



Administration for Children and Families

Office of Community Services

Diaper Distribution Demonstration and Research Pilot

HHS-2022-ACF-OCS-EDA-0161

Application Due Date: 08/29/2022

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**Funding Opportunity Title:**

Diaper Distribution Demonstration and Research Pilot

**Announcement Type:**

Initial

**Funding Opportunity Number:**

HHS-2022-ACF-OCS-EDA-0161

**Primary CFDA Number:**

93.647

**Due Date for Applications:**

08/29/2022

**Executive Summary**

**Notice:**

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

The Administration for Children and Families (ACF), Office of Community Services (OCS) announces the availability of funds for a Diaper Distribution Demonstration and Research Pilot (DDDRP). OCS will make approximately \$8 million available through a competitive grant process. OCS expects to make approximately six cooperative agreements to eligible Community Services Block Grant (CSBG) state associations, tribes that were funded directly by CSBG in fiscal year (FY) 2022, and CSBG-funded territories. Recipients will partner with community action agencies (CAAs), local social service agencies, and/or other non-profit community organizations to operate and expand diaper distribution programs for families with low incomes.

The purpose of the DDDRP is to evaluate the ability of CAAs, social services agencies, and other non-profit community organizations to provide diapers and diapering supplies on a consistent basis through diaper distribution programs while also offering support services for families with low incomes.

As part of the pilot and in cooperation with the recipients, OCS will conduct a robust evaluation to collect pertinent information to assess DDDRP grant recipients' use of the funding to support low-income families by expanding ongoing diaper distribution programs (i.e., programs where families can receive diapers on a consistent basis) that also offer wraparound services.

Recipients will participate fully in a federal evaluation and follow all evaluation protocols established by ACF and/or its designee contractor(s). Fully participating in a federal evaluation may include supporting and complying with special data collection requirements; providing additional administrative data on program participation or service receipt; facilitating on-site meetings and observations, including interviews with program and partner managers and staff as

well as participants and other activities. In addition, the federal evaluation may include an evaluation of the DDDRP's implementation, program and participant outcomes associated with DDDRP, an examination of ongoing diaper distributions as an anti-poverty strategy, and an assessment of the effectiveness of DDDRP.

## **I. Program Description**

### **Statutory Authority**

Section 1110 of the Social Security Act; 42 U.S.C. 1310. This program was funded by Div. H, Title II of the Consolidated Appropriations Act, 2022 (Public Law 117-103) as a non-statutory earmark as part of the Social Services Research and Demonstration.

### **Description**

#### **A. Purpose**

The purpose of the DDDRP is to evaluate the ability of CAAs, social services agencies, and/or other non-profit community organizations to provide diapers and diapering supplies on a consistent basis through diaper distribution programs while also offering support services for families with low incomes. An evaluation study accompanying the program will measure the impact of additional funding for diapers on families, partnering organizations, and the greater community.

#### **B. Background/Statement of Need**

One in three families in the U.S. with diaper-age children report having unmet diaper need.<sup>[1]</sup> Diaper need is largely defined as the lack of a sufficient supply of diapers to keep an infant/toddler clean, dry, and healthy. Infrequent diaper changes can lead to diaper rashes and urinary tract infections, compromising the health and well-being of infants and toddlers. According to a study <sup>[2]</sup> on the impacts of diaper need and child health, families who have a limited supply of diapers attempt to maximize their supply of diapers by changing their infant or toddler less frequently, which can result in more infections and more visits to the doctor or trips to the hospital for children and families. This study also found associations between diaper need and parental stress, which can have negative, compounding effects on the health and well-being of both caregivers and children.

Studies also show that diaper need disproportionately impacts families with low incomes and can have long-term, multigenerational effects.<sup>[3]</sup> For instance, many child care providers require caregivers to provide an adequate supply of diapers before a child can be placed in care, yet many low-income families cannot afford a consistent supply of diapers. Therefore, diaper need can prevent infants and toddlers from being in early care settings, and further exacerbate the impact of poverty by impeding caregivers' ability to attend school, training programs, and/or work consistently. A 2019 study measuring the impact of the diapers and diapering supplies<sup>[4]</sup> found that more than half (56 percent) of parents who rely on child care to go to work have missed work because of an inadequate supply of diapers. Furthermore, parents who were unable

to access child care because of a lack of diapers missed work or school, on average, 4 days per month. Thus, access to diapers represents both a public health concern for the well-being of children and a source of economic stress for parents and caretakers.

According to a study conducted by the Rockefeller Institute of Government<sup>[5]</sup>, an adequate supply of diapers costs an average of \$23 per week, or an average of \$1,196 per year, per child. A single parent working full time at the federal minimum wage of \$7.25 per hour makes \$15,080 annually. Thus, the cost of diapers represents nearly 8 percent of their gross annual income, and almost none of the current anti-poverty efforts targeting children and families include funding for diapers. (The assistance provided by the Temporary Assistance for Needy Families (TANF) program may be used to buy diapers; however, diapers are only one need among many and only 21 percent of TANF-eligible families participate in the program. Other programs providing social supports to low-income families provide targeted benefits for food assistance, housing, healthcare, etc., but none of them provide funding for diapers or diapering supplies.) Despite this, several studies have shown that ongoing diaper support has been found to improve economic stability, reduce familial stress, increase parental self-sufficiency, and improve both children and caretakers' health and well-being.

In one study,<sup>[6]</sup> the influx of funding for diapers and diapering supplies was correlated with incidences of diaper rash declining by 33 percent and babies experiencing 77 percent fewer days of diaper rash. Moreover, the annual medical costs prevented as a result of having adequate diapers was calculated at over \$4.2 million. Funding for diapers and diapering supplies also represents an opportunity to build stronger community connections. Diaper programs can serve as an entryway for families to get connected to other support services or programs for which they may be eligible, such as parenting classes, job training courses, mental health counseling, basic needs assistance, or housing services. Additionally, other successful diaper distribution programs have demonstrated that families connect and form relationships with others when they attend programs to receive diapers, which can be a vital protective factor and promote resiliency.

As a condition of acceptance of a grant award, all funded DDDRP recipients are required to agree to participate fully in a federal evaluation and to follow all evaluation protocols established by ACF or its designee contractor(s). Please see the *Executive Summary* for additional information.

### **C. Goals and Desired Outcomes**

DDDRP cooperative agreements will provide funding to scale-up existing diaper distribution programs where families can receive diapers on a consistent (i.e., regular) basis and maximize diaper distribution to diverse families with low incomes in various service areas and geographic regions.

