Administration for Children and Families

Office of Family Assistance

Health Profession Opportunity Grants for Tribes, Tribal Organizations or Tribal College or University
HHS-2010-ACF-OFA-FY-0124

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Funding Opportunity Title:	Health Profession Opportunity Grants for Tribes, Tribal Organizations or Tribal College or University
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2010-ACF-OFA-FY-0124
CFDA Number:	93.093
Due Date for Applications:	**[Insert 45 days from date of publication]**

Executive Summary:

The Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA) announces the availability of funds and requests applications for its Health Profession Opportunity Grants for Indian Tribes, Tribal Organizations or Tribal College or University. This Funding Opportunity Announcement (FOA) provides funds for three or more cooperative agreements to Tribal communities to conduct demonstration projects that provide eligible individuals with the opportunity to obtain education and training for occupations in the healthcare field that pay well and are expected to either experience labor shortages or be in high demand.

I. Funding Opportunity Description

Statutory Authority

The statutory authority for this program is section 2008 of the Social Security Act (to be codified at 42 U.S.C. §1397g) as enacted by Section 5507 of the Patient Protection and Affordable Care and Health Care and Education Affordability Reconciliation Act of 2010 (Pub. L. No. 111-148).

Description
BACKGROUND

On March 23, 2010, President Obama signed into law HR 3590, the Patient Protection and Affordable Care Act (Patient Protection Act). One provision of the Patient Protection Act provides an opportunity to develop demonstration projects that will address the needs of the healthcare profession.

Healthcare providers are large employers that contribute significantly to the strength of regional economies. As one of the largest industries in 2008, healthcare provided 14.3 million jobs for wage and salary workers. In March 2009, the U.S. Bureau of Labor Statistics (BLS) reported that the healthcare sector continued to grow, despite steep job losses in nearly all major industries.

Hospitals, long-term care facilities, and other ambulatory care settings added 27,000 new jobs in February 2009, the same month when 681,000 jobs were eliminated nationwide. It is estimated that healthcare will generate 3.2 million new wage and salary jobs between 2008 and 2018, more than any other industry.

Employment growth in the healthcare sector will be driven by a significant increase in demand for healthcare and assistance due to an aging population and longer life expectancies. In addition, projected retirements for

current healthcare workers will necessitate a pipeline of skilled individuals ready to enter healthcare occupations.

The absence of qualified workers in this diverse sector threatens the quality and availability of medical care, and the economic stability and growth potential of local communities in rural, urban, and suburban areas, especially in Tribal communities.

American Indians and Alaska Natives living in rural communities across the country are especially vulnerable to the current and growing healthcare workforce needs. Healthcare professions in Tribal communities are in great demand and Indian Tribes and Tribal organizations play an integral part in governing the operation of Tribal health centers to provide needed services to families. In addition, Tribal Colleges and Universities are instrumental in providing education and training opportunities for American Indian and Alaska Native students to overcome economic and educational obstacles.

Moreover, the growing complexity of healthcare delivery, including changing technologies and introduction of advanced medical devices, will require both incumbent workers and new entrants to continuously upgrade their skills. Although job opportunities exist for workers without extensive specialized training, most healthcare occupations require training leading to a vocational license, certificate, or degree.

In an effort to address healthcare disparities and improve the quality of life of 1.9 million American Indians and American Natives, the Patient Protection and Affordable Care Act reauthorized the Indian Health Care Improvement Act (IHCIA), the cornerstone legal authority for the provision of health care to American Indians and Alaska Natives (http://www.ihs.gov/PublicAffairs/DirCorner). The Indian Health Care Improvement Act (Pub. L. No. 94-437) authorizes the creation of elder care programs, programs for hospice, assisted living, long-term care and home and community-based services. These facilities will need qualified workers and will need to expand current staff knowledge. Providing education and training to upgrade skills is vital to attaining these goals. Therefore, the opportunity of this funding can encourage Tribal communities to design, develop and implement training programs to address the healthcare workforce needs of their communities.

PROGRAM PURPOSE AND SCOPE

This FOA will fund projects that provide individuals with education and training that will prepare them to enter and advance in the healthcare sector. Individuals eligible to receive education and training include Tribal recipients receiving assistance under the State or Tribal TANF program, and other low-income individuals described by the applicant in their application.

Successful training programs funded through this FOA will prepare participants for employment within the healthcare sector in positions that pay well, are expected to either experience labor shortages or be in high demand, and will: (1) target skills and competencies demanded by the healthcare industry; (2) support career pathways, such as an articulated career ladder; (3) result in an employer-or industry-recognized certificate or degree (which can include a license, as well as a Registered Apprenticeship certificate or degree); (4) combine supportive services with training services to help participants overcome barriers to employment, as necessary; and (5) provide training services at times and locations that are easily accessible to targeted populations.

To ensure quality training within a limited timeframe, applicants are strongly encouraged to use existing curricula and strategies to deliver training. Where appropriate, applicants may modify existing curricula. Recognizing the long-term needs of workers, it is strongly recommended that training lead to portable industry-recognized certificates or degrees.

