



Administration for Children and Families

[Administration on Children, Youth, and Families - Children's Bureau](#)

[Standing Announcement for Tribal Title IV-E Plan Development Grants](#)

[HHS-2022-ACF-ACYF-CS-0079](#)

Application Due Date: 04/19/2024

Due Date for Applications:

FY 2024: 04/19/2024

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Funding Opportunity Title:

Standing Announcement for Tribal Title IV-E Plan Development Grants

Announcement Type:

Modification

Funding Opportunity Number:

HHS-2022-ACF-ACYF-CS-0079

Assistance Listing Number:

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Due Date for Applications:

04/19/2024

Due Date for Applications:

FY 2024: 04/19/2024

Executive Summary

Notice:

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

This Notice of Funding Opportunity is modified, primarily to update specified date references, update terminology, address typos, and for clarity. In addition, changes are made to Section III.3. Tribal Disqualification Factor and Section IV.2. Additional Eligibility Documentation.

The purpose of this NOFO is to solicit proposals for one-time grants to tribes, tribal organizations, or tribal consortia that are seeking to develop and, within 24 months of grant receipt, to submit to the Department of Health and Human Services (HHS) a plan to implement a title IV-E foster care, adoption assistance, and, at tribal option, guardianship assistance program. Grant funds under this NOFO may be used for the cost of developing a title IV-E plan under section 471 of the Social Security Act (the Act) to carry out a program under section 479B of the Act. The grant may be used for costs relating to the development of data collection systems, a cost-allocation methodology, agency and tribal court procedures necessary to meet the case review system requirements under section 475(5) of the Act, or any other costs attributable to meeting any other requirement necessary for approval of a title IV-E plan.

I. Program Description

Statutory Authority

Title IV, part E section 476(c)(2)(A)(iii) of the Social Security Act (42 U.S.C. 676(c)(2)(A)(iii))

Description

BACKGROUND

The purpose of this grant is to enable tribes to complete an approvable title IV-E plan to operate a foster care, adoption assistance, and, at the tribe's option, guardianship assistance program. This funding opportunity is for a one-time development grant to tribes, tribal organizations, or tribal consortia that are seeking to develop, and, not later than 24 months after receiving such a grant, intend to submit to the Secretary a plan to implement a title IV-E program. To assist tribes in meeting the 24-month timeline, the Children's Bureau (CB) offers information, advice, educational materials, and technical assistance.

Development grants may be used by the Indian tribe, tribal organization, or tribal consortia for any costs attributable to meeting the requirements for approval of a tribally operated title IV-E plan. The law cites the following as examples of allowable costs under the development grant: development of a data collection system, development of a cost-allocation methodology, and establishment of tribal agency and court procedures necessary to meet the case review requirements in the law (section 476(c)(2)(A)(iii) of the Act).

Family First Prevention Services Act

The Family First Prevention Services Act (FFPSA) was enacted into law on February 9, 2018 as part of the Bipartisan Budget Act of 2018, (Pub. L. 115-123). FFPSA made a number of significant changes to the title IV-E program, as well as the title IV-B program. It is important for tribes to consider the changes to title IV-E, as they consider whether to apply for a title IV-E development grant.

Overall, the FFPSA amends the title IV-E program to provide more resources to help families in crisis stay together, while limiting federal funding for congregate care placements for youth in foster care. The law is very complex, so we urge tribes interested in operating the title IV-E program to review CB policy issuances that provide more detail on the requirements and opportunities. A brief summary of some of the significant provisions include:

- The law authorizes title IV-E agencies to claim title IV-E foster care maintenance payments for children placed with parents in a licensed residential family-based treatment facility for substance abuse.
- The law places restrictions on the availability of title IV-E funding for children placed in a child care institution (CCI). Title IV-E agencies may claim title IV-E for foster care maintenance payments (FCMP) paid on behalf of an eligible child placed in any CCI for up to 2 weeks. After 2 weeks, title IV-E FCMP for a child placed in a CCI are only available if that CCI is one of the following specified settings: a setting specializing in providing prenatal, post-partum, or parenting supports for youth; a supervised independent living setting for youth age 18 – 21; a setting providing high-quality residential care and supportive services to children and youth who have been found to be, or are at risk of becoming, sex trafficking victims; or a qualified residential treatment program. These provisions became effective October 1, 2019, but a title IV-E agency could choose to delay implementation for up to two years. As of October 1, 2021, all title IV-E agencies became subject to the new requirements.
- The law authorizes a new optional program to provide title IV-E funding for certain time-limited (one year) prevention services for mental health, substance abuse prevention, and treatment and in-home parent skill-based programs for: 1) candidates for foster care, 2)

pregnant/parenting foster youth, and 3) the parents/kin caregivers of those children and youth. For title IV-E agencies approved to operate the program, funding for these services became available October 1, 2019, but an agency choosing to delay implementation of the limitation of funding for CCIs also had to delay implementation of the prevention services option for the same period. As of October 1, 2021, all title IV-E agencies may participate in the title IV-E Prevention Services program.