As DDDRP is a demonstration program, OCS seeks to award cooperative agreements to organizations representing a diverse set of communities.

DDDRP recipients must manage the following requirements:

- Partner with local service organizations including CAAs, social services agencies, and other non-profit community organizations;
  - Tribal recipients can utilize local existing diaper distribution programs operating within the structure of the tribal government and/or the jurisdiction of the tribe.
- Provide training and technical assistance (T/TA) to their partners to help them expand and/or strengthen existing diaper distribution programs;
- Work with their partners to make bulk purchases and ensure efficient transport of diapers and diapering supplies in such a manner as to take advantage of economies of scale;
- Assure that their partners are providing a range of support services to the beneficiaries of the diaper programs; and
- Participate fully in the federal evaluation of DDDRP and follow all evaluation protocols established by ACF and/or its designee contractor(s).

DDDRP recipients must work toward the outcomes below. Recipients may be expected to report on their progress regarding these outputs/outcomes in their semi-annual reports, and the federal evaluation may seek to assess recipient performance on these outputs/outcomes.

- Short-term outcomes
  - Increased access to (or receipt of) support services for families with low incomes
  - Increased consistency of regular diaper provision by participating organizations
  - Decreased rates of missed days for children enrolled in child care
  - Increased organizational capacity to provide diaper distribution services
  - Increased community capacity to provide diapers, diapering supplies, and support services
  - Improved service and organizational coordination among social service agencies, community organizations, and other providers in the state
- Intermediate outcomes
  - Increased efficiency (e.g., reduced costs, reduced wait times for families between diaper giveaways) of diaper distribution programs
  - Individual/family reductions in certain health issues (e.g., diaper rash, bladder infections) and/or avoidable emergency department visits related to improved health of caretakers and children
  - Increased rates of children enrolled in child care
  - Increased workforce participation by beneficiaries
  - Increased participation in training and/or higher education by beneficiaries
  - Improved caretakers' health and well-being (e.g., anxiety, depression)
- Long-term outcomes

- Community reductions in certain health issues (e.g., diaper rash, urinary tract infections) and/or avoidable emergency department visits related to improved health of caretakers and children
- Increased stability/sustainability or organizational diaper distribution programs
- Improved connection to the community
- Reduced unemployment in the community
- Improved school readiness (e.g., if children are in educational child care settings)
- Reduced economic stress
- Increased family income

#### **D. Activities**

**Areas of activity:** There are five areas of activity for the DDDRP. Recipients will be required to implement projects that have a thorough plan for value-added activities in each of the following five areas:

1. Establishing partnerships with local service organizations with current diaper distribution programs. Tribal recipients can utilize local existing diaper distribution programs operating within the structure of the tribal government and/or the jurisdiction of the tribe.
2. Expanding existing diaper distribution programs.
3. Providing T/TA to partners to expand and/or strengthen existing diaper distribution programs, including providing wraparound services to program beneficiaries.
4. Facilitating bulk purchasing and efficient transportation of diapers and diapering supplies using economies of scale models.
5. Actively supporting the federal evaluation and ACF's evaluation contractor and encouraging partners to do the same.

**Principles:** Recipients will be required to design and implement their diaper distribution pilot so that it reflects the following principles:

- Pilot programs must have as a central feature the distribution of diapers and diapering supplies to participating low-income families on a consistent, regular basis (e.g., bi-weekly, monthly) as opposed to an ad hoc approach.
  - Pilot programs must ensure that diapers are distributed to each participating family at least once every 2 months, but preferably more often.
  - Pilot programs must also ensure they take into consideration the changing sizes and needs of children from month to month and adjust diaper supply orders accordingly.
- Pilot programs must offer diaper distribution services to families/individuals who need them regardless of the age of the child (e.g., families with young children, families with individuals with disabilities and/or special needs).
  - To ensure valid, reliable, and replicable results of this research demonstration, pilot programs should limit diaper purchasing for children under the age of 18.

- Recipients must design and implement their pilot programs with a consideration for the ultimate environmental impact of the program's activities.
- Recipients must prioritize equity in the design and implementation of their pilot programs.

### **1. Establishing Program Partnerships**

Award recipients must establish partnerships with a variety of local service organizations including CAAs, social services agencies, and/or other non-profit community organizations with experience operating diaper distribution programs. The purpose of the partnerships is to increase the organizations' collective capacity to provide comprehensive diaper distribution services and outreach to families with low incomes. Working closely with their community partners, recipients will use this pilot funding to implement programs that expand the reach, depth, and/or quality of the existing diaper distribution (and related) programs. For the purposes of tribal recipients, community partners can be defined as local existing diaper distribution programs operating within the structure of the tribal government and/or the jurisdiction of the tribe.

Recipients, other than tribes, must partner with at least one CAA and one social service agency and/or other non-profit community organization with experience operating diaper distribution (and related) programs. These partner organizations will work together with the recipient to expand and/or strengthen these programs as part of their pilot project. Their focus will be on scaling up the current infrastructure, operating the programs in an efficient and effective manner, and maximizing the overall impact of the diaper distribution programs. Tribal recipients will work to scale up existing diaper infrastructure operating within the structure of the tribal government and/or the jurisdiction of the tribe.

### **2. Expanding Diaper Distribution Programs**

Award recipients and their community partners (CAAs, social service agencies, and other non-profit organizations) will be responsible for growing and strengthening the existing network of diaper distribution programs in their state or region(s) of focus and ensuring that participating families have access to 1) diapers and related diaper supplies on an ongoing basis and 2) support services (i.e., additional social services to address other identified needs). This will include soliciting beneficiary participation in the pilot program, holding regular diaper distributions for participants, connecting beneficiaries to other support services, and tracking beneficiaries' participation throughout the duration of the program. Data may be tracked through the federal evaluation and/or recipients' regular performance progress reports. Partner organizations will also be responsible for collaborating with recipients on the logistics of ordering and distributing diapers. Partner organizations will distribute diapers directly to beneficiaries on a regular basis (e.g., at least once every 2 months, but preferably more often). Additionally, partner organizations will collect survey data and other information from and about program beneficiaries at established intervals throughout the 2-year program period as directed by ACF and ACF's federal evaluation contractor (e.g., baseline, 6 months, 12 months, 18 months, and 24 months). Tribal recipients will be responsible for growing and strengthening diaper distribution programs within the tribal government and/or jurisdiction of the tribe.