HEALTHCARE PROFESSIONS

ACF recognizes that sustainable change must originate within the community. While ACF has identified program areas of interest and project types for this FOA, funding is not restricted to those listed. Applicants are strongly encouraged to design projects that meet the needs of the target population that they intend to serve. However, ACF will accept proposals targeting any of the healthcare industry's sub-sectors, and is particularly interested in receiving applications that focus on one or more of the following healthcare sub-sectors and occupational categories:

Allied Health

According to the Association of Schools of Allied Health Professions, the term allied health is used to identify a cluster of health professions that covers as many as 100 occupational titles, exclusive of physicians, nurses, and a few others. Acute workforce shortages and projected growth exist for certain allied health occupations, such as medical assistants, respiratory therapists, pharmacy technicians, diagnostic medical sonographers, paramedics, and radiological and other technicians.

ACF is interested in investments that provide talent development strategies that support recruitment, retention, and career pathways in related allied health occupations.

Long-Term Care

Workers in long-term care settings assist older individuals and individuals with disabilities and chronic diseases through employment as Certified Nursing Assistants (CNA), home health specialists, and other direct care occupations. The demand for long-term healthcare services has begun to increase dramatically as regions across the country have started to experience significant demographic shifts.

ACF is interested in projects that provide training for, and support educational paths to, careers in long-term care occupations, which include CNAs, home health aides, home and personal care workers, direct support professionals and Registered Nurses (RN) working in long-term care settings.

Child Care Health Advocate Training

States have implemented innovative approaches to fund or provide training for health advocates to support child care providers and early childhood programs. Child Care Health Advocates work to ensure that children are cared for in healthy and nurturing environments and to provide linkages to medical sources that enable children to receive necessary immunizations, health screenings, and other health and social services. In addition, Health Advocates support parents and providers in promoting children's healthy physical and social-emotional development. Health Advocates are hired as regular members of child care staff at a center or family child care home network and are responsible for day-to-day issues related to health. The Health Advocate operates as the primary parent contact for health concerns.

ACF is interested in projects to train Child Care Health Advocates and develop educational materials to expand the career pathways of early childhood professionals, including teachers, assistant teachers, family child care providers, home visitors, health professionals and others interested in pursuing a career as a Child Care Health Advocate. The training would enable participants to attain the credentials and/or certifications necessary to carry out the roles and responsibilities of the position.

Health Information Technology

Health Information Technology (HIT) refers to the juncture of information management, medical practice, and the complex business of healthcare delivery. HIT leverages information management training and resources to improve quality and efficiency standards in the healthcare industry. According to the HHS Office of the National Coordinator for Health Information Technology, ensuring the secure use of personal

health information will improve the coordination of care and decrease the risk of medical errors possible through data sharing.

The transition from traditional, paper-based medical files to electronic health records technologies will provide expanded career pathways in health information management and technology. HIT jobs will be created in hospitals, physicians' offices, home healthcare and outpatient clinics, and residential care facilities. Further, comprehensive reforms in health law and policy will require new and updated skill sets for a range of clinical occupations (including nursing and allied health professionals), medical record technicians, coders, health information technicians, and other health information technology professionals, including but not limited to clinical informaticists.

ACF is interested in projects that incorporate state-of-the-art training and support progression in career pathways for the health information workforce using a variety of learning strategies for individuals who want to specialize in the management of health information.

Nursing

Recent trends in the delivery of healthcare services increasingly rely on highly skilled nurses working with allied health professionals in supporting clinical roles. Nursing roles range from primary patient care to case management and directing complex healthcare systems. As such, shortages of Licensed Practical Nurses (LPNs), and Vocational Nurses threaten the provision of quality care.

ACF is interested in projects that provide training and support career progression along the nursing career pathway, as well as short-term skills certification or credentialing that enables incumbent workers to advance along a career ladder in healthcare. These include licenses, certificates, and degrees from accredited nursing programs that lead to the Associate Degree of Nursing (ADN) or vocational licensure for LPNs, and positions as CNAs. ACF is also interested in academic strategies that help incumbent workers advance from an ADN to the bachelor's degree in nursing, since many RNs with an ADN find it beneficial to enter bachelor's programs to prepare for a broader scope of nursing practice.

Applicants that focus on nursing could foster transitions along articulated career pathways for graduates of education and training programs at a community college, Tribal College or University, vocational training program, or a Registered Apprenticeship program that help them qualify for entry-level and mid-level nursing positions such as a CNA, LPN, or RN.

CHARACTERISTICS OF EDUCATION AND TRAINING ACTIVITIES

It is strongly recommended that projects include activities aimed at leading program participants to employment and incorporate education and training activities that:

- Address skills and competencies demanded by the healthcare industry targeted through this FOA and described in the Healthcare Professions section;
- Support participants' advancement along a defined career pathway, such as an articulated career ladder, if such a pathway exists in the healthcare industry;
- Result in an employer- or industry-recognized certificate or degree during the period of performance. Certificates or degrees can include a license as well as a Registered Apprenticeship certificate or degree that indicates a level of mastery and competence in a given field or function. The certificate or degree awarded to participants should be based on the type of training provided through the grant and the requirements of the targeted occupation, and should be selected based on consultations with employer and labor partners, as appropriate;
- Take place at times and locations that are convenient and easily accessible for the targeted populations, or take steps to alleviate inconveniences or barriers to accessibility;

- Integrate occupational training with basic skills training to ensure that participants have the foundational skills necessary to attain and retain employment; and
- Integrate education and training activities with supportive services to ensure that participants have the support necessary to overcome barriers to participate.

