Administration for Children and Families

Office of Child Care

Preschool Development Grant Birth through Five (PDG B-5) Renewal Grant
HHS-2019-ACF-OCC-TP-1567
Application Due Date: 11/05/2019

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Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Preschool Development Grant Birth through Five (PDG B-5) Renewal Grant
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2019-ACF-OCC-TP-1567
Primary CFDA Number:	93.434
Due Date for Applications:	**11/05/2019**

Executive Summary

Notice:

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

The Administration for Children and Families (ACF) at the Department of Health and Human Services (HHS) jointly with the Department of Education (ED) (the Departments) are soliciting applications from all states that received an initial Preschool Development Grant Birth through Five (PDG B-5) award. The PDG B-5 Renewal Grant Initiative will fund states to enhance, expand, and/or build upon activities described in their initial grant.

Applicants for the PDG B-5 Renewal Grant may use a portion of their funding to award subgrants to early childhood care and education (ECE) programs in a mixed delivery system across the state to expand access to existing services or develop new programs that address the needs of low-income and disadvantaged young children and families. Subgrants must align with and help the state achieve the goals and objectives outlined in its strategic plan.

Subgrants may also address ECE system needs identified in the comprehensive B-5 needs assessment. Such activities might include:

- improving and expanding use of their State's integrated data system;
- enhancing workforce, professional development, monitoring, and/or quality improvement activities;
- building or enhancing coordinated intake, screening, and referral systems; or
- other essential investments that would lead to a more effective and efficient mixed delivery system of ECE services across the state serving infants, toddlers, preschoolers and children in early elementary school.

I. Program Description

Statutory Authority
This grant program is authorized by Section 9212 of the Every Student Succeeds Act, 42 U.S.C. 9831 note.

Description
Program Purposes

The initial PDG B-5 grants were designed to facilitate collaboration and coordination among existing programs within the state's early childhood care and education system. The purposes of the PDG B-5 Renewal Grant remain focused on strengthening the state's integrated ECE system to prepare low-income and disadvantaged children to enter kindergarten and improve their transitions across early childhood into the early elementary school grades. Through this renewal grant states have the opportunity to pursue objectives that the data, research, or needs assessment has indicated is needed within their own state. This will help to break down barriers and improve access to higher quality ECE services.

The PDG B-5 Renewal Grants will assist states to expand or build upon their initial grant work. Renewal grants may be used by states to update or enhance their birth through five needs assessment, program performance evaluation plan, and strategic plan. Renewal grants may be used by states to implement collaboration, coordination, and quality improvement activities among existing programs in the state's mixed delivery system, including early childhood health programs, as detailed in their strategic plan. Renewal grants may also be used by states to expand access to existing programs and develop new programs to address the needs of children and families eligible for, but not served by, existing ECE programs. States will be expected to more effectively coordinate with their existing ECE programs, engage parents, prepare children to enter kindergarten ready to succeed, and improve transitions from ECE programs to the local educational agency or elementary school. To achieve this, states must:

- use existing federal, state, local, and non-governmental resources efficiently to strengthen the delivery of existing programs;

- improve the coordination and delivery of services across models and funding streams in the state's mixed delivery system. States must encourage new partnerships and enhance existing partnerships among Head Start and child care providers, home visiting and preschool programs, state and local governments, Indian tribes and tribal organizations, private entities (including faith and community-based entities) and local educational agencies;

- develop recommendations to better use existing resources to improve the overall participation of children, particularly vulnerable, underserved, or unserved children and children with, or at risk for, disabilities, in a mixed delivery system of federal, state, and local early childhood care and education programs;

- improve program quality, while maintaining access and availability of services;

- maximize family and parental choice, and knowledge of and engagement with existing

programs in the state's mixed delivery system, easing access to all services; and

- enhance school readiness for children from low-income and disadvantaged families, effectively transitioning children into elementary school.

Program Activities

States applying for a renewal grant must articulate how they will build on activities conducted as part of their initial PDG B-5 grant, including:

Activity One:

Refining and enhancing statewide, birth through five needs assessments by ensuring they are updated periodically, not less than once during the renewal grant period, and exploring additional elements not previously assessed by or identified as initial gaps related to the availability and quality of existing programs in the state, including programs serving the most vulnerable or underserved populations and children in rural areas, and implementing a collaborative state data system to strengthen and enhance information on children and family needs.

Activity Two:

Refining, enhancing and/or implementing statewide birth through five strategic plans, based on the most current needs assessment findings. The strategic plan shall include information that further describes how accomplishing the specific activities within the plan will better serve children and families in existing programs and recommend partnership opportunities that go beyond those previously identified that would improve coordination, program quality, and delivery of services.

Activity Three:

Maximizing parent and family choice and knowledge about the state's mixed delivery system of existing programs and providers by expanding the state's efforts to:

- ensure families are provided information about the quality (e.g., through inspection reports, QRIS ratings, etc.) and variety of early childhood education programs including health, mental health and family support for children from birth into kindergarten entry; and
- promote nurturing parent-child interactions, family and community protective factors and increase involvement by parents and family members of low-income and disadvantaged children in transitions between the various early childhood care and education programs and services.

Activity Four:

Sharing best practices among early childhood education providers in the state by expanding efforts to increase collaboration and efficiency of services, including improving transitions that happen across all age spans in early childhood. Providing interdisciplinary professional development to build shared understanding and connections across ECE, health and human services providers that serve families with young children.

Activity Five:

Improving the overall quality of early childhood programs and services in the state, by expanding efforts, including, but not limited to:

- developing and implementing evidence-based practices that ensure inclusion of all children, especially children at risk of or with a disability, a special health care need, or developmental need;

- improving collaborative professional development for early childhood providers;

- improving developmental, social-emotional, and other learning opportunities for children birth through five;

- aligning standards, curriculum, assessment, and child outcomes; and

- strengthening systems needed for data sharing and use, monitoring and quality improvement, accountability, effective governance, communication and decision-making.

Activity Six:

Refining, enhancing, and/or implementing the program performance evaluation plan to align with the most current needs assessment findings and strategic plan. The program performance evaluation plan shall include information that details how states will leverage data to examine the implementation, outputs, and costs of strategic plan activities and support continuous quality improvement.

Subgrants:

To improve the overall quality of programs or expand the reach of its ECE system, states have the option to award subgrants with up to 60 percent of funds in the first year, and up to 75 percent in years two and three. Proposals to subgrant should be supported by findings from the needs assessment and align with activities articulated in the strategic plan. Examples for how funds could be used to subgrant include:

1. Providing funds for comprehensive early childhood services within the state's mixed delivery system to expand access to or enhance the quality of existing programs or develop new programs to meet the unique and unmet needs of children and families in communities across the state;

2. Providing funds for other systemic activities that would enhance the quality of early childhood services available to families throughout the state, such as investments in data integration and sharing; workforce supports; curriculum, assessment, and standards alignment; shared cross-sector professional development opportunities; enhanced monitoring and quality improvement system; extending family engagement from birth through age 8; universal application, screening, and enrollment processes; deploying early childhood health or mental health specialists; and integration of behavioral health or early learning promotion within pediatric primary care.

Funds used for subgrants must supplement, and not supplant, any other federal, state, or local funds that would otherwise be available to carry out these activities.

Program Requirements

It is intended that states will use between 5-7 percent of the total amount of their grant award during each of the three renewal grant years to refine and implement their program performance evaluation plan. These funds would be used for such necessary activities as developing or enhancing a data system to collect, house, and use data on the populations served, and to monitor the implementation of services, the cost of providing services, and coordination across service partners.

All funds made available for the purpose of implementing the PDG B-5 renewal grant activities must be used to supplement, and not supplant, existing federal funding investments in the state.

As a condition of acceptance of an award under this FOA, all grantees are required to participate fully in sponsored evaluations by the Departments and adhere to all evaluation protocols established by the Departments to be carried out by its designee contractors.

Grantees will be required to include travel costs to send at least four individuals to Washington, D.C. to attend a 3-day PDG B-5 grantee meeting for each of the three years.

Program Approach

The program approach should be appropriate for the funding level and timeline of the renewal grant. The Departments encourage states to propose a program approach designed to improve services for low-income and disadvantaged children and those living in rural areas. The approach should also efficiently use federal, state, local, and non-governmental resources and align and strengthen the delivery of quality services, thereby leading to prevention and/or elimination of fragmentation and overlap. Here are several principles to guide states in describing their approach:

- System integration of services and supports for children and families across and among partners is intended to include a fully engaged mixed-delivery approach.