### **3. Providing Training and Technical Assistance**

Recipients must work with their partner organizations to expand and/or strengthen existing

diaper distribution programs for families with low incomes. Recipients must work with their community partners to support the partners' participation in DDDRP by providing them with T/TA related to the efficient and effective operation and expansion of their diaper distribution programs, including providing wraparound services to program beneficiaries.

Areas of T/TA related to program logistics may include, but are not limited to, the following:

- Cost effective diaper purchasing
- Effective diaper delivery practices
- Data tracking
- Management and organization
- Outreach
- Organizational and programmatic capacity-building efforts
- Program quality
- Expanding partnerships and increasing collaboration

A key part of this pilot is ensuring participating families have access to the additional services the organizations offer to support families with low incomes and increase the families' overall economic capacity and mobility. Grant recipients and their community partners will connect participating families with the support services currently offered within their agency or community. Support services may include, but will not be limited to, financial literacy services, child care services, transportation, substance use disorder treatment, English language education, job training, social service referrals, casework, housing services, etc. Recipients will work closely with their community partners through the provision of T/TA and other activities and resources to ensure beneficiaries are connected to a variety of support services so that, together with the regular distribution of diapers, participating families can achieve a higher level of economic independence. For the purposes of tribal recipients, tribes must ensure that their expanded diaper distribution programs within their tribal jurisdiction allow families with low incomes to have access to additional support services as listed in the examples above.

#### **4. Coordinating Diaper Distribution Logistics**

Recipients will assist their partners in the bulk purchasing and efficient transportation of diapers and diapering supplies for the diaper distribution programs. Recipients will work with their partners to plan and coordinate the logistics in a manner that considers the unique needs and resources of their service area and maximizes the efficiency, effectiveness (including cost), and reach of the pilot project. For example, recipients may determine that it is most effective for them to buy in bulk for all their partners and then allocate and distribute the diapers and diapering supplies centrally. Alternatively, recipients may determine that the most efficient approach is to negotiate a single bulk purchasing agreement with a manufacturer that the partners can then participate in, or they may add the most value by helping their partners establish their own purchasing agreements. In any case, recipients must make sure they follow their own procurement procedures and ensure compliance with all relevant regulations. Tribal recipients will work within their tribal government and/or tribal jurisdiction to coordinate bulk purchasing and efficient transportation of diapers and diapering supplies for diaper distribution programs.

Grant recipients will consider the benefits and costs of different options and make the best use of economies of scale.

## **5. Evaluation**

Award recipients will work closely with ACF and ACF's evaluation contractor(s) to facilitate a robust evaluation of this federal diaper distribution pilot. The federal evaluation will include gathering regular implementation data (e.g., number of diapers distributed, age of children) from recipients. It may also include, but is not limited to, data gathering from recipients, partners, and/or program beneficiaries through surveys, small focus groups, and/or qualitative interviews.

Recipients will fully and actively support the federal evaluation and work with and encourage their partner organizations to do the same. Recipients can provide training and/or other support to their community partners to ensure their full participation and to maximize the participation of the program beneficiaries (e.g., survey completion).

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501-3521), under this NOFO, OCS 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 Office of Management and Budget (OMB) control number. ACF will obtain OMB approval under PRA prior to collecting or requesting the collection of any information from more than nine individuals or entities.

## **Subawards**

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project.

Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. Additionally, all subrecipient(s) must obtain a Unique Entity Identifier (UEI) number assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the [Award Term and Condition on Subawards](#) on the [ACF Administrative and National Policy Requirements](#) website for further requirements involving subawards.

## **E. Definitions**

**Beneficiary**—For the purposes of this NOFO, the beneficiary includes both parents and/or caretakers of the diaper recipient (i.e., infant, child, older child) and the diaper recipient themselves.

**CAAs**—Public and private non-profits known as CAAs work to implement community-based anti-poverty programs and provide support services to vulnerable households, including education and employment services and assistance with basic needs. CAAs were established to carry out the Community Action Program, which was founded by the 1964 Economic Opportunity Act to fight poverty by empowering the poor as part of the War on Poverty.

**Community partners**—Local service organizations including CAAs, social services agencies, and/or other non-profit community organizations with experience operating diaper distribution programs. For the purposes of tribal applicants, community partners can be defined as local diaper distribution programs operating within the structure of the tribal government and/or the jurisdiction of the tribe. Tribal recipients are not required to partner with CAAs, social service agencies, and/or other non-profit organizations external to the tribal jurisdiction.

**CSBG**—CSBG, authorized at 42 U.S.C. 9901 *et seq.*, provides funds to states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. territories, and federally and state-recognized Indian tribes and tribal organizations to support services designed to alleviate the causes and conditions of poverty by assisting individuals and families with low incomes and communities with services based on local needs (e.g. employment, education, and adequate housing).

**CSBG State Associations**—A member organization that provides coordination and T/TA designed to increase the capacity of CSBG-eligible entities to carry out the mandate of the CSBG Act, host conferences, and measure results.

**Diapers and diapering supplies**—Diapers and diapering supplies include, but are not limited to, disposable or cloth diapers for young children, pull-ups, diapers for older children, wipes, diaper rash cream, etc.

**Diaper distribution infrastructure**—Diaper distribution infrastructure refers to the logistics surrounding ordering, transporting, storing, and ultimately distributing diapers and diapering supplies to families with low incomes. This also includes performing outreach.

**Diaper need**—Diaper need is a consistent lack of sufficient diaper supply to keep an infant or child clean, dry, and healthy.

**Economies of scale**—Broadly, economies of scale are cost savings companies experience with increased level of production and when production becomes efficient and costs can be spread over a large amount of goods. For the purposes of this NOFO, purchasing using economies of scale principles refers to buying diapers in bulk (larger units) to ultimately reduce costs per diaper and maximize program funds to provide as many diapers to families with low incomes as possible.

**Equity**—The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons; Asian

Americans and Pacific Islanders other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise affected by persistent poverty or inequality.

**Nonprofit community organizations (NPO)**—A nonprofit organization is a business that has been granted tax-exempt status by the Internal Revenue Service (IRS) because it furthers a social cause and provides a public benefit. Non-profit organizations are sometimes called NPOs or 501(c)(3) organizations based on the section of the tax code that permits them to operate.

**Ongoing diaper support/Ongoing diaper distributions**—Programs where families can receive diapers on a consistent basis.