- Beginning October 1, 2018, the law authorized title IV-E funding for certain evidence-based kinship navigator programs.

For additional information see [ACYF-CB-IM-18-02](#), which provides a summary of FFPSA. [ACYF-CB-PI-18-06](#) provides instructions on addressing FFPSA amendments to the title IV-B programs and the Chafee Foster Care Program for Successful Transition to Adulthood. [ACYF-CB-PI-18-07](#) provides instructions on changes to the title IV-E plan requirements as a result of FFPSA that are effective as of January 1, 2018, and later. Guidance on the title IV-E Prevention Services Program is provided in [ACYF-CB-PI-18-09](#) (for state title IV-E agencies) and [ACYF-CB-PI-18-10](#) (for tribal title IV-E agencies), and guidance on the Kinship Navigator Program is provided in [ACYF-CB-PI-18-11](#). All of these information memoranda and program instructions are available at <https://www.acf.hhs.gov/cb/laws-policies/policy-program-issuances>.

LESSONS LEARNED

The following lessons learned from previous rounds of the grant program may be helpful to potential applicants:

1. Scope of the Title IV-E Program

The title IV-E program represents a component of a comprehensive child welfare system. The title IV-E plan, developed with the support of this grant program, addresses requirements needed for administration of the title IV-E foster care, adoption assistance, and optional guardianship assistance programs only. It is not a plan for a comprehensive child welfare program and, therefore, does not address, regulate, or provide reimbursement for other aspects of a comprehensive child welfare program, such as child protective service investigations. Therefore, development of a title IV-E program may be most appropriate for tribes that already have other components of a comprehensive child welfare program in place. Grant recipients will be best prepared to undertake the work of the grant if, prior to application, they have reviewed their current capacity and infrastructure for child welfare services, including existing Tribal Code, policies, programs, systems, and services, to have a better understanding of their current capacity and how a title IV-E program would enhance the tribe's child welfare program.

2. Realistic Expectations for Amount of Federal Reimbursement Under a Title IV-E Program

Title IV-E provides federal reimbursement (referred to as Federal Financial Participation or FFP) to title IV-E agencies for a percentage of the allowable costs they incur in operating the program. Title IV-E provides FFP for maintenance costs (i.e., room and board) of eligible children who are in out-of-home placement in a licensed foster care placement and for assistance payments to help support eligible children who have achieved permanency via adoption or guardianship. It also provides FFP for a percentage of allowable administrative costs to manage the program and for a

percentage of the costs for training eligible staff, court personnel, professional partners, current or prospective foster and adoptive parents, and relative guardians.

The federal reimbursement or FFP rate varies by category of cost. Foster care maintenance costs and adoption and guardianship assistance costs are reimbursed at the tribe's Federal Medical Assistance Percentage (FMAP) rate which is tribe-specific based on per capita income and ranges from 50 percent to 83 percent. To date, most tribes have had FMAP rates at or near the maximum rate of 83 percent. There is a FMAP Look-up Table on CB's web page for reference at <https://www.acf.hhs.gov/cb/resource/tribal-fmap>. The FMAP rate is reviewed annually and could change from year to year. Allowable administrative costs are reimbursed at 50 percent. Allowable training costs are reimbursed at 75 percent. The non-federal share of program costs (i.e., the difference between the tribe's total cost and FFP received) in each funding category constitutes the required match to be met by the title IV-E agency.

As noted previously, the title IV-E program was amended to create optional title IV-E program components that provide funding for certain preventive services and kinship navigator programs. Additional information on FFP available for these programs is addressed in [ACYF-CB-IM-18-02](#). Tribes must have an approved title IV-E plan for foster care and adoption assistance and, at tribal option, guardianship assistance programs, in order to participate in the optional title IV-E prevention services and kinship navigator programs.

3. Collaboration, Partnerships, and Buy-in

Collaboration, partnerships, and buy-in are critical as grant recipients develop an approvable plan and will continue to be important as grant recipients implement the program. Grant recipients that have engaged all relevant tribal partners to support a team and have the support of tribal leadership in assessing existing capacity and readiness in discussing the advantages of implementing a title IV-E program prior to application will be in a strong position to begin the work of developing a title IV-E plan. Successful grant recipients will continue that engagement throughout the plan implementation. Some of the partners needed to achieve a successful title IV-E plan include social services, the courts, agency finance staff, and other entities with which a tribe may want to have an agreement, such as the state social services agency. Successful grant recipients have also found the oversight and support of tribal leadership critical to success.

4. Staffing

Grant recipients may find it helpful to designate a full-time project director to oversee the day-to-day work and coordinate the title IV-E plan development grant. That approach may allow the social services director to attend to demanding regular duties and limit involvement to an oversight role.

