

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Planning Research and Evaluation

Funding Opportunity Title: Child Development Research Fellowship Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-OPRE-PH-0028

CFDA Number: 93.647

Due Date for Letter of Intent: **01/06/2009**

Due Date for Applications: **01/21/2009**

Executive Summary:

Funds are available for a cooperative agreement to sponsor a Child Development Research Fellowship that will allow child development professionals from the academic community the opportunity to actively participate in policy-relevant research activities associated with Administration for Children and Families (ACF) programs. The goal of the fellowship program is to expose researchers to a policy environment and thereby to expand and enrich the field's capacity for policy-relevant research. Fellows will be able to work on-site in the Office of Planning, Research and Evaluation (OPRE), another ACF office, or an ACF-related office on research related to ACF programs on a full-time basis for a period of up to two years (renewable for a third year at the discretion of the sponsoring organization and ACF). The program is intended to stimulate the active exchange of child development research and evaluation information directly relevant to ACF programs and to inform the process of developing long-term research and evaluation agendas across the various ACF programs and in the research community at large. The cooperative agreement will require active partnership between the sponsoring organization and OPRE.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 649 of the Head Start Act, 42 U.S.C. 9844, as amended by the Improving Head Start for School Readiness Act, P.L. 110-134; Appropriations for Payments to States for the Child Care and Development Block Grant made under Division G, Title II of the Consolidated Appropriations Act of 2008, P.L. 110-161; Section 1110 of the Social Security Act, 42 U.S.C. 1310; and Section 301 of the Public Health Service Act, 42 U.S.C. Section 241.

Funding Opportunity Description

The Administration for Children and Families (ACF) is committed to expanding the capacity in the field of child development research for conducting policy-relevant research. The Child Development Research Fellowship will allow researchers to work in a policy environment to exchange child development research directly to ACF programs and inform the development of research agendas relevant to ACF and related programs.

Background

The Office of Planning, Research and Evaluation (OPRE) engages in a number of research and evaluation efforts related to low-income children and families, including research with Federal Head Start, Child Care, and Child Welfare programs, as well as research on the impact of welfare policies on families and children. Such research efforts typically are large in scale, and are interdisciplinary in their design, implementation, and analysis. As such, they benefit from expertise provided by multidisciplinary teams.

For more than fifteen years, Child Development Fellowships have been offered through ACF. Child Development Fellows have contributed substantially to research efforts related to child development and programmatic outcomes for children and families in Federal Head Start, Child Care, and Child Welfare programs.

The Fellowships have resulted in a range of activities that have been of considerable benefit to the Fellows, ACF, and to the field of early childhood development and education. The successful applicant will work with ACF to ensure that the kinds of activities and opportunities that have proven beneficial in the past continue to be available to Fellows. These activities have included active participation in the technical conceptualization, planning, implementing and coordinating of major research and evaluation activities across ACF programs; identifying opportunities for increased program effectiveness through

coordination of research and evaluation activities with other Departments and agencies; maintaining strong ties with both academic and practitioner communities; and actively contributing to the theoretical and empirical knowledge base within the areas of child development and social services programs, among other activities. The Fellows have benefited not only from the direct experience of working in a policy environment, but also through planned activities with the sponsoring organization for Fellows from other agencies and Congressional Offices (including opportunities to attend policy briefings and Congressional hearings), and through exposure to the scientific activities and resources of the sponsoring organization.

It is anticipated that these types of activities would be continued under this announcement. The applicant should have standing in the child development research community that provides for visibility among potential candidates for the fellowships and that assures them of an experience that will enhance their professional development. The successful applicant will have strong connections to both top researchers in child development and policy-makers to inform the Fellows on the state of the field or career information. Child Development Fellows at ACF historically have had access to a range of conferences, workshops and lectures designed for research/policy Fellows, such as activities provided under the aegis of the American Association for the Advancement of Science, including orientation to the Federal Government and budget process, professional development, and networking with other science fellows. The applicant should have strong linkages with the policy and child development research communities upon which they can draw to provide appropriate experiences for the candidates, apart from their agency work activities.