**Social service agencies**—Social service agencies promote the health and well-being of individuals by helping them to become more self-sufficient; strengthening family relationships; and restoring individuals, families, groups, or communities to successful social functioning.

**Support services**—Support services encompass any service that an individual or family with low income may need to become more financially stable and self-sufficient. Support services include, but are not limited to, financial literacy services, child care services, transportation, substance use disorder treatment, English language education, job training, social service referrals, basic needs support, housing services, etc.

**Underserved communities**—Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied the full opportunity to participate in aspects of economic, social, and civic life.

[1] Massengale, K., Comer, L., Austin, A., & Goldblum, J.,(2020). Diaper Need Met Among Low-Income US Children Younger Than 4 Years in 2016. (2019). *American Public Health Association*. <https://ajph.aphapublications.org/doi/10.2105/AJPH.2019.305377>

[2] Smith, M. V., Kruse, A., Weir, A., & Goldblum, J. (2013). Diaper need and its impact on child health. *Pediatrics*, 132(2), 253–259. <https://doi.org/10.1542/peds.2013-0597>

[3] Smith, M. V., Kruse, A., Weir, A., & Goldblum, J. (2013). Diaper need and its impact on child health. *Pediatrics*, 132(2), 253–259. <https://doi.org/10.1542/peds.2013-0597>

[4] Carstensen, F. (2018). Better Health of Children: The Social and Economic Impacts of the Connecticut Diaper Bank. *Connecticut Center for Economic Analysis*. <https://ceea.uconn.edu/2018/05/05/better-health-of-children-the-social-and-economic-impacts-of-the-connecticut-diaper-bank/#>

[5] Carstensen, F. (2018). Better Health of Children: The Social and Economic Impacts of the Connecticut Diaper Bank. *Connecticut Center for Economic Analysis*. <https://ceea.uconn.edu/2018/05/05/better-health-of-children-the-social-and-economic-impacts-of-the-connecticut-diaper-bank/#>

[6] Carstensen, F. (2018). Better Health of Children: The Social and Economic Impacts of the Connecticut Diaper Bank. *Connecticut Center for Economic Analysis*.  
<https://ceea.uconn.edu/2018/05/05/better-health-of-children-the-social-and-economic-impacts-of-the-connecticut-diaper-bank/#>

## II. Federal Award Information

**Funding Instrument Type:**

CA (Cooperative Agreement)

**Estimated Total Funding:**

\$8,000,000

**Expected Number of Awards:**

6

**Award Ceiling:**

\$1,500,000

Per Project Period

**Award Floor:**

\$800,000

Per Project Period

**Average Projected Award Amount:**

\$1,333,333

Per Project Period

**Anticipated Project Start Date:**

09/30/2022

**Length of Project Periods:**

Other

**Additional Information on Project Periods and Explanation of 'Other'**

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

**Additional Information on Awards:**

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

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

*Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

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

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

The responsibility for the management, control, direction, or performance of the project will be shared by OCS and the recipient. OCS will have the right to intervene (including interruption or modification) in the conduct or performance of project activities if the recipient does not adhere to the goals and objectives as outlined in the NOFO and a signed cooperative agreement.

#### ***OCS program involvement will include the following:***

- Providing program guidance and input, as appropriate;
- Approving all work plans and schedules;
- Reviewing and providing feedback on the activities, documentation, procedures, measures, and tools established and implemented for accomplishing the goals of the cooperative agreement throughout the duration of the initiative;
- Reviewing, providing feedback, and concurring with activities, procedures, tools, measures, products, and written materials prior to external communication and dissemination on an ongoing basis;
- Providing support for the federal evaluation contractor and recipients in meeting the requirements of the federal evaluation; and
- Participating in the presentation of results in publications.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

The following types of organizations are eligible to receive direct awards from DDDRP: CSBG state associations, tribes that were funded directly by CSBG in FY 2022, and CSBG-funded territories.

Please see *Appendix A* for a list of eligible organizations.

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

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement:

Yes

Recipients are required to meet a non-federal share of the project cost, in accordance with Social Security Act Section 1110(a)(1)(A), which states that the funding is to be used for making grants to States and public and other organizations and agencies for paying part of the cost of research or demonstration projects.

Recipients must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although recipients are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$1,500,000 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$ 150,000, which is 10 percent of total approved project cost of \$ 1,500,000.

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

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

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

### 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 funding under this funding opportunity.

#### **Award Ceiling Disqualification**

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and funding under

this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

### **Required Electronic Application Submission**

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

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

### **Missing the Application Deadline (Late Applications)**

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

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

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

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

### **Notification of Application Disqualification**

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

#### **IV. Application and Submission Information**

##### **IV.1. Address to Request Application Package**

Thom  
Campbell  
Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
HHS-2022-ACF-OCS-EDA-0161  
1401 Mercantile Lane, Suite 401  
Largo  
MD  
20774  
1-855-792-6551  
ocstech@reviewops.org  
<https://www.acf.hhs.gov/ocs>  
**Application Packages**

##### **Electronic Application Submission:**

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

##### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms (SFs), assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at 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 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](http://www.gsa.gov/fedrelay).

##### **IV.2. Content and Form of Application Submission**

###### **FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.**

##### ***FOR ALL APPLICATIONS:***

##### **Authorized Organization Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act

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

### **Point of Contact**

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

### **Application Checklist**

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

### **Accepted Font Style**

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

### **English Language**

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

### **Page Limitations**

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

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

### **Application Elements Exempted from Double-Spacing Requirements**

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

### **Adherence to NOFO Formatting, Font, and Page Limitation Requirements**

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

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

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

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

### **Corrections/Updates to Submitted Applications**

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

### **Copies Required**

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

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all SFs 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 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 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:**

Applications must be submitted in two files and must not exceed a combined total of 75 pages. In both files, all items must be labeled, numbered, and organized clearly in the Table of Contents. The first file must be titled “Project Description” and must include the following items:

- Table of Contents
- Project Summary
- Need for Assistance
- Objectives
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Organizational Capacity
- Plan for Oversight of Federal Award Funds and Activities
- Program Performance Evaluation Plan
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Project Budget and Budget Narrative/Justification

The second file must be titled “Appendices” and must include the following:

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Third-party Agreements/MOUs/Letters of Commitment
- Resumes of Key Personnel
- Other Supporting Documentation

#### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

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

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

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

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

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

### **Adherence to the Two-File Requirement**

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

### **Application Upload Requirements**

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

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

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

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

### **Required SFs and OMB-approved Forms**

SFs and OMB-approved forms 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 SFs, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces).** Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

Applicants must 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 PDFs in order to comply with the two-file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete, and ACF will not make any awards based on an incomplete application.

