



Administration for Children and Families

Administration on Children, Youth, and Families - Children's Bureau

Standing Announcement for Tribal Title IV-E Plan Development Grants
HHS-2022-ACF-ACYF-CS-0079

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

Due Date for Applications:

FY 2023: 07/06/2023

FY 2024: 07/06/2024

Kings A. Walker

Signature

April 1, 2022

Date

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Funding Opportunity Title:

Standing Announcement for Tribal Title IV-E Plan Development Grants

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2022-ACF-ACYF-CS-0079

Primary CFDA Number:

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Due Date for Applications:

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

Due Date for Applications:

FY 2023: 07/06/2023

FY 2024: 07/06/2024

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 grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/how-apply-grant>.**

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

I. Program Description

Statutory Authority

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

Description

BACKGROUND

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

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

Family First Prevention Services Act

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

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

- The law authorizes title IV-E agencies to claim title IV-E foster care maintenance payments for children placed with parents in a licensed residential family-based treatment facility for substance abuse.
- The law places restrictions on the availability of title IV-E funding for children placed in a child care institution (CCI). Title IV-E agencies may claim title IV-E for foster care maintenance payments (FCMP) paid on behalf of an eligible child placed in any CCI for up to 2 weeks. After 2 weeks, title IV-E FCMP for a child placed in a CCI are only available if that CCI is one of the following specified settings: a setting specializing in providing prenatal, post-partum, or parenting supports for youth; a supervised independent living setting for youth age 18 – 21; a setting providing high-quality residential care and supportive services to children and youth who have been found to be, or are at risk of becoming, sex trafficking victims; a licensed residential family-based treatment facility for substance abuse; or a qualified residential treatment program. These provisions became effective October 1, 2019, but a title IV-E agency may choose to delay implementation for up to two years.
- The law authorizes a new optional program to provide title IV-E funding for certain time-limited (one year) prevention services for mental health, substance abuse prevention, and treatment and in-home parent skill-based programs for: 1) candidates for foster care, 2) pregnant/parenting foster youth, and 3) the parents/kin caregivers of those children and youth. For title IV-E agencies approved to operate the program, funding for these

services became available October 1, 2019, but an agency choosing to delay implementation of the limitation of funding for CCIs must also delay implementation of the prevention services option for the same period.

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

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

LESSONS LEARNED

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

1. Scope of the Title IV-E Program

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

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

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

The federal reimbursement or FFP rate varies by category of cost. Foster care maintenance costs and adoption and guardianship assistance costs are reimbursed at the tribe's Federal Medical

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

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

3. Collaboration, Partnerships, and Buy-in

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

4. Staffing

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

5. Data Collection and Information Technology (IT) Systems

Title IV-E requires submission of data to the Adoption and Foster Care Analysis and Reporting System (AFCARS). Federal regulations for AFCARS were initially promulgated in 1993. On May 12, 2020, CB published a final rule in the *Federal Register* revising AFCARS data elements. [ACYF-CB-IM-20-07](#) provides information on the new final rule for AFCARS. While it is important for title IV-E plan development grant recipients to learn about AFCARS and begin planning how they will approach data reporting, actual submission of data will not be required until after approval of the title IV-E plan and implementation of the program. At that time, reimbursement under title IV-E may be available to support allowable costs associated with development and implementation of the tribe's approved approach to data collection and IT development. Some tribes are interested in developing IT capabilities to support case management as well as required data collection. While development of a case management system is not a requirement of title IV-E, tribes interested in developing such a system are encouraged to first develop the business process involving input from both program and IT staff

to ensure that all program needs are met and to identify policy gaps. Useful Information Memoranda (IMs) and Program Instructions (PIs) are listed in the following section titled Project Requirements. CB encourages grant recipients to delay finalization of system plans and development of a system until after they have finalized and received approval for their title IV-E program.

6. Technical Assistance

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

PROJECT REQUIREMENTS

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

Note: If the grant recipient does not submit a title IV-E plan within the 24-month timeframe, it must repay the total grant amount. Given the statutory requirement to repay the grant if a title IV-E plan is not submitted within 24 months of grant receipt, it is important that grant recipient first make the decision to implement a title IV-E program. The Administration for Children and Families (ACF) is authorized to waive the requirement to repay the grant if it is determined that failure to submit a title IV-E plan during the 24-month period was beyond the control of the grant recipient (see section 476(c)(2)(B)(ii) of the Act).