The mixed delivery model should reflect a mix of education, special education, health and family support, and early intervention care, support, and service. This includes developmental supports, family service, child welfare, mental health and medical support, and community resources that enable children to flourish and families to support their children. The work of the strategic planning process consists of discussions among stakeholders and partners, including parents, to explore how services and supports can be blended and shared in a way that addresses the needs and strengths of children and families, and engages parents in improving these services and supports.

- An intentional approach is taken that indicates a clear commitment to developing policies, dedicating resources, implementing professional development, and supporting practices that enable children with, or at risk of, disabilities and their families to access early childhood care and education programs that support their full participation and leverages the extensive experience and knowledge of parents of children with, or at risk for, disabilities about their children's needs.

The grantee should explore efforts that result in Part C and Part B, section 619 coordinators being members of the PDG B-5 team that leads to the development of ongoing

partnerships between IDEA service agencies and early childhood education programs. The state's efforts should also result in an increase in the number of high-quality inclusive early childhood care and education programs in the mixed delivery system, and an increase in the number of early childhood care and education providers that receive professional development and increase their competencies in including children with disabilities and their families in programs.

- Activities are driven by results from periodic needs assessments and program performance evaluations, that involve families and communities in interpreting these results, and are supported by goals in the strategic plan.

The grantee must reference the work completed, or underway, on their needs assessment, strategic plans, and program performance evaluation plan as required by *Section IV.2. The Project Description, Approach*. The grantee must use the findings from the needs assessment to guide their work. If the grantee has not yet completed the needs assessment, the grantee must describe what has been done and learned to date, assumptions made, anticipated goals and activities based on what is known to date, and how parents will be engaged in assessing what has been learned and in helping to determine goals and activities. In addition, given that the needs assessment should be conducted periodically, the grantee must ensure that its strategic plan and program performance evaluation plan are living documents that it continues to reference, update, and share with parents, as needed. The grantee must use the measurable indicators that are identified in the strategic plan to assess progress and should continuously look to see where adjustments may be needed.

- Meaningful engagement of a variety of stakeholders, including parents and community partners, is clear in the approach.

The grantee needs to consider who will be involved in its work and be sure it includes a broad range of stakeholders, including parents and community partners, who not only share in the mission and are a part of the mixed-delivery system but also interact with the child and family. This should include opportunities for parents and family members to meaningfully participate in shaping the approaches the state is taking, especially if these participants have not previously been engaged in the work. States should involve other support systems beyond traditional early childhood programs and engage with the larger ecosystem involved with their program populations, working across education, public health, social and welfare services, state supported insurance programs such as Medicaid/CHIP program, mental and behavioral health, and labor/workforce development departments if they are not already collaborating. This can reflect a great opportunity for strong linkages with the health care system through screening and referrals or identifying gaps, particularly in rural areas, for health care access for vulnerable families Grantees should build upon existing systems infrastructure, early childhood initiatives, and population health efforts. Grantees should demonstrate how they will support partner contributions to the overall system, amplifying the collective impact of existing partner activities.

- Focusing on continuous improvement, monitoring, and evaluation of the work are essential to successful implementation.

It is important for states to contemplate how they will foster continuous improvement through program performance evaluation activities. The program performance evaluation plan should be used to support continuous improvement through performance measurement, monitoring, and evaluation. States should continue to engage appropriate stakeholders and partners, including parents, as necessary to assess the progress of new plans and initiatives, identify issues that arise, and implement corrective action or adapt activities, if warranted.

- System for identifying and expanding on best practices will strengthen the mixed delivery workforce.

By creating strong partnerships, systems for communication and evaluations of its projects and work, the grantee should be able to identify what is working and expand and build on those efforts with state and local policymakers; educational, health, and social service leadership; and consumers.

Whether addressing vulnerable populations in a rural community, creating a professional development training plan, or improving quality across child care centers, states should develop strategies for sharing any best practices with their larger target audiences.

The Departments also continue to encourage:

- State innovation in planning, designing, enhancing, implementing, and evaluating an early childhood care and education mixed delivery system that will support the healthy growth and development of all infants, toddlers, and young children, particularly low-income and disadvantaged children.

- Incorporation of trauma-informed approaches for early childhood care and education programs and providers to buffer the impact of trauma and adverse childhood experiences, thereby increasing each child's chances for success in kindergarten and beyond.

- Consideration of how best to improve the training, support, and experience of PDG B-5 providers across the mixed delivery system, including those serving infants and toddlers.

- Provision of ongoing practice-based mentoring, coaching and professional development to address the needs and improve the effectiveness of the PDG B-5 workforce, as the state works on developing its proposed approaches to improving outcomes for children and families.

- Alignment of PDG B-5 Renewal Grant strategies with related Child Care Development Fund (CCDF) activities required by 2014 Child Care Development Block Grant (CCDBG) reauthorization. Such activities include:

  o designing, improving, and/or enhancing Quality Rating and Improvement Systems (QRIS) to include a broader range of providers in the mixed delivery system, including family child care providers and those serving infants and toddlers, in ways that are uniquely tailored to their context;

  o building better consumer information systems to support parents in their care decisions, which can be leveraged with the new national CCDBG web site, www

.childcare.gov; and

- o incorporating the availability of services, as well as other program characteristics as determined relevant by the state, as rating components in their QRIS or on their state website.

In addition, states are encouraged to also consider incorporating the following activities when designing its program approach:

- addressing, in meaningful ways, early childhood homelessness, the inclusion of children with, and at risk for, developmental delays or disabilities, and children with special health care needs; and

- building capacity for high quality infant/toddler services across the state's mixed delivery system, including center-based care, family child care, and home visiting services, and ensure a well-coordinated birth-to-five continuum of services.

Post-Award State Reporting Requirements

The Office of Child Care (OCC) is currently seeking approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act (PRA) from PDG B-5 grantees as part of post-award reporting.

After grant award and annually thereafter, OCC expects to collect information from states about the programs in their PDG B-5 mixed delivery system, including, but not limited to, information about:

- administrative governance structure;
- definitions of key terms such as vulnerable or under-served;
- funding levels and sources;
- children and families served by all mixed delivery system programs;
- coordination and collaboration across mixed delivery system programs;
- engagement with external partners to support mixed delivery system coordination and collaboration;
- coordinated eligibility or application processes across mixed delivery system programs;
- activities to maximize family and parental choice, support transitions, and improve mixed delivery system program quality;
- integrated data systems, data governance, and data capacities (e.g., to produce unduplicated counts of children and families served across the mixed delivery system);
- ongoing program performance evaluation findings; and
- progress toward overall PDG B-5 goals and objectives.

This annual information collection is intended to complement information provided in the Quarterly Performance Progress and Financial Reports. (See *Section VI.3 Reporting* for more information.)

In addition, grantees will be expected to submit a final report to the Secretary no later than 6 months after the end of the grant period. This report shall include, but is not limited to:

(A) How, and the extent to which, the grant funds were used for activities to achieve the PDG B-5 goals and objectives described in the state's application, and must include any additional activities for which the funds were used in order to meet the purposes of the initial and renewal grant requirements;

(B) How, and the extent to which, the grant funds were used for activities that aligned with the state's needs assessment and were outlined in the state's strategic plan or program performance evaluation plan;

(C) Key findings from the state's program performance evaluation;

(D) Improvements in data systems and capacities over the grant period;

(E) Any new partnerships established among Head Start and child care providers, home visiting and preschool programs, Special Supplemental Nutrition for Women, Infants, and Children (WIC), state and local governments, Indian tribes and tribal organizations, and/or private entities, including faith and community-based entities, and how these partnerships improved coordination and delivery of services;

(F) If applicable, the degree to which the state used information from the report required under section 13 of the CCDBG Act of 2014 to inform activities identified in the State's application, and how this information was useful in coordinating and collaborating among programs and funding sources;

(G) The extent to which activities funded by the initial grant and the renewal grant led to the blending of other public and private funding and to better services to children;

(H) A description of the activities conducted using subgrant funds, including, where appropriate, measurable areas of program improvement and better use of existing resources;

(I) Information on best practices from the use of subgrant funds, including how the state was better able to serve the most vulnerable, underserved, and rural populations;

(J) How information about available existing early childhood care and education programs for children from birth to kindergarten entry was disseminated to parents and families, and how involvement by parents and family was improved; and

(K) Other state-determined and voluntarily provided information to share best practices or innovative strategies relating to early childhood care and education programs and the coordination of such programs.