5. Data Collection and Information Technology (IT) Systems

Title IV-E requires submission of data to the Adoption and Foster Care Analysis and Reporting System (AFCARS). Federal regulations for AFCARS were initially promulgated in 1993. On May 12, 2020, CB published a final rule in the *Federal Register* revising AFCARS data elements. AFCARS Technical Bulletin #20: Data Elements for Out-of-Home Care & Adoption and Guardianship Assistance Data Files

[\[https://www.acf.hhs.gov/sites/default/files/documents/cb/afcars-tb-20.pdf\]](https://www.acf.hhs.gov/sites/default/files/documents/cb/afcars-tb-20.pdf) provides detailed information on the data to be collected and reported by title IV-E agencies. While it is important for title IV-E plan development grant recipients to learn about AFCARS and begin planning how they will approach data reporting, actual submission of data will not be required until after

approval of the title IV-E plan and implementation of the program. At that time, reimbursement under title IV-E may be available to support allowable costs associated with development and implementation of the tribe's approved approach to data collection and IT development. Some tribes are interested in developing IT capabilities to support case management as well as required data collection. While development of a case management system is not a requirement of title IV-E, tribes interested in developing such a system are encouraged to first develop the business process involving input from both program and IT staff to ensure that all program needs are met and to identify policy gaps. Useful Information Memoranda (IMs) and Program Instructions (PIs) are listed in the following section titled Project Requirements. CB encourages grant recipients to delay finalization of system plans and development of a system until after they have finalized and received approval for their title IV-E program.

6. Technical Assistance

CB developed "Considerations for Indian Tribes, Indian Tribal Organizations, or Tribal Consortia Seeking to Operate a Tribal Title IV-E Program." The document is a simplified walk-through of some key areas of title IV-E requirements with suggested questions for discussion that may be helpful in deciding when or whether to operate a title IV-E program. It may be useful in determining whether or not implementing a title IV-E plan is right for a tribe, tribal organization, or tribal consortia. It may also assist in identifying areas that may need to be addressed through a title IV-E development grant. The document can be found at <https://www.acf.hhs.gov/cb/resource/tribal-considerations>.

In addition, in May 2022, CB also released [ACYF-CB- IM-22-02](#) which presents a *Tribal Readiness Assessment Tool for the Title IV-E Program* to help tribes explore areas where they have significant infrastructure in place and areas where additional capacity is needed before beginning to operate a title IV-E program. The Assessment conveys federal IV-E requirements relating to the foster care, adoption assistance and optional guardianship assistance programs to guide consideration about whether the Tribe is ready to operate the programs.

PROJECT REQUIREMENTS

In implementing their grants, grant recipients must use the funds to address areas in which they need to build capacity in order to submit an approvable plan within 24 months to successfully operate a title IV-E foster care, adoption assistance, and, at tribal option, guardianship assistance program. Grant recipients should be familiar with all the requirements of the title IV-E program. Note that the grant recipient is required to develop a plan for the title IV-E foster care and adoption assistance programs. Being approved to operate these mandatory title IV-E programs is a prerequisite to being able to participate in new optional programs authorizing funding for prevention services and kinship navigator programs.

Note: If the grant recipient does not submit a title IV-E plan within the 24-month timeframe, it must repay the total grant amount. Given the statutory requirement to repay the grant if a title IV-E plan is not submitted within 24 months of grant receipt, it is important that grant recipient first make the decision to implement a title IV-E program. Under some circumstances, grant recipients that demonstrate significant progress during the course of the 24-month grant period and have grant funds remaining may qualify for an additional period of time to complete their

title IV-E plans. Additionally, the Administration for Children and Families (ACF) is authorized to waive the requirement to repay the grant if it is determined that failure to submit a title IV-E plan during the 24-month period was beyond the control of the grant recipient (see section 476(c)(2)(B)(ii) of the Act).

CB issued [ACYF-CB-PI-18-07](#), which includes a comprehensive listing of all the title IV-E requirements (referred to as a pre-print) a grant recipient will need to address when developing a title IV-E plan. ACF strongly encourages applicants to review the document and to use it as a reference as they develop their applications in response to this NOFO. Several recent amendments to the program are not yet reflected in that comprehensive preprint. Updated requirements relating to title IV-E agency obligations to report certain information relating to missing or abducted children were addressed in [ACYF-CB-PI-23-08](#). Updated flexibilities and requirements relating to children placed in relative or kinship foster care are addressed in [ACYF-CB-PI-23-10](#).

The following CB policy issuances may also be useful to funded projects:

Information Memoranda:

- [ACYF-CB-IM-09-02](#);
- [ACYF-CB-IM-16-02](#);
- [ACYF-CB-IM-16-06](#); and
- [ACYF-CB-IM-18-02](#).

Program Instructions:

- [ACYF-CB-PI-09-11](#);
- [ACYF-CB-PI-18-09](#);
- [ACYF-CB-PI-18-10](#);
- [ACYF-CB-PI-18-11](#); and
- [ACYF-CB-PI-21-08](#).

These policy issuances can be found at <https://www.acf.hhs.gov/cb/laws-policies>. See the Appendix for links to these policy issuances.

CB develops technical bulletins to supplement official guidance and assist states and tribes in implementing child welfare policies and practices. Refer to the below technical bulletins for more information on the data to be collected and reported.

