantees and ACF program offices as needed.

OPRE will have limited TA available to support grantee implementation, and ensure that deliverables supporting development of best practices or project replication are being adequately addressed. For example, OPRE can offer expertise in data sharing, data standards, privacy and confidentiality, security, data analytics, and research/evaluation. Grantees should anticipate discussions with OPRE shortly after award to review any technical support needs and clarify any remaining questions regarding project scope or objectives.

III. Eligibility Information

III.1. Eligible Applicants

According to statute, grants and cooperative agreements may be made to states and public and other organizations and agencies.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with the Social Security Act Section 1110(a)(1)(A).

Grantees must provide at least 1 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting $600,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $6,061.00 , which is 1 percent of total approved project cost of $606,061.00 .

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

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

Applicants must provide a cost sharing amount in the application's Budget and Budget Justification. Since the cost sharing amount is not part of the federal share, it does not factor into the Award Ceiling for the purposes of Award Ceiling Disqualification.

III.3. Other

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

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

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

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

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

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time

stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

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

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

OPRE Review Team
Administration for Children and Families
330 C Street, SW.
Washington, DC 20201
Phone: (202) 565-0181
Email: kenneth.salyards@acf.hhs.gov

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

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

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

IV.2. Content and Form of Application Submission

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

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

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

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

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

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

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

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

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing

requirements and may be single-spaced: the table of contents, the one-page Project Summary, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

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

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

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

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

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

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

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

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Page Limits and Numbering

Applicants must submit no more than two files:

File 1: Project Narrative and Budget Justification.

File 2: Other Attachments.

Page Limit Requirement: In combination, the files cannot exceed 100 pages. Extra pages will be removed and not included in the review.

As described earlier in this *Section*, the required SF and OMB-approved forms are not counted in the page limit. Applicants are reminded to include all required forms and materials.

Writing Style

The proposal should be consistent with the format and style guidelines of the current Publication Manual of the American Psychological Association.

Organization of Application

OPRE recommends applicants organize their submissions based on the outline below, which will improve clarity and consistency across applications. Applicants are strongly advised to use headings and subheadings that correspond to the required information, application sections, and evaluation criteria. Sections should be carefully labeled to ease reviewers' identification of information relevant to the application review criteria. References and project timelines must be included in the Project Narrative section.

File 1: Project Narrative and Budget Justification

1. Table of Contents
2. Project Summary
3. Objectives / Need for Assistance
4. Approach / Project Plan
5. Project Timeline and Milestones
6. Organizational Capacity and Staffing Plan

7. Program Performance Evaluation Plan
8. Dissemination Plan
9. Project Sustainability Plan
10. Plan for Oversight of Federal Award Funds and Activities
11. Budget and Budget Narrative (Justification)

File 2: Other Attachments (as applicable)

1. Organizational Capacity
2. Letters of Support or Commitment
3. Third Party Agreements (e.g., MOU, etc.)
4. Data Governance Documents
5. Logic Model (required, but may be included in the narrative)
6. Legal Status of Applicant Entity
7. Plan for Protection of Sensitive and/or Confidential Information

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

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

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

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

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

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

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

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants

using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

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

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

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

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

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

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)

- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

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

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

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

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

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

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

Required Forms, Assurances, and Certifications

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

Forms / Assurances	Submission Requirement	Notes / Description

/ Certifications		
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-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.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the SAM website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

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

Disclosures must be sent in writing to:

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

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

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

The Project Description

The Project Description Overview

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

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit a letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and the name, phone number, fax number and email address of a contact person.

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

Please send your letter of intent to:

OPRE Review Team
Agency for Children and Families
330 C Street, SW.
Washington, DC 20201

kenneth.salyards@acf.hhs.gov

Table of Contents

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

Project Summary

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

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

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

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

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

Need For Assistance

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

studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

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

Applicants must include a description of a specific, local interoperability data need or issue that will be addressed by the funded activities. Explain how the stated need or issue impacts health and human services for children and families with low income. This problem statement must clearly convey the applicant's understanding of the problem, root causes, contributing and contextual factors, and consequences to human services operations or administration if the problem is not addressed. The interoperability components of the problem should be clearly identified, operationally defined, and measurable. See Program Evaluation Requirements (*Section IV.2 The Project Description, Program Evaluation*). In addition, the specific targeted outcomes should be explained in the context of the identified problem(s) and how they are logically connected. See Logic Model requirement (*Section IV.2. The Project Description, Logic Model*).

