



Administration for Children and Families

Administration on Children, Youth and Families

Grants to Address Trafficking within the Child Welfare Population

HHS-2016-ACF-ACYF-CA-1179

Application Due Date: 07/11/2016

Grants to Address Trafficking within the Child Welfare Population

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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth and Families -
Children's Bureau

Funding Opportunity Title: Grants to Address Trafficking within the Child Welfare
Population

Announcement Type: Initial

**Funding Opportunity
Number:** HHS-2016-ACF-ACYF-CA-1179

Primary CFDA Number: 93.670

Due Date for Applications: 07/11/2016

Executive Summary

Notices:

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

The purpose of this funding opportunity announcement (FOA) is to solicit proposals for projects that will address human trafficking within the child welfare population. This FOA is designed to continue the development of child welfare systems' response to human trafficking through infrastructure building and a multi-system approach with local law enforcement, juvenile justice, court systems, runaway and homeless youth programs, Children's Justice Act grantees, child advocacy centers, and other necessary service providers. Projects will also assist in the implementation of the trafficking provisions of the Preventing Sex Trafficking and Strengthening Families Act (Public Law (Pub. L.) 113-183) within their respective states.

I. Program Description

Statutory Authority

Awards under this FOA are authorized under section 105(b)(5) of the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5106(b)(5)).

Description

Administration on Children, Youth and Families

The Department of Health and Human Services (HHS) is the Federal Government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves. Within HHS, the Administration for Children and Families (ACF) is the agency responsible for federal programs that promote the economic and social well-being of families, children, individuals, and communities.

The Administration on Children, Youth and Families (ACYF) is an agency within ACF, and administers national programs for children and youth; works with states, tribes, and local communities to develop services that support and strengthen family life; seeks joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance to parents.

The Children's Bureau

Within ACYF, the Children's Bureau (CB) plans, manages, coordinates, and supports child abuse and neglect prevention, child protection, and child welfare services programs. CB is the agency within the Federal Government that is responsible for assisting child welfare systems by promoting continuous improvement in the delivery of child welfare services. CB programs are designed to promote the safety, permanency, and well-being of all children, including those in foster care, available for adoption, recently adopted, abused, neglected, dependent, disabled, or homeless, and to prevent the neglect, abuse, and exploitation of children.

CB promotes practice principles to support improved outcomes for children and families. These principles include family-centered social work practice, community-based services, individualized services that respond to the unique needs of children and families, and strengthening parental capacity to protect and provide for their children. CB has a vision that shifts the future focus of child welfare toward supporting families and communities in ways that will prevent maltreatment and keep children within their families and communities. In addition, CB is actively involved in a number of federal interagency collaborative efforts which are all striving to support state efforts at systems integration and systems change to improve outcomes for families and communities. For more information about CB's programs, visit <http://www.acf.hhs.gov/programs/cb>.

Children's Bureau and Trafficking

Sex and labor trafficking have devastating impacts on the lives of many children and youth in the United States. Young people receiving child welfare services who have experienced interpersonal trauma and family instability can be vulnerable to human trafficking, as these children and youth often have low self-esteem and minimal social support due to their histories of abuse, neglect, and trauma. Disconnected minors (e.g., runaway and homeless youth, unaccompanied minors, etc.) often lack strong familial and social supports and run away to unfamiliar environments, putting them at a particularly high risk of trafficking. Some trafficked children have had contact with child protection services to some degree – as current or previous wards of the state or while residing in foster care or group homes. In some cases, they may even have been recruited and victimized by traffickers while they were receiving these services. Therefore, child welfare has a unique opportunity to help prepare vulnerable groups of youth to better protect themselves from potential traffickers and recognize potentially risky situations, as well as provide services to those children and youth who have

been victims of trafficking.

The foundational premises of family-centered practice within the child welfare system also apply to developing and implementing plans to address trafficking, including child victims of human trafficking who come to the attention of the child welfare system and their families.

Because of child welfare's emphasis on strengths-based engagement, providing tailored and individualized services, reunifying or fostering new family systems to provide permanency for the child, and promoting and supporting long-term improved conditions, child welfare has a unique role in addressing the issue of human trafficking. While child welfare-involved children and youth are receiving services through a thorough, individualized assessment of strengths and needs that promotes safety, permanency, and well-being, child victims of trafficking often present unique needs and complexities that require additional attention and support from service agencies, providers, and caregivers.

