

Administration for Children and Families

Office of Planning, Research and Evaluation

Family Self-Sufficiency Demonstration Development Phase 2 Awards

HHS-2024-ACF-OPRE-PE-0045

Application Due Date: 06/18/2024

Table of Contents

Executive Summary....2
I. Program Description....3
II. Federal Award Information....7
III. Eligibility Information....8
III.1. Eligible Applicants....9
III.2. Cost Sharing or Matching....9
III.3. Other....9
IV. Application and Submission Information....10
IV.1. Address to Request Application Package....10
IV.2. Content and Form of Application Submission....11
Required Forms, Assurances, and Certifications....15
The Project Description....18
The Project Budget and Budget Justification....23
Application Submission Options....28
IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)....30
IV.4. Submission Dates and Times....31
Explanation of Due Dates....31
Acknowledgement of Received Application....31
IV.5. Intergovernmental Review....32
IV.6. Funding Restrictions....32
IV.7. Other Submission Requirements....32
V. Application Review Information....33
V.1. Criteria....33
V.2. Review and Selection Process....35
V.3. Anticipated Announcement and Federal Award Dates....36
VI. Federal Award Administration Information....36
VI.1. Federal Award Notices....36
VI.2. Administrative and National Policy Requirements....37
VI.3. Reporting....38
VII. HHS Award Agency Contact(s)....38
VIII. Other Information....39
Reference Websites....39

Application Checklist.....39
Appendix.....42

Funding Opportunity Title:
Family Self-Sufficiency Demonstration Development Phase 2 Awards

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2024-ACF-OPRE-PE-0045

Assistance Listing Number:
93.595

Due Date for Applications:
06/18/2024

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.

The Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) announces the availability of funds for the Family Self-Sufficiency Demonstration Development Phase 2 Awards. The goal of this funding opportunity is to provide continued support to recipients of the initial award (HHS-2021-ACF-OPRE-PE-1944) to continue building their internal capacity to understand, create, and use evidence to strengthen program services and contribute to the evidence base on interventions serving families receiving and eligible for Temporary Assistance for Needy Families (TANF). This NOFO will also support recipients in strengthening their network of peer organizations focused on similar capacity building efforts, with the goal of fostering shared learning and building communication skills to disseminate their learnings to the broader research and human services communities. Eligible applicants are those who received the initial funding award (HHS-2021-ACF-OPRE-PE-1944) and are part of the network of services available to families eligible for or at risk of becoming eligible for TANF. Interventions must target outcomes related to employment (e.g., removing barriers to employment, increased earnings, career advancement) and at least one other outcome related to family well-being, such as education, health, food security, financial security, or social capital.

Funds are 24-month cooperative agreements, with two 12-month budget periods. Funds may not be used for program services (e.g., cash assistance, support services) or to fund staff time providing program services. Award recipients must have a clearly defined intervention that is currently being implemented and have an interest in strengthening and evaluating that intervention. Award recipients will work with a federally funded, third-party evaluation technical

assistance (TA) provider, who will provide tailored support to recipients to further strengthen their interventions and build their evidence capacity in line with one or more of the five dimensions of evidence capacity building outlined here: https://www.acf.hhs.gov/opre/report/evidence-capacity-organizations-literature-informed-framework.

I. Program Description

Statutory Authority
Title IV, part A, section 413 of the Social Security Act, 42 U.S.C. 613

Description
A. Background

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 established the TANF program to replace the Aid to Families with Dependent Children program. More information about the TANF program can be found at https://www.acf.hhs.gov/ofa/programs/temporary-assistance-needy-families-tanf.

The research office within the Administration for Children and Families— the Office of Planning, Research and Evaluation (OPRE) – has a long history of supporting TANF and other human services agencies in (1) understanding and producing high-quality research and in (2) using that research and evidence to improve their programs and services for families with low incomes. One way OPRE supports this work is through research projects where TA providers partner with state and local TANF agencies and other human services organizations to build their internal evidence capacity to produce and use evidence to improve programming and outcomes for the children and families they serve**.** For the purposes of this funding opportunity, an organization's "evidence capacity" is defined as the knowledge, skills, behaviors, and resources that support an agency's [or organization's] ability to build and use evidence to make decisions and inform its work (Mastri et al., 2022).