The applicant must identify features of the problem that are generalizable to other jurisdictions, organizations, agencies or programs.

Expected Outcomes

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

Approach

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

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

Describe your project plan with a clear progression of steps for building new interoperability and data infrastructure and practices. The proposal must include a discussion of the interoperability problem including associated factors, consequences, and outcomes. The particular interoperability factors that will be targeted should be specified and defined.

Discussion must describe a local human services' systems need of programs that serve children and families with low income; underlying factors and root causes; the jurisdictions, organizations, or human services affected by the problem; and the measurement plan for assessing the outcome(s) to the project. Innovation, or new and novel ways of practice, that may result from the project should be identified.

The proposal must include a technical approach/project plan that describes the proposed methodology for addressing the problem statement and achieving the desired outcomes. The

application must explain how the proposed activities address the overarching goals of the grant program, including the program requirements listed in *Section I. The Program Description*.

The applicant must identify in the technical approach/project plan specific products or tools that will be developed and will be generalizable to other settings. These may be work outputs or documentation of the solution/process followed that may be replicated or adapted in other settings.

The applicant must provide evidence of implementation readiness, as defined in *Section I. Program Description, Program Requirements.* Any obstacles to immediate initiation of proposed activities should be identified.

The approach must include a commitment to participate in technical support activities and peer grantee collaborations over the course of the grant. Identification of need for TA could be part of the technical approach/project plan. This might include direct technical support, facilitation of regional or national level collaborations, dissemination of project outcomes and artifacts for replication, or other assistance.

The approach must include a dissemination plan for sharing the outcomes of the interoperability solution and any other tools and products funded by this grant that promote interoperability. They must also propose specific products, tools, or activities to aid in dissemination of outcomes that may expand the knowledge of the field at large with respect to promising practices. The plan must discuss the process through which the applicant intends to identify and promote demonstrated components of the project for reuse/replication in other jurisdictions, organizations, or agencies (also see *Section IV.2. The Project Description, Dissemination Plan*).

Applicants must articulate their plan to use HL7 FHIR, and provide any additional documented evidence that the applicant has the ability to complete all aspects of the proposal, including implementation with HL7 FHIR. Applicants must describe their use of a FHIR infrastructure, that will launch Smart on FHIR application components using OAuth2. Applicants must confirm that the status of the FHIR infrastructure is in a pre-production, or production user environment. The applicant must provide their plan for using a HL7 FHIR Care Plan, and their evidence that the product will support human and health services for children and families with low income.

The applicant must provide a list of technical areas where they could utilize federal TA support, and peer collaboration. The applicant shall identify staff with sufficient budgeted time to engage in the TA and peer collaborations.

Project Timeline and Milestones

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

Organizational Capacity

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

cooperating partners:

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

The plan must include identification of all organizations that will be involved in the project; their expected roles in the innovation development and implementation; history of collaboration with the applicant, if any; and the partner organizations' abilities and history with completing similar roles. Documentation of commitment from the participating organization, jurisdiction, or program should be included in the proposal. The applicant must describe their efforts or planned efforts for mitigating risk from coordinating the project across multiple organizations, jurisdictions, or programs.

Given the short time period of the project the project will benefit from partnerships developed prior to application. The applicant must submit documentation that all partnering organizations support the proposal and agree to participate as described. This could include letters of agreement or support, MOU, data governance or project governance documentation, subcontract agreements, or plans for subaward. For instance, if a county-based project requires data from the state's Department of Human Services, then the providing department must have already agreed to share the data, and that agreement must be provided in writing as part of the application. If a single agency is the applicant for a project involving multiple agencies, then each of the participating agencies must submit a letter of commitment to show that all parties to the funded activities are committed to the proposal. If the project involves data sharing with other states and localities, evidence must be provided of the readiness and commitment by those separate entities.