Child welfare systems can provide an important safety net to protect children who are vulnerable to human trafficking. Efforts to formally address sex trafficking within the child welfare system will be increasingly strengthened through a number of the new mandates in the Preventing Sex Trafficking and Strengthening Families Act (Pub. L. 113-183). Signed into law in September 2014, Pub. L. 113-183 amends the title IV-E foster care program and presents new child welfare requirements on several provisions, including identifying, reporting, and determining appropriate services for child and youth victims of sex trafficking and youth at risk. Data collected in response to these new mandates will address the current lack of knowledge of the prevalence and characteristics of minor victims of human trafficking and will help the field to understand the full scope of the problem within the child welfare system.

In addition, new mandates in the Justice for Victims of Trafficking Act (Pub. L. 114-22), which was signed into law in May 2015, requires states to consider any child who is identified by a state as a victim of sex trafficking or severe forms of trafficking (as defined by the Trafficking Victims Protection Act) as a victim of "child abuse and neglect" and "sexual abuse." A state may apply the trafficking portion of the definition to a person who has not attained age 24. Pub. L. 114-22 also requires states to assure and describe in their CAPTA state plan that they have provisions and procedures regarding identifying and assessing all reports involving known or suspected child sex trafficking victims; provisions and procedures for training CPS workers about identifying, assessing, and providing comprehensive services to children who are sex trafficking victims; and to collect and report the number of children who are victims of sex trafficking as part of the National Child Abuse and Neglect Data System (NCANDS).

CHILD WELFARE TRAFFICKING GRANTS OVERVIEW, GOALS, AND OBJECTIVES

The goal of this FOA is two-fold: 1) to increase awareness of the issue of human trafficking within the child welfare population, and 2) to improve the ability of systems to appropriately and effectively respond to human trafficking within the child welfare population. These grants will add to the research base and help systems and service providers as they consider enhancing their practices in the context of limited resources. In order to better understand and serve child victims of human trafficking, agencies receiving funding through this FOA will

build internal capacity to address human trafficking within the child welfare population and to engage in system-wide outreach supporting similar capacity-building efforts in other systems. Funded grantees will also work to support the implementation of new trafficking-related mandates under Pub. L. 113-183 and Pub. L. 114-22 by collaborating with their respective child welfare agencies as appropriate.

PROJECT REQUIREMENTS

In order to accomplish the goals of this FOA, Child Welfare Trafficking Grant (CWTG) projects must take a comprehensive approach that focuses on seven key areas: infrastructure building, data gathering, cross-system coordination and collaboration, implementation of legislation impacting anti-trafficking efforts, evaluation, project sustainability, and dissemination.

A. Infrastructure Building

Through this FOA, grantees will build infrastructure to better address trafficking within the child welfare population and to enhance their capacity to deliver multi-disciplinary interventions.

In order to better understand and serve child victims of human trafficking, grantees must build internal capacity in working specifically with minor victims of human trafficking and to engage in system-wide outreach supporting similar capacity-building efforts in other systems. Grantees' focus on infrastructure building should include:

1. Promoting the development of policy and other strategies across systems aimed at preventing child welfare-involved youth from becoming victims of human trafficking, identifying those youth that have become victims, and providing the necessary services and supports to assist victims;
2. Promoting the awareness and utilization of multi-disciplinary interventions and quality practice;
3. Promoting awareness of how involvement in child welfare increases the risk of being a victim of human trafficking; and
4. Collectively disseminating findings and supporting knowledge transfer from these projects to the field.

B. Data Gathering

CWTG projects must implement a plan for determining specific data elements, and gathering these data elements (e.g., number of youth that were formerly involved in the child welfare system that are victims of human trafficking, number of youth that come to the attention of the child welfare system who are victims of human trafficking). CWTG grantees will also be active participants in workgroups and discussions with HHS with the purpose of better understanding the incidence and prevalence of human trafficking, including developing uniform data collection on human trafficking

C. Cross-System Coordination and Collaboration

CWTG projects must foster strategic coordination and institutionalized collaboration among:

- child welfare;

- local law enforcement;
- juvenile justice;
- court systems;
- runaway and homeless youth programs;
- Children’s Justice Act (CJA) grantees;
- child advocacy centers; and
- other necessary service providers (e.g., anti-trafficking service providers, unaccompanied children services, etc).

CWTG projects will focus on developing and/or maintaining these collaborative partnerships for the following purposes, including, but not limited to:

- Routine consultation and interaction with other agencies;
- Joint accountability and shared outcomes among agencies;
- Cross-training and staff development; and
- Formalized processes for communication and information sharing.