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, OCC will not conduct or sponsor – and a person is not required to respond to a collection of information covered by such Act, unless it displays a currently valid OMB control number. OCC is seeking approval of its PDG B-5 grantee information collection through the OMB Office of Information and Regulatory Affairs (OIRA). OCC will not request this information without OMB OIRA approval. Please see Section VI.3 Reporting for more information.

Definitions

The following definitions apply for the purpose of the PDG B-5 Renewal Grants.

B-5 Early Childhood State System. -- The term "B-5 Early Childhood State System" refers to core early childhood care and education programs, including the Child Care and Development

Fund and state child care, which may include center-based, family child care and informal care providers; Early Head Start and Head Start; the Maternal, Infant, and Early Childhood Home Visiting Program, and other state or locally funded home visiting services; Part C and Section 619 of Part B of IDEA; state preschool programs; and programs funded by Title I of the ESEA. In addition, it also includes a wide range of early childhood care and education programs and services that strengthen, engage, and stabilize families and their infants and young children including supports that target health and wellness, such as Medicaid; the Children's' Health Insurance Program (CHIP); Title V Maternal and Child Health Programs; Healthy Start; Child and Adult Care Food Program (CACFP); the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); and the infrastructure components that support these programs and services.

Early childhood care and education programs. -- This term has been updated to incorporate and reflect the definition of the term "early childhood education program," which is defined in section 103 of the Higher Education Act of 1965 (20 U.S.C. 1003) as (A) a Head Start program or an Early Head Start program carried out under the Head Start Act (42 U.S.C. 9831 et seq.), including a migrant or seasonal Head Start program, an American Indian/Alaska Native Head Start program, or a Head Start program or an Early Head Start program that also receives State funding; (B) a State licensed or regulated child care program; or (C) a program that— (i) serves children from birth through age six that addresses the children's cognitive (including language, early literacy, and early mathematics), social, emotional, and physical development; and (ii) is— (I) a State prekindergarten program; (II) a program authorized under section 619 or part C of the Individuals with Disabilities Education Act; or (III) a program operated by a local educational agency.

Early childhood homelessness. -- PDG B-5 follows the definition of homeless children established in Sec. 725 of the McKinney-Vento Education Assistance Act. The term homeless children and youths means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and includes — (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965).

Elementary school. -- The term "elementary school," as defined by section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801), means a nonprofit institutional day or residential school, including a public elementary charter school that provides elementary education, as determined under State law.

Evidence-based. -- This term is defined by Section 9212(b)(4) of the Every Student Succeeds Act (ESSA), 42 U.S.C. 9831 note. The term "evidence-based" means an activity, strategy, or intervention that demonstrates a statistically significant effect on improving student outcomes or other relevant outcomes based on— (I) strong evidence from at least 1 well-designed and well-

implemented experimental study; (II) moderate evidence from at least 1 well-designed and well-implemented quasi-experimental study; or (III) promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias.

Existing program.--The term "existing program," as defined by the Every Student Succeeds Act (ESSA), Pub. L. 114-95, Section 9212(b)(4), means a Federal, State, local, or privately funded early childhood care and education program that -

(A) was operating in the State on the day before the date of enactment of this Act; or

(B) began operating in the State at any time on or after the date of enactment of this Act through funds that were not provided by a grant under this section.

Family and community protective factors. -- Protective factors are conditions or attributes of individuals, families, communities, or the larger society that reduce or eliminate risk and promote healthy development and well-being of children and families. These factors ensure that infants, toddlers, and young children are functioning well across all settings, including: home, early care and education and in their communities.

Family engagement. -- This term is intended to identify a collaborative and strengths-based process through which early childhood professionals, families, and children build positive and goal-oriented relationships. It is a shared responsibility of families and staff that requires mutual respect for the roles and strengths each has to offer. Family engagement focuses on culturally and linguistically responsive relationship-building with key family members in a child's life. These people include pregnant women and expectant families, mothers, fathers, grandparents, and other adult caregivers. It requires making a commitment to create and sustain an ongoing partnership that supports family well-being. It honors and supports the parent-child relationships that are central to a child's healthy development, school readiness, and well-being. Family engagement also seeks ongoing opportunities to obtain parent perspective by involving parents and other family members in conversations, assessment, planning, and implementation in all areas impacting families.

Local educational agency. -- The term "local educational agency," as defined by section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C 7801), means (A) a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools; (B) Administrative Control and Direction.—The term includes any other public institution or agency having administrative control and direction of a public elementary school or secondary school; (C) Bureau of Indian Education Schools.—The term includes an elementary school or secondary school funded by the Bureau of Indian Education but only to the extent that including the school makes the school eligible for programs for which specific eligibility is not provided to the school in another provision of law and the school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under this Act with the smallest student population, except that the school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Education; (D) Educational Service Agencies.—The term includes educational service agencies and consortia of those agencies; (E) State Educational Agency.—The term includes the

State educational agency in a State in which the State educational agency is the sole educational agency for all public schools.

Mixed delivery system. -- The term "mixed delivery system," as defined by Section 9212(b)(5) of ESSA (42 U.S.C. 9831 note), means a system of early childhood care and education services that are delivered through a combination of programs, providers, and settings, such as Head Start, licensed family and center-based child care programs, public schools, and other community-based organizations, that is supported by a combination of public and private funds.

Rural Area. -- The term "rural area" denotes a geographic area that indicates either a completely rural county or a county with a very small urban population (less than 2500), as identified within the 2013 Rural-Urban Continuum Code listing, https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/, issued by the U.S. Department of Agriculture. The relevant code for these rural areas is 8 or 9.

Services. --The term "services" refers to children's developmental supports across a range of domains, including cognitive, social-emotional, physical, language, and literacy, and approaches to learning, as well as nutritional, mental, and behavioral health. "Services" also play a role in providing support for parents including engaging parents as key partners in promoting their children's learning and healthy development, and promoting parental knowledge and choices about how and where their children receive the early developmental supports they need to be successful in school and later in life, and in achieving the goals they set for themselves and their families. Effective partnerships and coordination strategies across the various programs and networks in a state that provide services in these areas are a key component of a B-5 Early Childhood State System, and can improve the quality of and families' access to the early childhood care and education supports that are needed to build the foundation for ongoing growth, learning, and services.

State. -- The term ''state'' means each of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the United States Virgin Islands.

State Advisory Council on Early Childhood Education and Care. – The term "State Advisory Council on Early Childhood Education and Care" or "State Advisory Council" is the council designated or established by the governor of a state pursuant to Section 642 B(b)(1)(A) of the Head Start Act (42 U.S.C. 9837B(b)(1)(A) which serves as the State Advisory Council for children from birth through school entry. The overall responsibility of the State Advisory Council is to lead the development or enhancement of a high-quality system of early childhood care and education that ensures statewide coordination, alignment, and collaboration among the wide range of early childhood programs and services in the State, including child care, Head Start, IDEA preschool and infants and families programs, and pre-kindergarten programs and services.

State entity. -- The term "state entity" for this PDG B-5 grant refers to the state agency that will have responsibility for execution and administration of the grant based on designation by the state's governor.

Tribal organizations. -- The term 'tribal organizations" shall mean both "tribal organizations" and "urban Indian organizations", as defined by Section 4 of the Indian Health Care Improvement Act (25 U.S.C. 1603). Here are the definitions from the legislation:

- "Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
- "Tribal organization" means the recognized governing body of any Indian tribe or any legally established organization of Indians which is controlled by one or more such bodies or by a board of directors elected or selected by one or more such bodies (or elected by the Indian population to be served by such organization) and that includes the maximum participation of Indians in all phases of its activities.
- "Urban Indian organization" means a nonprofit corporate body situated in an urban center, governed by an urban Indians controlled board of directors, and providing for the maximum participation of all interested Indian groups and individuals, which body is capable of legally cooperating with other public and private entities for the provision of health care and referral services.