Proposals must identify and provide the history and capacity of key organizations, personnel, contractors, and others who have active roles in the project. If feasible, a project governance structure diagram or description must be provided to define the proposed roles and relationships over the course of the project.

The application must include a staffing plan that describes the work plan for the staff of the project, and specifies the roles of individual staff and their expertise/qualifications to address discrete components of the project. Each funded activity proposed must be in the work plan and linked to identified staff. The staffing plan must identify any staff experience and skills with projects of similar scope, complexity, and timeframe. Any staffing, roles, and personnel from partnering organizations, agencies, or jurisdictions must be identified in the staffing plan. Staff responsible for fiscal and partnership oversight, and for writing required progress and fiscal reports, must be identified.

OPRE does not expect applicants to use sub-awards. If an application includes sub-awards, the applicant must clearly describe in their application how they will meet the requirements and expectations found in *Section I. Program Description, Sub-awards*. The applicant must also describe their plan to monitor sub-recipients in accordance with 45 CFR § 75.352.

Plan for Oversight of Federal Award Funds and Activities

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

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

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

Program Performance Evaluation Plan

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

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

Performance indicators must be clearly linked to the operationally defined objectives of the project. These measurements must be designed to assess the quality of project activities, and isolate and define possible causal factors from the environment/context that may contribute to

the identified problem addressed by the funded activities.

Logic Model

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

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

The logic model must reflect the applicant's understanding of the need including: specific targeted outcomes, the context of the identified problem(s) and how they are logically connected. See *Objectives* requirement (*Section IV.2. The Project Description, Objectives*).

Project Sustainability Plan

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

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

Protection of Sensitive and/or Confidential Information

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

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so

that project information is provided to key target audiences. Dissemination plans must include:

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

Third-Party Agreements

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

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

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

Letters of Support

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

The Project Budget and Budget Justification

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

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing

is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

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

Provide a budget using the SF-424A and/or the SF-424C, as applicable, for the entire project period that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the full project period. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget and budget narrative must provide complete, accurate, and sufficiently detailed information to explain and justify the inclusion of each individual project cost. Budgeted amounts must be reasonable and fall within a reasonable cost range for similarly scoped activities or services. The budget must include the required match (see *Section III.2. Cost Sharing or Matching* for more information). The budget must be specifically aligned to each of the proposed activities in the technical approach and work plan.

The budget narrative must provide sufficient detail to justify all costs, including personnel, technology development/acquisition, and implementation. Each activity in the technical approach must be identified and associated costs explained. Amounts in the budget narrative should be clearly linkable to amounts in the SF-424a line items. Any costs for partnership involvement must be identified and included in the budget narrative.

The applicant should identify their budget for dissemination-related activities, including time and travel for, at a minimum, one 2-day meeting in Washington, DC, and one 3-day trip to a regional/national conference.

If unforeseen circumstances, such as the COVID-19 pandemic occurs, you will confer with your Federal Project Officer to identify alternative dissemination-related activities.

General

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

Personnel

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

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

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

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

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

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

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

Equipment
Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable

for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

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

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

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

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

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

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

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

costs must be allowable per 45 CFR Part 75 Subpart E.

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

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

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

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

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

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

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

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

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory

requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

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

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

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

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

Application Submission Options

Electronic Submission via www.Grants.gov

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

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

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

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

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

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

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

***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

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

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

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

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

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

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

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

How to Submit an Application to ACF via Grants.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process

is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent
Due Date for Letter of Intent: **08/02/2021**
Due Date for Applications: **09/01/2021**

Explanation of Due Dates

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

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

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

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

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

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

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

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

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

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

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

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

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.

- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

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

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

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

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

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

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

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

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

IV.7. Other Submission Requirements

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

Submission By Mail

OPRE Review Team
c/o Kenneth Salyards
330 C Street, SW.
Washington, DC 20201

Hand Delivery

OPRE Review Team
c/o Kenneth Salyards
330 C Street, SW.
Washington, DC 20201

Electronic Submission

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

V. Application Review Information

V.1. Criteria

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

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

Problem Statement / Understanding of the Problem	Maximum Points:15

- To what degree is the interoperability problem well-defined, and its importance is justified, with a specified target, a clear logical description of the relevant underlying factors / root causes, and evidence of the consequences to human service operations or administration?
- To what degree has the applicant addressed a local human services data interoperability need as defined in *Section I. Program Description, Cooperative Agreement Program Requirements*?
- To what extent has the applicant demonstrated that the proposed problem is one faced by multiple jurisdictions, organizations, or human services, and therefore the funded activities are likely to advance the state of practice in new or novel ways?
- To what degree is the desired objectives operationally defined and measurable so that project success can be evaluated objectively?
- To what extent has the applicant identified the specific interoperability factors that will be addressed in order to meet the objective(s)?

Technical Approach / Project Plan	Maximum Points:35

- To what degree has the applicant responded to the overarching goals of the FOA as described in *Section I. Program Description*, particularly incorporating the development and implementation of the following:
    - Data interoperability capabilities that address gaps or barriers to effective service delivery or program administration;
    - Collaborations across programs, organizations, and jurisdictions to improve the

quality, timeliness, and effectiveness of human services?
    - New or novel approaches to data interoperability that have not previously been tested; especially with HL7 FHIR; and
    - Replicable tools and guidance to lower cost and complexity for future adopters.
- To what degree has the applicant proposed a project that is responsive to their problem statement, with a clear purpose with well-defined outcomes?
- To what degree has the applicant proposed a new or novel approach as defined in the *Section I. Program Description, Cooperative Agreement Program Requirements*?
- Is the project plan sensible, with a clear progression of steps from start to finish?
- Is the project plan feasible given the financial, technical, and organizational resources available?
- To what degree are the goals and objectives of the proposal aligned to the logic model provided by applicant?
- To what degree has the applicant proposed a sustainability plan that is likely to sustain beneficial project outcomes beyond the grant award period?

Up to 15 of the 35 points will be awarded for how well the following capabilities are articulated, and evidenced in the proposal:

- The proposed application will use a FHIR infrastructure.
- The infrastructure will launch Smart on FHIR application components using OAuth2.
- The FHIR infrastructure will exist in a pre-production, or production user environment.
- The application supports, or will support the use of the HL7 FHIR Care Plan.
- The application supports, or will support human and health services for children.

Organizational Capacity and Staffing Plan	Maximum Points:15

- To what degree does the proposed staffing have the experience, skills, and knowledge to execute all components of the project plan successfully?
- To what degree does the applicant organization and any partner organizations have the capacity to complete the proposed project plan? Are all partners committed and engaged?
- To what degree does the applicant organization (or team) demonstrate a track record of successful completion of projects of similar scope or complexity?
- To what degree has the applicant identified time and effort for utilizing federal technical assistance support and peer collaboration?
- To what degree has the applicant demonstrated sufficient implementation readiness as defined in *Section I. Program Description, Cooperative Agreement Program Requirements*?
- To what degree has the applicant demonstrated evidence of established agreements and partnerships with key organizations, agencies, and institutions?

Plan for Evaluation and Dissemination	Maximum Points:15

- Has the applicant included a clearly planned, staffed, and budgeted evaluation

component to measure performance before and after the project?

- To what degree is the projected outcome addressed by the proposed measures attributable to the funded activities, as opposed to other prevailing or environmental factors?
- To what degree has the applicant proposed a set of dissemination products that will share lessons learned and/or replication of promising practices as defined in *Section I. Program Description, Cooperative Agreement Program Requirements*?
- To what degree has the applicant identified components of the project that are likely candidates for reuse by other organizations or agencies?
- To what degree has the applicant described a suitable dissemination mechanism for reuse/replication of key project products, tools, and practices?

Budget and Budget Narrative	Maximum Points:20

- To what degree does the submitted budget provide complete, accurate, and sufficiently detailed information?
- To what degree does the budget narrative provide adequate justification linking to proposed activities?
- Are budget amounts reasonable and within range of typical costs for similar activities?
- Has a cost sharing or match allocation been included as defined in *Section III.2., Cost Sharing or Matching*? To what degree has the applicant described how those funds will be used to support the project and clearly differentiated which activities will be funded by federal funds versus local?
- To what degree has the applicant budgeted for dissemination related activities, including development of deliverables, presentation at regional/national events/webinars, etc.?
- To what extent has the applicant identified appropriate fiscal and administrative oversight staff?