CB is particularly interested in a strong partnership between CWTG projects and CJA grantees, whose grant funds may be used for a variety of activities, including anti-trafficking efforts when appropriate.

Section 107(a) of CAPTA authorizes the CJA program, which provides grants to states for the purpose of assisting states in improving the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, which can include trafficking, in a manner that limits additional trauma to the child victim. The CJA specifically mentions the issue of exploitation, and some CJA Task Forces implementing their state grants have directed funds to projects in their state to address exploitation and trafficking. These projects responding to trafficking are focused on systems improvement in response to cases of child maltreatment. Additional information on the CJA program and grantee activities is available at: <https://www.childwelfare.gov/topics/systemwide/courts/reform/cja>. A directory of CJA programs is available at: https://www.childwelfare.gov/organizations/?CWIGFunction=rols:main.dspROL&rolType=Custom&RS_ID=41

CWTG projects will ensure that representatives of multiple systems meet regularly to develop strategies to enact prevention efforts, identify victims, and provide effective and coherent service delivery for victims. Other service providers could include schools, medical and mental health professionals, legal service providers, crime victim service providers, mandated reporters, shelters, consulates, and refugee services providers, and community and faith-based organizations. These service providers should understand the problem of trafficking as it relates to their community and formulate a coherent response. Coordinated efforts must emphasize victim-centered and trauma-informed approaches that avoid further stigmatizing trafficked young people and involve better local data collection on the prevalence and needs of victims. As such, CWTG projects must engage human trafficking survivors in their planning and infrastructure-building efforts to ensure that their funded grant activities are as effective as possible in addressing the needs of the victims and those at-risk of human trafficking within their target communities.

CWTG grantees must collaborate with other federally supported anti-trafficking programs

(e.g., HHS Trafficking Victims Assistance Program and Domestic Victims of Human Trafficking program, the Department of Justice Anti-Human Trafficking Task Force Initiative, etc.). To the extent possible, grantees will connect with these other established anti-trafficking programs in their service areas to maximize their efforts. Grantees will also be actively involved with the National Human Trafficking Resource Center/National Human Trafficking Hotline (<https://traffickingresourcecenter.org>) and will become embedded in their network of supports and resources.

D. Implementation of Legislation Impacting Anti-Trafficking Efforts

CWTG projects must understand and be guided by policies or laws in their state regarding the protection of trafficking victims (e.g., “safe harbor” laws), as many states have passed legislation to protect domestic minor victims of sex trafficking. Legislation varies by state, but generally seeks to prevent child victims of sex trafficking from being prosecuted, ensure that coercion is not required to prosecute sex trafficking of children, and protect and assist child victims of sex trafficking by providing them with specialized services.

CWTG projects must also understand and support the newly implemented mandates related to trafficking that have been put in place through the enactment of the Preventing Sex Trafficking and Strengthening Families Act (Pub. L. 113-183). This legislation includes new title IV-E requirements for identifying, reporting, and determining services to minor victims of sex trafficking. CWTG projects will collaborate as appropriate with their respective title IV-E state agencies in order to assist in the implementation of these mandates. For additional information, visit: <http://www.acf.hhs.gov/sites/default/files/cb/im1403.pdf>.

Additionally, CWTG projects must understand the implications of the Justice for Victims of Trafficking Act of 2015 (Pub. L. 114-22), which includes amendments to the CAPTA State Grant program to: add new state plan requirements related to identifying and supporting victims of trafficking; require the collection and reporting of the number of children who are victims of sex trafficking; and modify the definition of child abuse and neglect to include minor victims of trafficking. For additional information, visit: <http://www.acf.hhs.gov/sites/default/files/cb/im1505.pdf>.

E. Evaluation

CWTG projects are required to develop and implement projects and activities that are outcome-focused and include measurable objectives or steps that can measure progress in meeting desired outcomes. They must implement an evaluation plan that measures progress and identifies evidence of the project’s impact and outcomes.

CB expects CWTG projects to be meaningful contributors to building the knowledge base about how to effectively address trafficking within the child welfare population. They must implement an evaluation plan that includes methods and criteria to evaluate the results and benefits of the project in terms of its stated objectives.

Each CWTG grantee’s evaluation will be guided by a detailed and informative logic model that includes the conceptual framework for the project and demonstrates the linkages between project elements. Grantees will refer to their logic models throughout the project period to determine whether the project is proceeding as planned, and will make updates as necessary.

