



Administration for Children and Families

Administration on Children, Youth and Families - Children's Bureau

Family Connection Grants: Building the Evidence for Kinship Navigator Programs

HHS-2021-ACF-ACYF-CF-1903

Application Due Date: 06/01/2021

Family Connection Grants: Building the Evidence for Kinship Navigator Programs
HHS-2021-ACF-ACYF-CF-1903
TABLE OF CONTENTS

- Overview
- Executive Summary
- I. [Program Description](#)
- II. [Federal Award Information](#)
- III. Eligibility Information
 - 1. [Eligible Applicants](#)
 - 2. [Cost Sharing or Matching](#)
 - 3. [Other](#)
- IV. Application and Submission Information
 - 1. [Address to Request Application Package](#)
 - 2. [Content and Form of Application Submission](#)
 - 3. [Unique Entity Identifier and System for Award Management \(SAM\)](#)
 - 4. [Submission Dates and Times](#)
 - 5. [Intergovernmental Review](#)
 - 6. [Funding Restrictions](#)
 - 7. [Other Submission Requirements](#)
- V. Application Review Information
 - 1. [Criteria](#)
 - 2. [Review and Selection Process](#)
 - 3. [Anticipated Announcement and Federal Award Dates](#)
- VI. Federal Award Administration Information
 - 1. [Federal Award Notices](#)
 - 2. [Administrative and National Policy Requirements](#)
 - 3. [Reporting](#)
- VII. [HHS Awarding Agency Contact\(s\)](#)
- VIII. [Other Information](#)

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

Funding Opportunity Title:	Family Connection Grants: Building the Evidence for Kinship Navigator Programs
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-ACYF-CF-1903
Primary CFDA Number:	93.605
Due Date for Letter of Intent:	04/30/2021
Due Date for Applications:	06/01/2021

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/howto>.**

The purpose of this funding opportunity announcement (FOA) is to solicit proposals for one 36-month project that will build credible evidence of the effectiveness of Kinship Navigator (KN) programs in improving child welfare outcomes for the target population. In 2018 with the passage of the Family First and Prevention Services Act, Congress created a pathway for KN programs to receive Title IV-E funding. To qualify for Title IV-E funding a KN program must meet grant requirements in section 427(a)(1) of the Social Security Act (the Act) and must have been rated by the Title IV-E Prevention Services Clearinghouse as meeting promising, supported, or well-supported practice criteria. The Prevention Services Clearinghouse (hereafter referred to as the "Clearinghouse") has reviewed some KN programs using a systematic review process detailed in the [Handbook of Standards and Procedures](#). To date, the KN programs reviewed by the Clearinghouse have received a rating of "does not currently meet criteria." The purpose of this FOA is to support the implementation and evaluation of an existing well-defined KN program that aims to meet the criteria and standards in the Handbook of Standards and Procedures and contribute to the research reviewed by the Clearinghouse.

In order to accomplish the goals of the FOA the grantee will take the following actions:

- Implement and conduct a process and impact evaluation of one KN program that assists kinship caregivers finding, learning about, and using programs and services to meet the needs of the children and youth they are raising and themselves;
- Analyze the implementation and impact of the KN program; and

- Report and disseminate evaluation findings to further the evidence of KN programs.

I. Program Description

Statutory Authority

Title IV, part B, subpart 1 - Stephanie Tubbs Jones Child Welfare Services Program, section 427 of the Social Security Act (42 U.S.C. 627).

Description

BACKGROUND

KN programs play a vital role in educating kinship care families about the resources available to them and assisting them in accessing those services aimed at improving the safety, permanency, and social-emotional well-being of the children in their care. For these reasons, Congress appropriated funding to support the development of state and tribal KN programs. Major grant authorities that have authorized funding for KN include the following:

Family Connection Grants Program

The Family Connection grants authorized under section 427(a) of the Act authorized the Children's Bureau (CB) to make grants for KN, family finding, family group decision-making, and residential family treatments. In 2009, CB awarded a cluster of 24 Family Connection grants, for 36-month project periods, to initiate or expand programs in one, or any combination of, the following four program areas identified in the funding legislation:

- Kinship Navigation,
- Family-finding,
- Family Group Decision-Making,
- Residential Family Treatment.

