OMB #: 0970-0604
Expiration Date: 03/31/2026

Administration for Children and Families

CONGRESSIONALLY DIRECTED COMMUNITY PROJECT - UNIFORM PROJECT DESCRIPTION (CDCP-UPD)

WHAT IS THE CDCP-UPD:

The CDCP-UPD is a series of standardized text options that program office staff will use to select required elements of the Project Description and the Project Budget and Budget Justification for recipients who have been identified by Congress for Administration for Children and Families (ACF) funding. Recipients must provide sufficient information in response to the options selected by the program office, so activities can be assessed for risk and needs for Technical Assistance and additional monitoring.

HOW THE CDCP-UPD IS USED:

The CDCP-UPD are generic instructions regarding a grant project description, however, text options may be tailored for program-specific requirements. Program offices will select options linked to standard language that may not be modified in any way. Substantial portions of the standard language in the CDCP-UPD were modeled on OMB-approved ACF UPD (OMB 0970 -0139). The overall options for CDCP-UPD have been reduced and simplified, as the Congressionally Directed recipients will not face a competitive review. Sufficient information is gathered to ensure appropriate activities, eligibility, establish monitoring and TA as needed, and address requirements identified by the program office, Congress, ACF, Department of Health and Human Services (HHS), and the Office of Management and Budget (OMB).

The language highlighted in blue in the CDCP-UPD are instructions to the program office drafters and does not appear in the CDCP-UPD when provided to the CDCP recipients.

Program offices will only choose standard language options that are necessary and important for response by applicants. Program offices may choose to use the optional text boxes which allow them to include program specific language relevant to the CDCP cohort, to the award terms and conditions, and funding source and regulations.

- **Outcomes** A text box is available for clarifying outcomes allowed under the federal funding legislation and regulations.
- **Approach** A text box is available that allows the PO to include further instructions for applicants that will tailor the project description to the requirements of the specific program described by the funding legislation or program office regulation.
- **Organization Capacity** A text box is available to give further instructions on organizational capacity requirements.
- **Project Timeline and Milestones** A text box is available to identify program office statutory and regulatory requirements. In addition, it is suggested to the drafters that the allowable project and budget period may be noted in this text box.
- **Plan for Oversight of Federal Award Funds and Activities** A text box is available to give further instructions on project oversight activities to ensure compliance with terms and conditions
- **Project Budget and Budget Justification** A text box is available for program specific budget items and regulatory requirements.

The CDCP-UPD is a section of the CDCP Application Guidance which will be provided to CDCP recipients when annual Appropriations are final. Each section of the CDCP-UPD noted above will include standard language that cannot be altered and text boxes to allow the PO to enter program specific information. Program offices will be guided at all times to provide the minimum guidance to ensure sufficient information is obtained to assess risk, identify needs for TA and monitoring, and address other requirements of Congress, ACF, HHS, and OMB.

OTHER INFORMATION COLLECTIONS IN CDCP Application Guidance:

- Pre-Award Information Collections: It is acceptable to include references and URLs to program-specific application forms and formats in the CDCP Application Guidance only when those collections have received OMB approval under the requirements of the Paperwork Reduction Act (PRA).

- All forms required in the CDCP application process are OMB-approved. Forms, formats, or other requests for information that are not approved information collections, may not be included in CDCP Application Guidance.

- Post-Award Information Collections, Other than Reporting on OMB-Approved forms: If a program office requires a specific set of questions for evaluation of a project **post-award,** OGP will work with OPRE to assist the program office in determining whether the collection requires OMB approval.

- Program-specific Reporting Requirements: All reporting requirements that are in addition to ACF's standard form for Program Performance Reporting (PPR) are required to have OMB approval if the reporting requirements apply to 10 or more respondents.

- In cases where the program office or Congress expects recipients to collect and report on specific data or variables, the program office or the grantee may be required to submit a request for full OMB approval of an Information Collection prior to providing the CDCP Application Guidance to recipients for a given fiscal year. The program office should consider whether to pursue generic OMB clearance (a somewhat shorter process) for expanding on the Program Performance Report (PPR) requirements for their recipients.

PAPERWORK REDUCTION ACT

Whenever information is solicited from the public, or from a non-Federal agency, the requesting Federal agency must implement the requirements of the PRA of 1995 [44 U.S.C. §§ 3501-3520]. Public reporting burden for this collection of information is estimated to average 30 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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.

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

For questions about how to use the CDCP-UPD: Wendy DeCourcey, Senior Social Science Research Analyst Office of Planning Research and Evaluation Wendy.decourcey@acf.hhs.gov (202) 260-2039	For OMB clearance related questions: Molly Jones ACF PRA Reports Clearance Officer Office of Planning, Research & Evaluation (OPRE) mary.jones@acf.hhs.gov (202) 205-4724

Section III. REQUIRED APPLICATION CONTENT

A. PROJECT DESCRIPTION

The application must address the purpose identified by Congress. In addition, the proposed federal budget must not exceed the amount identified by Congress.

