Attachment C

UNIFORM PROJECT DESCRIPTION

GUIDANCE FOR USE

WHAT IT IS:

The Uniform Project Description (**UPD**) is a series of text options from which Program Office (PO) staffs select the requirements of the Project Description and Budget Justification that applicants will submit in response to a Funding Opportunity Announcement (FOA) at the Administration for Children and Families. The UPD is used in all discretionary FOAs whether they are competitive or non-competitive. The UPD is also used in a modified form in solicitation of a project description and budget justification from applicants slated to receive an earmark award. The UPD is not approved for use in the solicitation of a project description under an FOA for mandatory, or formula, Federal funds.

PAPERWORK REDUCTION ACT (PRA) AND THE PROJECT DESCRIPTION-BUDGET JUSTIFICATION:

Whenever information is solicited from the public, or from a non-Federal agency, the requesting Federal agency must implement the requirements of the Paperwork Reduction Act of 1995 (**PRA**) [P.L. 104-13].

The PRA requires that the Office of Management and Budget (OMB) approve all information collection requests from Federal agencies when 10 or more "respondents" are expected. In this instance, under an FOA, "respondents" refers to the expected number of **<u>applicants</u>** -- not the expected number of awards.

There is no government-wide OMB-approved form or format for an application project description and/or budget justification. In order to more efficiently develop and publish discretionary FOAs, ACF requested and received approval from OMB for the generic **UPD.** When the UPD is properly used in a discretionary FOA, the need for a separate OMB approval under the PRA is avoided thus allowing for grant competitions and awards to occur in a more timely way.

Government-wide, OMB-approved forms for information collections exist and are usually part of a full application. They include the "family" of 424 Standard Forms (SFs), such as the 424, 424A, 424B, 424C, and 424D, the Disclosure of Lobbying Activities SF-LLL, and the newly implemented ACF-OGM SF-PPR. Generally, the forms used for required certifications and assurances are also OMB-approved standard forms.

CURRENT REQUIREMENTS OF ACF'S APPROVAL AGREEMENT WITH OMB:

In using the UPD through the FOA creation template, all POs must adhere to the following requirements that are part of ACF's approval agreement with OMB:

- **New CFDA Numbers** must be reported to OIS so that they may be added to the listing of programs that are approved to use ACF's UPD. The listing of ACF's currently approved programs for use of the UPD may be found in the "Current Inventory" for HHS at http://www.reginfo.gov/public/do/PRAMain.

- **New, individual discretionary FOAs must be sent to, and reviewed by, OMB <u>prior to their publication</u>.** For this purpose, the designation of "NEW" as listed in the data input in the Forecast portion of the FOA system may vary from what it may mean in other circumstances:

    - **<u>A "NEW" FOA is one that has not been published before.</u>** If the FOA has published in any prior fiscal year, it is not new for the purposes of the UPD's OMB approval. This definition assumes that each FOA solicits applications to award new grants or new cooperative agreements. The designation of "NEW" does not apply to a priority area that may have published as part of a PA in prior years.

  ACF is using the broadest possible definition of "NEW" to accommodate changes to FOAs that may have published in prior years. If this information is accurately provided at the Forecast stage of the process, time for the OMB review can be built into the compliance review and approval process.

HOW THE UPD IS USED:

- Select only those text options that are appropriate for use in the FOA. For example, all FOAs would include the text option entitled "Approach", but only those FOAs that have a matching or cost share would include the text option for "Commitment of Non-Federal Resources."

- Text options, including the title, <u>must not be modified in any way.</u> Since the UPD is a generic project description and budget justification, only a few text options may be tailored for a specific FOA.

- There are six text options that may be tailored to the specific FOA. They are:

    - **Letter of Intent.** This option may only be modified to include the method of submission for the Letter of Intent. Since Letters of Intent are used to project the number of reviewers required for a competition, **<u>POs may not request any additional information concerning the intended project.</u>** **<u>However, you must provide information on the method of submission if you include this text option in the FOA.</u>**

- **Outcomes Expected.** This option may be tailored to include appropriate and specific examples that relate to the program as described by the announcement. For example, program performance standards may be considered as appropriate examples. Or, you may leave this text option as it is without tailoring it.

- **Approach**. At the end of the text option, there is space to include specific directions for applicants that will tailor the part of the project description to the requirements of the program described by the FOA. Be sure to read all of the text options so that you do not duplicate the request for information.

- **Evaluation.** This option may be tailored to expand upon the generic language to include specific information that relates to the program described by the FOA. **Please remember that the purpose of this text option is to guide applicants in developing a description <u>for the application project description</u> of how evaluations will be conducted.**

- **Legal Status of Applicant Entity**. This is a two-part option: The first part offers POs the opportunity to list the types of documentation required so that an applicant may support their assertion of eligibility to receive an award. The second part provides optional, standard language selections for non-profit status documentation.