Evaluation is an important component of this project. If the CWTG project does not have the

in-house capacity to conduct an objective, comprehensive evaluation of the project, it should contract with a third-party evaluator to conduct the evaluation. It is important that the evaluator has the necessary independence from the project to ensure objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is appropriate given the goals and objectives of the proposed project.

F. Project Sustainability

CB is interested in ensuring that the most effective program strategies and interventions are sustained. Therefore, CWTG projects must make ongoing efforts to assess and gather evidence on the particular strategies and activities initiated under this grant that should and can be sustained after the end of the project period.

CWTG projects will be expected to continuously review and update their sustainability plans, detailing successful strategies implemented during the funding period and how they will be continued past the end of federal funding. Sustainability plans will include information such as effective and feasible approaches to sustainability, key individuals and/or organizations that will be involved in sustaining selected strategies, alternative supports that will be needed to ensure sustainability, and how the collaboration of any necessary partners will be maintained past the period of federal funding.

G. Dissemination

CB expects that information and knowledge generated by these projects and activities will be shared with the field, and efforts will be made to integrate project knowledge and lessons learned into policy and practice. The grantees will work with CB to disseminate their products and findings and with other CB service delivery providers to disseminate cross-grant products and findings, when applicable.

CWTG projects will be expected to work throughout the course of their grants with their Federal Project Officer and other grantees funded through this FOA to:

- Finalize individual grant dissemination goals, objectives, and strategic plans;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program;
- Assist in the development and dissemination of federally created tools and products designed to combat and prevent human trafficking; and
- Develop and disseminate summarized/synthesized information about the grant project's processes and outcomes.

CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by CWTG projects about their grant projects.

CWTG projects will be expected to ensure publications and websites are accessible. Although not required, grantees are strongly encouraged to consider using the standards described in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d).

All CWTG project materials, products, publications, and news releases will include this notice: Funded through the Department of Health and Human Services, Administration for

Children and Families, Children's Bureau, Grant # [insert grant number here]. The contents of this publication do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit [grantee name].

PROJECT ASSURANCES

The applicant's signature on the application constitutes the grantee's assurance that it will comply with the following requirements:

- Have the project fully functioning within 90 days following notification of the award.
- Assist in the development and dissemination of federally-created tools and products to combat and prevent human trafficking among minor victims.
- Electronically submit the final program/evaluation report and any program products to CB within 90 days of the project end date.
- If not already in place, establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. Programs serving youth must be prepared assure that programs are safe, inclusive, and non-stigmatizing by design and in operation.
- Within three months after the award, the project director, child welfare liaison (if different from the project director), evaluator and/or other key staff must: a) attend a 2-day kick-off meeting in Washington, DC; and b) The project director, the child welfare agency liaison (if different from the project director), and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.

CB has provided additional trafficking resources that can be found in *Section VIII. Other Information.*

II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$2,000,000
Expected Number of Awards:	8
Award Ceiling:	\$250,000 Per Budget Period
Award Floor:	\$225,000 Per Budget Period
Average Projected Award Amount:	\$250,000 Per Budget Period
Anticipated Project Start Date:	09/30/2016

Length of Project Periods:

Length of Project Period: 60-month project with five 12-month budget periods

Additional Information on Awards:

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

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

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

The initial award will be for a 12-month budget period. Awards for the subsequent 12-month budget periods will be subject to approval of non-competing continuation applications and will be subject to the availability of funds, satisfactory progress by the grantee, and a determination that continued funding would be in the best interest of the federal government.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is unrestricted and open to the following: state governments, county governments, city or township governments, special district governments, independent school districts, public and state controlled institutions of higher education, Native American tribal governments (federally recognized), public housing authorities/Indian housing authorities, Native American tribal organizations (other than federally recognized tribal governments), non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education, non-profits without 501(c)(3) status with the IRS, other than institutions of higher education, private institutions of higher education, for profit organizations other than small businesses, and small businesses.

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

If the primary applicant responsible for administering the grant is not the relevant child welfare agency, the applicant must document a strong partnership with the child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) and courts having jurisdiction over the targeted child welfare population.

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

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all 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. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant 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 announcement.

Award Ceiling Disqualification

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

Required Electronic Application Submission

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Missing the Application Deadlines (Late Applications)

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

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

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

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in

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

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. 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.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

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

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

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

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

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.

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 the last extra pages removed and the removed 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/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

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

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

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

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

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.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and Office of Management and Budget (OMB) approved forms, the application submission is limited to 125 pages in its entirety. The two files applicants must submit are the Project Description file and the Appendices file.