Applicants may propose a wide range of activities in implementing projects that meet the requirements as outlined. When designing the proposed activities, ACF encourages applicants to use program models with previous success in serving the target populations, especially those with strong program evaluations showing positive impacts on participants. Promising models to include, but are not limited to, the following:

- Integrating academic instruction with occupational skills training in a specific career field has shown promising employment and earnings outcomes for low-income young adults. Applicants who are proposing to serve low-income young adults and high school dropouts should consider program models that strongly link opportunities to improve basic literacy and mathematics skills and obtain a high school diploma or GED with work-based learning in the healthcare industry.
- Providing on-the-job training with a specific employer who agrees to hire individuals upon successful completion of the training has been an effective way for some programs to place disadvantaged individuals into employment (subject to the provisions contained in 42 U.S.C. 1397d as specified in *Section IV.5 Funding Restrictions*, *Limitations on Use of Grants* heading of this FOA).
- Registered Apprenticeship, with the combination of on-the-job training, related technical instruction, a mentoring component and incremental wage increases, has been highly successful in training a range of participants including at-risk youth, veterans, older workers, and the unemployed (subject to the provisions contained in 42 U.S.C. 1397d as specified in *Section IV.5 Funding Restrictions*, *Limitations on Use of Grants* heading of this FOA).

Proposed projects must provide direct training and/or education, and related activities that prepare individuals for employment in the healthcare field. Direct training and/or education costs include, but are not limited to, the following types of costs: faculty/instructors, including salaries and fringe benefits; in-house training staff; support staff such as lab or teaching assistants; classroom space; and books, materials, and supplies used in the training course, including specialized equipment. As with all costs charged to the grant, the costs of equipment must meet the standards in the applicable Federal cost principles, including that the costs are reasonable and necessary to achieve grant outcomes.

While grant funds may be used to purchase equipment that is used for training and education activities provided through the proposed project, applicants are encouraged to utilize leveraged resources to support these costs to maximize the use of their grant funds.

Leveraged resources (i.e., other than the Federal share and non-Federal contribution), expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include financial, personnel, and physical resources provided to assist in the successful completion of the project.

ADDITIONAL SUPPORTIVE SERVICES

Supportive services for TANF recipients and other low-income individuals can include services such as transportation, dependent care, and temporary housing that are necessary to enable an individual to participate in activities funded through this grant. Some successful models have also included comprehensive assessments for participants, and a personal mentor or coach to provide support and encouragement throughout the training process.

Applicants should ensure that their use of grant funds on supportive services is consistent with their established written policy regarding the provision of supportive services. However, to support the

employment and training needs of the targeted populations, ACF encourages applicants to leverage other sources of funding for supportive services. Further, ACF encourages applicants to leverage funds from other sources to subsidize on-the-job training (funds received under this FOA are subject to the provisions contained in 42 U.S.C. 1397d as specified in *Section IV.5 Funding Restrictions*, *Limitations on Use of Grants* heading of this FOA, and may not be used for these purposes).

SUGGESTED STRATEGIC PARTNERSHIPS

In addition to the required partners identified in the *General Program Requirements, Consultation and Coordination* section of this FOA, applicants are strongly encouraged to include other partners that can provide resources or expertise to the project. These organizations could include, but are not limited to:

- Public and private employers, such as healthcare providers when appropriate, and industry-related organizations;
- The education and training community, which includes the continuum of education from secondary schools to community and technical colleges, four-year colleges and universities, Registered Apprenticeship programs, technical and vocational training institutions, and other educational and training entities;
- Nonprofit organizations, such as community or faith-based organizations, that have direct access to the target populations;
- Labor organizations, including but not limited to labor unions and labor-management organizations that represent workers in the healthcare sector;
- Organizations implementing projects funded by the Recovery Act that will create or support jobs in the healthcare sector;
- National, State, and local foundations, that focus on assisting participants served through the project; and
- State and local social service agencies that provide supportive services to participants served through the project.

Evidence of partnership can be demonstrated by a signed Memorandum of Understanding (MOU) between the applicant and the partner agency. The MOU should describe the role(s) and responsibilities of each entity. A third party agreement from the applicant and the partner agency can be submitted in lieu of an MOU if such agreement has not been completed by the time the application is submitted. A third party agreement should provide a timeline for completion of an MOU.

GENERAL PROGRAM REQUIREMENTS

The following sets forth mandatory interventions, partnerships, program implementation, and legislative and regulatory limitations imposed upon all successful applicants.