CB issued [ACYF-CB-PI-18-07](#), which includes a comprehensive listing of all the title IV-E requirements (referred to as a pre-print) a grant recipient will need to address when developing a title IV-E plan. ACF strongly encourages applicants to review the document and to use it as a reference as they develop their applications in response to this NOFO.

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

Information Memoranda:

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

Program Instructions:

- [ACYF-CB-PI-09-11](#);
- [ACYF-CB-PI-18-06](#);
- [ACYF-CB-PI-18-09](#);
- [ACYF-CB-PI-18-10](#);
- [ACYF-CB-PI-18-11](#); and
- [ACYF-CB-PI-21-08](#).

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

In addition to IMs and PIs, CB maintains an online Child Welfare Policy Manual (CWPM) that contains questions and answers on a range of policy issues and is arranged by topic. The CWPM can be found at https://acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm/index.jsp.

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

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

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

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

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

Overall, funded projects' success will be enhanced if, prior to application, grant recipients have assessed the readiness of their own current child welfare program and capacities; have gained a clear understanding of the title IV-E program and the steps that will need to be taken to prepare to directly operate a title IV-E program; and have developed a well-thought-out plan for using

development grant funds to address identified areas needing to be strengthened. Successful completion of these activities will prepare a tribe to submit an approvable title IV- E plan within 24 months of grant receipt.

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

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

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

Grant Recipient Meetings

A minimum of three staff, but not more than five, will be required to attend two grant recipient meetings over the course of the 24-month budget period. These two-day meetings may be held in Washington, DC. In the event of an extension of the public health emergency due to COVID-19, these meetings may be held virtually. Grant recipients and other tribal leaders, including the Principal Investigator/Principal Director, tribal leadership, judicial/legal representative, and tribal child welfare director, are expected to participate in peer-to-peer sharing of implementation activities. (See Section IV.2. *The Project Budget and Budget Justification* for more information.)

II. Federal Award Information

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$1,500,000

Expected Number of Awards:

5

Award Ceiling:

\$300,000

Per Project Period

Award Floor:

\$150,000

Per Project Period

Average Projected Award Amount:

\$300,000

Per Project Period

Anticipated Project Start Date:

09/30/2022

Length of Project Periods:

Other

Additional Information on Project Periods and Explanation of 'Other'

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

Additional Information on Awards:

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

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

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

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

III. Eligibility Information

III.1. Eligible Applicants

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

These definitions are:

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

services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant.

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

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

Funding Restrictions Reference

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

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

III.3. Other

Application Disqualification Factors

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

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from 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 www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this funding opportunity.**

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

Missing the Application Deadline (Late Applications)

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

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

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

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

received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this funding opportunity.

Tribal IV-E Disqualification Factor

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

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

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

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

Application Packages

Electronic Application Submission:

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

Applications in Paper Format:

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

Federal Relay Service:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

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

FOR ALL APPLICATIONS:

Authorized Organization Representative (AOR)

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

Point of Contact

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

Application Checklist

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

Accepted Font Style

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

English Language

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

Page Limitations

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

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

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to NOFO Formatting, Font, and Page Limitation Requirements

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

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

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

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

Corrections/Updates to Submitted Applications

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

Copies Required

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

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

Signatures

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

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

Accepted Application Format

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

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

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

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

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

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

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

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

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

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

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

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

Adherence to the Two-File Requirement

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

Application Upload Requirements

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

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

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

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

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

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

Use only file formats supported by ACF

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

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

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

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

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

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov .	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be	Submission of the certification is required for all applicants.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	submitted prior to the award of a grant.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Tribal Resolution for Applicant Acting on Behalf of a Tribe	Submission is required for all applicants acting on behalf of a tribe in applying for a Tribal Title IV-E Plan Development Grant.	As specified in Sections III.3 and IV. 2 applicants must provide a tribal resolution directing the entity acting on behalf of a tribe to apply for a Tribal Title IV-E Plan Development Grant.
Tribal Resolution of Intent to Implement a Title IV-E Program	Submission is required of all applicants.	As specified in Section IV.2 applicants must provide a tribal resolution stating their intent to implement a title IV-E program and acknowledgement of match

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		requirements of the title IV-E program.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

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

Disclosures must be sent in writing to:

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

And to:

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

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

Email: MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers

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

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

The Project Description

The Project Description Overview

General Expectations and Instructions

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

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

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

Table of Contents

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

Project Summary

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

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

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

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

Geographic Location

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

Additional Eligibility Documentation

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

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

Need for Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

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

Approach

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

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

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

Using available information, the applicant must provide an estimate of the number of children in foster care who would likely be served under a title IV-E program. This number may include both children currently in out-of-home placement under the jurisdiction of the tribe and tribal court and tribal children currently in the care of the state who the tribe anticipates serving directly once its title IV-E program is approved. Applicants must also describe their current geographic service area, the service area in which the proposed title IV-E program would

operate, and the date by which the applicants expect to submit a title IV-E plan. Applicants must describe their court system, including any levels of appeal. If the applicant does not have its own judiciary, describe how the applicant anticipates addressing the IV-E requirements that require judicial findings and oversight. Applicants must describe current provisions of any state-tribe title IV-E agreements, the roles of the state and tribe under such agreements, how those roles are anticipated to change if the tribe begins operation of its own title IV-E program, and how the experience of participating in that agreement has informed its planned use of the development grant.

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

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

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

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

Useful information on technology is provided at <https://www.acf.hhs.gov/cb/research-data-technology/state-tribal-info-systems>.

Applicants are free to identify additional areas they wish to address through the development grant, but they must provide a justification for how such use of grant funds would contribute to the applicant's ability to develop and submit an approvable title IV-E plan by the end of the 24 months. Overall, applicants' proposals must demonstrate that they have assessed their current child welfare program and capacities; have a clear understanding of the title IV-E program and the steps they will need to prepare to directly operate a title IV-E program; and have a well-

thought-out plan for using development grant funds to address identified areas needing to be strengthened. The applicant must show that successful completion of the activities proposed to be completed under this grant will lead the applicant to submit an approvable title IV-E plan within 24 months of grant receipt.

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

Project Timeline and Milestones

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

Organizational Capacity

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

- Organizational charts;
- Resumes;
- 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.
- Job descriptions for each vacant key position.

Plan for Oversight of Federal Award Funds and Activities

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

These regulations set forth the following standards for effective oversight:

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

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR

Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Third-Party Agreements

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

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

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

The Project Budget and Budget Justification

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

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

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this 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 Executive Level II salary reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the SF-424A and/or the SF-424C, as applicable, for the entire project period that is being fully funded (the budget period and the project period are the same).

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

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

Applicants must budget for travel for a minimum of three, but not more than five, staff members to attend two grant recipient meetings over the course of the budget period. These 2-day meetings may be held in Washington, DC. Grant recipients and other tribal leaders are expected to participate in peer-to-peer sharing of implementation activities. CB will work with grant recipients on reprogramming funds in the event grant recipient meetings are held virtually.

General

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

Personnel

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

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

Fringe Benefits

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

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

Other

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

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

Indirect Charges

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

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

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

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

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

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

Commitment of Non-Federal Resources

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

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

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

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

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

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

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

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this 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 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

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

Electronic Delivery

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

How to Register and Apply through Grants.gov

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

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

Organization applicants can find complete instructions here:

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

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

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtainduns-number.html>

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

For more detailed instructions for registering with SAM, refer

to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

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

For more detailed instructions about creating a profile on Grants.gov, refer to:

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

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

For more detailed instructions about creating a profile on Grants.gov, refer to:

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

Track Role Status: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally

binding commitment on behalf of the organization as an AOR; this step is often missed, and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

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

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

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

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

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

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

Paper Format Application Submission

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

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application

must have original signature(s). See *Section IV.7. Other Submission Requirements* of this funding opportunity for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm ET on the due date.

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

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

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

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

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

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

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

IV.4. Submission Dates and Times

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

Due Dates for Applications

Number of Days from Publication 90

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

Due Date for Applications:

FY 2023: 07/06/2023

FY 2024: 07/06/2024

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

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

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

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

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

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

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

Emergency Extensions

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

Acknowledgement of Received Application

Acknowledgement from Grants.gov

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

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

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

Pre-award costs are not allowable.

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

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

A grant recipient must submit a title IV-E plan for direct funding to ACF no later than the end of the 24th month after the grant is awarded, and upon ACF approval of the plan, the grant recipient is expected to implement a title IV-E program. If the grant recipient does not submit a title IV-E plan within that time frame, it must repay the total grant amount. Given the statutory requirement to repay the grant if a title IV-E plan is not submitted within 24 months of grant receipt, it is important that an entity apply for this grant opportunity only when it has already made the decision to implement a title IV-E program. ACF is authorized to waive the requirement to repay the grant if it is determined that failure to submit a title IV-E plan during the 24-month period was beyond the control of the grant recipient (see section 476(c)(2)(B) of the Act).