The successful applicant will provide evidence of successful implementation of fellowship programs, access to research professionals across a variety of disciplines related to child development, and a proven record of being able to attract a pool of highly qualified applicants. The sponsoring organization will be expected to recruit a pool of exceptionally qualified, doctoral-level candidates after advertising to, and recruiting from its membership and other organizations and academic resources within the child development research community. The final selection from the pool of candidates will be made by ACF, depending on the opportunities, needs, and resources of the agency.

Fellows will be provided with office space to work on-site either in OPRE or in another agency conducting ACF-related research, such as

the Child Care Bureau, the Office of Head Start, or the Office of the Assistant Secretary for Planning and Evaluation within the Department of Health and Human Services. It is expected that the number of Fellows placed will vary from year to year, depending on the opportunities, needs and resources of the agency and the match between agency activities and the qualifications of available candidates; as many as six Fellows may be placed in a single year. The length of the placement will be for one year, with the option of a second year at the discretion of the agency. A third year may be possible in some circumstances; extension of a Fellowship for a third year shall be at the discretion of the sponsoring organization and OPRE.

Federal staff expect to maintain substantial involvement in the implementation of the Fellowship program, as described below in Section II, Description of Federal Substantial Involvement with Cooperative Agreement.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

Federal staff will: (1) select the Fellow(s) to be matched to the agency, from a pool of potential Fellows selected by the sponsoring organization; (2) provide work space including telephone and computer access; (3) take primary responsibility for project selection and for mentoring and technical supervision of the Fellow(s). Federal staff will work with the Fellow(s) and the sponsoring organization on developing goal statements for the Fellow(s) and on the evaluation of the Fellowships, and work with the sponsoring organization to develop criteria for the Fellowships and on advertising and promotional materials. The sponsoring organization will: (1) recruit and screen candidates for Fellowships, and develop an initial pool of candidates; (2) provide exposure to additional scientific and professional development activities and other programming outside the agency; (3) provide group activities for Fellows to benefit from the experiences of one another; and (4) provide administrative support for the Fellowship program, including payment of stipends and reimbursements for travel and benefits for Fellows, as well as support for individual Fellow's work activities.

Anticipated Total Priority Area \$3,000,000

Funding:

Anticipated Number of Awards:	1
Ceiling on Amount of Individual Awards:	\$600,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$500,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- State governments
- County governments
- Local Governments
- City or township governments
- Regional Organizations
- U.S. Territory or Possession
- Independent school districts
- Public and State-controlled institutions of higher education
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribal organizations (other than Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public/Indian Housing Authorities
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Private institutions of higher education
- For-profit organizations (other than small businesses)
- Small businesses
- Hispanic-Serving Institutions
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

2. Cost Sharing or Matching: None

3. Other:

Disqualification Factors

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

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Lauren Supplee
Office of Planning, Research and Evaluation
Administration for Children and Families
370 L'Enfant Promenade SW, 7th Fl West
Washington, DC 20447
Phone: 202-401-5434
Fax: 202-205-3598
Email: lauren.supplee@acf.hhs.gov

2. Content and Form of Application Submission:

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Application Format:

Letter of Intent- Applicants are strongly encouraged to notify OPRE by email of their intention to submit an application in response to this announcement. Please submit the Letter of Intent by the due date found at the beginning of the announcement and in Section IV.3. This information will be used only to determine the number of expert reviewers needed to review the applications. Include only the following information in this email: the Funding Opportunity Number (HHS-2009-ACF-OPRE-PH-0028) and title of this announcement (Child Development Research Fellowship Program); the name, address, telephone and fax numbers, and email address of the executive director; and the name of the organization. Do not include a description of the proposed project. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review. Send this information to:

Lauren Supplee
Office of Planning, Research and Evaluation
Email: lauren.supplee@acf.hhs.gov

Applicants must limit their Project Narrative, including Table of Contents, to 50 pages, double-spaced, with standard one-inch margins and 12-point fonts (such as Times New Roman or Courier). This page limit applies to both narrative text and supporting materials but not to the Standard Forms (SF) (see list below). Applicants must number the pages of their application beginning with the Table of Contents. Pages submitted beyond the first 50 in the application project narrative section will be removed prior to panel review. The Narrative Budget Justification, Standard Forms for Assurances, Certifications, Disclosures and Appendices are not included in this limitation, yet applicants are urged to be concise. There is a 5-page limit to any additional supporting documentation, including letters of support. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process. In addition, applicants must not submit any additional letters of endorsement beyond any that may be required.