In 2012, CB awarded seven projects to collaborate between KN programs and agencies responsible for Temporary Assistance for Needy Families to demonstrate how this model can improve outcomes for kinship families.

There are various models of KN programs that link kinship care families with appropriate services in their communities. A 2013 [cross-site evaluation of the Family Connection grants](#), conducted by James Bell Associates (JBA Associates) under contract to CB, found that KN programs used several service models to assist formal and informal caregivers in learning about, locating, and using existing programs and services to meet caregiver needs and the needs of the children they were raising. All grantees offered information and referral services, case management, and outreach to families, and emotional support for caregivers. Knowledge of local resources and outstanding interpersonal skills were the most commonly cited characteristics of successful service providers. Information and referrals were given for parent education and training programs; child care and respite programs; legal assistance; and, medical, dental, and mental health services (JBA Associates, 2013).

Title IV-E KN Program

In 2018, the Family First Prevention Services Act enacted as part of Pub. L. 115-123 amended Title IV-E of the Act to allow Title IV-E child welfare agencies to claim a portion of federal funding for KN programs that meet certain criteria. CB Program Instruction [ACYF-CB-PI-18-11](#) provides guidance on the requirements for participating in the Title IV-E KN program. Title IV-E KN programs must meet the grant requirements in section 427(a)(1) of the Act and also must meet criteria of promising, supported, or well-supported practice criteria in accordance with the Department of Health and Human Services (HHS) criteria and be approved by HHS per section 471(e)(4)(C) of the Act. The Clearinghouse has reviewed some KN programs using a systematic review process detailed in the [Handbook of Standards and Procedures](#). To learn more about the Clearinghouse, see this overview [webinar](#); [and the Frequently Asked Questions on the Clearinghouse website](#). To date, the KN programs reviewed by the Clearinghouse have received a rating of “does not currently meet criteria.” To learn more about the KN programs that were rated by the Clearinghouse, visit <https://preventionservices.abtsites.com/program> and search for KN programs. KN programs are encouraged to address the information in the Evaluation Plan Development Tip Sheet ([ACYF-CB-IM-19-04](#)). Each program webpage provides additional details such as the program overview, target population, program or service delivery and implementation, extent of the evidence, and a list of all the studies reviewed (including the reason why a study received a low rating or a study was not eligible for review, if applicable).

Title IV-B, Subpart 2 Kinship Navigator Funding

To help Title IV-E agencies prepare to participate in the Title IV-E KN program, Congress appropriated Title IV-B subpart 2 funding in each of the following federal fiscal years: 2018, 2019 and 2020. Funding may be used to develop, enhance, or evaluate KN programs. All Title IV-E agencies have received funding to operate a KN program.

PURPOSE

Project Requirements

This section highlights project requirements in the following areas:

- Target Population
- Collaborative Planning Phase
- Evaluation Phase (Process Evaluation and Impact Evaluation)
- KN Program Elements
- Dissemination
- Sustainability

Target Population

The grantee will test the KN program's effectiveness as a family-centered, strength-based, culturally relevant service approach aimed at helping the target population of children and youth achieve and sustain permanency with kinship caregivers. A KN program may use an inclusive definition of kinship caregivers, such as grandparents, siblings, extended family and friends, tribal kin, or other ‘fictive kin’ such as a godparent, teacher or coach, who are caring for children. The KN program may serve all children being cared for by kin, whether the children are in foster care or legal guardianship arrangements, at risk of entering foster care or are being

cared for by kin outside of the child welfare system.

Collaborative Planning Phase

The grantee will engage with CB in a collaborative planning phase in the first 6 months of the project. In this phase, the grantee will work with CB's designated evaluation TA provider to review data presented in the application, to further strengthen, refine, and finalize the target area for project implementation, and the evaluation plan.