Eligible Participants

This FOA provides education and training, and supportive services to eligible individuals including TANF recipients receiving assistance in a State or Tribal TANF program and other low-income individuals described by the eligible entity in its application for a grant under this FOA.

An individual receiving "assistance" under a State or Tribal TANF program. For the purposes of this FOA, a TANF recipient is defined as receiving "assistance" or "cash assistance." The term "assistance" as related to a State TANF program is defined in the Code of Federal Regulations (CFR) at 45 CFR 260.31 (a) and 45 CFR 263.2 (a)(1) and for a Tribal TANF program at 45 CFR 286.10. In either case, individuals receiving TANF "non-assistance" benefits, funded with federal TANF or State maintenance-of-effort (MOE) funds, are to be considered eligible as "Other Low-Income Individuals" as specified at Section 2008(a)(4)(B)(ii) of the

Patient Protection and Affordable Care Act (Pub. L. No.111-148).

Within these categories, grantees may serve a wide range of individuals, such as high school dropouts, low-income non-custodial and other single parents, individuals with disabilities, veterans, victims of domestic violence, youth transitioning out of foster care, and individuals with limited English proficiency, etc.

Any aid, services, or incentives provided to an eligible beneficiary participating in a demonstration project under this FOA shall not be considered income, and shall not be taken into account for the purposes of determining the individual's eligibility for, or amount of, benefits under any means-tested program.

Funds awarded under this FOA are subject to the citizenship eligibility requirement of Title IV of the Personal Responsibility Work Opportunity Reconciliation Act (PRWORA) (Pub. L. No. 104-193) (See 8 U.S.C. Section 1601 et seq.). Eligible program participation is limited to individuals who are citizens of the United States. Successful applicants receiving an award are responsible for verifying the citizenship eligibility of potential beneficiaries, and must demonstrate the extent to which they will provide such verification.

Aid and Supportive Services

In providing services under this FOA, all grantees are required, if appropriate, to provide eligible individuals with:

- financial aid;
- child care services;
- case management; and
- other supportive services

Consultation and Coordination

To be eligible for funding under this FOA, applicants must demonstrate in the application that the applicant has consulted with, and that projects will be carried out in coordination with, each of the following entities:

- The State agency responsible for administering the State TANF program;
- The Local Workforce Investment Board in the area in which the project is to be conducted (unless the applicant is such board);
- The State Workforce Investment Board established under Section 111 of the Workforce Investment Act of 1998; and
- The State Apprenticeship Agency recognized under the Act of August 16, 1937 (commonly known as the National Apprenticeship Act) (or if no agency has been recognized in the State, the Office of the Apprenticeship of the Department of Labor).

Evidence of coordination can be demonstrated by a signed Memorandum of Understanding (MOU) between the applicant and the partner agency. The MOU should describe the role(s) and responsibilities of each entity. A third party agreement from the applicant and the partner agency can be submitted in lieu of an MOU if such agreement has not been completed by the time the application is submitted. A third party agreement should provide a timeline for completion of an MOU.

Non-Supplanting and Augmentation

Applicants who are current recipients of Federal, State or local financial assistance are required to demonstrate the extent to which they will ensure that any award of Federal funds under this FOA will not supplant other Federal, State or local funds which otherwise have been made available.

Additionally, applicants may not submit application plans to augment their current Federally funded programs, nor may funds be used to continue or extend existing grants. For example, the applicant may not simply modify the budget, or propose to increase the numbers of participants of a currently funded program, and use a previously submitted application for this FOA. The applicant must instead demonstrate the extent to which their proposal meets the unique goals and objectives of the current FOA.

Planning Period

Successful applicants will be given up to 120 days for intensive and comprehensive planning. Planning activities include, but are not limited to:

- Partnership building;
- Coalition building;
- Development of MOUs and/or interagency agreements;
- Procurement; and
- Hiring and Training Staff (Project Director must be hired during this period)

Federal Evaluation

As a condition of acceptance of a grant award, all funded applicants are required to agree to participate fully in a Federal evaluation, if selected, and to follow all evaluation protocols established by ACF or its designee contractor.

Entrance Conference and Annual Peer Conference

Successful applicants are expected to attend the entrance conference and an annual peer conference in Washington, D.C. The project director and the key staff person(s) responsible for tracking and documenting progress toward project milestones and outcomes must attend all meetings. Applicants must allocate sufficient funding in their proposed program budget to cover travel, transportation, and per diem expenses for each of these three-day meetings in the event they receive a grant award. Additional funds for travel expenses will not be available once grants are awarded.

Technical Assistance and Monitoring

Successful applicants must agree to work coopertively with ACF-sponsored technical assistance and monitoring. Grantees must allow ACF to observe program activities and participate in full partner staff meetings designed to guide the fulfillment of the applicant's project objectives.

Reporting

Successful applicants awarded a grant under this FOA must conduct and submit interim reports, on a semi-annual basis, on activities carried out under the project and include assessments and documentation performance based on proposed plan and outputs an outcomes achieved during each period. ACF intends to develop uniform data collection instruments and guidelines within the first year of the grant period. The goal is to show improved outcomes for eligible individuals and to address healthcare profession workforce needs. A description of reporting requirements may be found in *Section VI.3* of this FOA.