Through these previous projects, OPRE and its contractor developed and used the Learn, Innovate, Improve (LI^2) framework to support the process through which human services professionals build their internal evidence capacity (https://www.acf.hhs.gov/opre/report/learn-innovate-improve-li2-enhancing-programs-and-improving-lives and https://peerta.acf.hhs.gov/content/project-improve-learn-innovate-improve-practice-guide-enhancing-programs-and-improving). LI^2 is a research-based approach to program improvement that embeds analytic methods in the process of designing, implementing, and iteratively testing program changes (Derr et al., 2017). LI^2 includes three phases of work: Learn, Innovate, and Improve.

In 2021, OPRE funded 20 award recipients through the Family Self-Sufficiency Demonstration Development (FSSDD) award program (henceforth referred to as the "initial" award; HHS-2021-ACF-OPRE-PE-1944), and simultaneously awarded the separate FSSDD Evaluation Support contract to provide TA related to evidence capacity building (https://www.acf.hhs.gov/opre/project/family-self-sufficiency-demonstration-development-grants-and-evaluation-support). The purpose of the initial FSSDD award program was to build award recipient capacity to use and conduct research and evaluation and to use data to improve program outcomes. Award recipients worked with the TA provider to implement specific phases

of the LI^2 process and conduct foundational activities related to strengthening and evaluating their intervention, including developing a program logic model; identifying core components; identifying potential data sources, interpreting data, and assessing and improving data quality; developing an evaluation plan; and conducting pilot or other small-scale studies. As part of the early award activities, FSSDD initial award recipients participated in a three-part training series to learn the LI^2 process. Following the training, FSSDD award recipients worked collaboratively with the TA provider to apply the LI^2 process to examine one component of their organization's intervention through a "road test." Award recipients presented their "road test" projects at the second Grant Recipient Annual Meeting (GRAM) in May 2023. Throughout the project period, recipients also received training on culturally responsive and equitable evaluation principles (Frierson et al. 2010; Hood et al. 2015), as well as equity-focused support from their TA coaches and one-on-one consultations from the TA contractor's senior equity advisor to ensure that an equity lens was applied to all activities across the entire project period.

Recipients of the initial FSSDD award also received an introduction to the evidence capacity framework (https://www.acf.hhs.gov/opre/report/evidence-capacity-organizations-literature-informed-framework). This framework was developed by the OPRE-funded ACF Evidence Capacity Support project (https://www.acf.hhs.gov/opre/project/acf-evidence-capacity-support), in collaboration with program offices and the project contractor. The purpose of the evidence capacity framework is to help organizations develop a shared understanding of the dimensions of capacity relevant to their organization and to take steps toward identifying organizational strengths and opportunities to develop or deepen specific evidence capacities. The five dimensions are:

1. Evidence culture: the organization routinely uses evidence to support its mission, objectives, program and policy choices, and decision-making.
2. Evidence infrastructure: the organization provides data- and evidence-related tools, resources, routines, and processes that help staff build and use evidence efficiently and effectively.
3. Engagement**:** There are systems and processes in place to promote collaboration among and between internal and external groups to enhance evidence building and evidence use.
4. Human capital: Staff have the knowledge, skills, and abilities to build evidence and communicate about it, and opportunities to develop further expertise.
5. Leadership**:** Leaders create an evidence culture in the organization. They identify opportunities to generate evidence, allocate time and resources to evidence-related activities, and make decisions based on evidence in a transparent way.

Throughout the initial award, recipients and the TA provider worked collaboratively using the evidence capacity framework, where the framework informed, for example, early discussions to determine the baseline evidence capacity of each recipient; the collaborative work between the TA provider and recipients to identify and strengthen specific aspects of recipients' interventions; and recipients' work during the second GRAM.