The Project Description file must include these items:

1. Table of Contents
2. Abstract
3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity
7. Logic Model
8. Line Item Budget and Budget Justification

The Appendices file must include these items:

1. Certifications and Assurances
2. Proof of Legal Status (if applicable)
3. Third-party Agreements
4. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
5. Indirect Cost Rate Letter (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 Professional software suite 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 Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring

Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://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)
- Corel WordPerfect (.wpd)

- 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. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

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

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

Addresses for Submission of Paper Applications

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

Required Forms, Assurances, and Certifications

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

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-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.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.

<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>	<p>Submission of the certification is required for all applicants.</p>
<p>Mandatory Grant Disclosure</p>	<p>Submission is required for all applicants and recipients, 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.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management,</p>	<p>Mandatory Disclosures, 45 CFR 75.113</p>

	<p>ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201</p> <p><u>And</u></p> <p>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</p>	
<p>SF-424 - Application for Federal Assistance</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number (Unique Entity Identifier) is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained</p>	<p>A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>

	<p>throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	
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Non-Federal Reviewers

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

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract 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 abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

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

Objectives And 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, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

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

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

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

If the primary applicant responsible for administering the grant is not the relevant child welfare agency, the applicant must document a strong partnership with the child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) and courts having jurisdiction over the targeted child welfare population. This documentation must include the following:

- Letter(s) of commitment or Memorandum of Understanding (MOU) from the relevant child welfare agency(ies) and courts, which describe, in detail, the roles and responsibilities of the project partners;
- Evidence that the relevant child welfare agency(ies) and court(s) fully understand, are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application;
- Evidence that the relevant child welfare agency(ies) and court(s) will follow through on these commitments regardless of changes in administration, economic status, or other foreseeable factors; and
- Any other evidence that would demonstrate the full commitment of the relevant child welfare agency(ies) and court(s) to making the proposed project a success.

Applicants must describe how their approach will incorporate the following seven key areas into their funded work:

A. Infrastructure Building

Applicants must thoroughly describe their plans to engage in infrastructure building efforts to address trafficking within the child welfare system through a comprehensive approach that:

- promotes awareness and use of multi-disciplinary interventions;
- promotes development of anti-trafficking policies and practices;
- promotes awareness of the issue of trafficking within the child welfare population; and
- collectively disseminates findings of their grant project to the field.

Applicants must detail how these infrastructure-building efforts will be responsive to the needs of some of the most vulnerable youth in the child welfare system affected by or at-risk of trafficking. Additionally, applicants must indicate how they will leverage other existing federal or state funding received to maximize their infrastructure-building efforts.

B. Data Gathering

Applicants must provide a detailed plan for identifying and gathering data elements related to their proposed grant project and must document willingness to participate in workgroups and

discussions with HHS with the purpose of better understanding the incidence and prevalence of trafficking, including developing uniform data collection on human trafficking.

C. Cross-System Coordination and Collaboration

Applicants must describe how their efforts will effectively foster strategic coordination and collaboration among:

- child welfare;
- local law enforcement;
- juvenile justice;
- court systems;
- runaway and homeless youth programs;
- CJA grantees;
- child advocacy centers; and
- other necessary service providers in order to better address human trafficking within the child welfare population (e.g., anti-trafficking service providers, unaccompanied children services, etc.).

Applicants must also include plans to effectively and appropriately engage human trafficking survivors in their planning and infrastructure-building efforts, and in plans to connect their funded efforts to other federally sponsored anti-trafficking programs. Applicants must also demonstrate an understanding of potential challenges and barriers involved in such collaborative efforts, and ideas for how to avoid and/or address these challenges.

D. Implementation of Legislation Impacting Anti-Trafficking Efforts

Applicants must demonstrate an understanding of relevant state policies and laws, as well as federal anti-trafficking legislation including the Preventing Sex Trafficking and Strengthening Families Act (Pub. L. 113-183) and the Justice for Victims of Trafficking Act of 2015 (Pub. L. 114-22). Applicants must also demonstrate how their grant efforts will be aligned with and guided by these laws and policies.

E. Evaluation

Please refer to *Section IV.2 The Project Description, Program Performance Evaluation Plan*.

F. Project Sustainability

The applicant must clearly demonstrate a plan to assess and gather evidence to determine the specific strategies and activities funded under this grant that should and can be sustained after the end of the funded grant period.