- AFCARS Technical Bulletin #20: Data Elements for Out-of-Home Care & Adoption and Guardianship Assistance Data Files [<https://www.acf.hhs.gov/cb/laws-policies/technical-bulletins/afcars>]
- Technical Bulletin #1 Title IV-E Prevention Program Data Elements [<https://www.acf.hhs.gov/cb/training-technical-assistance/revised-technical-bulletin>]

In addition to IMs and PIs, CB maintains an online Child Welfare Policy Manual (CWPM) that contains questions and answers on a range of policy issues and is arranged by topic. The CWPM can be found at

https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/index.jsp.

Grant recipients may find it particularly useful to review two sections of the CWPM relevant to tribes planning to implement a title IV-E program:

- Section 8 addresses policies applicable to all title IV-E agencies; and
- Section 9 addresses policies applicable specifically to tribes on procedural requirements, tribal title IV-E agencies, and tribal IV-E agreements.

Based on a readiness assessment of current child welfare service programs, tribal code, and policies, funded projects will develop plans for operating a title IV-E program. For example, grant recipients may need to revise tribal code, develop policy guidance, or expand the types of services they currently offer in order to meet title IV-E requirements. Some tribes have previous experience with the title IV-E program through participation in a state-tribe title IV-E agreement. As they develop their title IV-E plans, grant recipients will consider current provisions of any such agreements, the roles of the state and tribe under such agreements, how those roles are anticipated to change if the tribe begins operation of its own title IV-E program, and how the experience of participating in that agreement has informed its planned use of the development grant.

As they develop their title IV-E plans, grant recipients will also consider current capacity in key areas of agency infrastructure or interagency coordination needed to operate a title IV-E program, and whether changes or improvements will be needed before an approvable title IV-E plan can be submitted. For a list of potential areas grant recipients can address, refer to Section IV.2. *The Project Description, Approach*.

Funded projects are free to address additional areas through the development grant on the condition that such use of grant funds would contribute to the grant recipient's ability to develop and submit an approvable title IV-E plan. Projects will follow a timeline for addressing each area identified for use of development grant funds.

Overall, funded projects' success will be enhanced if, prior to application, grant recipients have assessed the readiness of their own current child welfare program and capacities; have gained a clear understanding of the title IV-E program and the steps that will need to be taken to prepare to directly operate a title IV-E program; and have developed a well-thought-out plan for using development grant funds to address identified areas needing to be strengthened. Successful completion of these activities will prepare a tribe to submit an approvable title IV-E plan within 24 months of grant receipt.

Should there be any conflict between what is proposed in the grant application and the requirements of the Act at section 471 for an approvable title IV-E plan, the requirements in the Act must be met.

Grant recipients will be required to review their proposed work plan and update it with timelines, tasks, and persons responsible. In addition, the work plan must include timelines for submissions of drafts including policies, procedures, Code, forms and templates, foster home licensing standards, etc. This work plan will be due no later than 90 days after the grant award date.

Successful applicants will have taken the internal steps to ensure that the tribe intends to develop a title IV-E plan and then to implement it. The decision to implement needs to be made prior to accepting the grant.

Grant Recipient Meetings

A minimum of three staff, but not more than five, will be required to attend two grant recipient meetings over the course of the 24-month project period. These two-day meetings may be held in Washington, DC, another location, or may be held virtually. Grant recipients and other tribal leaders, including the Principal Investigator/Principal Director, tribal leadership, judicial/legal representative, and tribal child welfare director, are expected to participate in peer-to-peer sharing of implementation activities. (See Section IV.2. *The Project Budget and Budget Justification* for more information.)

II. Federal Award Information

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$1,500,000

Expected Number of Awards:

5

Award Ceiling:

\$300,000

Per Project Period

Award Floor:

\$150,000

Per Project Period

Average Projected Award Amount:

\$300,000

Per Project Period

Anticipated Project Start Date:

09/30/2024

Length of Project Periods:

Other

Additional Information on Project Periods and Explanation of 'Other'

One 24-month project with one 24-month budget period.

Additional Information on Awards:

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

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

As discussed in *Section IV.6 Funding Restrictions*, section 476(c)(2)(B) of the Social Security Act requires the repayment of the grant if the tribe fails to submit a title IV-E plan within 24 months of the grant award.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is limited to Indian tribes, tribal organizations, and tribal consortia. The terms "Indian tribe" and "tribal organization" have the meanings given those terms in section 4 of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 25 U.S.C. 5304. Also see sections 479B(a) and 476(c)(2)(A)(iii) of the Social Security Act.

These definitions are:

1. 25 U.S.C. 5304(e) "Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
2. 25 U.S.C. 5304(l) "tribal organization" means the recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided, that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant.

Applications from consortia and collaborations must identify a primary applicant responsible for administering the grant.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments

of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost sharing funds as shown in the Notice of Award (NoA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

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

Missing the Application Deadline (Late Applications)

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

this funding opportunity.

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

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

Tribal IV-E Disqualification Factor

NOTE: Applications submitted by another organization on behalf of a tribe, tribal organization, or tribal consortia must include a Tribal Resolution directing the entity that is acting on their behalf to apply for the Tribal Title IV-E Plan Development Grant.