The Family Self-Sufficiency Demonstration Development Phase 2 Awards (henceforth referred to as "continuation awards") will build on this initial award, supporting the continued improvement of organizations' capacity to understand, produce, and use evidence to strengthen their interventions and improve outcomes for the families they serve. This NOFO will also support recipients in strengthening their network of peer organizations focused on similar

capacity building efforts, with the goal of fostering shared learning and building communication skills to disseminate their learnings to the broader research and human services communities. Under this NOFO, ACF seeks eligible entities who received the initial award (HHS-2021-ACF-OPRE-PE-1944), are implementing multi-faceted approaches to support family economic self-sufficiency and well-being, and are part of the network of services available to families eligible for or at risk of becoming eligible for TANF. *(Note that all instances of the term "continuation" that appear throughout the NOFO refer to Phase 2 of the program).*

B. Program Goals and Requirements

The three specific goals and requirements of the Family Self-Sufficiency Demonstration Development Phase 2 Awards are:

1. *To continue building the evidence capacity of award recipient organizations to strengthen interventions and improve participant outcomes*

Award recipients will build directly on the progress made during their participation in the initial FSSDD project period to continue building their internal evidence capacity related to strengthening their interventions that support families with low incomes. Applicants will also develop clear plans for sustaining an evidence-driven organizational culture beyond the funding of this continuation award.

To achieve this goal, continuation award recipients are expected to complete at least one full cycle of the LI^2 process over the course of the project period, in consultation and collaboration with the third-party TA provider and OPRE. The specific program services or aspects(s) of the intervention that is the focus the LI^2 cycle must be grounded in, and informed by, at least one dimension of the evidence capacity framework (https://www.acf.hhs.gov/opre/report/evidence-capacity-organizations-literature-informed-framework). The focus of the continuation award must be related to, and build upon, what was achieved and learned during the initial award.

The intervention of focus for the FSSDD continuation award must be:

- Currently being implemented by the applicant organization,
- Clearly defined, as evidenced by a completed logic model and identification of core components, and
- Primarily targeting outcomes related to employment (or removing barriers to employment) and at least one other outcome related to family well-being such as education, health, food security, financial security, social capital, or other relevant domains.

As with the initial FSSDD award, interventions of particular interest are those that rely on coordination across multiple programs, agencies, or funding sources. ACF continues to be interested in funding organizations that are part of the network of services available to families eligible for or at risk of becoming eligible for TANF.

In addition to conducting at least one full LI^2 cycle to further refine their intervention and strengthen key practices or program components, during the continuation award period, recipients are expected to develop a sustainability plan for how they will institutionalize aspect(s) of the evidence capacity framework and sustain a continued culture of evidence capacity after FSSDD continuation award funding ends.

2. To foster active communication and collaboration among award recipients, OPRE, and the third-party TA provider to improve individual interventions and build knowledge of evidence capacity dimensions and strategies for strengthening them.

Award recipients must fully participate in TA and capacity-building activities in close partnership with OPRE and its third-party TA provider. Specific activities will vary depending on the award recipients' proposed project, current evidence capacity, and phase within the LI^2 cycle. Award recipients must:

- Actively participate in onsite TA visits from OPRE and the TA provider, as needed (up to two per year and may be held virtually, if necessary). This includes working with OPRE and the TA providers to coordinate logistics and an agenda, as requested, and arrange for participation by necessary award recipient staff. If relevant to their award activities, award recipients must be willing and able to share program data with the TA provider.
- Be responsive to communications from OPRE and the TA provider, meet and communicate regularly, and provide a primary point of contact (e.g., Project Director) to OPRE and the TA provider.
- Allow for sufficient time for all key staff to participate in TA and related award activities.
- Meet periodically with the other funded award recipients, with whom they will progress through each phase of the LI^2 process on a similar schedule. A schedule with key milestones identified will be developed collaboratively with the TA provider after the award. Although award recipients' projects will likely have different foci and methods, the common milestone plans will facilitate sharing of lessons learned, project findings, and collective expertise across award recipients at the completion of each of the three Learn, Innovate, and Improve phases.
- Participate in quarterly calls with all award recipients. Quarterly calls will provide an opportunity for award recipients to communicate about their progress; identify any shared issues or challenges; receive peer input; and generate cross-site learning among all recipients, OPRE, and the TA provider. At least one key staff from each award recipient must attend quarterly calls. Given the diversity in award recipient organizations' structure and staff roles, key staff is not explicitly defined in this NOFO. However, key staff designated to attend quarterly calls must be substantively involved in the project and have sufficient authority to speak on behalf of the award recipient organization as it relates to this project.