V.2. Review and Selection Process

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

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

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

FOA.

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

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

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

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

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.
In making award decisions, OPRE will consider whether projects address the goals of the grant program (as detailed in *Section 1. Program Description)*, are feasible within the funding and timeline provided, the variety of impacted human services programs, and whether selected projects address a sufficiently broad range of interoperability implementation factors (such as data standards, systems integration, security, privacy protection, etc.). OPRE will make recommendations for funding to the Assistant Secretary of ACF.

Recipients of an award under this FOA will be legally accountable to ACF for performance of the project or program. Recipients will be held solely responsible in the event of non-compliance by a sub-recipient (if applicable). See *Section I. Program Description, Sub-award.*

Within each competition year, it is unlikely that the same Principal Investigator/applicant organization will be funded if there are applications from different Principal Investigators/entities that qualify for support.

OPRE will conduct an administrative review of the applications and results of the competitive review panels. OPRE will take into account the goals of the Interoperability Innovations Cooperative Agreement, as listed in *Section I. Program Description*, and will make recommendations for funding to the Director of OPRE. The Assistant Secretary for ACF is responsible for the final selection. Applications may be funded in whole or in part depending on the following: (1) the ranked order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the availability of funding; and (4) the best interests of the federal

government.

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

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

Information on allowable pre-award costs and the time period under which they may be

incurred is available in *Section IV.6. Funding Restrictions,* if applicable. Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk.

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

VI.2. Administrative and National Policy Requirements

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

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

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

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

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

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

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

VI.3. Reporting

Performance Progress Reports: Semi-Annually

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

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

Financial Reports: Semi-Annually

While progress and financial reports are only required semi-annually, OPRE anticipates frequent contact with awardees in support of the cooperative agreement structure of these awards (See *Section I. Program Description, Cooperative Agreement Program Requirements*). Therefore any issues with respect to project performance will be flagged early and addressed prior to and in parallel with formal report submission.

Please refer to *Section II. Federal Award Information, Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement* which discusses the involvement ACF will have with the awardees.

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Kenneth Salyards
Administration for Children and Families
Office of Planning, Research, and Evaluation
330 C Street, S.W.
Washington, DC
Phone: (202) 565-0181
Email: kenneth.salyards@acf.hhs.gov

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Administration
Office of Grants Management
330 C Street, S.W.
Washington, DC 20201
Phone: (202) 401-5542
Email: bridget.sheawestfall@acf.hhs.gov

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

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

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

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

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

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

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

Applicants are advised to familiarize with existing resources and guidance on the ACF Interoperability Initiative website and ACF Program Office websites relevant to the scope of the proposed activities.

ACF Office of Planning, Research and Evaluation https://www.acf.hhs.gov/opre

ACF Organizational Structure https://www.acf.hhs.gov/about/offices

ACF Interoperability Initiative https://www.acf.hhs.gov/about/interoperability

ACF Interoperability Action Plan – Executive Summary

https://www.acf.hhs.gov/sites/default/files/documents/iap_executive_summary_final_083118_508_0.pdf

National Information Exchange Model https://www.niem.gov/communities/human-services

National Human Services Interoperability Architecture https://www.acf.hhs.gov/nhsia-definition

ACF Confidentiality Toolkit

https://www.acf.hhs.gov/sites/default/files/documents/acf_confidentiality_toolkit_final_08_12_2014_0.pdf

Policy & Practice Magazine Article on Reimagining Data at ACF https://www.acf.hhs.gov/sites/default/files/documents/aphsa_p_p_august2018issue_reimagining_data_at_acf_508_0.pdf

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 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

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

	the FOA's forms package at www.Grants.gov.	award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Certification	Referenced in *Section IV.2.*	Submission is due with the application

Regarding Lobbying (Grants.gov Lobbying Form)	*Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	package or prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

Appendix