Pre-Application Webinar/Teleconference

ACF's OCC and ED's Office of Early Learning will conduct a pre-application webinar/teleconference on Monday, September 30, 2019 from 3:00-4:30 p.m., EST. The goal of this webinar/teleconference is to walk interested parties through the FOA to point out the different sections and what is contained in each. To join the webinar, go to https://meet337676 96.adobeconnect.com/foadiscussion2/. Call-in information: 1-866-876-6756, code 2171272791#. The webinar will be posted at https://www.acf.hhs.gov/occ/resource/pdg-b-5-initiative by Friday, October 4, 2019.

Joining and participating in the webinar/teleconference is voluntary. Only the information included in this FOA will be presented. No question and answer portion will be conducted during the session. **Participants will remain anonymous.** We encourage interested parties planning to collaborate to gather around the same phone line to the degree possible. Please note that opting not to participate in the webinar/teleconference will not affect eligibility, application scoring, or the selection process**.** Applicants unable to attend can access the recording and transcript at the website referenced in the previous paragraph after the webinar/teleconference has concluded.

II. Federal Award Information	
Funding Instrument Type:	Grant
Estimated Total Funding:	$206,000,000
Expected Number of Awards:	23
Award Ceiling:	$15,000,000 Per Budget Period
Award Floor:	$5,000,000 Per Budget Period
Average Projected Award Amount:	$10,000,000 Per Budget Period
Anticipated Project Start Date:	12/31/2019

Length of Project Periods:

Length of Project Period: 36-month project period with three 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.

In considering the amount to request on your application, first determine your capacity to complete the activities listed in *Section I. Program Description, Program Activities.*

PDG B-5 Renewal Grant funding is available to each state based on the percentage of young children birth through age 5 living in poverty within the state.

The states are broken out into three bands based on U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates --- with the funding amount to be made available to each state, if awarded, as follows:

Possible Funding for PDG B-5 Renewal Grants:

Band 1: $10M per year for 3 years

AK, AR, CT, DE, DC, HI, IA, KS, ME, MD, MA, MN, MS, MT, NE, NH, NM, NV, ND, OR, RI, USVI, UT, VT (24 States)

Band 2: $12.5M per year for 3 years

AL, CO, IN, KY, LA, MO, NJ, OK, SC, TN, VA, WA (12 States)

Band 3: $15M per year for 3 years

AZ, CA, FL, GA, IL, MI, NY, NC, OH, PA, TX (11 States)

While a state may not request an amount greater than indicated, the state has the option to request less funding based on need or ability to provide a match.

The Departments encourage states to take a close look at their financial needs for implementation based on their needs assessment results, strategic plan, program performance evaluation plan, and ability to implement in the allotted time.

The federal amount awarded for the first year will be the same amount awarded for the next two years (based on the availability of funds). A separate budget breakdown for each year must be submitted for federal review and approval four months prior to the start of each budget period.

III. Eligibility Information

III.1. Eligible Applicants

Any state awarded a Fiscal Year 2018 initial grant under funding opportunity number HHS-2018-ACF-OCC-TP-1379 is eligible to apply for funding under this announcement.

In addition, Tennessee, a state that previously received a Preschool Development Grant under the program that existed from 2014-2018, must choose whether it will apply under this announcement or the PDG B-5 Initial Grant (HHS-2019-ACF-OCC-TP-1599).

The applicant must submit a letter on the governor's letterhead, designating the state entity that will have responsibility for execution and administration of this grant. The governor has the option to continue to designate the same state entity for the renewal grant that was identified for the initial grant, or may choose to identify a new entity. The letter should include a description of why the state entity chosen is best suited to manage the grant, thereby leading to the improvement of an early childhood care and education mixed delivery system serving children from birth through age five.

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.*

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

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

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the

projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by 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.**

Grantees are required to meet a non-federal share of the project cost, in accordance with Section 9213(c)(4) of the Every Student Succeeds Act (42 U.S.C. 9831 note).

Grantees must provide funds from non-federal sources (which may be provided in cash or in kind) to carry out the activities supported by the grant in an amount equal to not less than 30 percent of the amount of the grant (the ACF federal share). For example, in order to meet the match requirements, a project requesting $15,000,000 in ACF (federal) funds must provide a non-federal share of the approved federal grant amount of at least $4,500,000.

To meet the match requirement, states can use non-federal sources that are not being claimed as matching sources for another federal award.

States must meet their match requirement by the end of each 12-month budget period.

Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)

Matching requirements (including in-kind contributions) of less than $200,000 (up to $199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds $200,000.
Non-federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not

eligible and will be disqualified from competitive review and from funding under this announcement.

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

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

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

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

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

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

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times*. Paper applications received

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

PDG B-5 Application Disqualification Factor

The applicant must submit a letter on official letterhead, signed by the governor or an authorized representative, designating the state entity that will have responsibility for execution and administration of this grant. This letter should include a description of why the state entity chosen is best suited to manage the grant, thereby leading to the improvement of an early childhood care and education mixed delivery system serving children from birth through age five.

An applicant that fails to provide this documentation will be disqualified from competitive review and from funding under this announcement.

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Richard Gonzales
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Care
330 C Street, SW.
Suite 4012E
Washington, DC 20201
Phone: (202) 401-5138
Email: richard.gonzales@acf.hhs.gov

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

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

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

IV.2. Content and Form of Application Submission

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

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

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

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

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

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

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include

SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have 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.

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

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

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

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

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

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

copy must have original signatures.

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The application should be submitted in two files with the total submission limited to 75 pages for all the components in the two files. Pages exceeding 75 will be removed from the application and will not be reviewed.

File 1 (Project Description) must include the following:

- Table of Contents - suggested 1 page
- Project Summary/Abstract - limited to 1 page
- Project Description - suggested between 65-70 pages
  - Expected Outcomes
  - Approach
  - Project Timeline and Milestones
  - Organizational Capacity
  - Program Performance Evaluation Plan
  - Logic Model
  - Project Sustainability Plan
  - Dissemination Plan
  - Third-Party Agreements
  - The Project Budget and Budget Justification
  - Bonus Point, if chosen

File 2 (Appendices) – suggested between 3-8 pages

- Letter on official letterhead, signed by the governor or an authorized representative
- Organizational Chart(s) of State Entity and Partnering Entities

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 "Online Answers." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test application package.

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.

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

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

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

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- 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. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission'*" at www.acf.hhs.gov/grants/howto#chapter-6

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

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

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

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

Required Forms, Assurances, and Certifications

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

Forms / Assurances / 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-424A - Budget Information - Non-Construction Programs and SF-	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used.	Required for all applications when applying for a non-construction project.

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

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to

the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:

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

And to:

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

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

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

The Project Description

The Project Description Overview

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

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

required must be included in the Appendix of the FOA.

Table of Contents

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

Project Summary

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

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

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

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

Additional Eligibility Documentation

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

Expected Outcomes

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

Approach

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

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

Activity One: PDG B-5 Statewide Needs Assessment

Building upon the initial year's work to develop a statewide needs assessment:

1. Describe the status of and findings from your state's periodic needs assessment for the following requirements.

- Defining key terms, including quality early childhood care and education, availability, vulnerable or underserved, and children in rural areas.
- Describing the populations of children who are vulnerable or underserved, and children in rural areas.
- Identifying the current quality and availability of early childhood care and education, including availability for vulnerable or underserved children and children in rural areas.
- Identifying, to the extent practicable, the unduplicated number of children being served in existing programs and the unduplicated number of children awaiting service in such programs.
- Identifying gaps in data or research about the quality and availability of programming and supports for children B-5, considering the needs of working families, and those who are seeking employment or in job training.
- Describing the gaps in data or research that are most important for the state to fill in order to meet the goals of supporting collaboration between programs and services and maximizing parental choice.
- Describing the state's current measurable indicators of progress that align with the state's vision and desired outcomes.
- Describing key concerns or issues related to ECE facilities.
- Analyzing and describing the barriers to the funding and provision of high-quality early childhood care and education services and supports, and identify opportunities for more efficient use of resources.
- Describing transition supports and gaps that affect how children move between early childhood care and education programs and school entry.

2. Describe how the State will periodically update the needs assessment and address data gaps. If the initial needs assessment is still in progress, describe the progress made, the goals identified based on the information obtained, how parents will be engaged in assessing what has been learned and in helping to determine goals and activities, the work remaining to be completed, the timeline for completion, and how the state will periodically update the needs assessment and address data gaps while coordinating with other needs assessments within the state.