To further support shared learning, award recipients must budget for at least two key staff to attend up to two in-person award recipient meetings (one meeting per budget period) in Washington, DC. These meetings will correspond to key award milestones. For example, the first in-person meeting may occur at the completion of the *Innovate* phase and provide an opportunity for award recipients to share their approach, process, and any challenges. It will also offer an opportunity for each award recipient to have in-person sessions with the TA provider. The second in-person meeting may occur at the completion of the *Improve* phase and will provide an opportunity for award recipients to share findings and implications.

3. To foster the exchange of current research, ideas, and information among research, policy, and practice communities.

Project learnings and implications of the capacity building efforts funded through this opportunity will be shared with appropriate research, policy, and practice audiences. Participation in conferences and dissemination activities facilitates connections and the exchange of information between practitioners, researchers in the field, and key stakeholders. To facilitate communication and dissemination of work funded through this opportunity, award recipients must actively participate in the following activities:

- *Conferences:* At least one key staff member from each award recipient is required to attend in-person OPRE's biennial Research and Evaluation Conference on Self-Sufficiency (RECS), expected to be held in May 2026. This 3-day meeting is held in Washington, DC (in-person with some select sessions held virtually) and brings together state and local administrators, practitioners, policymakers, federal officials, and researchers to discuss cutting-edge research on family self-sufficiency and social welfare programs and policies. To learn about previous RECS meetings, please visit: https://recsconference.net/index.htm
- *Dissemination:* Develop at least one dissemination/communication product to share project learnings and implications with audiences including, but not limited to, researchers, policymakers, funders, or collaborative partners. This product may take the form of a brief, poster, infographic, presentation, briefing, webinar, article for inclusion in partner newsletters, and/or another format as approved by OPRE. This requirement also may be achieved by an accepted and presented proposal at RECS 2026. Award recipients will receive support from the TA provider to plan and develop dissemination product(s), as appropriate.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,000,000

Expected Number of Awards:
5

Award Ceiling:
$200,000
Per Budget Period

Award Floor:
$100,000
Per Budget Period

Average Projected Award Amount:
$150,000
Per Budget Period

Anticipated Project Start Date:
09/30/2024

Length of Project Periods:

24-month project period with two 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

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

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

Initial awards will be made for the first 12-month budget period. Non-competing continuation awards for the second 12-month budget period will be subject to the availability of funds, satisfactory progress by the recipient, and a determination that continued funding would be in the interest of the federal government. ACF will determine satisfactory progress for continuation of the federal award by assessing the recipient's semi-annual Performance Progress Report.

The 24-month project period must be noted in Item 17 on the Standard Form (SF) 424, the project narrative, and the annual budgets and budget narrative.

Indirect Costs: Indirect costs are included in the Award Ceiling and are taken into consideration under the Award Ceiling disqualification factor.

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

Awards made under this NOFO will be funded in the form of cooperative agreements. A cooperative agreement is federal assistance in which substantial federal involvement in project activities is anticipated. By choosing to participate in this cooperative agreement, the award recipients agree to participate in a partnership composed of key staff from the recipients, key federal staff with interest in this project, ACF's third-party TA provider, and any other parties identified as relevant by the award recipients and ACF. Under the cooperative agreement, substantial federal involvement is anticipated throughout the duration of the funded project.

1. OPRE will work closely with the award recipients and the third-party evaluation TA provider to ensure that the award recipients' needs are being met appropriately and progress is being made toward project goals.
2. OPRE will convene and participate in the in-person, cross-recipient meetings.
3. OPRE will convene and participate in quarterly conference calls with recipients to provide any necessary TA and to remain informed about project activities and progress.
4. OPRE will organize additional consultations, meetings, briefings, teleconferences, and other forums, as necessary, with award recipients to review current and planned activities and to share information among award recipients and with other stakeholders.

III. Eligibility Information

III.1. Eligible Applicants

Applicants eligible to receive this award are those who were awarded the initial award: the Family Self-Sufficiency Demonstration Development Grant (HHS-2021-ACF-OPRE-PE-1944).

Because this current NOFO builds on the foundational work completed and the relationships established between award recipients and the third-party TA provider during the project period of the initial FSSDD funding opportunity, only organizations awarded funds under HHS-2021-ACF-OPRE-PE-1944 are eligible for funding consideration under this NOFO.