During the planning phase, the grantee will be required to submit a revised evaluation plan for approval by CB that addresses the following, as necessary:

- Clear description of the target area for program implementation;
- Planned strategies, practices, or activities, and proposed timeline;
- Project logic model and theory of change;
- Process and impact evaluation plan;
- Approval of the process and impact evaluation plan by CB; and
- Revision of the process and impact plans, as necessary.

During the collaborative planning phase, CB and its evaluation TA providers will work with the grantee to ensure that its evaluation plan meets all of the provisions in the Handbook of Standards and Procedures in order for the KN program to be eligible for review by the Title IV-E Prevention Services Clearinghouse. Grantees will receive evaluation technical assistance especially in reference to the design and execution standards including: standards for integrity of random assignment, low risk of joiner bias applicable to cluster randomized control trials (RCT) only, attrition standards for RCT designs; and standards related to baseline equivalence, statistical model, measurements, design confounds, and missing data.

Evaluation Phase

Project implementation will begin after CB has approved the project timeline, implementation activities, and evaluation plan. The grantee will work collaboratively with CB and CB's designated programmatic and evaluation TA providers throughout the evaluation phase to strengthen and refine the program to assist in meeting its targeted objectives and ensuring that the evaluation is consistent with the criteria and standards in the Handbook of Standards and Procedures.

The grantee will conduct a rigorous evaluation of its existing KN program that includes the required program elements of a KN program as stated in section 427(a)(1) of the Act. The grantee will build evidence of the effectiveness of KN programs to improve outcomes at the parent/child/or family levels by contributing to the evidence base for KN through demonstrating model stability, clearly articulating core components, identifying a causal link between the intervention and its intended outcomes, and demonstrating fidelity to its implementation manual that can provide guidance for other jurisdictions interested in implementing KN.

At a minimum, the plan for evaluation activities must include:

- Theory of change that clearly identifies the theory that guides the selection of proposed

activities for desired outcomes;

- Logic model that displays how intervention(s), services, and supports are aligned to produce intended short-term outcomes, and how these are related to the project's long-term outcomes of safety, permanency and well-being for children in kinship families;
- Detailed plans for conducting a summative evaluation of the interventions, including evaluation of program implementation and achievement of short and longer-term outcomes identified in the program logic model(s);
- Detailed description of how the project evaluation aims to meet at least one of the eligible target outcomes required for a KN program to be reviewed by the Clearinghouse. (see *Appendix* for more information);
- Plans for utilizing data collected throughout the project period for continuous quality improvement; and
- Description of how the project will address various factors including: the basis of study design, overall and differential sample attrition, the equivalence of intervention and comparison groups at baseline (as applicable).

The evaluation must include a process and impact evaluation. The grantee will choose to evaluate a statewide KN program or one in selected regions of the state.

Process Evaluation

The process evaluation will:

- Capture details about the selected KN model;
- Measure the extent to which the model is being practiced with fidelity;
- Describe the population of children and families who receive KN services, including whether the population served includes both formal and informal kinship families;
- Describe the linkages between the collaborative partners that will help ensure the identified needs of children and kinship caregivers are met; and
- Identify factors that facilitated and hindered the implementation of the model.

Impact Evaluation

The impact evaluation will test the effectiveness of one KN model in impacting the key outcomes of interest for the target population. The study design will identify and justify indicators and measures of those indicators that are consistent with the focus and goals of the KN program to be implemented and evaluated. Justification for the measures will be based on the program's goals and the evidence for the technical soundness of the measures, including reliability, validity, and cultural appropriateness. In addition to the technical viability of a measure, the instrument's cost, the type of personnel needed to administer and score the measures adequately, and the amount of time needed to perform the assessments will be considered.

The impact evaluation will target at least one outcome consistent with the Handbook of Standards and Procedures in the domains of either (a) Child Safety, (b) Child Permanency, (c) Child Well-Being, (d) Adult Well-Being, (e) Access to Services, (f) Referral to Services, and/or (g) Satisfaction with Programs and Services. See the Handbook of

Standards and Procedures for definitions.