DEFINITIONS OF TERMS

Program-specific terms and concepts in this FOA are based on the following definitions:

Certifications (As used in *Section I* of this FOA**) -** A certificate is awarded in recognition of an individual's

attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by Workforce Investment Boards are not included in this definition. Work Readiness Certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within the state;
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in Federal student financial aid programs;
- A professional, industry, or employer organization using a valid and reliable assessment of an individual's knowledge, skills, and abilities;
- A Registered Apprenticeship program (http://www.doleta.gov/oa/);
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession;
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons;
- Job Corps centers that issue certificates; or
- Institutions of higher education that are formally controlled, or have been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Consultation and Coordination - *Consultation* means that applicants will seek, consider, and where feasible, agree upon advice, guidance and/or recommendations in the development of the proposed projects. *Coordination* means that applicants will establish business processes, protocols, partnership agreements, referrals, implementation strategies, Memoranda of Understanding, etc., that will be utilized during the course of project implementation to assist the applicant in carrying out the goals and objectives throughout the entire project period.

Cooperative Agreement - The Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. 6301) defines the cooperative agreement as an alternative assistance instrument to be used in lieu of a grant whenever substantial Federal involvement with the recipient during performance is anticipated. The difference between grants and cooperative agreements is the degree of Federal programmatic involvement rather than the type of administrative requirements imposed. Therefore, statutes, regulations, policies, and the information that are applicable to grants also apply to cooperative agreements, unless the award itself provides otherwise.

ADDITIONAL RESOURCES

Online Work Readiness Assessment

ACF recognizes that client assessment policies and practices can be an effective strategy to assessing clients in areas related to employability, work related needs and support issues. States have developed various approaches to assessing the needs of low-income individuals. The standardization of assessments is an effective approach to assessing the work readiness capabilities of TANF recipients. The Office of Family Assistance (OFA) is offering a free online web-based tool designed to assess the readiness of low-income and underserved populations as they seek employment.

The Online Work Readiness Assessment (OWRA) is a comprehensive interactive online assessment tool designed to TANF agency staff in making informed decisions about an individual's employability and work readiness. The tool identifies strengths and limitations to employment, develops a self-sufficiency plan that connects to educational and training needs, and offers links to other tools that map career goals that could help individuals on a progressive career ladder. OWRA is an effective roadmap that aides the customer as well as the case worker in providing a detailed format to guide employment planning for individuals. OFA will provide the entire source code and users guide that support implementation of this tool. Downloadable files can be found at http://peerta.acf.hhs.gov/tanftc/index.cfm/download-the-owra-tool/. The use of this tool is voluntary. If applicants choose to use this tool, they will be responsible for costs associated with support deployment, hosting and maintenance of the OWRA tool.

Industry Competency Models

ACF supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting.   Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models visit the Competency Model Clearinghouse (CMC) at http://www.careeronestop.org/CompetencyModel. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$7,500,000
Expected Number of Awards:	3
Award Ceiling:	$5,000,000 Per Budget Period
Award Floor:	$1,000,000 Per Budget Period
Average Projected Award Amount:	$2,500,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

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

The lowest award amount offered under this FOA is $1,000,000. Requests for awards at an amount lower than $1,000,000 or higher than $5,000,000, will be disqualified from competitive review. Please see *Section III. Disqualification Factors*.

In addition, continued funding of awards are determined by the satisfactory progress of the grantee and/or the determination that continued funding is in the best interest of the government.

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

In order to ensure that ACF meets its compliance and technical assistance responsibilities, grants awarded under this FOA will be funded in the form of Cooperative Agreements. Federal involvement may include the following:

1. The Office of Family Assistance will provide consultation and will review and approve the work plan for the project and any revisions made to the work plan during the budget/project period.

 2. The Office of Family Assistance will collaborate with (GRANTEE AGENCY) in the selection of the (as appropriate advisory or working groups) and will attend work group meetings.

 3. The Office of Family Assistance will organize periodic consultations, meetings, briefings, teleconferences, and other forums, as necessary, with (GRANTEE AGENCY) to review current and planned activities, to share information, and to promote national coordination. The first of these meetings will occur within 60 days of the financial assistance awards so that (GRANTEE AGENCY) can brief the Office of Family Assistance on the current operations of the (ACTIVITY AND/OR GOALS) and future plans for development and implementation of (the activity).

 4. The Office of Family Assistance will review and approve all resumes for key positions on the project.

 5. The Office of Family Assistance will keep (GRANTEE AGENCY) informed about expectations for performance,current ACF/OFA policy, and ACF's vision for education and training in the healthcare field.

 6. The Office of Family Assistance will provide opportunities for and will facilitate coordination and collaboration with the (GRANTEE AGENCY),and to the extent necessary, other contractors or grantees funded by the Office of Family Assistance.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

The only eligible applicants are Indian Tribes, tribal organizations, and Tribal Colleges and Universities . The terms "Indian Tribe" and "tribal organization" have the meanings given those terms in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. Section 450b)."