If an application does not meet this submission criteria, it will be disqualified from competitive review and from funding under this NOFO.

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o LCG, Inc.
ATTN: HHS-2022-ACF-ACYF-CS-0079
6000 Executive Boulevard
Suite 410
Rockville
MD
20852
(888) 203-6161
CB@grantreview.org

Application Packages

Electronic Application Submission:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Notice of Two-File Requirement

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

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

FOR ALL APPLICATIONS:

Signature of Authorized Organization Representative (AOR)

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

Accepted Font Style and Size

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

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

English Language

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

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

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

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

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

Corrections/Updates to Submitted Applications

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

Copies Required

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

Accepted Application Format

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Total page limit, inclusive of both files, is **90** pages.

The **Project Description** file must include these items:

1. Table of Contents
2. Program Summary
3. Objectives and Need for Assistance
4. Approach
5. Organizational Capacity
6. Line Item Budget and Budget Justification

The **Appendices** file must include these items:

1. Certifications and Assurances
2. Third-party Agreements
3. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
4. Indirect Cost Rate Agreement (if applicable)

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Formatting Submission Files

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

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

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

Naming Application Submission Files

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

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

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

REQUIREMENTS FOR PAPER APPLICATION SUBMISSIONS:

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

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

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

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

Required Forms, Assurances, and Certifications

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

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period. Obtain a UEI and SAM registration at: http://www.sam.gov .	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Tribal Resolution for Applicant Acting on Behalf of a Tribe	Submission is required for all applicants acting on behalf of a tribe in applying for a Tribal Title IV-E Plan Development Grant.	As specified in Sections III.3 and IV. 2 applicants must provide a tribal resolution directing the entity acting on behalf of a tribe to apply for a Tribal Title IV-E Plan Development Grant.
Tribal Resolution of Intent to Implement a Title IV-E Program	Submission is required of all applicants.	As specified in Section IV.2 applicants must provide a tribal resolution stating their intent to implement a title IV-E program and acknowledgement of match requirements of the title IV-E program.
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	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	relating to nondiscrimination.	

Additional Required Assurances and Certifications

Mandatory Grant Disclosures

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: grantdisclosures@oig.hhs.gov

Proprietary Information and Personally Identifiable Information (PII)

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

The Project Description

The Project Description Overview

General Expectations and Instructions

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

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

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

Table of Contents

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

Project Summary

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

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

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

Geographic Location

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

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this funding opportunity.

Applications submitted by another organization on behalf of a tribe, tribal organization, or tribal consortia must include a Tribal Resolution directing the entity that is acting on their behalf to apply for the Tribal Title IV-E Plan Development Grant. If an application does not meet this submission criteria, it will be disqualified from competitive review and from funding under this FOA.

Need for Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must

be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

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

Approach

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

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

Applicants must address whether they have a comprehensive child welfare program that receives reports of alleged child abuse and neglect, provides in-home services, and provides out-of-home care for children, when necessary, in foster homes/child care institutions. Applicants must assess their current program and describe in their applications the types of child welfare services provided, the number of children and families being served, and how operating a title IV-E program would change or expand those services. Applicants must address the types of services they currently offer and determine whether the scope of services will need to expand in order to meet title IV-E requirements. Applicants must describe existing code, policies, procedures, standard operating procedures, and the level of change, if any, needed to meet title IV-E requirements. If another entity is responsible for parts of the child welfare program, applicants must provide a description and any anticipated plans to change that structure.

Using available information, the applicant must provide an estimate of the number of children in foster care who would likely be served under a title IV-E program. This number may include both children currently in out-of-home placement under the jurisdiction of the tribe and tribal court and tribal children currently in the care of the state who the tribe anticipates serving directly once its title IV-E program is approved. Applicants must also describe their current geographic service area, the service area in which the proposed title IV-E program would operate, and the date by which the applicants expect to submit a title IV-E plan. Applicants must describe their court system, including any levels of appeal. If the applicant does not have its own judiciary, describe how the applicant anticipates addressing the IV-E requirements that require judicial findings and oversight. Applicants must describe current provisions of any state-tribe title IV-E agreements, the roles of the state and tribe under such agreements, how those roles are anticipated to change if the tribe begins operation of its own title IV-E program, and how the experience of participating in that agreement has informed its planned use of the development grant.

If applicants represent a consortium of partner agencies, the applicants must identify the partners and describe their background and experience and how they would support the planning and implementation of the proposed project.

In preparing development grant proposals, applicants must consider current capacity in key areas of agency infrastructure or interagency coordination needed to operate a title IV-E program and whether changes or improvements will be needed before an approvable title IV-E plan can be submitted. In their proposals, applicants must make clear whether and how development grant funds will be used to address areas, such as the following:

- Case planning and case review systems;
- Foster care licensing and standards for tribal foster homes and child care facilities;
- Quality assurance systems;
- Court structure and procedures;
- Data collection systems;
- Cost allocation methodology development;
- Financial controls and financial management processes;
- Training of child welfare staff, prospective foster and adoptive parents, and other stakeholders (e.g., attorneys, court-appointed special advocates [CASAs], and court staff); and
- Coordination with other related tribal or state agencies (e.g., child support enforcement, schools, Medicaid, family assistance).