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.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No
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.

NOFO-specific disqualification factor: Entity must have been awarded funding under funding opportunity HHS-2021-ACF-OPRE-PE-1944

An applicant is eligible to apply for this NOFO if they are an organization that was one of the 20 award recipients funded under HHS-2021-ACF-OPRE-PE-1944. Applicants that are not one of the 20 award recipients funded under HHS-2021-ACF-OPRE-PE-1944 will be disqualified from the merit review and ineligible for funding under this funding opportunity.

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Family Self-Sufficiency Demonstration Development
Phase 2 Awards c/o ICF
1902 Reston Metro Plaza

Reston
VI
20190
(877) 350-5913
(703) 934-3740
fssdemogrants@icf.com

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:

1. Page Limits: Applicants must limit their *entire* application to **80 pages.** This page limit applies to the *combined* length of File One: Project Description and File 2: Appendices. Standard forms (SF) do not count towards the page limit.

2. Organization of Application Submission: Applicants are strongly advised to use headings and subheadings that correspond to the required application sections outlined below. Additional headers and subheaders can be used to organize the content of each section. Applicants are further advised to include all required forms and materials.

A. ***File One: Project Description*** includes the following sections. See additional instructions in *Section IV.2. (*under *"The Project Description")* for details on preparing the full project description.
    1. Table of Contents
    2. Project Summary
    3. Approach
        1. Objectives and Significance
        2. Proposed Project Approach
        3. Key Staff
    4. Organizational Capacity (See *Section IV.2. Project Description, Organizational Capacity*)
    5. Budget and Budget Justification

B. ***File Two: Appendices*** (for details on preparing the appendices, see additional instructions in *Section IV.2. Content and Form of Application Submission, The Project Description*
    1. Additional Eligibility Documentation: Letter of Support from organization leadership
    2. Resumes of Key Staff
    3. Protection of Sensitive and/or Confidential Information
    4. Plan for Oversight of Federal Awards Funds
    5. Proof of Legal Status of Applicant Entity (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
Certificate of Good Standing	Submission is required for all **for-profit organizations**.	Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	throughout the application and project award period. Obtain a UEI and SAM registration at: http://www.sam.gov.	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B,	Required for all applications when applying for a non-construction project.

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

Additional Required Assurances and Certifications

Mandatory Grant Disclosures

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

Disclosures must be sent in writing to:

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

And to:

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

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: grantdisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

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

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

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

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

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

Applicants are encouraged to submit the letter of intent via email to fssdemogrants@icf.com.

Letters of intent may also be submitted via mail to:

Family Self-Sufficiency Demonstration Development Phase 2 Awards c/o ICF

1902 Reston Metro Plaza

Reston, VA 20190

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.

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

Non-Profit Organizations

Proof of Non-Profit Status Options:

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

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

- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

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

For-Profits and Small Businesses
For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

Applicants must describe their organization, intervention, objectives, and clear rationale for participation that demonstrates a thorough understanding of the purpose of the current funding opportunity and how the work to be conducted under this award will build on what was learned and accomplished during the initial award. In addition, applicants must propose a project plan in which they complete at least one full cycle of LI^2, which will be refined and completed in consultation with the TA provider during the project period. The description must clearly demonstrate the applicant's capacity to actively engage in the project and how the project will continue to build the organization's evidence capacity and strengthen their intervention, based on what the organization learned and accomplished during the initial award period. The description must also clearly demonstrate the support of organizational leadership to participate in the funding opportunity. Applicants must address the following specific element(s) in each section:

1. **Objectives and Significance**

   Applicants must:

- Clearly describe their organization, including their mission, current work in the area of family self-sufficiency, and current collaborations with one or more state or local social services agencies that administer or coordinate with TANF-funded services.
- Clearly describe their accomplishments during the initial award, including the progress made in strengthening the intervention and increasing organizational evidence capacity, and how these accomplishments are grounded in one or more of the five dimensions of the evidence capacity framework (https://www.acf.hhs.gov/opre/report/evidence-capacity-organizations-literature-informed-framework).
- Clearly identify their learning objectives for the continuation award and how these objectives are grounded in one or more of the five dimensions of the evidence capacity framework (https://www.acf.hhs.gov/opre/report/evidence-capacity-organizations-literature-informed-framework).
- Clearly explain how the proposed project for the continuation award relates to and advances accomplishments from the initial award, both with respect to strengthening the intervention and increasing organizational evidence capacity.