Tribal College or University - The term 'Tribal College or University' has the meaning given that term in Section 316(b) of the Higher Education Act of 1965 (20 U.S.C. 1059c(b)).

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information,* will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.

- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Applications with requests that fall below the floor on the amount of the individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at
http://www.acf.hhs.gov/grants/grants_resources.html.
Standard Forms are also available at the Grants.gov Forms Repository website at
http://apply07.grants.gov/apply/FormLinks?family=15.

OFA Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814
Phone: (866) 796-1591
Email: ofa@luxcg.com

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at
1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

The application limit is 40 pages total including all forms and attachments. Pages over this page limit will be removed from the application and will not be reviewed. Pages must be numbered beginning with page number 1, and a table of contents should be included for easy reference.

All applications must be submitted with the Standard Federal Forms or through the electronic links provided at the end of this announcement and follow the guidance provided.

The application must be typed, double-spaced, printed on only one side, with at least 1 inch margins on each side and 1 inch at the top and bottom, using a standard 12-point font (Times New Roman).

All copies of an application must be submitted in a single package, and a separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way **separate subsections** of the application, including supporting documentation; however, each **complete** copy must be stapled securely in the upper left corner. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and ACF interest in each topic. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

All required Standard Forms are available at http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications
Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms or at the Grants.gov Forms Repository unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their

compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

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

D-U-N-S Requirement
All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number.   A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, Grants.gov.   A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at http://www.dnb.com. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.
You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

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 topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

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

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

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies 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.

Approach

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.

Provide a clear definition of the objectives and needs for assistance, including employment needs of the targeted occupations in the designated community, which supports the request for assistance under this FOA. There should be a clearly articulated and documented correlation between the occupations selected and the mandated objectives that occupations should pay well, and are either expected to experience labor shortages or be in high demand. Applicants will include a definition of "pay well" supported by income data and wages of the healthcare profession within the targeted community.

Describe the people to be served in terms of population size and demographic characteristics, including relevant employment trends, and employment needs of the low-income population in the targeted community.

Develop a comprehensive work plan that describes the specific roles of each of the four (4) required consultation and coordination entities (See *General Program Requirements, Consultation and Coordination* section of this FOA). Evidence of consultation and coordination can be demonstrated by a signed Memorandum of Understanding (MOU) between the applicant and the entities. The MOU should describe the role(s) and responsibilities of each entity, including training, supportive services, referrals, expertise, and/or other activities that they will contribute to the project. A third-party agreement from the applicant and the entities can be submitted in lieu of an MOU if such agreement has not been completed by the time

the application is submitted. A third-party agreement should provide a timeline for completion of an MOU.

ACF expects the following tasks to be completed and lead to project start-up by the end of a planning period of up to 120 days: (1) signed Memoranda of Agreement among all partners, including the four required entities; (2) hire and train key staff (Project Director must be hired during this period); and (3) begin the procurement process for any materials and services. Detail the strategies for accomplishing these, and any other planning-related activities, during the planning period.

Outline a comprehensive outreach and recruitment strategy that is inclusive of the target populations and defines a clear process for identifying, referring, and retaining individuals in the education and/or training programs. The applicant clearly identifies the populations (i.e., State TANF recipients receiving assistance and/or other low-income individuals) that will be targeted by the project, and explain how the proposed strategy will enable the project to effectively recruit those populations.

Include a detailed explanation of the proposed training activities that describes how the project will comprehensively address healthcare training and education needs of the targeted populations, including a discussion of how the design of the training activities will account for the current skill and education level, age, language barriers, or level of work experience of the targeted populations. Explain how the project will address barriers to employment by combining training services with supportive services, such as child care or transportation, as appropriate for each targeted population.

Describe how the project will place participants on a career pathway; that education and training will focus on the occupations within the healthcare industry and focuses on skills and competencies demanded by the selected occupations; that the project will integrate basic skills training where appropriate; and that the training will lead to an appropriate employer-or industry-recognized certificate or degree (which can include a license, as well as a Registered Apprenticeship certificate or degree); and that activities take place at times and locations that are convenient and easily accessible for the target populations.

Provide a description of the methods used for engaging employers, identifying specific job needs, and referring participants to employers. If applicable, the applicant should identify specific employers that indicate plans to hire project participants that complete training.

Detail the experience of the organization's staff in providing healthcare training and education and with working with low-income individuals and describe how such expertise will enable the organization to successfully complete the proposed project. Describe the organization's level of experience in developing collaborative working relationships with the four required entities and any other partners. Include a description of the organization's capabilities and experience relative to this project, detailing the organization's experience with administration, development, implementation, management, and evaluation of healthcare-related training and education.

If partnering with organizations that have not yet been identified, clearly describe the approach and criteria that it will use to select partners (exclude from this description the four required entities identified in the *General General Program Requirements, Consultation and Coordination* section of this FOA).

Describe the organization's fiscal, administrative, and performance management capacity to implement the key components of this project, and the track record of the organization, including its voluntary and required partners, in implementing projects of similar focus, size, and scope. Include a clear definition of the role and responsibilities of the lead agency.