3. Describe how parents will be engaged in assessing what has been learned and helping to determine goals and activities.

4. Provide clear, definable, and measurable outcomes that will be achieved, including milestone dates.

Activity Two: PDG B-5 Statewide Strategic Plan

Building upon the initial year's work to develop a strategic plan:

1. Describe how the state will periodically update the strategic plan based on the most current needs assessment and the extent to which it meets or will meet the following requirements:

- Identifies and engages the full range of stakeholders meaningfully impacted by the work of the renewal grant.
- Clearly outlines a plan with goals and action steps that establish a comprehensive ECE B-5 system.
- Identifies the partnerships, collaborations, coordination, and quality improvement activities that will be used to leverage policy alignments, program quality, and service delivery across ECE settings and services in the B-5 system.
- Identifies activities that address improving transitions of children from infant-toddler programs to preschool programs to elementary schools.
- Delineates how the plan will build on and support improved coordination and collaboration among ECE programs.
- Provides a strong framework for how the state will increase the overall participation of children in high-quality ECE programs, services, and settings within and across a mixed delivery system.
- Assesses current federal, state, and local statutory requirements and identifies any potential barriers or roadblocks that these requirements put on future coordination.
- Identifies how the state will use indicator data to assess progress, assess key desired outcomes, inform cost and resource efficiency, and support continuous quality improvement.
- Describes how the state will continue to involve the State Advisory Council in the implementation of the strategic plan to achieve collective impact and strengthen the continuum of early childhood programs from B-5.

2. If the state's initial strategic plan is still under development, describe the process and timeline for completion.

3. Describe the state's progress on the following elements and implications for the activities being proposed in this renewal grant:

- Vision, logic model, and governance structure, including decision-making process.

- Initial PDG B-5 grant activities - Describe the milestones accomplished, the challenges identified that prevented milestones from being achieved, and strategies taken to address these challenges moving you closer to milestone achievement. Also address the extent to which the state has incorporated and aligned comprehensive support services focusing on health, mental health, nutrition, social services, early intervention, children with, or at risk of, disabilities, and other areas or groups.

Activity Three: Maximizing Parent and Family Knowledge, Choice, and Engagement in

their Child's Early Learning and Development

Building upon the initial year's work:

1. Describe current and proposed activities to: (a) better inform families, including families with English as a second language and families who have young children with disabilities, about existing resources, services, and programs; (b) empower family choice; and (c) build parents' knowledge, skills and resources from B-5 to promote strong parent-child relationships that are the foundation of healthy child development; and (d) engage families in their young children's care and education.

2. Identify and propose new strategies related to developing or implementing two-generation approaches that focus on family well-being with the goal of improving outcomes for the child and family. Include state planned efforts that engage families to review, revise or develop policies and practices that impact all families and promote family economic security.

3. Describe efforts to ensure that parents who have concerns about their child's development, or are aware of an existing disability, are informed about and connected to resources and have access to high-quality inclusive programs and IDEA services.

4. Describe partnerships to ensure all parents are informed about and connected to other services needed, such as housing, food, training or employment programs, income supports, and efforts to support parents with related childcare.

5. Provide descriptions and examples of current and proposed future efforts to improve the availability and usability of information for families about high quality early learning programs and indicators of quality.

6. Describe any coordinated referral or resource system existing within the state or particular communities and how this model might be expanded to promote efficient access to services for families across the B-5 system.

7. Provide examples of opportunities to improve family engagement and leadership in improving the State's mixed delivery system. Describe efforts to create and sustain peer-to-peer networks that support information exchange and the development of leadership and advocacy skills among families. Describe how families, including families with English as a second language, are supported as leaders in these activities and how families across geographic regions (urban, suburban, rural, etc.) and culturally and linguistically diverse communities are engaged.

Activity Four: Sharing Best Practices and Professional Development for the Early Childhood Workforce

Building upon the initial year's work, describe plans for:

1. Developing or expanding efforts to incorporate evidence-based practices (e.g. trauma-informed care approaches to address adverse childhood experiences, including practices to support the inclusion of children with disabilities) into professional development for early childhood care and education providers.

2. Improving the training and experience of B-5 ECE providers in the state, including

expanding ongoing practice-based coaching and assessing professional development needs of the ECE workforce to improve outcomes for children.

3. Addressing workforce turnover.

4. Developing aligned credentials, certifications and coursework across professional development and higher education to support aligned systems of service provision that include the development or enhancement of a professional development registry.

5. Identifying and implementing strategies to address the availability of qualified providers, especially in rural areas.

6. Sharing best practices and providing professional development for meeting the needs of infants and toddlers and for the meaningful inclusion of children with disabilities and special needs across the state's mixed delivery system.

7. Providing interdisciplinary professional development to build shared understanding and connections across ECE, health and human services providers that serve families with young children.

8. Developing or enhancing professional development strategies to support the ECE workforce that cares for children as they transition into the early elementary school grades, in particular those caring for children before and after school.

Activity Five: Improving Overall Quality and Service Integration, Expanding Access and Developing New Programs (including subgrants)

Provide a clear and detailed plan with deliverables and timelines, outlining the state's proposed activities, including subgrant activities, to improve quality, expand access to existing ECE programs and develop new programs to address the needs of children and families eligible for, but not serviced by, such programs. In awarding subgrants, a state must prioritize activities to improve areas in which there are state-identified needs that would improve services for low-income and disadvantaged children living in rural areas. A state may also identify opportunities for children experiencing homelessness, and build capacity for high quality infant-toddler services across the state's mixed delivery system.

If the applicant chooses to subgrant, either or both subgrant options that follow may be selected.

1. For subgrants given directly to local programs in targeted communities across the state:

   - Describe the need for the program or service, the gaps that need to be addressed, the children and families to be served, and why this program is important.

   - Justify the proposed project period length and number of subawards, and how the proposed length and numbers support the use of PDG B-5 funds for the greatest impact.

   - Identify the specific objectives and deliverables of the program. Objectives should be specific, measurable, achievable, realistic, and time-scaled (SMART).

   - Explain the major activities of the program and how the state will assess whether the proposed activities will achieve the objectives of the program.

   - Describe how the programs or services will supplement, and not supplant, any other Federal, state, or local funds that would otherwise be available to carry out these

activities.

- Highlight the extent to which the program or services being proposed are comprehensive and targeted to improve outcomes for low-income and disadvantaged children, especially those living in rural areas, and if it will address serving young children experiencing homelessness in the state in meaningful ways.

2. For subgrants or activities that indirectly improve the quality of local programs through the enhancement of early childhood systems and infrastructure in need of improvement:

- Describe the specific need as identified from the needs assessment, strategic plan or other evaluation completed by the State Advisory Council or similar state advisory body.

- Provide a detailed and clear plan for improving the states' early childhood systems' components and/or the local programs' ability to use the systems' components.
- Justify the proposed project's length and number of subawards and how the proposed length and number of awards support the use of PDG B-5 funds for the greatest impact.

- Identify the specific objectives and deliverables for the systems improvement. Objectives should be SMART.

- Explain the major activities of the initiative and how the state will assess whether the proposed activities achieve the stated objectives.

Activity Six: Monitoring, Evaluation and Data Use for Continuous Improvement

Data Integration, Management and Data Use: For each of the following areas, indicate whether the various aspects of data collection, management and data use are: (a) not yet planned; (b) envisioned; (c) in the planning process; or (d) already operational. If appropriate, provide an outline of the state's decision-making process for shared data initiatives.

1. Describe the state's progress in developing an integrated data system to provide information that can be used to improve the early childhood mixed delivery system and strengthen the early childhood system as a whole. If the state has a State Longitudinal Data System (SLDS) grant, also describe the degree to which PDG B-5 and SLDS are collaborating or will be collaborating.

2. Describe the extent to which data, including specific data elements, from the following programs are collected as part of an early childhood integrated data system:

- Child Care

- IDEA Part B, section 619

- IDEA Part C

- Home Visiting

- State Pre-K

- Head Start and Early Head Start

- Public Primary Education K-3

- Other programs (e.g., TANF, Medicaid, Child Welfare, Healthy Start, WIC, etc.)

3. Describe the degree to which the state's current early childhood data systems are in place and link data across early childhood programs, including the ability to link information across health and early learning programs. Also describe any plans to create or enhance the system(s) so they can provide information to be used to inform policy or practice.