In considering approaches to data collection, applicants are encouraged to review [ACYF-CB-IM-09-02](#), which addresses automation requirements and options for tribes operating a title IV-E program pursuant to section 479B of the Act, and [ACYF-CB-PI-09-11](#), which provides guidance on Advance Planning Document regulations that govern the types of information technology and services that are eligible for FFP under title IV-E, as well as procedures that need to be followed in order to receive such funding. (See Appendix for links to IMs.)

Useful information on technology including Federal Guidance for Child Welfare Information Technology Systems is available at <https://www.acf.hhs.gov/cb/training-technical-assistance/state-tribal-info-systems>.

Applicants are free to identify additional areas they wish to address through the development grant, but they must provide a justification for how such use of grant funds would contribute to the applicant's ability to develop and submit an approvable title IV-E plan by the end of the 24 months. Overall, applicants' proposals must demonstrate that they have assessed their current child welfare program and capacities; have a clear understanding of the title IV-E program and the steps they will need to prepare to directly operate a title IV-E program; and have a well-thought-out plan for using development grant funds to address identified areas needing to be strengthened. The applicant must show that successful completion of the activities proposed to be completed under this grant will lead the applicant to submit an approvable title IV-E plan within 24 months of grant receipt.

Applicants must provide a Tribal Resolution stating their intent to implement a title IV-E program once the plan has been approved by ACF and acknowledging that there is a match requirement on the tribe's part once the title IV-E plan is implemented. The title IV-E program provides reimbursement for a percentage of costs claimed under the program.

Project Timeline and Milestones

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

Organizational Capacity

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

- Organizational charts.
- Resumes.
- Copy or description of the applicant organization's fiscal control and accountability procedures.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Information on compliance with federal/state/local government standards.

Plan for Oversight of Federal Award Funds and Activities

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

These regulations set forth the following standards for effective oversight:

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

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

Third-Party Agreements

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

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

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

The Project Budget and Budget Justification

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

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

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

Provide a budget using the SF-424A and/or 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.

Applicants for development grants must submit a detailed line-item budget (not to exceed a total of \$300,000) and a detailed budget justification explaining how grant funds would be spent over a period of up to 24 months from issuance. The budget justification must be in narrative form.

Applicants must budget for two, 2-day grant recipient meetings in Washington, DC, over the course of the project period. Travel should be planned for a minimum of three, but not more than five, staff members to attend. After award CB will work with grant recipients on reprogramming funds in the event grant recipient meetings are held outside Washington, DC or virtually. Grant recipients and other tribal leaders are expected to participate in peer-to-peer sharing of implementation 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 because those costs should be listed under the "Contractual" category as part of the total value of the contract or agreement.

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

Description: Cost of all contracts and subawards except those that should be placed under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, procurement contracts, and subawards. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR

§§ 75.351-.353. Costs related to professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees, must be listed in the Other category. (Typically, these arrangements will take the form of a consultant agreement directly with an individual as opposed to a contract with a company that employs the consultant. The latter case must still be listed under Contractual line item.)

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

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

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

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

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: individual consultant costs; local travel; insurance (when not included under the Fringe category); food (when allowable); medical and dental costs (non-personnel); professional service costs (e.g., audit charges); depreciation of real property and

equipment (when not treated as an indirect cost), printing and publications, training costs (such as tuition and stipends), staff development costs, and administrative costs (when not treated as an indirect cost). Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

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

Indirect Charges

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

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

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

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

once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

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

Commitment of Non-Federal Resources

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

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

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Please read the following instructions carefully and completely.

Electronic Delivery

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

How to Register through Grants.gov

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

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

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

Organization applicants can find complete instructions here:

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Application Submission

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

01/15/2023

Due Dates for Applications

04/19/2024

Due Date for Applications:

FY 2024: 04/19/2024

Explanation of Due Dates

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

Electronic Applications

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

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

Mailed Paper Applications

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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)

A grant recipient must submit a title IV-E plan for direct funding to ACF no later than the end of the 24th month after the grant is awarded, and upon ACF approval of the plan, the grant recipient is expected to implement a title IV-E program. If the grant recipient does not submit a title IV-E plan within that time frame, it must repay the total grant amount. Given the statutory requirement to repay the grant if a title IV-E plan is not submitted within 24 months of grant receipt, it is important that an entity apply for this grant opportunity only when it has already made the decision to implement a title IV-E program. Under some circumstances, grant recipients that demonstrate significant progress during the course of the 24-month grant period and have grant

funds remaining may qualify for an additional period of time to compete their title IV-E plans. Additionally, ACF is authorized to waive the requirement to replay the grant if it is determined that failure to submit a title IV-E plan during the 24-month period was beyond the control of the grant recipient (see section 476(c)(2)(B) of the Act).