Applicants are advised to include all required forms and materials and to organize these materials according to the format, and in the order, presented below:

a. Cover Letter: Using official letterhead of the institute or university, and including the Funding Opportunity Number and title of the application.

b. Contact Information Sheet: The contact information sheet should include addresses, phone and fax numbers, and email addresses for the applicant, the Principal Investigator, and the institution's fiscal representative (person who signs the SF-424 and SF-269).

c. Standard Federal Forms

(http://www.acf.hhs.gov/grants/grants_resources.html), including:

- Standard Application for Federal Assistance (SF-424)
- Budget Information--Non-Construction Programs (SF-424A)
- Certification Regarding Lobbying (requires signature)
- Disclosures of Lobbying Activities (if necessary) (SF-LLL)
- Assurance Regarding Non-Construction Programs (SF-424B)

d. Table of Contents

e. Project Description/Narrative Statement: The project description should include all the information requirements described in the specific evaluation criteria outlined in the program announcement under Part V. In addition to the project description, the applicant needs to complete all the standard forms required for making applications for awards under this announcement. Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications. Applicants must provide a Certification Regarding Lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications. Applicants must disclose lobbying activities on the Standard Form LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their applications. The forms (Forms 424, 424A-B; and Certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm> under new announcements. Fill out Standard Forms 424 and 424A and the associated certifications and assurances based on the instructions on the forms.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms" titled "Survey for Private, Non-Profit Grant Applicants." The forms are located on the web at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

f. Third Party Agreements

g. Letters of Support (optional)

h. Appendix, including:

Curriculum Vitae for Primary Investigators
Proof of Non-Profit Status

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://www.grants.gov). A D-U-N-S number will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

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

- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html. (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 Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, all applicants must sign and return the, "Certification of Filing and Payment of Federal Taxes," with their applications. A copy of the, "Certification of Filing and Payment of Federal Taxes," may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

The Pro-Children Act of 1994, 20 U.S.C. 7183, 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. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and

submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on**

the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.

- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.
- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please 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.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.
- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms,

certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

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.

3. Submission Dates and Times:

Due Date For Letter of Intent: 01/06/2009

Due Date for Applications: 01/21/2009

Explanation of Due Dates

The due date for receipt of applications is referenced above. 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 mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

List the contents of the application including corresponding page numbers.

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

What to Submit	Required Content	Required Form or Format	When to Submit
Assurances	See Section	Found in Section IV.2	By date of

	IV.2		award.
Letter of Intent	See Sections IV.2 and V	Found in Sections IV.2 and V	By due date listed in Overview and Section IV.3
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Disclosures of Lobbying Activities (if necessary)	See Section IV.2.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Table of Contents	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By application due date.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third-Party Agreements	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By the application due date
Letters of Support	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By application due date.
Curriculum Vitae for Primary Investigators	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By date of award.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.
Certification of Filing and Payment of Federal Taxes	See Section IV.2	Found in Section IV.2 under Certifications and at http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:

http://www.acf.hhs.gov/grants/grants_resources.html.

What to Submit	Required Content	Required Form or Format	When to
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	t		Submit
Survey on Ensuring Equal Opportunity for Applicants	See form.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.

4. Intergovernmental Review of Federal Programs: State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447.

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

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 unallowable.

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

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Each application may include only one proposed project.

Applicants are cautioned that the ceiling for individual awards is \$600,000 per project period. Applications exceeding the \$600,000 threshold will be considered non-responsive and will not be eligible for funding under this announcement.

Federal funds received as a result of this announcement cannot be paid as profit to grantees or sub-grantees, i.e., any amount in excess of allowable direct and indirect costs of the recipient (45 CFR 74.81).

Grants awarded as a result of this competition are not transferable to another institution without prior approval from ACF. In addition, grant funds may not be used to support project activities outside of the scope of the awarded project without prior approval by ACF.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Tim Chappelle
FON HHS-2009-ACF-OPRE-PH-0028
Administration for Children and Families

Office of Grants Management
370 L'Enfant Promenade SW, 7th Fl West
Washington, DC 20447

Hand Delivery

Tim Chappelle
FON HHS-2009-ACF-OPRE-PH-0028
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade SW, 7th Fl West
Washington, DC 20447

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to

each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

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

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

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

LETTER OF INTENT

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

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

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

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

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 must be demonstrated and the principal and subordinate objectives of the project must be clearly 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 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.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

“For example, identify the benefits both to the ACF, or related agencies, and to the fellows from participating in the fellowship”.