KN Program Elements

Section 427(a)(1) of the Act defines KN programs as assisting kinship caregivers in finding, learning about, and using programs and services to meet the needs of the children they are raising and themselves, and to promote effective partnerships among public and private agencies to ensure kinship caregiver families are served. The law specifies that KN programs must have certain, specified elements. If any of these elements are not in place in the funded project, the grantee must have a plan to ensure that the missing element(s) will be addressed and operational no later than 6 months after the award of the grant.

The law specifies that KN programs:

(A) shall be coordinated with other state or local agencies that promote service coordination or provide information and referral services, including the entities that provide 2-1-1 or 3-1-1 information systems where available, to avoid duplication or fragmentation of services to kinship care families;

(B) shall be planned and operated in consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith-based organizations;

(C) shall establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to—

(i) each other;

(ii) eligibility and enrollment information for federal, state, and local benefits

(iii) relevant training to assist kinship caregivers in caregiving and in obtaining benefits and services; and

(iv) relevant legal assistance and help in obtaining legal services;

(D) shall provide outreach to kinship care families, including by establishing, distributing, and updating a kinship care website, or other relevant guides or outreach materials;

(E) shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies, to increase their knowledge of the needs of kinship care families and other individuals who are willing and able to be foster parents for children in foster care under the responsibility of the state who are themselves parents to promote better services for those families;

(F) may establish and support a kinship care ombudsman with authority to intervene and help kinship caregivers access services; and

(G) may support any other activities designed to assist kinship caregivers in obtaining benefits and services to improve their caregiving.

In implementing the project, the grantee will follow a well-documented and well-justified plan for the effective implementation of the KN program. The grantee will work with CB to ensure that it monitors the necessary processes in place to address the following:

1. Conform with all of the required elements of a KN program per section 427(a)(1) of the

- Act, including actively working with kinship caregivers to ensure that the KN program addresses their needs;
2. Develop referrals and coordinate with the child welfare agency and other government and community agencies to improve kinship caregivers' awareness of, and access to, benefits and supportive programs; and
 3. Ensure that KN agency staff and partner agencies are trained regarding the unique needs of kinship families.

Dissemination

The grantee will be expected to have a sound dissemination plan to share information and knowledge generated by the project. The grantee's dissemination plan will identify and engage with relevant target audiences to share project information; produce quality materials for dissemination, including any revisions to the program manual; disseminate a comprehensive final report; and share findings widely online in collaboration with Child Welfare Information Gateway.

Sustainability

The grantee will have a well-developed sustainability plan that describes the key individuals, roles, and/or organizations whose support will be required in order to sustain effective program activities; and describes how cooperation and/or collaboration of key project partners will be secured and maintained during the project and after the end of the grant period.

Subawards

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The primary recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project.

Subrecipient monitoring activities alone as specified in 45 CFR 75.352 do not constitute a substantive role. Furthermore, ACF does not fund awards where the applicant's role is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipient(s) must meet eligibility requirements identified in the FOA, *Section III.1 Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Awards Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the [Award Term and Condition on Subawards](#) on the [ACF Administrative and National Policy Requirements](#) website for further requirements involving subawards.

II. Federal Award Information

Funding Instrument Type:

Cooperative Agreement

Estimated Total Funding:	\$600,000
Expected Number of Awards:	1
Award Ceiling:	\$600,000 Per Budget Period
Award Floor:	\$400,000 Per Budget Period
Average Projected Award Amount:	\$600,000 Per Budget Period
Anticipated Project Start Date:	09/30/2021

Length of Project Periods:

Length of Project Period:	36-month project period with three 12-month budget periods
---------------------------	--

Additional Information on Awards:

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

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

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of CB and the awardee prior to the award. CB anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them. The involvement and collaboration includes but is not limited to the following:

- CB and recipient collaboration in the planning and performance of key programmatic activities under this FOA for project implementation, including collaboration and dissemination;
- CB and recipient collaboration in planning and performance of a rigorous evaluation designed in accordance with the Handbook of Standards and Procedures in order for the program to be rated as either promising, supported, or well-supported by the

- Clearinghouse;
- CB's monitoring of the requirements stated in this FOA that limit the awardee's discretion with respect to target population and scope of services offered; and
- CB's monitoring of the recipient's performance, which may exceed customary federal stewardship responsibilities for grant activities in order to ensure compliance with the intent of this funding.