G. Dissemination

Applicants must demonstrate the intention to disseminate knowledge generated by their funded project, and to integrate project knowledge and lessons learned into policy and practice. Applicants must demonstrate plans to work with their CB Federal Project Officer and other funded grantees throughout the course of their grant to finalize their dissemination plans, produce materials based on their grant program, assist in the development of relevant federally created tools and products, and develop and disseminate synthesized information about the grant project's processes and outcomes.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections 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. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within 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.

Program Performance Evaluation Plan

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

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Applicants must include a detailed evaluation plan that will accurately measure project progress and will identify evidence of the project's impact and outcomes. The applicants must describe how their evaluation plan will address each of their stated goals and objectives, including methods and criteria to evaluate results and benefits of the project in relation to its stated objectives. Additionally, the applicants must describe and provide a rationale for the data they plan to collect.

Applicants must demonstrate how the findings from their evaluation will help to build the knowledge base about how to effectively address trafficking within the child welfare population.

The applicants' evaluation plan must include a description of how the proposed evaluation methods will be implemented, including a timeline for activities related to securing Institutional Review Board (IRB) approval (if applicable), and ongoing analysis of grant

activities. Applicants must demonstrate that they have sufficient in-house capacity to conduct an objective and comprehensive evaluation of their project, or that they will contract with an appropriately qualified third-party evaluator.

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

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

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and

- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

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

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity

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

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;

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

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

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, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

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

Section IV.2. Required Forms, Assurances, and Certifications listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in their budgets to support required travel: a) Within 3 months after the award, the project director, child welfare liaison (if different from the project director), evaluator and/or other key staff must attend a two-day kick-off meeting in Washington, DC; and b) The project director, the child welfare agency liaison (if different from the project director), and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.

Funds for evaluation must appear in the budget. Applicants must state the percentage of the total budget that will be allocated to evaluation. Applicants must provide a rationale showing that the budgeted amount is sufficient to conduct the proposed evaluation.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the 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. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

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 insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

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

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an 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 applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. 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.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

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 (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide 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.

Note: 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.

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 costs 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 § 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 a 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. 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.

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. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant 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.**

Justification: If an applicant is relying on 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). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

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.I.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

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

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII*. of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

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* of this announcement.

Paper Format Application Submission

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

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

certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

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

ACF is prohibited from making an award until an applicant has complied with these

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

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

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **07/11/2016**

Explanation of Due Dates

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

Electronic Applications

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

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

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

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

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by

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

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

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

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

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

Emergency Extensions

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

Acknowledgement from www.Grants.gov

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

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

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

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

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

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209

Hand Delivery

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209

Electronic Submission

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

V. Application Review Information

V.1. Criteria

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

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

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points:15

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

1. The applicant demonstrates a clear understanding of the need to address trafficking within the child welfare population in the targeted geographic location.
2. The applicant demonstrates a clear understanding of the goals of this FOA and its legislative authority, and how this project will contribute to achieving those goals.
3. The applicant includes a clear statement of the goals (i.e., the intended end product and effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project. The applicant presents a clear vision for developing and implementing the proposed project to contribute to achieving these goals and objectives and clearly addresses each of the items in *Section IV.2 The Project Description, Approach*.
4. The applicant presents a clear, concise, and appropriate vision for the proposed project.

APPROACH

Maximum Points:50

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

1. The applicant provides a workable and detailed plan of action that includes strategies for infrastructure building and cross-system coordination and collaboration to build greater awareness and the ability to better respond to trafficking within the child welfare population. The plan relates to the stated objectives and scope of the project and reflects the intent of the legislative mandate.
2. The applicant clearly addresses each of the requirements (A-G) listed in *Section IV.2 The Project Description, Approach* of this FOA and provides a clear description of the specific activities to be provided. The activities and services are linked to a reasonable statement of the goals (the intended end products of an effective project) and objectives (measurable steps for reaching these goals) of the proposed project.
3. The applicant is the child welfare agency or indicates how it will partner with its appropriate child welfare agency in order to implement the proposed project and support implementation of new trafficking-related mandates under the Preventing Sex Trafficking and Strengthening Families Act (Pub. L. 113-183) and the Justice for Victims of Trafficking Act (Pub. L. 114-22) as appropriate.
4. The applicant demonstrates an understanding of potential challenges and barriers related to its funded efforts, and strategies to avoid and/or address these challenges.
5. The applicant's plans include strategies that will enhance its internal capacity to address human trafficking within the child welfare population.
6. The applicant includes a detailed plan for identifying and collecting specific data elements to better understand the occurrence of trafficking within the child welfare population.
7. The applicant provides a clear and reasonable timeline (e.g. charts such as a bar chart or other chart that illustrates project schedules) for implementing the proposed project, including the defined responsibilities, activities to be conducted in chronological order, showing a reasonable schedule of accomplishments, target