2. **Description of Proposed Project and Approach**

   Applicants must:

- Clearly describe their intervention of focus for the proposed project, including a logic model, the intervention's core components, and confirmation that the intervention is currently being implemented. The description must also include the target populations and needs addressed by the intervention, a description of services or policies that constitute the intervention, and expected outcomes for program participants.
- Propose a feasible and detailed plan for moving through each of the three phases of the LI^2 cycle during the continuation award project period. Describe the specific aspect(s) of the intervention that will be studied in each phase and identify potential objectives for each phase of the LI^2 process.
- Describe their plan for collaboration between team members, the TA provider, and OPRE, including a plan for regular meetings, decision-making, and development and refining of the proposed LI^2 process.
- Demonstrate their commitment to participating in collaborative peer learning, including quarterly award recipient calls, annual meetings, site visits, and the RECS conference. This demonstration of their commitment to actively participate in collaborative peer learning may include, but is not limited to, a summary of participation and collaboration during the initial award and how the applicant sees this experience informing their commitment during the continuation award.
- Provide a thoughtful discussion of how the proposed project incorporates an equity lens (e.g., identifies disparities and potential impacts on historically or institutionally underserved and marginalized individuals and groups; identifies barriers to services or supports), or why this is not appropriate for the proposed project.

3. **Key Personnel**

Applicants must:

- Identify key project staff. For each staff, applicants must clearly describe their project role, responsibilities, and qualifications, including if they were part of the team during the initial award's project period and, if applicable, that staff's experience and responsibilities on the initial award team.
- Demonstrate that key project staff have sufficient capacity to carry out the proposed project and all associated activities. This can include, but is not limited to, inclusion of the percentage of full-time equivalent (FTE) budgeted for key staff.
- If an external evaluator is included as key project staff, applicants must justify the need for personnel outside the organization and include a detailed description of how an external evaluator supports and contributes to increasing the organization's internal evidence capacity during and beyond their period of engagement. Applicants must provide a clear description of the role and how the applicant will provide oversight of this external staff member.

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.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.
- Demonstration that the project team has support from organizational leadership to participate in this current funding opportunity. This can include, but is not limited to, a signed letter(s) of support.
- Detailed description of how the applicant organization's leadership will support the proposed project (e.g., attendance in key activities, including site visits or annual meetings; scheduling quarterly project updates; sharing the project plans and results with the organization’s Board of Directors or other external audiences).
- Management plan for supervision of key staff and quality control of project activities and requirements, including ensuring full participation in all TA activities, completion of at least one full LI^2 cycle, and active engagement in cross-recipient activities and meetings.

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.

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 SF-424C, as applicable, for each year of the proposed project.

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

- Applicants must include a budget and budget justification that is reasonable and sufficient, with resources that are appropriately allocated to accomplish the work required under this funding opportunity. Award funds may only be used to support planning for

and execution of research-related activities. This includes support for staff salaries for the percentage of their time that they are working on activities related to the purpose of this NOFO. Funds may not be used for program services (e.g., cash assistance; support services; staff time spent on providing services to clients).

- The budget must include adequate funds for the following: at least two key staff to participate in annual award recipient meetings (one per budget year) lasting approximately 2 days in Washington, DC; and attendance at the 3-day RECS in spring 2026 in Washington, DC.

General

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

Personnel

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

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

Fringe Benefits

Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. **Do not include** the fringe benefits of consultants, contractors, and subrecipients because those costs should be listed under the "Contractual" category as part of the total value of the contract or agreement.

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

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

Travel

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

Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

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

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

Other

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

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

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

Indirect Charges

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

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

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

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

   Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency.

Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the award.

Commitment of Non-Federal Resources

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

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

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

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

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

Paperwork Reduction Act Disclaimer

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

Application Submission Options

Please read the following instructions carefully and completely.