In preparing the budget narrative, describe the fiscal controls that will ensure the prudent use, proper disbursement, and accurate accounting of funds.

Include a written commitment that funds will only be used for the activities identified in this FOA.

Evaluation

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.

Describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes. Include a description of how the organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes. Also describe any specific data management software and/or resources for performance reporting.

Describe any assurances that key staff responsible for tracking progress toward project milestones and measuring the outcomes of the project possesses adequate knowledge, training and experience.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

1. Tribal Colleges and Universities must provide the charter developed by its own tribal government, which created their institution.
2. A statement by the Tribal organization that they have been designated by the Indian Tribe to apply for and administer grants to the service population.

Logic Model
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 interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources.

Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Project Sustainability Plan

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.

Organizational Capacity

- Organizational charts
- Documentation of experience in the program area
- 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.

Third-Party Agreements

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.

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 the funding sources identified in Block 18 of the SF-424.

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.

General

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

budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

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

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.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of 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.

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.

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.

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 thirdparty 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.

Other

Description: 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.

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.

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.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description 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 information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.

- The Funding Opportunity Announcement is found on the Grants.gov website at http://www.grants.gov where the electronic application can be downloaded for completion.

- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).

- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and* Times, of this announcement.

- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).

- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.

- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.

- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact

Center at:1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.

- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.

- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.

- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission
Applicants that are submitting their application in paper format should 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 Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

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.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **[Insert 45 days from date of publication]**

Explanation of Due Dates
The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications
Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications
Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at
http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.

2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.

3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications
No appeals will be considered for applications classified as late under the three cited circumstances:

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**

- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**

- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time
ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

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

Applicants who submit their application packages electronically via http://www.Grants.gov will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via http://www.Grants.gov

IV.4. Intergovernmental Review of Federal Programs

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

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

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

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

Applicants may only use funds to provide supportive services to individuals who are participating in activities provided through the grant who are unable to obtain such services through other programs, and when such services are necessary to enable individuals to participate in education and training activities.

Limitations on Use of Grants

Section 2005(a) (other than paragraph (6)) of the Social Security Act (42 U.S.C. Section 1397d(a)) applies to grants awarded under this FOA to the same extent and in the same manner as such section applies to payments to States under Title XX of the Social Security Act (the Social Services Block Grant). Section 2005(a) provides that grants may not be used by the State, or by any other person with which the State makes arrangements to carry out the purposes of Title XX, for the following purposes:

(1) for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than minor remodeling) of any building or other facility;

(2) for the provision of cash payments for costs of subsistence or for the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary emergency shelter provided as a protective service);

(3) for payment of the wages of any individual as a social service (other than payment of the wages of welfare recipients employed in the provision of child day care services);

(4) for the provision of medical care (other than family planning services, rehabilitation services, or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which grants may be used under this title;

(5) for social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution;

[Limitation six (6) is intentionally left blank. Applicants are exempt from this provision].

(7) for any child day care services unless such services meet applicable standards of State and local law;

(8) for the provision of cash payments as a service (except as otherwise provided in this section);

(9) for payment for any item or service (other than an emergency item or service) furnished-

(A) by an individual or entity during the period when such individual or entity is excluded under this title or title V, XVIII, or XIX pursuant to Section 1128, 1128A, 1156, or 1842(j)(2), or

(B) at the medical direction or on the prescription of a physician during the period when the physician is excluded under this title or title V, XVIII, or XIX pursuant to Section 1128, 1128A, 1156, or 1842(j)(2) and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person); or

(10) in a manner inconsistent with the Assisted Suicide Funding Restriction Act of 1997.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail
OFA Operations Center c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Hand Delivery
OFA Operations Center c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Electronic Submission
See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

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 addresses each of the criteria listed. Applicants should address these criteria in their application materials.

The entire application will be reviewed and evaluated. Particular emphasis will be placed upon the strengths and weaknesses of the application's correlation to the FOA's *Funding Opportunity Description* (See *Section I*). ACF is interested in funding projects that demonstrate the ability to provide eligible individuals (TANF recipients and other low-income individuals) with the opportunity to obtain education and training for occupations in the healthcare field that pay well, and are expected to either experience labor shortages or be in high demand.

The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

PROJECT PROPOSAL	Maximum Points: 60

The project description is clear and complete and includes specific and measurable goals and objectives. The main body of the application should be a clear statement of work to be undertaken and objectives for the period of the proposed work. Data or other strong evidence for proposed projects are related to the local areas or communities where participants will be trained and prepared for employment. (0-20 points)

- The overall project goals and objectives, and the plans and procedures for achieving them, are well developed. Goals and objectives parallel those of the logic model.
- The application's proposal is clearly aligned with the program's objective to prepare participants for employment in the healthcare sector, and leads to an industry-recognized certificate or degree.
- The application demonstrates a clear understanding of the occupational priorities referenced in this FOA (i.e., expected to experience shortages or be in high demand high demand; and that pay well), and the rationale for selecting the proposed occupation(s) is well documented.
- The trends and employment demand of the proposed healthcare occupation(s) are specific and supported by reliable demographics of the community to be served.
- The application clearly articulates the relationship between the target population and the healthcare needs of the targeted community.