- dates, milestones, and the factors that may accelerate or decelerate the work.
8. The applicant describes sound strategies for creating and/or continuing partnerships, and institutionalizing communication with multiple systems, including local law enforcement, juvenile justice, court systems, runaway and homeless youth programs, CJA grantees, child advocacy centers, and other necessary service providers (e.g., anti-trafficking service providers, unaccompanied children services, etc.). The applicant provides sufficient documentation of its partner agencies' commitments to be active participants in this collaboration through copies of MOU or other appropriate documentation.
 9. The applicant describes a reasonable plan to effectively engage survivors of human trafficking in its planning and infrastructure building activities. The applicant indicates how survivor input and feedback will be incorporated into its planned grant activities as appropriate.
 10. The applicant's plan demonstrates a sophisticated understanding of the barriers to successful consultation and partnership. The applicant proposes feasible approaches or steps to building a collaborative network that take barriers into consideration.
 11. The applicant includes a description of other federal or state funds currently being received related to anti-trafficking, if appropriate. The applicant sufficiently explains how funds received through this FOA will complement, but not supplant, other existing funding.
 12. The applicant demonstrates an understanding of the federal and state laws and policies that address minor victims of human trafficking.
 13. The applicant proposes a sound plan to disseminate findings and support knowledge transfer to the field, including the integration of lessons learned into policy and practice as appropriate.
 14. The applicant includes a sufficiently detailed sustainability plan indicating its intent to continue successful strategies implemented through its grant past the period of federal funding.

EVALUATION PLAN

Maximum Points: 15

In reviewing the evaluation plan, reviewers will consider the extent to which:

1. The applicant includes a logic model that effectively illustrates the project's approach. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes.
2. The applicant presents a reasonable evaluation plan that can be expected to provide regular, meaningful feedback for project improvement. The applicant identifies specific evaluation questions, appropriate methods (e.g., written surveys, questionnaires, conference calls, focus groups, and unstructured telephone or in-person interviews), and realistic timeframes. Its proposed methods and quantitative and qualitative measures are appropriate for the objectives of the evaluation, and include methods for measuring interagency collaboration, as well as trafficking awareness using a tool to be identified by CB.
3. The evaluation plan is likely to yield substantive and useful information. The plan clearly identifies the domains in which evaluation findings will be pursued and

provides sound rationale for these selections. The evaluation strategy addresses both the process and outcomes. The plan explains goals and objectives in specific measurable form and how they will document change, improvement, and effectiveness.

4. The applicant demonstrates sufficient in-house capacity to conduct an objective evaluation of the project or provides a sound plan for contracting with a third-party evaluator specializing in social science or evaluation or a university or college to conduct the evaluation.
5. The applicant presents a sound plan for documenting project activities and results, including the development of a data collection infrastructure that is sufficient to support a methodologically sound evaluation. Appropriate data sources are identified and relevant data would be collected. There is a sound plan for collecting and analyzing these data.
6. The applicant clearly demonstrates the ability to access relevant child welfare data for the purposes of its evaluation. If appropriate, a copy of a data sharing agreement is provided.

ORGANIZATIONAL CAPACITY

Maximum Points:15

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

1. The applicant (and its partners and contractors, if applicable) demonstrates sufficient and relevant experience and expertise in administration, development, implementation, management, and evaluation of similar projects. The applicant has sufficient experience and expertise in strategic implementation, organizational change, and systemic intervention to provide high quality service delivery.
2. The applicant is grounded in experience and demonstrates a thorough understanding of child welfare systems, child maltreatment prevention, child abuse related issues, and human trafficking. If the applicant does not have specific expertise in trafficking, it demonstrates that it has partnered with experts that can provide this expertise.
3. The proposal clearly demonstrates the applicant's ability to administer and implement the project effectively and efficiently. If the project involves partnerships with additional agencies, organizations, or subcontractors, each partnering organization has the ability and organizational capacity to fulfill its roles and functions.
4. The roles, responsibilities, and time commitments of each proposed key project staff position, including the lead agency, consultants, subcontractors, and/or partnering agencies or organizations, are clearly defined and appropriate for the successful implementation of the proposed project. The applicant has secured commitments from its key partners. The application includes appropriate third-party agreements or letters of commitment from key partnering organization(s), including a child welfare agency.
5. There is a sound management plan for achieving the objectives of the proposed project on time. The plan 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.