Electronic Delivery

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

How to Register through Grants.gov

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

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

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 pm ET on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. The applicant AOR will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from

Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Application Submission

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Letter of Intent

05/17/2024

Due Date for Applications

06/18/2024

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

Per 42 U.S.C. 613, these funds are intended for evaluation of TANF and related programs. Therefore, funds must be used to support planning for and execution of evaluation-related activities and may not be used for program services. Funds may be used to support staff salaries for the percentage of their time that they are working on NOFO-related activities but not for time spent on providing services to clients.

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
Family Self-Sufficiency Demonstration Development Phase 2 Grants (c/o ICF)
1902 Reston Metro Plaza
Reston
VA
20190

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 Significance **Maximum Points:** 25

Reviewers will consider the extent to which the applicant:

- clearly describes their organization, including a brief description of their mission, current work in the area of family self-sufficiency, and current collaborations with one or more state or local social services agencies that administer or coordinate with TANF-funded services.
- clearly describes the accomplishments that resulted from the initial award, including progress made in strengthening the intervention and increasing organizational evidence capacity, and how these accomplishments are grounded in one or more of the five dimensions of the evidence capacity framework (see *Section I. Program Description* for more information about the evidence capacity framework).
- clearly identifies and describes learning objectives for the Phase 2 continuation award, including how the learning objectives are grounded in one or more of the five dimensions of the evidence capacity framework (see *Section I. Program Description* for more information about the evidence capacity framework).
- provides a clear description of how the proposed project for the Phase 2 continuation award relates to and builds on what was learned and accomplished during the initial award, both with respect to strengthening the intervention and building organizational evidence capacity.

Proposed Project and Approach **Maximum Points:** 30

Reviewers will consider the extent to which the applicant:

- demonstrates that the intervention of focus for the proposed project is clearly defined and currently being implemented, including but not limited to, a detailed description and explanation of the intervention's logic model, core components, target populations and needs addressed by the intervention, services or policies that constitute the intervention, and expected outcomes for program participants.

- provides a clear, feasible, and appropriate plan to complete at least one full LI^2 (Learn-Innovate-Improve) cycle during the project period, with a detailed description of the goals and approach (including potential activities and methods) to accomplish *each* of the three phases of the LI^2 cycle: Learn, Innovate, and Improve.
- describes a feasible plan for collaboration between award recipient team members, the TA provider, and OPRE, including a plan for regular meetings, decision-making, and development and refining of the proposed LI^2 topic and activities.
- demonstrates a strong commitment to participating in all collaborative peer learning, including but not limited to, quarterly calls, annual meetings, site visits, and the RECS conference. Demonstration of commitment to participation in collaborative peer learning may include, but is not limited to, a summary of participation and collaboration during the initial award and how the applicant sees this experience informing their commitment during the continuation award.
- provides a thoughtful discussion of how the proposed project incorporates an equity lens (e.g., identifies disparities and potential impacts on historically or institutionally underserved and marginalized individuals and groups; identifies barriers to services or supports), or describes why this is not appropriate for the proposed project.

Key Personnel **Maximum Points:** 15

Reviewers will consider the extent to which the applicant:

- identifies key project staff and clearly describes each key staff member's project role, responsibilities, and qualifications, including if they were part of the team during the initial award's project period and, if applicable, that staff's experience and responsibilities on the initial award team.
- demonstrates that key project staff have sufficient capacity to carry out the proposed project and all associated activities, which can include, but is not limited to, inclusion of the percentage of FTE budgeted for key staff.
- (if applicable) justifies their need to hire an external evaluator or personnel outside the organization, and provides a clear description of the external role and responsibilities, how the applicant will provide oversight, and how the external evaluator will increase the organization's evidence capacity both during and beyond the organization's project period of performance.

Organizational Capacity **Maximum Points:** 20

Reviewers will consider the extent to which the applicant:

- demonstrates the project team has support from their organization's leadership to participate in the funding opportunity. This can include, but is not limited to, a signed letter(s) of support.
- provides a detailed description of how the organization's leadership will support the proposed project.
- clearly describes a management plan for supervision of key project staff and quality control of project activities and requirements, including ensuring full participation in all TA activities, completion of at least one full LI^2 cycle, and active engagement in cross-recipient meetings.

- clearly describes the applicant organization's fiscal control and accountability procedures.
- clearly demonstrates the applicant organization's ability and commitment to comply with federal, state, and local government standards.