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

IV.7. Other Submission Requirements

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

Submission by Mail

CB Operations Center

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

Hand Delivery

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

Electronic Submission

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

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

V. Application Review Information
V.1. Criteria

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

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

Objectives and Need for Assistance

Maximum Points: 20

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

1. The applicant clearly demonstrates an understanding of the requirements of the title IV-E program and this NOFO and makes clear how the proposed project will enable the applicant to meet those requirements.

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

Approach

Maximum Points: 50

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

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

Organizational Capacity

Maximum Points: 20

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

1. The applicant's history and relationship with the target community would assist in the effective implementation of the proposed project; the applicant has experience in developing collaborative working agreements with other relevant agencies; the applicant organization's capabilities and experience relative to this project, including experience with administration, development, implementation, management, and evaluation of similar projects, would enable it to implement the proposed project effectively; and the applicant addresses any experience management and/or staff have with title IV-E.
2. If the applicant represents a consortium of partner agencies, the application explains how each agency's background and experience would support the planning and implementation of the proposed project. The application includes letters of commitment from each partner authorizing the applicant to apply on behalf of the consortium and agreeing to participate if the proposal is funded.
3. The proposed project director and key project staff possess sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively implement and manage a project of this size, scope, and complexity.
4. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, are clearly defined and appropriate to the successful implementation of the proposed project. If the applicant

proposes a project director who will serve less than full-time on the project, the applicant provides sufficient justification for how this staff structure will ensure successful completion of the Title IV-E plan. Resumes or job descriptions are attached for key personnel.

5. There is a sound management plan for achieving the objectives of the proposed project on time and within budget that clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if appropriate). There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with federal assistance by the applicant.

Budget and Budget Justification

Maximum Points: 10

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

1. The applicant provides a detailed line-item budget (not to exceed a total of \$300,000) and a detailed budget justification (in narrative form) clearly explaining how grant funds would be spent over a period of up to 24 months from issuance.
2. The costs of the proposed project are reasonable and programmatically justified in view of the target population and community, the activities to be conducted, and the expected results and benefits.
3. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this NOFO.
4. The applicant provides a reasonable budget for travel for a minimum of three, but not more than five, staff members to attend two grant recipient meetings over the course of the budget period in Washington, D.C. The application includes adequate provisions for virtual meetings in the event of an extension of the public health emergency due to COVID-19.

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective

review panels using only the criteria described in *Section V.1. Criteria* of this funding opportunity. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

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

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

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

Federal Awarding Agency Review of Risk Posed by Applicants

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

Non-Federal Reviewers Reference

Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this funding opportunity for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

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

VI.2. Administrative and National Policy Requirements

Administrative and National Policy Requirements

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

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

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

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The

general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-awardrequirements#chapter-1>.

VI.3. Reporting

Performance Progress Reports:

Semi-Annually

Reporting Requirements

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

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

Financial Reports:

Semi-Annually

VII. HHS Award Agency Contact(s)

Program Office Contact

Carlette

Randall

Administration for Children and Families

Administration on Children, Youth and Families

Children's Bureau

CB Operations Center c/o LCG, Inc.

6000 Executive Boulevard, Suite 410

Rockville

MD

20852

(888) 203-6161

CB@grantreview.org

Office of Grants Management Contact

Katrina

Morgan

Administration for Children and Families

Office of Administration

Office of Grants Management

CB Operations Center c/o LCG, Inc.

6000 Executive Boulevard, Suite 410

Rockville

MD

20852

(888) 203-6161

CB@grantreview.org

Federal Relay Service:

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

VIII. Other Information
Reference Websites

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

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

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

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

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

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the funding opportunity. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

What to Submit	Where Found	When to Submit
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Tribal Resolution for Applicant Acting on Behalf of a Tribe	Submission is required for all applicants acting on behalf of a tribe in applying for a Tribal Title IV-E Plan Development Grant.	As specified in Sections III.3 and IV.2 applicants must provide a tribal resolution directing the entity acting on behalf of a tribe to apply for a Tribal

What to Submit	Where Found	When to Submit
		Title IV-E Plan Development Grant.
Tribal Resolution of Intent to Implement a Title IV-E Program	Submission is required of all applicants.	As specified in Section IV.2 applicants must provide a tribal resolution stating their intent to implement a title IV-E program and acknowledgement of match requirements of the title IV-E program.
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i> The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.

What to Submit	Where Found	When to Submit
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

Appendix

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

ACYF-CB-PI-09-11 <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi0911.pdf>

ACYF-CB-PI-18-06 <https://www.acf.hhs.gov/sites/default/files/documents/cb/pi1806.pdf>

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

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

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

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

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

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

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

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

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

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