The application directly supports, and is aligned with, the FOA's strategic priorities and goals for training and education in the healthcare field (0-10 points).

- The characteristics of education and training activities identified as part of the application's project design and implementation are appropriate to accomplish the specific goals of the project.
- The application reflects promising practices in healthcare education and training for the targeted population (e.g., evidence-based research considered in the program's design and strategy).

The application clearly demonstrates an understanding of the *General Program Requirements* **contained in** *Section I* **of the FOA and describes in detail the extent to which each would be met (0-20 points).**

- The application clearly identifies the specific target population as it relates to the eligible individuals, and describes how the organization will ensure that theindividuals are eligible to receive these services (e.g., they are low-income; meet citizenship requirements, etc).
- Project shows specific evidence of broad stakeholder involvement of the four entities required for consultation and coordination, including a specific commitment of support from the leadership of **each** of those organizations (See *Section I, Consultation and Coordination*).

The plan to evaluate the success of the project and to measure the benefits to the targeted population is complete and appropriate. A detailed evaluation plan appropriate to the scale of the project will determine how effectively the project has achieved its goals (0-10 points).

- The logic model demonstrates strong links between proposed inputs and outcomes.
- The expected project inputs and outcomes are clearly identified and measurable. Basic program outcomes may compare measures such as quality, stability or satisfaction of participants.
- The application provides a description of how the project will document progress toward project milestones that are thorough, reasonable and adequate for the project's size and scope, including resources such as staff experience, data management, etc.).

PROJECT IMPLEMENTATION	Maximum Points: 30

The activities and events are clearly outlined and related to program goals and objectives. (0-5 points)

- The rationale for selecting particular activities or components for development or adaptation is clearly articulated.
- An adequate description of the general plan of work, including the broad design of activities to be undertaken, is stated.
- The activities described in the proposal may reasonably be carried out within the timeline identified.

The responsibilities/roles of the organization's staff and its partners are specifically stated. (0-10 points)

- The roles and/or responsibilities of all personnel are described in the proposal. They are clear concerning what involvement, leadership, experience, and commitment each staff/partner has in the project.
- The roles and responsibilities of the staff/partners are reflected in the time each devotes to the project as outlined in the budget.

The plan for working with the eligible population is thorough and appropriate (0-15 points)

- A justification for the supportive services to be provided is thorough and includes those services identified in *Section I* of the FOA.
- The proposed support services correlate with the barriers and needs representative of the target population.
- Recruitment and retention strategies are specific and take into consideration the particular needs of the target population.

BUDGET	Maximum Points: 10

The budget is clearly outlined and justifies the amount requested. (0-10 points)

- The application must include a budget that documents and justifies the amounts requested. The budget request is realistic for the project and reflect the goals of the project.
- The costs of the proposed project are reasonable in view of the types and range of activities and services to be conducted, the number of participants to be served, and the expected results and benefits.
- The application demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to effectively administer grant funds. The description is complete and demonstrates the organization's ability to comply with Federal rules and regulations related to the grant's fiscal and administrative requirements.
- The application includes a written statement that funds will only be used for the activities identified in the FOA.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of 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 and are one element of the decision-making process.

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

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

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

Applications will be reviewed by the Summer of 2010. Grants will be made no later than September 30, 2010.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document 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 FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

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.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other

religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: http://www.hhs.gov/fbci/regulations/index.html.

The Code of Federal Regulations (CFR) is available at http://www.gpoaccess.gov/CFR/.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

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. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. 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 Financial Assistance Award (FAA). The HHS GPS is available at http://wwwacf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII.*

Agency Contacts of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at
http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. Agency Contacts

Program Office Contact
Tanya R. Howell
Department of Health and Human Services
Adminstration for Children and Families
Office of Family Assistance
370 L'Enfant Promanade SW 5th Floor East
, DC 20447
Phone: (202) 205-8714
Email: Tanya.Howell@acf.hhs.gov

Office of Grants Management Contact
Tim Chappelle
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade SW 6th Floor East
, DC 20447
Phone: (202) 401-4855
Email: Tim.Chappelle@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at
1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites
U.S. Department of Health and Human Services (HHS) on the Internet http://www.hhs.gov/.

Administration for Children and Families (ACF) on the Internet http://www.acf.hhs.gov/.

Administration for Children and Families - Funding Opportunities
homepage   http://www.acf.hhs.gov/grants/.

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

Code of Federal Regulations (C.F.R.) http://www.gpoaccess.gov/cfr/index.html.

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

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page
at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage
at http://apply07.grants.gov/apply/FormLinks?family=15.

Versions of other Standard Forms (SFs) are available on the Office of Management and
Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at
http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov /apply/FormLinks?family=15.	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Logic Model	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	Required of all applicants for projects of three years (36 months) or more in length. By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission due by date of award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission due by application due date found in Overview and Section IV.3.

	Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	

Signature

Date: _____