



ADMINISTRATION FOR
CHILDREN & FAMILIES

370 L'Enfant Promenade, S.W., Washington, DC 20447 www.acf.hhs.gov

ACF CONTINUATION NOTIFICATION

April 1, 2014

Ms. Samantha Westcott
Children's Hospital Los Angeles
4650 Sunset Boulevard, Mail Stop #97
Los Angeles, CA 90027

Grant Number: 90FK0034
Budget Period: 09/30/14 to 09/29/15

Dear Ms. Westcott:

The Office of Family Assistance, Administration for Children and Families (ACF), Department of Health and Human Services (HHS) is pleased to announce the availability of a new one-year non-competing continuation grant for your *Pathways to Responsible Fatherhood* program. ACF has taken this action in an effort to increase the consistency and stability in program implementation, particularly in view of grantee progress toward achieving program goals. Additionally, an additional one-year non-competing continuation grant would enhance The Parents and Children Together (PACT) and Fatherhood Re-entry research evaluations of Healthy Marriage and Responsible Fatherhood (HMRP) programs currently underway.

This grant allows current grantees, who will have completed the original three-year grant by September 29, 2014, to continue their work for an additional year. Your grant is currently scheduled to end on September 29, 2014; an additional one year non-competing continuation would extend the project period end date to September 29, 2015 and provide full funding for a fourth budget period that is scheduled to start on September 30, 2014. **Within 10 business days of the date of this letter, the non-competing continuation application kit will be posted to GrantSolutions.** If your organization is interested in carrying out the *Pathways to Responsible Fatherhood* program for an additional year, we invite your organization to submit a non-competing continuation application for the fourth budget period **by June 12, 2014**. This one-year continuation grant is the only funding opportunity available for Healthy Marriage and Responsible Fatherhood activities in FY 2014.

Your application and program plan should be based on a re-funding level of \$784,521.00. The re-funding amount is a planning ceiling and is subject to revision if ACF alters resources or refunding policies prior to award of the continuation grant. Additionally, ACF may offset your new continuation award against any estimated un-obligated balance. Continued funding will be

subject to the availability of funds and satisfactory progress, which is measured in part by the timely submission of the required financial and program reports.

Your application must include the required Assurances and Certifications, the SF 424, SF-424A and budget justification totaling no more than the approved funding level referenced above. **The SF-424 and SF-424A must also be completed online to ensure that the budget information automatically populates the budget worksheet.** This will help avoid any delay in having to request a resubmission of these documents. In addition, your application should include a brief program narrative describing significant accomplishments and problem areas during the previous budget period and any significant changes in the project that you anticipate.

To avoid delay in processing your organization's non-competing continuation application, you must meet all deadlines for program progress and federal financial reports (SF-425).

We also remind you that grantees are required to submit all draft third-party contracts, if applicable, along with your continuation application (refer to "Contractual" in the continuation application instructions).

Electronic Application Submissions

ACF has implemented required electronic submission of non-competing continuation applications via www.grantsolutions.gov. Applicants are now required to submit their applications electronically through this web page.

Electronic applications will only be accepted via www.grantsolutions.gov. ACF will not accept applications submitted via email or via facsimile. **The deadline for electronic application submission is 11:59 p.m., ET on June 12, 2014.**

For assistance with the electronic submission process, please see: **Training Slides- Processing a Non-Competing Application in GrantSolutions Grantee Manual**
<https://www.grantsolutions.gov/cf/display/GranteeUsers/Home>

It is permissible for the authorized representative to delegate authority to the project investigator/project director to submit applications on their behalf. If the authorized representative delegates authority to the project investigator/director, a statement indicating such must be submitted via email to your individual program specialist and your grant specialist and uploaded as a Grant Note in GrantSolutions. A separate Account Request Form must be completed for each user.

CCR Registration

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration may be made online at www.sam.gov or by phone at 1-866-606-8220. The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. If you had an

active record in CCR, you have an active record in SAM.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

If you have any questions concerning your non-competing continuation application, please contact your Program Specialist, Katie Chiarantona, at 202-358-2405, and/or your Grants Management Specialist, Roy Payne, at roy.payne@acf.hhs.gov or by phone at 202-401-4807.

Sincerely,

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