4. Describe the degree to which the state or local communities collect and use data across programs to inform transition practices, professional development, access to quality, and kindergarten readiness. Please include a list of primary decision makers currently using the data.

5. Describe the extent to which the state is or will be assessing the data literacy of its key data users, including local communities and programs, and how the state provides or plans to provide support to increase the knowledge of decision makers to use the appropriate state or local data.

6. Describe the degree to which data are or will be governed across your state agencies. Please describe any data governance structure that is or will be in place. Address each of the following items as part of your response:

- the number and type of existing or planned MOUs or Agreements on Data Sharing; and

- how the state is or will be addressing privacy and confidentiality, as it relates to data sharing.

7. Describe existing or planned approaches for using unique identifiers for children, families, workforce, and/or providers across programs in your state, if applicable. The description should include the programs that are currently or planning to assign unique identifiers; the unique identifier data elements to be used; and the extent to which different programs are using the same unique identifiers. If unique identifiers do not exist and their use is not planned, please describe why and what will be done in its place.

8. Describe the status or plans for the state to have a distinct, unduplicated count of children participating in early childhood care and education programs to help the state understand patterns of service, inform resource allocation, and improve programs.

Monitoring, Evaluation and Continuous Improvement:

1. Describe tools and methods to promote accountability across the state's mixed delivery system.

2. Describe areas of fragmentation, potential fragmentation, and/or overlap in the state's mixed delivery system and how the state is presently addressing, or plans to address these areas, with increased sustainability.

3. Provide the approach and timeline to update, enhance, and/or implement a clearly articulated program performance evaluation plan that:

- Summarizes the purpose, intended audience, and expected evolution of the evaluation.
- Describes aims/questions and alignment with the strategic plan.
- Identifies key personnel involved in the evaluation and their responsibilities. Key personnel may include state government personnel or external partners.
- Identifies potential data sources and necessary improvements to existing data capacities

prior to implementation and adequately takes into account the metrics necessary to examine implementation, outputs, and costs of strategic plan activities. This includes an examination of the existing data infrastructure, systems, and data elements aligned with proposed metrics and gaps in data needs.

- Identifies new data sources that will complement program and service data to address proposed program implementation reporting and identifies a plan for the development of a revised data system, as needed.
- Thoroughly identifies an appropriate approach that includes a strategy for data collection, sampling, measurement, and analysis including metrics to show progress and inform continuous learning and improvement efforts related to implementation.
- Describes how findings will be leveraged to support continuous quality improvement.

4. Describe how the state will periodically update and align the program performance evaluation plan with the most current needs assessment and strategic plan.

5. The applicant must provide a description of how this award will build on progress from previous PDG B-5 activities, including:

- How the state is spending funds differently and/or how the state plans to do so because of what was learned in the initial grant year.

- How funding has been aligned and what greater efficiencies have been or are beginning to be realized, and/or are targeted for future realization.

- What additional funding streams the state is seeking, planning to pursue, integrating, or aligning to create greater efficiencies and more unified and holistic program delivery.

Meaningful Governance and Stakeholder Engagement

1. Describe the state's governance structure and how the structure has changed since the initial grant application, if at all.
2. Provide a map showing the state's decision-making path, who serves in an advisory capacity and who are the decision-makers.
3. Provide a chart that clearly identifies and differentiates which stakeholders have been involved and will be involved in the assessment, planning and implementation of all activities, including names of individuals, the office or organization and/or role they represent or will represent.

Bonus Points: (One or more options may be selected.)

Bonus - Coordinated Application, Eligibility, Enrollment

Develop a pilot or expand on an existing effort for coordinated application/enrollment or centralized eligibility, waitlist, and enrollment systems development in order to make determinations that streamline enrollment for families who may be eligible for multiple public benefits. Such benefits support child health and development and early learning and family economic stability (e.g., Head Start, home visiting, Healthy Start, WIC, SNAP, Child Care Subsidies, Pre-k, TANF, Medicaid, and others), leading to more efficient use of dollars across programs. Examples include:

1. Providing one point of access for services in coordination with all other early learning support services within the state.
2. Coordinating enrollment based on income levels.
3. Providing unique state identifiers to all children, including those enrolled in Early Head Start and Head Start.

Bonus - Infant/Toddler Emphasis

Develop a pilot or expand on an existing effort to provide an intensive focus and build capacity for meaningful and high-quality infant/toddler services across the state's mixed delivery system by addressing one or more of the following:

1. Prioritizing infant-toddler providers in increasing child care subsidy rates or offering financial incentives for professional development or retention.
2. Establishing staffed family child care networks to provide quality improvement supports for home-based child care providers serving infants and toddlers.
3. Creating new high-quality early care and education programs or slots for infants and toddlers in child care "deserts" with a limited supply of infant-toddler care.
4. Adding indicators specific to infants and toddlers in data systems that track children's progress and link these systems with other early childhood system data.
5. Providing infant and early childhood mental health (IECMH) consultation to ECE programs so that caregivers are better able to support very young children's wellbeing.
6. Creating an Infant Toddler Specialist Network to ensure child care resource and referral staff have expertise in early childhood development.
7. Integrating infant-toddler early learning guidelines, standards, core knowledge and competencies, and credentials into the QRIS.

Bonus - Collaborative Transition & Alignment from Birth to the Early Grades

Develop a pilot, or expand on an existing effort, to support smooth transitions and alignment of services for children and families across Pre-K into Kindergarten and the early grades. The pilot or existing effort should support activities that result in:

1. Parent knowledge of the options and transition processes and the alignment of services that will support children's individual progress and developmental needs.

2. Ongoing collaboration between Pre-k, kindergarten, and the early grades professionals.

3. Partnerships between early childhood programs and local education districts and schools.

4. Aligned curricular strategies, comprehensive services and supports and professional development.

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

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

Program Performance Evaluation Plan

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

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

In addition to aligning with the state's logic model, the program performance evaluation plan should align with the state's vision statement and needs assessment. It should address how the state anticipates it will assess processes, costs, and outcomes of activities to be completed, including those set forth in the strategic plan.

The program performance evaluation plan should include a description of existing program data that could be used in the process and outcome evaluations of the system to deliver early childhood care and education services and other early childhood services. It should also include new data the state presently anticipates will need to be collected to complete their program performance evaluation.

If collection of new data is deemed necessary, the state is required to describe in their program performance evaluation approach how they have already developed, or anticipate developing, a data system to support the collection of key data elements in accordance with the evaluation approach.

Applicants are required to describe their program performance evaluation plan that shall ultimately:

- Identify, refine, and finalize, based on findings from the needs assessment, the target

population or geographic areas identified in the strategic plan that will benefit most from implementation of early childhood care and education and coordinated services;

- Include a refinement of the project logic model and identify associated process and cost indicators and outcomes;

- Identify measurable short- and long-term child, family, and program/service implementation outcomes linked with proposed strategic plan activities;

- Identify and finalize indicators and metrics necessary to examine proposed process, cost, and program implementation reporting;

- Identify existing data systems and data elements aligned with proposed metrics and gaps in data needs to be able to address proposed process and implementation reporting;

- Identify new data sources to complement program and service data to address proposed implementation reporting and plan for the development of a new data system, if needed;

- Identify an appropriate methodological approach that includes a strategy for data collection, sampling, measurement, and analysis;

- Work with technical assistance providers to finalize implementation reporting plans; and

- Identify how implementation reporting findings will be used to inform continuous learning and improvement efforts.

Logic Model

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

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

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or

services and interventions, which have been effective in improving practices and outcomes.

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

Dissemination Plan

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

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

Third-Party Agreements

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

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

The Project Budget and Budget Justification

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

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

this application.

Special Note: *The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $189,600. 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 for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.
Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period 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.

The applicant is required to specify the amount projected to be spent on Activities One through Six plus any bonus or priority point activities for a one-year period.

The applicant must indicate the amount of funds needed to conduct the program performance evaluation plan, which includes implementation reporting and data system planning activities during this one-year period, along with a description of how these funds will be used.

The applicant must also indicate the amount of funds that will be used to support related technical assistance activities. In addition, the applicant must include travel costs for at least four individuals to attend a 3-day meeting in Washington, DC.