### **ACF supports the following file formats:**

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

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

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

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

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

### **Format Requirements for Paper Applications**

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

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

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

### Addresses for Submission of Paper Applications

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

### Required Forms, Assurances, and Certifications

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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period. Obtain a UEI and SAM registration at: <a href="http://www.sam.gov">http://www.sam.gov</a> .	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	certification of their compliance with all Federal statutes relating to nondiscrimination.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.

Additional Required Assurances and Certifications

**Mandatory Grant Disclosure**

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

Disclosures must be sent in writing to:

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

**And to:**

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

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

**Email:** [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@oig.hhs.gov)

**Non-Federal Reviewers**

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

**The Project Description**

**The Project Description Overview**

## **General Expectations and Instructions**

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

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

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

## **Table of Contents**

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

## **Project Summary**

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

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

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

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

## **Geographic Location**

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

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

### **Non-Profit Organizations**

#### **Proof of Non-Profit Status Options:**

##### **Option 2: Only 501(c)(3) organizations are eligible**

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

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

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

### **Need for Assistance**

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

### **Objectives**

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

### **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.

Applicants must design and implement their diaper distribution pilot so that it reflects the following principles:

- Applicants must describe in detail how their pilot programs will have as a central feature the distribution of diapers and diapering supplies to participating low-income families on a consistent, regular basis (e.g., bi-weekly, monthly) as opposed to an ad hoc approach.
  - Applicants must describe how their pilot programs will distribute diapers to each participating family at least once every 2 months and describe a rationale for their distribution schedule.
  - Applicants must describe how they will take into consideration the changing sizes and needs of children from month to month and adjust diaper supply orders accordingly.
- Applicants must provide a clear plan to offer diaper distribution services to families/individuals who need them regardless of the age of the child (e.g., families with young children, families with individuals with disabilities and/or special needs). For purposes of this research demonstration, applicants must plan for diaper purchasing for only children under the age of 18.

- Applicants for this funding must demonstrate how they will design and implement their pilot programs with a consideration for the ultimate environmental impact of the program's activities.
  - To maintain alignment with administration priorities around environmental justice, applicants must demonstrate how they will consider the comparative environmental impact of the options available (e.g., traditional disposable diapers, biodegradable diapers, cloth diapers), the related costs of each option (e.g., laundering), and the transportation/delivery impacts.
- Applicants must demonstrate how they will prioritize equity in the design and implementation of their pilot programs. Specifically, through the following ways:
  - Applicants must describe how they will create opportunities for the improvement of communities that have been historically underserved and support historically marginalized individuals in reaching their full potential.
  - Applicants must describe how they will take a comprehensive approach to advancing equity for all.
  - Applicants must describe how their proposed pilot programs will demonstrate the applicants' understanding and vision of equity and inclusion within the community to be served.
  - Bonus points will be awarded to applicants that demonstrate how families with low income from the communities to be served were involved in the design of the proposed pilot project.

There are five areas of activity for DDDRP. Applicants must demonstrate a thorough plan for value-added activities in each of the five areas described in *Section I. Program Description, D. Activities*.

Applicants must describe a plan and their capacity for delivering T/TA that is comprehensive and provides community partners with the information and support needed to make the pilot successful. For the purposes of tribal applicants, community partners can be defined as local diaper distribution programs operating within the structure of the tribal government and/or the jurisdiction of the tribe.

Applicants must clearly describe how they will help their community partners grow and strengthen the current level of available support services in conjunction with the growth of the diaper distribution activities and how this expansion will benefit program participants and help them move to a higher level of economic independence. Tribal applicants must describe how they will grow and strengthen available support services in conjunction with the growth of diaper distribution activities currently offered within the tribal jurisdiction to support participants moving to a higher level of economic independence. Applications must also describe the types of support services that will be provided to the program beneficiaries and demonstrate how these services will help address the potential needs of the beneficiary families.

Applications must describe how the applicants' will assist their partners in the efficient and effective purchasing and transportation of diapers and diapering supplies for the diaper distribution programs and explain the reasons for that approach. Applicants must use economies

of scale models when it comes to diaper purchase and distribution. Tribal applicants must describe how they will efficiently and effectively purchase and transportation of diapers and diapering supplies for the diaper distribution programs within their tribal jurisdiction and explain the reasons for that approach.

Applicants must demonstrate how they have considered the range of ages, sizes, and needs (e.g., hypo-allergenic products) of the beneficiaries in their logistics schedule. Applicants must demonstrate how they have considered the need to serve diverse geographic areas in their state (e.g., urban, rural). Applicants must demonstrate how they will revisit this schedule on a regular basis and incorporate learnings and lessons from the operation of the programs.

### **Project Timeline and Milestones**

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

### **Organizational Capacity**

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

- Organizational charts.
- Resumes.
- List of Board of Directors.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

Applicants must identify the organizations with which they intend to partner. For applicants other than tribes, partner organizations must include at least one CAA and one social service agency and/or other non-profit community organization. Applicants should also describe the

reasons these organizations were chosen as partners, the organizations' experience operating diaper distribution (and related) programs, the organizations' current diaper distribution (and related) programs (including important support services), and how they will expand and/or strengthen these programs as part of their pilot projects. Tribal applicants are not required to partner with CAAs, social service agencies, and/or other non-profit community organizations external to the tribal jurisdiction.

Applications must also describe the existing infrastructure (e.g., the existing diaper distribution programs operated by their partners), identify gaps, and present a plan for how the applicants and their partners intend to work together to scale up the current infrastructure, operate the programs in an efficient and effective manner, and maximize the overall impact of the diaper distribution programs. Tribal applicants must identify existing infrastructure within the tribal government and/or tribal jurisdiction and present a plan for scaling up the current infrastructure, operate programs in an efficient and timely manner, and maximize the overall impact of the diaper distribution programs.

Applicants must include third-party agreements (i.e., MOUs or letters of commitment) in their applications from each of the proposed partner agencies that include positive attestations that the partners commit to working closely with ACF to coordinate, assist, and/or carryout evaluation activities as directed by ACF and/or ACF's evaluation contractor(s). Tribal applicants are not required to submit third-party agreements from external partner agencies.