Your application's Project Description must include the following:

1. *OPTION*: **OUTCOMES:**

Program office drafters must request only the minimum information needed to assess risk, identify needs for TA and monitoring, and address other requirements of the program office, Congress, ACF, HHS, and OMB. Use the text box if needed to identify program office, statutory or regulatory requirements.

Applicant should identify and define expected outcomes from the funded activities.

Text Field: Outcomes

2. *OPTION:* **APPROACH:**

Program office drafters must request only the minimum information needed to assess risk, identify needs for TA and monitoring, and address other requirements of the program office, Congress, ACF, HHS, and OMB. Use the text box if needed to identify program office, statutory or regulatory requirements.

The planned activities should be consistent with the congressionally identified purpose. The Project Approach should explain how the applicant organization will implement all activities for which federal funds will be used. Outline a plan of action that describes the scope and detail of how the funded activities and outcomes will be accomplished. When appropriate to the funded activity, a staffing plan should be included. Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

ACF is particularly interested in project descriptions that convey strategies for achieving intended outcomes.

The Approach must be clear, concise, and complete. Cross-referencing should be used rather than repetition. All identified activities should be clearly linked to costs described in budget justification.

If federal funds are being used to conduct evaluation or research activities, those activities should be clearly described, including the research questions, methods and design.

Subawards and subrecipients have requirements distinct from subcontracts, contracts or collaborative partnerships. If subawards or subrecipients are proposed, include in your Approach the oversight plan consistent with guidance for Subawards and Subrecipients under *III.B Project Budget and Budget Justification.*

Text Field: Approach

3. *OPTION*: **PROJECT TIMELINE AND MILESTONES:**

Program office drafters must request only the minimum information needed to assess risk, identify needs for TA and monitoring, and address other requirements of the program office, Congress, ACF, HHS, and OMB. Use the text box if needed to identify program office statutory or regulatory requirements. It is suggested that the project period and budget period may be included in the text box.

Provide quantitative monthly or quarterly projections (<u>for the entire project period</u>) of the accomplishments to be achieved for each function or activity, in quantified terms. For example, the achievement could be the number of people to be served and the number of activities accomplished. Identified target achievements should be consistent with your described Outcome and Approach. The timeline may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Text Field: Project Timeline and Milestone

4. *OPTION:* **ORGANIZATIONAL CAPACITY:**

If you include Organizational Capacity, that means that at least one item in the checklist below will be selected. Use the text box if needed to identify program office, statutory or regulatory requirements. Program office drafters must request only the minimum information needed to assess risk, identify needs for TA and monitoring, and address other requirements of the program office, Congress, ACF, HHS, and OMB.

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

- ☐ Organizational charts
- ☐ Resumes
- ☐ Curricula Vitae (CV)
- ☐ Biographical Sketches (short narrative description)
- ☐ Job descriptions and qualifications for each vacant key position.
- ☐ College transcripts for graduate student research fellows
- ☐ List of Board of Directors
- ☐ Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- ☐ Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- ☐ Audit summary report including auditor's opinion in lieu of the full audit report, if applicable.
- ☐ Copy or description of the applicant organization's fiscal control and accountability procedures.
- ☐ Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this NOFO.
- ☐ Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- ☐ Copy or description of the applicant organization's personnel policies.
- ☐ Names of payment/performance bond carriers used by the applicant organization (construction projects).
- ☐ Child-care licenses and other documentation of professional accreditation.
- ☐ Information on compliance with federal/state/local government standards.

Text Field: Organizational Capacity

5. *OPTION*: **THIRD-PARTY AGREEMENTS**

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

6. *OPTION*: **LEGAL STATUS OF APPLICANT ORGANIZATION**

Check the box to include language regarding Legal Status in the Project Description. Currently CDCP projects must be non-profit. Program office drafters must request the minimum information needed to assess risk, identify needs for TA and monitoring, and address other requirements of the program office, Congress, ACF, HHS, and OMB.

Applicants must provide proof of Non-Profit Status.

Proof of Non-Profit Status Options:

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

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

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

7. *OPTION*: **PLAN FOR OVERSIGHT OF FEDERAL AWARD FUNDS AND ACTIVITIES**

Program office drafters must request only the minimum information needed to assess risk, identify needs for TA and monitoring, and clarify other federal regulatory requirements.

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

These regulations set forth the standards for effective oversight for:

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

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

Subawards and Subrecipients: Subawards and subrecipients are distinct from contracts, subcontracts or collaborative partnerships: subaward or subrecipients are responsible for major portions of the funded activities. If subrecipients or subawards are proposed, the prime recipient is responsible for monitoring the activities of the subrecipient and subawards as necessary to ensure that the funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. For more information about budgeting for subawards and subrecipients, see the *Section III.B Contractual* section below.