- **Business Plan**. This option may be tailored to include specific requirements for a business plan, which is an integral part of applications under some specific programs.

- Other than these few options, any other revisions, or additions to UPD text options, would be considered a "change to the information collection" under the PRA.

- Only information collections with prior OMB approval may be used in ACF FOAs. Some ACF programs maintain forms and/or formats with separate OMB clearances such as abstracts, reporting formats, etc. It is perfectly acceptable to include these separately cleared forms and formats in ACF FOAs in conjunction with the UPD.

- If a PO requires a specific set of questions, or domains, for evaluation of a project post-award, it may be determined by OA (OIS and DGP) to constitute an information collection and may require separate OMB approval. Here are two examples of information collections that are not covered by the UPD and would require a separate clearance:

  The initial year of the project is dedicated to a planning process, while the remaining project period is dedicated to implementation. Prior to award of the second year's funds, the PO requires a separate implementation plan for approval. The implementation plan would be considered a separate information collection.

As a part of the intended project, a successful applicant organization will act as an intermediary that awards subgrants. As a term of the award, the grantee must receive approval from the PO for its plan to award subgrants. The collection of information involved in the required submission of the subgrant plan is not part of the UPD or of the application submission, therefore it is not a cleared collection. And, since there are specific requirements that must be included in the plan for it to be approved by the PO, it is considered a separate information collection that must be cleared by OMB under the PRA requirements.

A WORD ABOUT EVALUATION CRITERIA:

The evaluation criteria are a set of measures that communicate to applicants how the application will be evaluated during the competitive review process. Programs should strive to employ the judicious selection of language that is evaluative and measures quality in their criteria so that they will solicit the information necessary to make decisions between applicants. POs may entitle evaluation criteria in any manner deemed appropriate for the purpose of the program described in the FOA.

Please exercise caution when drafting the evaluation criteria in order to avoid adding additional information collections to the program announcement thereby creating a need to request a program announcement-specific OMB clearance approval. Here are a few examples of information collection versus criteria:

Information Collection	Evaluation Criterion
Provide a detailed management plan that includes timelines and [a] discussion of major task activities.	Management plans will be evaluated on the level of detail provided in the description of plans to the accomplishment of major project activities and tasks within stated timelines. Timelines and milestone information will be judged according to its relationship to project tasks and staffing plans.
Provide a description of past collaborations with partner organizations. Describe how training and technical assistance was provided.	In evaluating organizational capacity, reviewers will consider the extent to which the applicant organization's staff provides for the documentation of its experience and expertise in successful collaborations with a variety of partners in the provision of training and technical assistance (T/TA).
Provide staffing and position data that includes a proposed staffing pattern for the project. Explain how the current and future	Proposed staffing plans, including staff and position data, will be evaluated on their level of

staff will manage the proposed project.	detail in relation to proposed staffing patterns. Reviewers will also take into consideration the applicant's plans for the continuation of the project and its plans for future staffing and management.

REQUIRED LANGUAGE FOR THE PRA SECTION OF AN FOA:

The following text appears as standard language at the end of the UPD in *Section IV.2.* of each discretionary FOA:

> THE PAPERWORK REDUCTION ACT OF 1995 (P.L. 104-13)
>
> Public reporting burden for this collection of information is estimated to average **40** hours per response including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The project description is approved under OMB control number 0970-0139, which expires 4/30/2010. 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.

The following is an excerpt from the Paperwork Reduction Act [P. L. 104-13]. This section provides the definition for an information collection requiring OMB approval:

> (c) Collection of information means, except as provided in Sec. 1320.4, the obtaining, causing to be obtained, soliciting, or requiring the disclosure to an agency, third parties or the public of information by or for an agency by means of identical questions posed to, or identical reporting, recordkeeping, or disclosure requirements imposed on, ten or more persons, whether such collection of information is mandatory, voluntary, or required to obtain or retain a benefit. ``Collection of information'' includes any requirement or request for persons to obtain, maintain, retain, report, or publicly disclose information. As used in this Part, ``collection of information'' refers to the act of collecting or disclosing information, to the information to be collected or disclosed, to a plan and/or an instrument calling for the collection or disclosure of information, or any of these, as appropriate.
>
> (1) A Collection of information may be in any form or format, including the use of report forms; application forms; schedules; questionnaires; surveys; reporting or recordkeeping requirements; contracts; agreements; policy statements; plans; rules or regulations; planning requirements; circulars; directives; instructions; bulletins; requests for proposal or other procurement requirements; interview guides; oral communications; posting, notification, labeling, or similar disclosure requirements; telegraphic or telephonic requests; automated, electronic, mechanical, or other technological collection techniques; standard questionnaires used to monitor compliance with agency

requirements; or any other techniques or technological methods used to monitor compliance with agency requirements. A ``collection of information" may implicitly or explicitly include related collection of information requirements.