### **Plan for Oversight of Federal Award Funds and Activities**

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

These regulations set forth the following standards for effective oversight:

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

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

### **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.

Applicants should describe the general methods and strategies they will use to ensure their full participation and the full participation of their community partners in the federal evaluation activities. These activities may include, but not be limited to, conducting regular surveys, hosting small focus groups of participants, and tracking and providing regular implementation data (e.g., number of diapers distributed, age of children, demographics of the family) in partnership with the federal evaluation contractor(s). Applications must include positive attestations that the applicants commit to working closely with ACF to coordinate, assist, and/or carryout evaluation activities as directed by ACF or ACF's evaluation contractor(s). The third-party agreements / MOUs/letters of commitment signed by community partners and included in the applications must also contain such positive attestations. Tribal applicants are not required to submit third-party agreements from external partner agencies.

### **Logic Model**

Applicants must submit a logic model for designing and managing their projects. 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 funding opportunity, 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).

### **Protection of Sensitive and/or Confidential Information**

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal

laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

### **Third-Party Agreements**

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

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

### **The Project Budget and Budget Justification**

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

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

**Special Note:** *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant*

*organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

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

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

Applicants must lay out a program budget/budget narrative that clearly shows a proposed timeline that is consistent with their project narrative and work schedule.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)' participation.

## **General**

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

## **Personnel**

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

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

## **Fringe Benefits**

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

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

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

## **Travel**

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

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

## **Equipment**

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

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

## **Supplies**

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

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

## **Contractual**

**Description:** Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation

contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

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

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

## Other

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

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

## Indirect Charges

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

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

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

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis*

rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

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

### **Commitment of Non-Federal Resources**

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

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

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

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

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

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required

to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

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

### **Paperwork Reduction Act Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via Grants.gov**

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

### **Electronic Delivery**

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for 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.

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

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

Organization applicants can find complete instructions

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

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

instructions for registering with SAM, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration.html>

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

**Add a Profile to a Grants.gov Account:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

**EBiz POC Authorized Profile Roles:** After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log 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 the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For 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 commitments on behalf of the organization as a user with the AOR role; this step is often missed and is crucial for valid and timely submissions.

### **How to Submit an Application to ACF via Grants.gov**

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

For an overview of applying on Grants.gov using Workspaces, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.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 to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. 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:** These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. 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 application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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](mailto:support@grants.gov). For questions related to the specific funding 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 and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

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

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the

application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

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

Applicants with slow internet connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

### **Issues with Federal Systems**

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

### **Request an Exemption from Required Electronic Application Submission**

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

### **Paper Format Application Submission**

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

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

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

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

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

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

**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 request a UEI, register for, or renew a registration, at SAM.

Please see the “Help” tab at <https://sam.gov/content/help> for more information and assistance with this process.

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

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

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

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

#### **IV.4. Submission Dates and Times**

07/29/2022

##### **Due Dates for Applications**

Due Date for Applications 08/29/2022

08/29/2022

##### **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 Grants.gov is 11:59 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Applicants are required to submit their applications electronically via 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 Grants.gov are available at:

[www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

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

### **Mailed Paper Format Applications**

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

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

### **Hand-Delivered Paper Format Applications**

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

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

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

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

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

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

### **Emergency Extensions**

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

## **Acknowledgement of Received Application**

### **Acknowledgement from Grants.gov**

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

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

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

### **Acknowledgement from ACF of an electronic application's submission:**

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

### **Acknowledgement from ACF of receipt of a paper format application:**

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

## **IV.5. Intergovernmental Review**

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

## **IV.6. Funding Restrictions**

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

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

Pre-award costs are not allowable.

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

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

## IV.7. Other Submission Requirements

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

### Submission by Mail

Tim  
Chappelle  
Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
HHS-2022-ACF-OCS-EDA-0161  
1401 Mercantile Lane, Suite 401  
Largo  
MD  
20774

### Hand Delivery

Same as Above

### Electronic Submission

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

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

## V. Application Review Information

### V.1. Criteria

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

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

#### A. Project Relevance & Current Need

**Maximum Points: 8**

In this section, reviewers will consider the extent to which the application:

1. Demonstrates the applicant's clear understanding of the nature and scope of the issues surrounding diaper need among families with low incomes generally as well as within the geographic area of service contemplated by the application (0-3 points).
2. Uses both quantitative and qualitative data, including data on unserved and underserved populations, to identify the need for diapers and diapering supplies among families with low incomes within the geographic area of service contemplated by the application (0-3 points).
3. Demonstrates how the applicant prioritized equity in the design of their proposed project (0-2 points).

### **B. Goals, Objectives & Outcomes**

**Maximum Points: 9**

In this section, reviewers will consider the extent to which the application:

1. Outlines, in a clear and concise manner, major goals and objectives for the project that are attainable and able to address and respond to the stated need (0-2 points).
2. Includes proposed outcomes for the project that are clear, realistic, quantifiable, measurable, and consistent with the program goals as stated in this funding opportunity (*Section 1.C., Goals and Desired Outcomes*) (0-3 points).
3. Adequately describes the characteristics of the proposed service area/state, including the scope, size, demographics, geography, etc., and presents good arguments for why this particular service area would make it a good candidate to test this demonstration project (0-2 points).
4. Demonstrates how the applicant has designed their pilot program with a consideration for the ultimate environmental impact (0-2 points).

### **C. Approach**

**Maximum Points: 53**

In this section, reviewers will consider the extent to which the application:

1. Describes partnerships with a variety of community partners—e.g., local service organizations—including at least one CAA and one social services agency and/or other non-profit community organizations with experience operating a current diaper distribution program. (For the purposes of tribal applicants, community partners can be defined as local diaper distribution programs operating within the structure of the tribal government and/or the jurisdiction of the tribe.) (0-10 points).
2. Demonstrates how the applicant will work with their community partners to grow and strengthen an existing network of diaper distribution programs in their state or region(s) of focus and ensuring that participating families have access to sufficient diapers and related diaper supplies on an ongoing, regular basis (that is, at least every other month). (For the purposes of tribal applicants, tribes should demonstrate how they will perform this activity with existing local diaper distribution programs operating within their tribal government and/or the jurisdiction of the tribe.) (0-10 points).
3. Describes how the applicant will work with their community partners to grow and strengthen the current level of available support services in conjunction with the growth

of the diaper distribution activities, the types of support services to be provided to program beneficiaries, and how this expansion will benefit program participants and help them move to a higher level of economic independence. (For the purposes of tribal applicants, tribes should demonstrate how they will perform this activity with existing local diaper distribution programs operating within their tribal government and/or the jurisdiction of the tribe.) (0-10 points).