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.

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

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

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.

ADDITIONAL INFORMATION

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

ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

PROOF OF NON-PROFIT STATUS

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

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

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

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.

LETTERS OF SUPPORT

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

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes 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, FICA, 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; 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 third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than

States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

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 required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: 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.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

ORGANIZATIONAL PROFILES - 50 points

- The extent to which the organization presents a proven track record in successfully administering a research fellowship program, including child development research fellowships.
- The extent to which the organization demonstrates the capacity to access a multidisciplinary group of doctoral level researchers specializing in child development who are potential applicants.
- The extent to which the organization demonstrates a history of relationships with scientific and policy organizations through which Fellows can access workshops, lectures, conferences, and other professional development activities consistent with a Child Development Research Fellowship experience.
- The extent to which the applicant can provide professional mentorships with former Child Development Research Fellows to assist the Fellow during their Fellowship year and in future career development.
- It is expected that the principal investigator will be a doctoral level individual who has a demonstrated record of child development research. Applications will be evaluated on the extent to which they include a listing of key positions required to

carry out the project, the individuals proposed to fill the positions, and a detailed description of the kind of work they will perform. Applications will also be evaluated on the extent to which evidence is provided demonstrating the staff's skill, knowledge, and experience in carrying out their assigned activities such as evidence that demonstrates not only staff's good technical skills, but also a clear record of working with the child development research community and supervising child development researchers.

APPROACH - 20 points

- The extent to which the applicant uses applicable methods and the proposed activities are logical, reasonable, well-conceived, and linked to the results and benefits expected.
- The extent to which the applicant demonstrates a clear and feasible strategy for identifying criteria for fellowships, accessing groups of potential candidates, recruiting and interviewing candidates, providing professional development opportunities, and administering the program.

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

- The extent to which the objectives of the proposed project are clearly stated and shown to address the issues related to administering a Child Development Research Fellowship Program.
- The extent to which the Fellows selected for the program will receive professional development opportunities consistent with the agency's research needs as well as the Fellows' professional development goals.
- The extent to which the Fellows selected for the program will receive mentoring and guidance from current and former Child Development Research Fellows.

RESULTS OR BENEFITS EXPECTED - 10 points

- The extent to which the specific goals of the project and the results and benefits proposed by the applicant are reasonable and likely, quantified, clearly linked to and supported by the proposed approach, and supportive of the stated goals under this announcement.

BUDGET AND BUDGET JUSTIFICATION - 10 points

- Applications will be evaluated based on the extent to which they include a budget that is clear, easy to understand, and provides a detailed justification for the amount requested. Applicants should refer to the budget information presented in the Standard Forms 424 and 424A and to the budget justification instructions in *Section V*. General Instructions for the Uniform Project Description.

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 stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications received by the due date with requests at or below the stated ceiling amount will be reviewed and scored competitively. Reviewers will use the evaluation criteria listed in *Section V* to review and score the application.

On the basis of the review of an application, ACF will: (a) approve the application for funding; (b) disapprove the application; or (c) approve the application but not fund it due to lack of funds or a need for further review.

Please reference *Section IV.2* 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.

3. Anticipated Announcement and Award Dates:

Not Applicable

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Notice of Award (NoA) 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 NoA 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.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

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.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

3. Reporting Requirements:

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

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

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

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

should consult their award documents to determine the appropriate performance progress report format required under their award.

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.* of this announcement.

VII. AGENCY CONTACTS

Program Office Contact:

Lauren Supplee
Office of Planning, Research and Evaluation
Administration for Children and Families
370 L'Enfant Promenade SW, 7th Fl West
Washington, DC 20447
Phone: 202-401-5434
Fax: 202-205-3598
Email: lauren.supplee@acf.hhs.gov

Grants Management Office Contact:

Tim Chappelle
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade SW, 6th Fl East
Washington, DC 20447
Phone: 202-401-4855
Fax: 202-401-5468
Email: tim.chappelle@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

VIII. OTHER INFORMATION

Date: 12/4/2008 Naomi Goldstein
Director

Office of Planning, Research and Evaluation