Except as allowed under the optional title IV-E Prevention Services Program, title IV-E funds may not be used for costs of social services such as those that provide counseling or treatment to ameliorate or remedy personal problems, behaviors, or home conditions for a child, the child's family, or the child's foster family.

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

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

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

IV.7. Other Submission Requirements

Submit paper applications to the following address.

Submission by Mail

CB Operations Center
c/o LCG, Inc.
6000 Executive Boulevard
Suite 410
Rockville
MD
20852

V. Application Review Information

V.1. Criteria

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

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

Objectives and Need for Assistance

Maximum Points: 20

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

1. The applicant clearly demonstrates an understanding of the requirements of the title IV-E program and this NOFO and makes clear how the proposed project will enable the applicant to meet those requirements.
2. The applicant provides a complete description of the scope of the child welfare services program currently operated by the tribe, including the types of services provided (e.g., child protective services, in-home services, foster care services, adoption services) and existing policies, standard operating procedures, and tribal code, etc. The applicant describes services that would need to be developed or clarifies whether another entity would provide any services. The applicant describes the changes, if any, needed to meet title IV-E requirements.
3. The applicant describes its tribal court system. If the applicant does not have its own judicial system, the applicant describes how it anticipates addressing the title IV-E requirements for specific judicial findings and oversight.
4. If another entity is responsible for part or all of the applicant's child welfare program, the applicant provides a description of the current structure and any anticipated plans to change that structure. If there is an existing agreement with the state, the applicant describes the services the state is providing and the state's anticipated role, if any, once the tribe has implemented a title IV-E program. The applicant must address any challenges with the current arrangement, and how those challenges have been addressed.
5. The applicant presents a clear vision of how the title IV-E program will benefit children and families involved in the tribe's child welfare program and provides estimates of the number of children likely to benefit from title IV-E foster care, adoption assistance, and/or guardianship assistance payments. The estimate can be based on existing numbers of children in out-of-home placements served by the tribe or the state.
6. The applicant includes a clear statement of the goals (end results of an effective project) and objectives (measurable steps for reaching these goals) for the proposed title IV-E plan development grant. These goals and objectives will effectively lead to the development or refinement of systems, policies, and procedures that must be in place for the tribe to submit an approvable title IV-E plan.
7. The applicant clearly demonstrates a thorough understanding of the areas it must address (e.g., case review systems, judicial findings, foster parent standards, data collection systems) to be prepared to submit a title IV-E plan and implement a title IV-E program. The applicant addresses its current readiness and capacity in each of these areas and makes clear why it proposes to use grant funds to address these areas.
8. The applicant provides evidence that the proposed project, if successfully implemented, would likely lead to the submission of an approvable title IV-E plan and contribute to the knowledge base on building tribal capacity to implement a title IV-E program.
9. The applicant has demonstrated the support of Tribal Leaders for implementing a title IV-E program by submitting a Tribal Resolution stating their intent to implement a title IV-E program once the plan has been approved by ACF and acknowledging that there is a match requirement on the tribe's part once the title IV-E plan is implemented.
10. The applicant identifies and adequately describes the population or geographic service area or areas in which the tribe proposes to operate the title IV-E program, including, if applicable, the state boundaries in which the service areas are contained within or overlap.

Maximum Points: 0

Approach

Maximum Points: 50

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

1. The applicant clearly identifies and describes the areas it intends to address through the grant.
2. For each area in which the applicant proposes to use grant funds, the application describes a clear plan to meet the applicant's goals, including major tasks to be achieved and proposed timelines for completing these tasks.
3. The timeline for implementing the proposed project, including major milestones and target dates, is comprehensive and reasonable. The proposed project would lead to the applicant being able to develop and submit an approvable title IV-E plan within 2 years of grant award.
4. The applicant addresses any existing title IV-E agreements with states or agreements the tribe is in the process of negotiating with a state. If applicable, the proposal provides a brief description of what is covered by those title IV-E agreements and which services and title IV-E procedures are currently performed by the state and which services and procedures are currently performed by the tribe. The applicant indicates whether these agreements are intended to remain in effect while the tribe operates its own title IV-E plan directly or whether such agreements will be renegotiated (modified) or terminated.
5. The applicant describes the roles and responsibilities of any collaborating agencies in carrying out activities under the grant and includes letters of commitment.
6. The applicant demonstrates that the applicant has a thorough understanding of the challenges in carrying out proposed grant activities and in developing an approvable title IV-E plan within 2 years. The applicant provides a sound plan for overcoming these challenges.
7. The applicant describes how the proposed project is likely to lead to the successful development of an approvable title IV-E plan and would enhance the capacity of the applicant to provide child welfare services to the target population.

Organizational Capacity

Maximum Points: 20

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

1. The applicant's history and relationship with the target community would assist in the effective implementation of the proposed project; the applicant has experience in developing collaborative working agreements with other relevant agencies; the applicant organization's capabilities and experience relative to this project, including experience with administration, development, implementation, management, and evaluation of similar projects, would enable it to implement the proposed project effectively; and the applicant addresses any experience management and/or staff have with title IV-E.
2. If the applicant represents a consortium of partner agencies, the application explains how each agency's background and experience would support the planning and implementation of the proposed project. The application includes letters of commitment from each partner authorizing the applicant to apply on behalf of the consortium and agreeing to participate if the proposal is funded.