A Note Concerning Information Collections in Mandatory (Formula) Program Announcements:

The UPD is not approved for use in FOAs announcing the availability of mandatory, or formula funds. However, the Paperwork Reduction Act requirements still apply to information collections, such as application and reporting requirements. In mandatory FOAs, eligibility is limited to a specific group so that, in this case, the grantee universe often defines the number of applicants (respondents). Because each FOA for mandatory awards is unique, separate clearances from OMB under the PRA are required for their information collections. There is no generic UPD for mandatory FOAs. It is advisable that PO staffs contact with the Office of Information Services OMB/PRA Liaison concerning the currency of, or need for, OMB clearances under the PRA well before submitting a draft mandatory FOA for compliance review and approval. Lack of the required clearance will impede the progress of the FOA in the compliance review and will delay approval and publication.

For more information on the requirements of the PRA please contact:

For FOA content and UPD usage questions:	For OMB clearance related questions:
Your Designated DGP Contact	Bob Sargis
	OA / OIS
	(202) 690-7275

TABLE OF TEXT OPTIONS FOR THE UNIFORM PROJECT DESCRIPTION (UPD)

(text option titles are active links to each option)

Text Option: ADDITIONAL INFORMATION

Subtext Option: LEGAL STATUS OF APPLICANT ENTITY
Subtext Option: LOGIC MODEL
Subtext Option: PROJECT SUSTAINABILITY PLAN

Subtext Option: BUSINESS PLAN
Subtext Option: ORGANIZATIONAL CAPACITY (Staff and Position Data now incorporated here)
Subtext Option: PROTECTION OF SENSITIVE AND/OR CONFIDENTIAL INFORMATION (New option)
Subtext Option: DISSEMINATION PLAN
Subtext Option: THIRD-PARTY AGREEMENT
Subtext Option: LETTERS OF SUPPORT

BUDGET AND BUDGET JUSTIFICATION (Standard language – appears in each FOA; Also new options available)

GENERAL (Standard language – appears in each FOA)
Subtext Option: PERSONNEL
Subtext Option: FRINGE BENEFITS
Subtext Option: TRAVEL
Subtext Option: EQUIPMENT
Subtext Option: SUPPLIES
Subtext Option: CONTRACTUAL
Subtext Option: CONSTRUCTION
Subtext Option: OTHER
Subtext Option: INDIRECT CHARGES
Subtext Option: PROGRAM INCOME
Subtext Option: COMMITMENT OF NON-FEDERAL RESOURCES

Part III GUIDELINES FOR PREPARING A PROJECT DESCRIPTION FOR AN ABBREVIATED APPLICATION

Text Option: NON-COMPETING CONTINUATIONS

Text Option: SUPPLEMENTAL APPLICATIONS

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

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

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Text Option: LETTER OF INTENT

[ACF Drafters: If you are including an optional letter of intent for this announcement, it should be selected from the UPD and also be referenced in Section IV.2, Section IV.3, and Section VIII. (Checklist).]

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3* Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional.** Failure to submit a letter of intent <u>will not</u> impact eligibility to submit an application and <u>will not</u> disqualify an application from competitive review.

Text Option: <u>TABLE OF CONTENTS</u>

List the contents of the application including corresponding page numbers.

Text Option: <u>PROJECT SUMMARY/ABSTRACT</u>

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

Please place the following at the top of the abstract:

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

The project abstract must be single-spaced and limited to one page in length.

Text Option: <u>OBJECTIVES AND NEED FOR ASSISTANCE</u>

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Text Option: <u>OUTCOMES EXPECTED</u>

[ACF Drafters: If you select this option, then you must include appropriate and specific examples that relate to the program described by the announcement. For example, program performance standards may be considered as appropriate examples.]

Identify the outcomes to be derived from the project.

Text Option: <u>APPROACH</u>

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

[ACF Drafters: Include specific directions for applicants that will tailor the part of the project description to the requirements of the program described by the FOA.]

Text Option: <u>EVALUATION</u>

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

[ACF Drafters: This option may be tailored to expand upon the generic language to include specific information that relates to the program described by the FOA. ***Please remember that the purpose of this text option is to guide applicants in developing a description of how evaluations will be conducted.***

If the PO requires a specific set of questions, or domains, for evaluation of a project post-award, that may constitute an information collection and may require separate OMB approval.]