Finally, the applicant must provide a clear description of how the state will address *Section III.2 Cost Sharing or Matching* requirement, including:

- Describing and submitting appropriate evidence of a credible plan for obtaining and using non-federal matching funds, cash, or in-kind services to support PDG B-5 implementation, identifying the source(s) of its cost match; and

- Indicating that the required match of at least 30 percent will be met by the end of each year of the PDG B-5 Renewal Grant.

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

Personnel
Description: Costs of employee salaries and wages. See 45 CFR 75.430 for more information

on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

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

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

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

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

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

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

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

transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR 75.439 for more information.

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

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

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

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in Office of Management and Budget (OMB) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance and 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Other
Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit

charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Electronic Submission via www.Grants.gov
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

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

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

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

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

>   ***Obtain a DUNS Number*:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.
>
>   For more detailed instructions for obtaining a DUNS number, refer to:
>   https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html
>
>   ***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.
>
>   For more detailed instructions for registering with SAM, refer to:
>   https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html
>
>   ***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for

applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

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

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

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

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

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

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

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

IV.4. Submission Dates and Times

Due Date for Applications: **11/05/2019**

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

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

under this announcement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design

their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject 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.

States may use no more than 7 percent of the total amount of their grant award during each of the 3 years of the grant to refine and implement their program performance evaluation plan.

A State may not use more than 60 percent of the grant award for subgrants in the first year or more than 75 percent of the funds for the second and third year.

IV.7. Other Submission Requirements

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

Submission By Mail

Stefanie Gordon
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Administration
Office of Grants Management
26 Federal Plaza, Room 4114
New York, NY 10278

Hand Delivery

Stefanie Gordon
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Administration
Office of Grants Management
26 Federal Plaza, Room 4114
New York, NY 10278

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

V. Application Review Information

V.1. Criteria

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

Applications competing for financial assistance will be reviewed and evaluated using the

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

| Approach - Activity One: PDG B-5 Statewide Needs Assessment | Maximum Points:6 |

The reviewer will determine the extent to which:

1. The applicant clearly describes the status of the state's periodic statewide B-5 needs assessment including the partners engaged in developing and completing the needs assessment, how the state is addressing data gaps, and any plans for further updates. - 0-2 points

2. The applicant provides a clear description of the process used in either completing a needs assessment that meets the requirements that follow, or developing a detailed plan with milestones and timelines for completing the needs assessment that will meet the requirements set forth in *Section IV.2 The Project Description, Approach, Activity One* within the first several months of the renewal grant. - 0-2 points

3. If the applicant has completed their initial needs assessment, or is working to complete their needs assessment, did they provide a description of the collaborative process used to collect information related to the requirements as required by *Section IV.2 The Project Description, Approach, Activity One.* - 0-2 points

| Approach - Activity Two: PDG B-5 Statewide Strategic Plan | Maximum Points:10 |

The reviewer will determine the extent to which:

1.The applicant provides a clear description and evidence that it has either developed and implemented a strategic plan as required by *Section IV.2 The Project Description, Approach, Activity Two,* or a detailed plan with milestones and timelines for completing the development and beginning the implementation of the strategic plan within the first several months of this grant that will meet those requirements. - 0-4 points

2. The applicant clearly describes what was learned from each of the key activities for which it was funded in the initial grant year and the implications of that learning for future activities within the state including what it is now doing differently than it was doing prior to the initial grant. - 0-2 points

3. The applicant describes the degree to which it has included, incorporated, and aligned comprehensive support services focusing on health, mental health, nutrition, social services, early intervention, special education, and other areas or groups. - 0-2 points

4. The applicant describes how it is already spending money differently and/or plans to do so because of what was learned in the initial grant year; how funding has been aligned; what greater efficiencies have been realized, are beginning to be realized, and/or are targeted for future realization; and what additional funding streams are being engaged to create greater efficiencies and more unified and holistic program delivery system serving children from birth to school entry and as they transition. - 0-2 points

Approach - Activity Three: Maximizing Parent and Family Knowledge, Choice, and Engagement in their Child's Early Learning and Development	Maximum Points:12

The reviewer will determine the extent to which:

1. The applicant clearly describes current and proposed activities to learn from parents what they want and need to know, and to better inform all families, including families with English as a second language and families who have a young child with a disability, about, and connect them to, existing resources, services, and programs across the B-5 system; empower family choice and engage families in their young children's care and education as required by *Section IV.2 The Project Description, Approach, Activity Three.* - 0-4 points

2. The applicant describes active partnerships to ensure all families, including tribal families, families with English as a second language, and families who have a young child with disabilities, are informed about and connected to other services needed, such as housing, food, training or employment programs, income supports, health and mental health, and efforts to support families with child care. - 0-3 points

3. The applicant clearly describes plans that will ensure that families' concerns are elicited and effectively responded to, and that all families who have concerns about their child's development, are aware of an existing disability or delay, or are at risk for developmental delays, are informed about IDEA services, are connected to resources, and have access to high-quality inclusive early learning programs - 0-2 points

4. The applicant provides clear examples of opportunities to improve family engagement and leadership in improving the state's mixed delivery system, such as membership on advisory committees with meaningful involvement in designing and improving programs and services, interpreting continuous quality improvement data, goal-setting, strategic planning, and implementation of state efforts. The applicant clearly describes how all families are supported and respected as leaders in these activities, and how families across geographic regions (urban, suburban, rural, etc.) and culturally and linguistically diverse communities are meaningfully engaged. - 0-3 points

Approach - Activity Four: Sharing Best Practices and Professional Development for the Early Childhood Workforce	Maximum Points:12

The reviewer will determine the extent to which:

1. The applicant clearly describes current and proposed professional development and best practice activities as required by *Section IV.2 The Project Description, Approach, Activity Four.* - 0-3 points

2. The applicant provides a description of its efforts to improve the training and experience of B-5 early childhood care and education providers in the state, including (a) beginning or increasing ongoing practice-based coaching, mentoring, and assessing professional development needs of the early childhood care and education workforce leading to improved outcomes for children; (b) trauma-informed approaches to address adverse experiences; and (c) inclusion strategies for children with or at risk for disabilities and delays. - 0-4 points

3. The applicant describes its strategies for developing or enhancing aligned credentials, certifications, and coursework across professional development and higher education, including

articulation options, to support aligned systems of service provision and a career ladder for ECE professionals. - 0-3 points

4. The applicant identifies the strategies already implemented or to be implemented to address the increased availability of qualified providers throughout the state, especially in rural areas. - 0-2 points

Approach - Activity Five: Improving Overall Quality and Service Integration, Expanding Access and Developing New Programs (including subgranting)	Maximum Points:20

The reviewer will determine the extent to which:

The applicant provides a clear and detailed plan, including timelines, outlining the state's activities to improve overall quality; expand access to existing ECE programs and develop new programs to address the needs of children and families eligible for, but not serviced by, such programs. In awarding subgrants. a state must prioritize activities to improve areas in which there are state-identified needs that would improve services for low-income and disadvantaged children living in rural areas, including children with disabilities and children in tribal communities. The applicant identifies strategies to address children experiencing homelessness, and addresses other requirements, as required by *Section IV.2 The Project Description, Approach, Activity Five.* - 0-10 points

Whether the applicant chooses to select one or both sub-grant options, the following section is worth a maximum of 10 points.

1. If the applicant is proposing activities, including the use of subgrants directly to programs in targeted communities across the state, the reviewer will determine the extent to which:

> a. The applicant clearly describes in sufficient detail the need for the program or service, the gaps that need to be addressed, the children and families to be served, the comprehensiveness of the services to be provided, and the reasons why this program is important for a particular targeted community.
>
> b. The applicant justifies the proposed project period length and number of subawards, and how the proposed length and numbers support the use of PDG B-5 funds for the greatest impact.
>
> c. The applicant identifies the specific objectives and deliverables of the program including whether the objectives are SMART.
>
> d. The applicant highlights the extent to which the program or services being proposed are targeted to improve outcomes for low-income and disadvantaged children in the mixed delivery system. This includes children with disabilities, those living in rural areas, and children experiencing homelessness.
>
> - *Children from tribal communities:* If there are tribal communities in an applicant's state, the applicant must demonstrate how they propose to serve tribal communities and families in ways that respect and honor their culture and traditions, while providing resources that support quality and improve tribal goals and address tribal needs.
> - *Children experiencing homelessness:* The applicant must describe partnership/collaboration with the local homeless assistance systems and the overall

plan to strengthen local early childhood and housing partnerships to serve families experiencing homelessness.

e. The applicant describes the estimated number/percentage of children who will be served/benefit from the activities supported through subgranted funds.