In the application, the prime recipient must describe their monitoring plan if using subrecipients. This should include your plan for communication with the subrecipients. The monitoring plan in your proposal <u>must</u> include:

(1) Reviewing subrecipient(s)' financial and performance reports that are required by the prime recipient.

(2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies (pertaining to the federal funds provided to the subrecipient from the prime recipient) detected through audits, on-site reviews, report reviews, and other means.

(3) Issuing a management decision for audit findings pertaining to the federal funds provided to the subrecipient from the prime recipient.

Accordingly, both the budget and proposed activities should reflect the oversight plan for any subrecipients.

Text Field: Plan for Oversight of Federal Award Funds and Activities

B. <u>PROJECT BUDGET AND BUDGET JUSTIFICATION</u>

Program office drafters must request only the minimum information needed to assess risk, identify needs for TA and monitoring, and clarify other federal regulatory requirements. The text box may be used to update information regarding budget requirements and regulations.

NOTE: <u>Do not</u> exceed the federal budget amount congressionally identified for your project. The award ceiling identified for your organization reflects the total costs including both direct and indirect costs.

Applicants are required to submit a project *budget* and a *budget justification* with their application. Guidance is provided below regarding each line-item budget category and details that are required for justification.

The project *budget* is entered on the Budget Information Standard Form (SF) SF-424A. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The SF-424A should reflect the 1-year budget and project period.

The *budget justification* consists of a budget justification and a line-item budget detail that includes detailed calculations for the amounts entered under "object class categories" on the Budget Information Standard Form SF-424A. The *budget justification* should include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The information should fully explain and support the SF-424A line-item amounts. Discuss the necessity, reasonableness, and allocation of the proposed costs.

It should be possible to link the information in the budget and budget justification to the proposed activities and outcomes laid out in the *Outcomes* and *Approach* section of your application.

EXECUTIVE AND SENIOR LEVEL PAY. *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this application guidance may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/. The Executive Level II salary reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

COMMITMENT OF NON-FEDERAL RESOURCES

Social Services Research and Demonstration (SSRD) legislation is the funding source for ACF CDCP projects [42 United State Code § 1310]. SSRD funds may pay for part of research and demonstration projects that are consistent with the legislation. Therefore, cost sharing is required but there is no statutory minimum for cost sharing. Applicants may volunteer non-federal funds in their application. If the applicant volunteers to include non-federal funds in their SF-424 and SF-424a, they are committed to providing those funds. Volunteered non-federal funds should be identified in Block 18 of the SF-424.

If the volunteered non-federal funds are accepted by ACF, the non-federal resources will be included in the approved project budget and in the award documentation. The applicant will be held accountable for all volunteered non-federal funds as shown in the Notice of Award (NOA). **A recipient's failure to provide the volunteered non-federal funds may result in the disallowance of federal funds. Recipients will be required to report obligation of these funds in their Federal Financial Reports.**

ADDITIONAL PROJECT BUDGET AND BUDGET JUSTIFICATION GUIDANCE

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget justification and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E. The categories below are those that need to be completed on the SF-424A form.

Text Field: Budget and Budget Justification Guidance

Personnel

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

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

Fringe Benefits

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

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

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

Travel

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

Justification: For each trip show: the total number of travelers; travel destination;

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

Equipment

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

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

Supplies

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

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

Contractual

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

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

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

Subawards and Subrecipients: For applicants proposing to use subaward(s) or subrecipient(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project.

Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)' participation. Subawards and subrecipients are distinct from contracts, subcontracts or collaborative partnerships: subaward or subrecipients are responsible for major portions of the funded activities.

If subrecipients are proposed, the prime recipient is responsible for monitoring the activities of the subrecipient(s). The application must include the monitoring plan. See guidance on the requirements for a monitoring plan for subrecipients or subawards under *Section III.A Plan for Oversight of Federal Award Funds and Activities* above.

Other

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

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

Indirect Charges

Description: Total amount of indirect costs must be included within the ceiling amount specified. This category has one of two methods that an applicant can select. **An applicant may only select one method. Either:**

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

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

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

   Justification: If requesting the application must include a statement that the applicant organization has never received a negotiated cost rate and elects to receive a de minimis cost rate of 10 percent. If applicants are awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not also be charged as direct costs to the grant.

   You may only charge the de minimis 10 percent rate against certain direct costs: Personnel, Fringe, Materials, and the first $25,000 per each subrecipient or subcontractor. You **cannot** charge the de minimis rate against Equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support, and any amount greater than 25,000 per subrecipient. Include in your budget justifications details about what direct costs were included in the de minimis calculation.