4. Includes a plan for how the applicant will provide T/TA to their community partners related to the efficient and effective operation and expansion of the partners' diaper distribution programs (including the expansion of available wraparound services) and demonstrates that the applicant has the capacity for delivering T/TA (0-8 points).
5. Describes how the applicant plans to take advantage of economies of scale and work with their community partners in the efficient and effective purchase and distribution of diapers and diapering supplies to families with low incomes. (For the purposes of tribal applicants, tribes must describe how they plan to take advantage of economies of scale to ensure efficient and effective purchasing and distribution of diapers and diapering supplies to families with low incomes within their tribal jurisdiction.) (0-7 points).
6. Outlines a reasonable and realistic schedule for the purchase, allocation, transport, and distribution of diapers and diaper supplies that meets the needs of the families being served by the program; demonstrates that the applicant considered the range of ages, sizes, and needs (e.g., hypo-allergenic products) of the beneficiaries in their logistics schedule; demonstrates how they have considered the need to serve diverse geographic areas in their state or jurisdiction (e.g., urban, rural); and includes a plan for how they will revisit this schedule on a regular basis and incorporate learnings and lessons from the operation of the programs (0-8 points).

#### **D. Evaluation**

**Maximum Points: 6**

In this section, reviewers will consider the extent to which the application:

1. Describes how the applicant will be able to fully support the federal evaluation of the pilot at every phase of the project by conducting regular surveys, encouraging and supporting the full participation of their partners and the programs' beneficiaries in evaluation activities, and carrying out other activities as requested by the federal office and the evaluation contractor (0-6 points).

#### **E. Organizational Capacity**

**Maximum Points: 16**

In this section, reviewers will consider the extent to which the application:

1. Demonstrates that the applicant has the experience and expertise to carry out the activities proposed and that the proposed project director(s), key staff, and/or consultants have the background, experience, and other qualifications required to carry out their designated roles. (0-6 points).
2. Identifies the community partners with which the applicant will partner and demonstrates that they have the collective experience, resources, expertise, and authority to achieve the project outcomes—including already established diaper distribution programs and support services. (For the purposes of tribal applicants, community partners can be

defined as existing local diaper distribution programs operating within the structure of the tribal government and/or the jurisdiction of the tribe.) (0-6 points).

3. Includes MOUs/letters of commitment from community partners that demonstrate their clear commitment to the project, explicitly state their commitment to their full participation in the evaluation, and reference their areas of responsibility that are consistent with their intended roles and contributions as described in the project narrative. (For the purposes of tribal applicants, tribes are not required to submit MOUS/letters of commitment from partners external to the tribal government and/or tribal jurisdiction.) (0-4 points).

#### **F. Budget & Budget Narrative / Justification**

**Maximum Points: 8**

In this section, reviewers will consider the extent to which the application:

1. Contains a budget and a budget narrative/justification that are clear and easy to understand; are aligned and consistent with the project proposal; provide detailed justifications for the amounts requested; are reasonable and feasible with respect to the resources requested for each activity; outline reasonable time commitments for the proposed Project Director and other key personnel that are sufficient to assure proper direction, management, and timely completion of the project; propose salaries for the Project Director and other key project personnel that are reasonable and justified; and outline costs that are program-related and commensurate with the types and range of activities and services to be conducted and the expected goals and objectives (0-6 points).
2. Contains a budget and a budget narrative/justification that demonstrate a commitment and a description of the required cost sharing equal to a minimum of 10 percent of the total cost of the project (0-2 points).

#### **G. BONUS POINTS**

**Maximum Points: 3**

In this section, reviewers will consider the extent to which the application:

1. Describes how families with low incomes from the communities to be served will be involved in the design, implementation, and operation of the proposed pilot project, including how they participated in the development of the application itself (3 points).

### **V.2. Review and Selection Process**

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant that does not have a UEI and an active SAM registration. See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)*.

#### **Initial ACF Screening**

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

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

### **Objective Review and Results**

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

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

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

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

### **Federal Awarding Agency Review of Risk Posed by Applicants**

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

### **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 in the current Fiscal Year. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

### **V.3. Anticipated Announcement and Federal Award Dates**

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

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

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

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

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

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

### **VI.2. Administrative and National Policy Requirements**

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

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

Please review all HHS regulatory provisions for Termination at 2 CFR § 200.340.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at [https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book\\_content\\_0](https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0).

## **Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services**

Please refer to the following link for more information on this prohibition:

[https://www.acf.hhs.gov/administrative-and-national-policy-requirements#book\\_content\\_15](https://www.acf.hhs.gov/administrative-and-national-policy-requirements#book_content_15).

## **VI.3. Reporting**

Performance Progress Reports:

Quarterly

### **Reporting Requirements**

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

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

Financial Reports:

Quarterly

## **VII. HHS Award Agency Contact(s)**

### **Program Office Contact**

Thom

Campbell

Department of Health and Human Services

Administration for Children and Families

Office of Community Services

HHS-2022-ACF-OCS-EDA-0161

1401 Mercantile Lane, Suite 401

Largo

MD

20774

1-855-792-6551

[ocstech@reviewops.org](mailto:ocstech@reviewops.org)

### **Office of Grants Management Contact**

Tim

Chappelle  
 Department of Health and Human Services  
 Administration for Children and Families  
 Office of Grants Management  
 HHS-2022-ACF-OCS-EDA-0161  
 1401 Mercantile Lane, Suite 401  
 Largo  
 MD  
 20774  
 1-855-792-6551

ocstech@reviewops.org

**Federal Relay Service:**

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

**VIII. Other Information**  
**Reference Websites**

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

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

ACF Funding Opportunities Forecasts and NOFOs [www.grants.gov/](http://www.grants.gov/).

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

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

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

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

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

**Application Checklist**

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications.</i>  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

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

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
		<i>IV.4. Submission Dates and Times.</i>
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C.  Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

## Appendix

### Appendix A

The following types of organizations are eligible to receive direct awards from the DDDRP: CSBG state associations, tribes that were funded directly by CSBG in FY 2022, and CSBG-funded territories. Below is a list of the eligible entities for this funding announcement.