Text Option: GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Text Option: ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

Subtext Option: LEGAL STATUS OF APPLICANT ENTITY

Applicants must provide the following documentation under this program announcement. Please provide:

[*ACF Drafters: Insert specific items required to provide evidence of current legal status of applicant entity. Examples of these items are: Copy of certification of incorporation, or State-issued certificate that the applicant entity is in good standing with the State, Governing Board Membership Documentation, proof of non-profit status (see section below), Tribal resolutions, and other types of documentation. Do not list proof of non-profit status in this section (use check boxes below to indicate the type of non-profit certification required. The text that appears next to the checkbox will appear in the FOA.) Required certification(s) may be listed in text or list formats.*]

[ACF Drafters: If non-profits are eligible under this FOA, select the appropriate option below. If non-profit organizations are eligible, select one of the "yes" options. The corresponding text to the right will appear in the FOA when the appropriate button is selected.]

Proof of Non-Profit Status

☐No. *Non-profit organizations are not eligible. (Nothing will output.)*

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

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

When applying electronically, it is strongly suggest that the applicant attach proof of non-profit status with the electronic application.

[ACF Drafters: Select this option if only non-profits with 501(c)(3) status are eligible.]

☐Yes [501(c)(3) only]
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.

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

[*ACF Drafters: Select this option if only non-profits with 501(c)(3) or 501(c)(4) status are eligible.*]

☐Yes [501(c)(3) and 501(c)(4) only]
Non-profit 501(c)(3) and 501(c)(4) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) and 501(c)(4) 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) and 501(c)(4) organizations described in the IRS Code.

- A copy of a currently valid IRS 501(c)(3) and 501(c)(4) tax-exemption certificate.

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Subtext Option: LOGIC MODEL

[ACF Drafters: Indicate the logic model style that you prefer and use the check box, the full description will print.]

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

- Goals of the project (e.g., objectives, reasons for proposing the intervention, if applicable);
- Assumptions (e.g., beliefs about how the program will work and is supporting resources. Assumptions should be based on research, best practices, and experience.)
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

OR

☐ Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Subtext Option: PROJECT SUSTAINABILITY PLAN

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Subtext Option: <u>BUSINESS PLAN</u>

[ACF drafters: Insert elements of a business plan. Provide definitions, descriptions and instructions where necessary.]

When Federal grant funds will be used to support a business operation, provide a business plan. The business plan shall include:

Subtext Option: <u>ORGANIZATIONAL CAPACITY</u>

[ACF Drafters: Indicate the types of documentation that you prefer and use the check box.]

Provide information on the applicant organization(s) and cooperating partners, such as: ☐ Organizational charts;

☐ Board of Directors;
☐ Financial statements adhering to Generally Accepted Accounting Principles (GAAP);
☐ Audit reports or statements from Certified Public Accountants/Licensed Public Accountants;
☐ Contact persons and telephone numbers;
☐ Names of bond carriers;
☐ Child care licenses and other documentation of professional accreditation;
☐ Information on compliance with Federal/State/local government standards;
☐ Documentation of experience in the program area;
☐ Personnel policies;
☐ Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Subtext Option: <u>PROTECTION OF SENSITIVE AND/OR CONFIDENTIAL INFORMATION</u>

[ACF Drafters: Select this option if applicants are required to provide a plan to protect any sensitive or confidential information from staff, such as required background investigations, or from project participants and/or project beneficiaries.]

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

Subtext Option: DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Subtext Option: THIRD-PARTY AGREEMENTS

[ACF Drafters: Indicate the option that you prefer and use the check box.]

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

☐ A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) Collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the lender and the borrower.

☐ A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g. stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.

Subtext Option: LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by funding sources identified in Block 18 of the SF-424.

[ACF Drafters: Indicate the option that you prefer and use the check box.]

☐ Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

☐ Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

☐ Provide a narrative budget justification for the proposed project that is being fully funded (the budget period and project period are the same). The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

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

Subtext Option: PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Subtext Option: FRINGE BENEFITS

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

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

Subtext Option: TRAVEL

Description: Costs of project-related travel by employees of the applicant organization (does not include consultant travel).

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

Subtext Option: EQUIPMENT

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

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 disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Subtext Option: SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

Subtext Option: CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at $100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Subtext Option: CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

Subtext Option: OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

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

Subtext Option: INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, 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.

Subtext Option: PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Subtext Option: COMMITMENT OF NON-FEDERAL RESOURCES
[ACF drafters: The Commitment of Non-Federal Resources UPD text option applies only to those program announcements in which cost sharing or matching is required by statute or by program regulation.]

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

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

Part III GUIDELINES FOR PREPARING A PROJECT DESCRIPTION FOR AN ABBREVIATED APPLICATION

Text Option: NON-COMPETING CONTINUATIONS

A full project description will not be required for non-competing continuation applications for non-construction programs unless requested in writing by [ACF drafters: Insert name of ACF Program Office administering the program].

Text Option: SUPPLEMENTAL APPLICATIONS

For a supplemental assistance request, explain the reason for the request and justify the need for additional funding. Provide a budget and budget justification only for those costs for which additional funds are requested.