Budget and Budget Justification **Maximum Points:** 10

Reviewers will consider the extent to which:

- the application includes a clear and well-organized budget and budget justification that is reasonable and sufficient, with resources that are appropriately allocated to accomplish the proposed activities and requirements under this funding opportunity.
- the budget reflects, and the applicant acknowledges, that funds will not be used for program services, including staff time spent providing program services.
- the budget includes adequate funds for the following: at least two key staff to participate in annual award recipient meetings (one per budget year) lasting approximately 2 days in Washington, DC; and at least one key staff to attend the 3-day RECS in spring 2026 in Washington, DC.

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.

The merit review will be conducted by a panel of federal and non-federal expert reviewers. Reviewers on the panel will be chosen for their expertise in topics related to family self-sufficiency and evidence capacity building. Application review panels will assign a score to each application and identify its strengths and weaknesses in relation to the evaluation criteria.

OPRE will conduct an administrative review of the applications and results of the merit review panels and will make recommendations for funding to the Deputy Assistant Secretary for Planning, Research, and Evaluation, taking into account the goals of the Family Self-Sufficiency Development Demonstration Phase 2 Awards, as listed in *Section I. Program Description*. The Assistant Secretary for ACF is responsible for the final selection.

Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from the merit review; (2) staff review and consultations; (3) the combination of projects that best meets the goals of the funding opportunity as listed in *Section I. Program Description*; (4) the funds available; and (5) the best interests of the federal government.

Federal Awarding Agency Review of Risk Posed by Applicants

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

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is relevant.

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

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

VI.2. Administrative and National Policy Requirements

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

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

HHS Grants Policy Statement

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

Equal Treatment of Faith-Based Organizations

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

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

Human Subjects Research

The award recipient will be required to confer with ACF and its third-party contractor regarding human subjects protection oversight prior to implementing human subjects research.

For more information, see http://www.hhs.gov/ohrp/index.html.

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

Reporting Requirements

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

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

Financial Reports:
Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Emily Ross c/o ICF
1902 Reston Metro Plaza
Reston
VA
20190
(877) 350-5913
(703) 934-3740
fssdemogrants@icf.com

Office of Grants Management Contact

Bridget Shea Westfall
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street SW.

Washington
DC
20002
(202) 401-5542
bridget.sheawestfall@acf.hhs.gov

VIII. Other Information

Reference Websites

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

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

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

ACF "Applying for an ACF Award" https://www.acf.hhs.gov/grants/how-apply-grant.

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

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

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
Certificate of Good Standing	See *Section IV.2. Required Forms, Assurances and Certifications* and *The Project Description, Legal Status of Applicant Entity*.	Submission is required with the application by the Application Due Date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

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

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at www.Grants.gov.	If not available at the time of application, it may also be submitted prior to the award of a grant.
Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section*	If applicable, concurrent submission to the Administration for Children and Families

What to Submit	Where Found	When to Submit
	IV.2. Required Forms, Assurances and Certifications.	and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification.*	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times.*
The Project Description	Referenced in *Section IV.2. The Project Description.*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

Appendix

References

Derr, Michelle, Ann Person, and Johnathan McCay (2017). Learn, Innovate, Improve (LI2): Enhancing Programs and Improving Lives, OPRE Report # 2017-108, Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

Frierson, Henry, Stafford Hood, Gerunda Hughes, and Veronica Thomas (2010). A Guide to Conducting Culturally Responsive Evaluations. In The 2010 User-Friendly Handbook for Project Evaluation, edited by Joy Frechtling. Arlington, VA: National Science Foundation.

Hood, Stafford, Rodney Hopson, and Karen Kirkhart (2015). Culturally Responsive Evaluation: Theory, Practice, and Future Implications. In Handbook of Practical Program Evaluation, Fourth edition, edited by Kathryn E. Newcomer, Harry P. Hatry, and Joseph S. Wholey. San Francisco, CA: John Wiley & Sons.

Mastri, Annalisa, Heather Gordon, Ruth Neild, Elizabeth Alberty, Heather Zaveri, Megan McCormick, Veronica Sotelo Muñoz, and Lance Bitner-Laird (2022). Evidence Capacity in Organizations: A Literature-informed Framework, OPRE Report # 2022-303, Washington,

DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.