#### **CSBG State Associations**

(<https://www.acf.hhs.gov/ocs/contact-information/csbg-contact-info-state-associations>)

**Alabama:** Community Action Association of Alabama  
**Alaska:** Rural Alaska Community Action Program Inc.  
**Arizona:** Wildfire  
**Arkansas:** Arkansas Community Action Agencies Association  
**California:** California Community Action Partnership Association  
**Colorado:** Colorado Community Action Association  
**Connecticut:** Connecticut Association for Community Action, Inc.  
**Delaware:** (No Community Action Association)  
**District of Columbia:** (See territory list below)  
**Florida:** Florida Association for Community Action, Inc.  
**Georgia:** Georgia Community Action Association  
**Hawaii:** Hawaii Community Action Program  
**Idaho:** Community Action Partnership Association of Idaho  
**Illinois:** Illinois Association of Community Action Agencies  
**Indiana:** Indiana Community Action Association  
**Iowa:** Iowa Community Action Association  
**Kansas:** Kansas Association of Community Action Programs  
**Kentucky:** Kentucky Association for Community Action  
**Louisiana:** Association of Community Action Partnerships of Louisiana  
**Maine:** Maine Community Action Association  
**Maryland:** Maryland Community Action Partnership  
**Massachusetts:** Massachusetts Association for Community Action  
**Michigan:** Michigan Community Action  
**Minnesota:** Minnesota Community Action Partnership  
**Mississippi:** Mississippi Association of Community Action Agencies  
**Missouri:** Missouri Community Action Network  
**Montana:** Montana Community Action Network  
**Nebraska:** Community Action of Nebraska, Inc.  
**Nevada:** Nevada Community Action Association  
**New Hampshire:** New Hampshire Community Action Partnership  
**New Jersey:** Community Action Partnership of New Jersey  
**New Mexico:** New Mexico Association of Community Partners  
**New York:** New York State Community Action Association  
**North Carolina:** North Carolina Community Action Association  
**North Dakota:** Community Action Partnership of North Dakota  
**Ohio:** Ohio Association of Community Action Agencies

**Oklahoma:** Oklahoma Association of Community Action Agencies  
**Oregon:** Community Action Partnership of Oregon  
**Pennsylvania:** Community Action Association of Pennsylvania  
**Puerto Rico:** Asociación de Agencias Comunes de Puerto Rico, Inc.  
**Rhode Island:** Rhode Island Community Action Association  
**South Carolina:** South Carolina Association of Community Action Partnerships  
**South Dakota:** South Dakota Community Action Partnership Association  
**Tennessee:** Tennessee Association of Community Action  
**Texas:** Texas Association of Community Action Agencies, Inc.  
**Utah:** Community Action Partnership of Utah  
**Vermont:** Vermont Community Action Partnership  
**Virginia:** Virginia Community Action Partnership  
**Washington:** Washington State Community Action Partnership  
**West Virginia:** West Virginia Community Action Partnership, Inc.  
**Wisconsin:** Wisconsin Community Action Program Association  
**Wyoming:** Community Services Network of Wyoming

**CSBG-funded Territories**

<https://www.acf.hhs.gov/ocs/map/csbg-map-state-and-territory-grantee-contact-information>

**American Samoa**  
**District of Columbia**  
**Guam**  
**Commonwealth of the Northern Mariana Islands**  
**Puerto Rico**  
**Virgin Islands**

**Tribes that were funded directly by CSBG in FY 2022**

<https://www.acf.hhs.gov/ocs/map/csbg-tribal-grantees>

(Alabama)  
**Ma-Chis Lower Creek Indian Tribe**  
**Mowa Band of Choctaw Indians**  
**Poarch Band of Creek Indians**

(Arizona)  
**Navajo Nation**  
**Quechan Indian Tribe**  
**San Carlos Apache Tribe**  
**White Mountain Apache**

(Alaska)  
**Fairbanks Native Association**  
**Kenaitze Indian Tribe**  
**Sitka Tribe of Alaska**  
**Tanana Chiefs Conference**

(Connecticut)  
**Eastern Pequot Tribal Nation**

(Louisiana)  
**Institute for Indian Development**

(Maine)  
**Passamaquoddy Tribe - Pleasant Point**

(Michigan)  
**Inter-Tribal Council of Michigan, Inc.**  
**Keweenaw Bay Indian Community of Michigan**  
**Sault Ste. Marie Tribe of Chippewa Indians**

(Montana)  
**Chippewa Cree Tribe of the Rocky Boy's Reservation**  
**Fort Belknap**  
**Fort Peck Assiniboine & Sioux Tribes**

(North Carolina)  
**Coharie Intra-Tribal Council, Inc.**  
**Lumbee Tribe of North Carolina**

(Nebraska)  
**Ponca Tribe of Nebraska**

(New Mexico)  
**Pueblo of Jemez**  
**Pueblo of Zuni**

(North Dakota)  
**Spirit Lake Tribe**  
**Standing Rock Sioux**  
**Turtle Mountain Band of Chippewa Indians**

(Oregon)  
**Confederated Tribes of Grand Ronde**  
**Klamath Indian Tribes**

(Oklahoma)  
**Cherokee Nation**  
**Cheyenne and Arapaho Tribes of Oklahoma**  
**Chickasaw Nation**  
**Choctaw Nation of Oklahoma**  
**Delaware Nation of Oklahoma**

**Kaw Nation**  
**Osage Nation of Oklahoma**  
**Pawnee Nation of Oklahoma**  
**Quapaw Tribe of Oklahoma**  
**Seminole Nation of Oklahoma**  
**United Keetoowah Band of Cherokee Indians in Oklahoma**  
**Wichita and Affiliated Tribes**

(Rhode Island)  
**Narragansett Indian Tribe**

(South Dakota)  
**Oglala Sioux Tribe**  
**Rosebud Sioux Tribe**  
**Sisseton Wahpeton Oyate of the Lake Traverse Reservation**  
**Yankton Sioux Tribe**

(South Carolina)  
**The Catawba Cultural Preservation Project/ The Catawba Indian Nation**

(Texas)  
**Alabama-Coushatta Tribe of Texas**

(Washington)  
**Confederated Tribes & Bands of The Yakama Nation**  
**Lummi Nation**  
**Nooksack Indian Tribe**  
**South Puget Intertribal Planning Agency**  
**Swinomish Indian Tribal Community**

(Wyoming)  
**Northern Arapaho Tribe**