3. The proposed project director and key project staff possess sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively implement and manage a project of this size, scope, and complexity.
4. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, are clearly defined and appropriate to the successful implementation of the proposed project. If the applicant proposes a project director who will serve less than full-time on the project, the applicant provides sufficient justification for how this staff structure will ensure successful completion of the Title IV-E plan. Resumes or job descriptions are attached for key personnel.
5. There is a sound management plan for achieving the objectives of the proposed project on time and within budget that clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if appropriate). There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with federal assistance by the applicant.

Budget and Budget Justification

Maximum Points: 10

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

1. The applicant provides a detailed line-item budget (not to exceed a total of \$300,000) and a detailed budget justification (in narrative form) clearly explaining how grant funds would be spent over a period of up to 24 months from issuance.
2. The costs of the proposed project are reasonable and programmatically justified in view of the target population and community, the activities to be conducted, and the expected results and benefits.
3. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this NOFO.
4. The applicant provides a reasonable budget for travel for a minimum of three, but not more than five, staff members to attend two, 2-day grant recipient meetings over the course of the project period in Washington, D.C. If the meeting location is changed or virtual, CB will work with grant recipients to make any necessary budget adjustments after grant award.

V.2. Review and Selection Process

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

Initial ACF Screening

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

Merit Review and Results

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

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

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

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

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

VI.2. Administrative and National Policy Requirements

Administrative and National Policy Requirements

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

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

HHS Grants Policy Statement

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

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

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

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

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Carlette
Randall
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau
CB Operations Center c/o LCG, Inc.
6000 Executive Boulevard, Suite 410
Rockville
MD
20852
(888) 203-6161
CB@grantreview.org

Office of Grants Management Contact

Sarah
Viola
Administration for Children and Families
Office of Administration
Office of Grants Management
CB Operations Center c/o LCG, Inc.
6000 Executive Boulevard, Suite 410
Rockville
MD
20852
(888) 203-6161
CB@grantreview.org

VIII. Other Information**Reference Websites**

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.
Administration for Children and Families (ACF) www.acf.hhs.gov/.
ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.
ACF "Applying for an ACF Award" <https://www.acf.hhs.gov/grants/how-apply-grant>.
ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>
Grants.gov Accessibility Information www.grants.gov/web/grants/accessibility-compliance.html.
Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.
United States Code (U.S.C.) <http://uscode.house.gov/>.

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov .	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to the award of a grant.
SF- Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Tribal Resolution for Applicant Acting on Behalf of a Tribe	Submission is required for all applicants acting on behalf of a tribe in applying for a Tribal Title IV-E Plan Development Grant.	As specified in Sections III.3 and IV.2 applicants must provide a tribal resolution directing the entity acting on behalf of a tribe to apply for a Tribal Title IV-E Plan Development Grant.
Tribal Resolution of Intent to Implement a Title IV-E Program	Submission is required of all applicants.	As specified in Section IV.2 applicants must provide a tribal resolution stating their intent to implement a title IV-E program and acknowledgement of match requirements of the title IV-E program.
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section</i>

What to Submit	Where Found	When to Submit
	The Project Summary/Abstract is limited to one single-spaced page.	<i>IV.4. Submission Dates and Times.</i>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i> 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 <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> , it may 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 <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> 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 <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

Appendix

Program Instructions and Information Memoranda Referenced in HHS-ACF-ACYF-CS-0079

ACYF-CB-PI-09-11 <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi0911.pdf> (see also [Federal Guidance for Child Welfare IT Systems](#)) and note that CCWIS has replaced SACWIS

ACYF-CB-PI-18-07 <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1807.pdf>

ACYF-CB-PI-18-09 <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1809.pdf>

ACYF-CB-PI-18-10 <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1810.pdf>

ACYF-CB-PI-18-11 <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1811.pdf>
ACYF-CB-PI-21-08 https://www.acf.hhs.gov/sites/default/files/documents/cb/pi2108_1.pdf

ACYF-CB-IM-09-02 <https://www.acf.hhs.gov/sites/default/files/documents/cb/im0902.pdf>

ACYF-CB-IM-16-02 <https://www.acf.hhs.gov/sites/default/files/documents/cb/im1602.pdf>

ACYF-CB-IM-16-06 <https://www.acf.hhs.gov/sites/default/files/documents/cb/im1606.pdf>

ACYF-CB-IM-18-02 <https://www.acf.hhs.gov/sites/default/files/documents/cb/im1802.pdf>

ACYF-CB-IM-20-07 <https://www.acf.hhs.gov/sites/default/files/documents/cb/im2007.pdf>

AFCARS Technical Bulletin #20 Data Elements for Out-of-Home Care & Adoption and
Guardianship Assistance Data Files:

<https://www.acf.hhs.gov/sites/default/files/documents/cb/afcars-tb-20.pdf>