6. The primary applicant responsible for administering the grant is the relevant child welfare agency or there is documentation (such as a signed MOU) of a strong partnership with the child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s) and courts having jurisdiction over the targeted child welfare population.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points:5

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

1. There is a line item budget for each year of the project and a detailed narrative budget justification for the first year of the project. The costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits. The budget includes the costs associated with travel to grantee meetings in Washington, DC.
2. There is evidence that the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this funding opportunity announcement.
3. The applicant proposes the amount and percentage of the project budget to be allocated to program evaluation and provides a sound rationale for the stated amount.

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) 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 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8.

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

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:

<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at

<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

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

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Lauren Fischman

Administration for Children and Families

Administration on Children, Youth and Families

Children's Bureau

CB Operations Center, c/o LGC, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Administration
Office of Grants Management
CB Operations Center, c/o LGC, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: 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) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through

<https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov/web/grants/forms/sf-424-family.html) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www.grants.gov/web/grants/accessibility-compliance.html>

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

The *Federal Register* <https://www.federalregister.gov/>.

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

Trafficking Resources

U.S. Department of Health and Human Services, Administration for Children, Youth and Families (ACYF), Guidance to States and Services on Addressing Human Trafficking of Children and Youth in the United States: <http://www.acf.hhs.gov/programs/cb/resource/human-trafficking-guidance>.

Emerging Practices within Child Welfare Response: https://www.acf.hhs.gov/sites/default/files/assets/briefing_spotlight_b.pdf. This briefing series document lists examples of anti-trafficking efforts that are underway across the United States.

Federal Strategic Action Plan on Services for Victims of Human Trafficking in the United States: <http://ojp.gov/ovc/pubs/FederalHumanTraffickingStrategicPlan.pdf>.

Confronting Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States: <http://www.iom.edu/reports/2013/confronting-commercial-sexual-exploitation-and-sex-trafficking-of-minors-in-the-united-states.aspx>.

Child Welfare and Human Trafficking Issue Brief: <https://www.childwelfare.gov/pubs/issue-briefs/trafficking/>.

U.S. Department of State, 2015 Trafficking in Persons Report: <http://www.state.gov/j/tip/rls/tiprpt/2015/>.

ACF Office of Trafficking in Persons: <http://www.acf.hhs.gov/programs/endtrafficking>.

Child Welfare Capacity Building Collaborative: <https://capacity.childwelfare.gov/states/focus-areas/preventing-sex-trafficking/>.

National Human Trafficking Resource Center (NHTRC): <http://www.traffickingresourcecenter.org>.

Child Welfare Information Gateway: <https://www.childwelfare.gov/>.

Study of HHS Programs Serving Human Trafficking Victims: <http://aspe.hhs.gov/hsp/07/HumanTrafficking/>.

National Child Traumatic Stress Network: <http://www.nctsn.org>.

National Registry of Evidence-based Programs and Practices: <http://www.nrepp.samhsa.gov/>.

Runaway and Homeless Youth Programs: <http://www.acf.hhs.gov/programs/fysb/programs/runaway-homeless-youth>.

The National Resource Center for Permanency and Family Connections (NRCPPFC): maintains a webpage on Immigration & Child Welfare http://www.hunter.cuny.edu/socwork/nrcfcpp/info_services/immigration-and-child-welfare.html.

ACYF-CB-IM-12-04: Social and emotional well-being, trauma, screening and assessment, evidence-based and evidence-informed practices: <http://www.acf.hhs.gov/sites/default/files/cb/im1204.pdf>.

Evaluation Resources

For more information on evaluation, see *Program Manager's Guide to Evaluation*: <http://www.acf.hhs.gov/programs/opre/resource/the-program-managers-guide-to-evaluation-second-edition>.

More information on HHS Protection of Human Subjects regulations (Office of Human Research Protections is available at: <http://www.hhs.gov/ohrp/>, ohrp@csophs.dhhs.gov, 240-453-6900).

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview and Section IV.4. Submission Dates and Times.</i> If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

<p>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at</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>

	<p>http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Project Summary/Abstract	<p>Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.</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>

Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i> . If not available at the time of application submission, due by the time of award.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	Submission is due with the application package or prior to the award of a grant.

Project Sustainability Plan	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> .
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</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> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required 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.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
<p>The Project Description</p>	<p>Referenced in <i>Section IV.2. The Project Description.</i></p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4.</i></p>

		<i>Submission Dates and Times.</i>
Logic Model	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</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>