2. For activities, including the use of subgrants, that indirectly improve the quality of local programs through the enhancement of early childhood systems components and infrastructure in need of improvement, the reviewer will determine the extent to which:

a. The applicant sufficiently describes the specific needs as identified from the needs assessment, strategic plan, or other planning done by the State Advisory Council or similar state advisory body, as well as how these findings relate to the proposed activities.

b. The applicant provides a detailed and clear plan for improving the states' early childhood systems components and/or the local program's capacity to use the system's components.

c. The applicant justifies the proposed project period length and number of subawards, and how the proposed length and number of awards support the use of PDG B-5 funds for the greatest impact.

d. The applicant identifies the specific SMART objectives and deliverables for systemic improvement.

e. The applicant provides an estimated number of programs, children and families that will benefit from the activities supported by subgranted funds.

Approach - Activity Six: Monitoring, Evaluation, Data Use for Continuous Improvement, Meaningful Governance and Stakeholder Engagement	Maximum Points:30

Data Integration, Management, and Use:

The reviewer will determine the extent to which:

1. The applicant clearly and succinctly indicates the status of the various aspects of data collection, management, and use as required by *Section IV.2 The Project Description, Approach, Activity 6* and indicates if each aspect is: (a) not yet planned; (b) envisioned; (c) in the planning process; or (d) already operational. - 0-3 points

2. The applicant clearly describes the degree to which the state's current early childhood data systems are in place and are able to link data across early childhood programs, including child care subsidies; IDEA Part B, section 619; IDEA Part C; Home Visiting; State Pre-K; Head Start and Early Head Start; Public Primary Education K-3; other programs such as TANF, WIC, Medicaid, SNAP, Healthy Start, etc.; and the state's capability or intent to link information across health and early learning programs, with plans to create or enhance the system (or systems) to improve accuracy, timeliness, and completeness of information that can be used to inform policy or practice. - 0-3 points

3. The applicant clearly describes the state's status or plans for having a distinct, unduplicated count of children participating in early childhood care and education programs to help the state understand patterns of service, inform resource allocation, and improve programs. - 0-2 point

Monitoring, Evaluation, and Continuous Improvement:

The reviewer will determine the extent to which:

1. The applicant clearly describes the tools and methods to promote accountability across the state's mixed delivery system. - 0-3 points

2. The applicant clearly describes areas of fragmentation and/or overlap in the state's mixed delivery system and how the state is presently addressing or plans to address fragmentation and/or overlap. - 0-3 points

3. The applicant describes a clear and comprehensive approach and timeline to update, enhance, and/or implement a clearly articulated Program Performance Evaluation Plan that meets all the elements as required by *Section IV.2 The Project Description, Approach, Activity 6*: - 0-4 points

Meaningful Governance and Stakeholder Engagement

The reviewer will determine the extent to which:

1. The applicant describes its governance structure and how the structure has changed since the initial grant application, if at all; and the applicant provides a map showing the state's decision-making path, who serves in an advisory capacity and who are the decision-makers. - 0-6 points
2. The applicant provides a chart that clearly identifies and differentiates which stakeholders have been involved and will be involved in the assessment, planning and implementation of all activities, including names of individuals, the office or organization and/or role they represent or will represent, and ensuring representation from across the B-5 system including health and family support services. - 0-6 points

Project Budget and Budget Justification	Maximum Points:6

The reviewer will determine the extent to which:

1. The applicant submitted the budget justification consisting of a budget narrative and the related line-item budget details. - 0-2 points

2. The applicant clearly specifies the amount projected to be spent for each of the identified activities, including at least 5 percent of the total funds during each of years 1 through 3 allocated to refine and implement the program performance evaluation plan, which includes implementation reporting and data system planning activities, along with a description of how these funds will be used; the amount of their grant funding that will be used to support related technical assistance activities leading to successful implementation of grant requirements; and travel costs for at least four individuals to attend a 3-day meeting in Washington, D.C. - 0-2 points

3. The applicant provides a clear description of how the state will address the 30 percent *Cost Sharing or Matching* requirement and a stated commitment that it will meet the match by the end of each of the 3 years. - 0-2 points

Project Sustainability Plan	Maximum Points:4

The reviewer will determine the extent to which:

1. The applicant clearly describes its sustainability plan to include how the state has or will develop partnerships, coalitions, and build concrete systems to keep their efforts going; its efforts to blend or braid funds across programs in their mixed delivery system; and how it will determine what existing program rules or requirements may be negatively impacting collaboration and blending or braiding of funds. - 0-2 points

2. The applicant provides a detailed description of how this award will build on progress from previous PDG, Race to the Top - Early Learning Challenge (RTT-ELC), PDG B-5, or other early childhood-focused initiatives, including how the state plans to spend funds differently because of what was learned in the initial grant year; how funding has been aligned and what greater efficiencies have been realized, are beginning to be realized, and/or are targeted for future realization; and what additional funding streams the state is integrating or aligning to create greater efficiencies and more unified and holistic program delivery. - 0-2 points

Bonus Points: Coordinated Application, Eligibility, and Enrollment for Families	Maximum Points:3

The reviewer will determine the extent to which:

The applicant proposes a clear and detailed plan that includes consultation with parents for developing a pilot, or expanding on an existing effort, for coordinated application/enrollment or centralized eligibility, waitlist, and enrollment systems in order to make a determination that streamline eligibility and enrollment for families who may be eligible for multiple child care and other public benefits supporting child health and development, mental health, early learning, and family economic mobility through employment for the family. - 0-3 points

Bonus Points: Infant/Toddler Emphasis	Maximum Points:3

The reviewer will determine the extent to which:

The pilot or expanded effort supports activities that result in improved and expanded infant-toddler care, staffed family child care networks, better trained and more knowledgeable providers, a focus on identification and mitigation of developmental risk including infant and early childhood mental health consultation, integration of two-generation trauma-informed approaches that support the parent-infant/toddler relationship, the creation of a network of infant and toddler specialists and/or coaches and mentors, and the tracking of results in all these areas. - 0-3 points

Bonus Points: Collaborative Transition and Alignment from Birth to the Early Grades	Maximum Points:3

The reviewer will determine the extent to which:

The applicant proposes a clear and detailed plan for developing a pilot, or expanding an existing effort, to support smooth transitions and alignment of services for children and families across early childhood care and education settings into kindergarten and the early grades that includes parents and staff knowledgeable of the options and transition processes that will support each child's individual progress and developmental needs. - 0-3 points

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 (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

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

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

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

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

ACF 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.

OCC Review and Selection Process

The Departments shall review all applications to determine if the program requirements have been satisfied.

No state with a score below 70 will be eligible to receive a PDG B-5 grant award. Applicants must reach a total core score of 70 points prior to being considered for bonus points. A maximum of 9 bonus points may be awarded.

All states, starting with the highest score and moving to the lowest score above 69, will be awarded a grant until all funds are awarded.

The actual award amounts will be determined by the Departments' evaluation of the applicant's rationale and the supporting evidence that the activities can reasonably be accomplished within the 3-year project period, as well as the number of applications received and the amounts requested. If necessary, the Departments will work with states that are eligible for an award to

make any adjustments before finalizing PDG B-5 awards.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR Part 200, 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), 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 in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. 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*.

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

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

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

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

VI.3. Reporting

Performance Progress   Quarterly
Reports:

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

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

Financial Reports: Quarterly

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Richard Gonzales
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Child Care
330 C Street, SW
4012E
Washington, DC 20201
Phone: (202) 401-5138
Email: Richard.Gonzales@ACF.hhs.gov

Office of Grants Management Contact

Stephanie Gordon
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Administration
Office of Grants Management
26 Federal Plaza, Room 4114
New York, NY 10278
Phone: (202) 401-4855
Email: stefanie.gordon@acf.hhs.gov

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

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

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

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

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application

	http://fedgov.dnb.com/webform . To register at SAM, go to http ://www.sam.gov.	and project award period.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Certification Regarding Lobbying (Grants.gov	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*	Submission is due with the application package or prior to the award of a grant.

Lobbying Form)	This form is available in the FOA's forms package at www.Grants.gov.	
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.