III. Eligibility Information

III.1. Eligible Applicants

Per section 427(a) of the Social Security Act eligible applicants are state, local, or tribal child welfare agencies, private nonprofit organizations that have experience in working with foster children or children in kinship care arrangements and institutions of higher education (as defined under section 101 of the Higher Education Act of 1965 (20 U.S.C. § 1001)), for the purpose of helping children who are in, or at risk of entering, foster care reconnect with family members through the implementation of a KN program.

If the applicant is a private organization, it shall provide documentation of support from the relevant local or state child welfare agency and a description of how the organization plans to coordinate its services and activities with those offered by the relevant local or state child welfare agency.

State and tribal child welfare agencies that receive title IV-B, subpart 2 KN funding or Title IV-E KN funding are eligible applicants.

Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of this part and 42 U.S.C. 2000bb et seq., the Department will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with Section 427 of the Social Security Act (42 U.S.C. 627)

For all federal awards, any shared costs or matching funds and all contributions, including

cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Applicants should note that the authorizing legislation specifies the following:

- Initial federal award levels will decline and non-federal share match levels will increase in the third year of the 3-year grant period, as required by section 427(d) of the Act. (The grantee must provide at least 25 percent of the total approved cost of the project for the first 2 years of the project period, and 50 percent of the total approved cost of the project in the third year of the project period.) The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. No more than 50 percent of the non-federal share may be in kind, as required by section 427(e) of the Act.

Applicants are to detail the match amount, as well as detail the proposed match source. Match can be calculated by using the Federal Share (award) divided by the percentage of Total Project Cost minus Federal Share. With a match of 25%, and Federal Share of 75%, a \$600,000 federal grant: $\$600,000 \div 75\% = \$800,000$ $\$800,000 - \$600,000 = \$200,000$. For the third year, with a match of 50%, and Federal Share of 50%, a \$600,000 federal grant: $\$600,000 \div 50\% = \$1,200,000$ $\$1,200,000 - \$600,000 = \$600,000$. Below is a table with ceiling and floor amounts for applicant consideration.

\$600,000 Award Amount Fiscal Year	Federal Share	Federal Award	Grantee Share	Grantee Match	Total Program Funds (Federal Award + Grantee Match)
2022	75%	600,000	25%	\$200,000	\$800,000
2023	75%	600,000	25%	\$200,000	\$800,000
2024	50%	600,000	50%	\$600,000	\$1,200,000

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Electronic applications

submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o LCG, Inc.
ATTN: HHS-2021-ACF-ACYF-CF-1903
600 Executive Boulevard
Suite 410
Rockville, MD 20852
Phone: (888) 203-6161
Email: CB@grantreview.org

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission**FORMATTING APPLICATION SUBMISSIONS**

Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:**Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language

Applications must be submitted in the English language and must be in the terms of United

States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have extra pages removed and those pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission is **limited to 100 pages** in its entirety. The two files applicants must submit are:

The **Project Description** file must include these items in this order:

1. Table of Contents
2. Project Summary
3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity
7. Logic Model

8. Line Item Budget and Budget Justification

The **Appendices** file must include these items in this order:

1. Certifications and Assurances
2. Proof of Legal Status (if applicable)
3. Third-party Agreements
4. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
5. Indirect Cost Rate Letter (if applicable)

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*" at www.acf.hhs.gov/grants/howto#chapter-6

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Protection of Human	Submission of the required	Form is available at http:// www.hhs

Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	.gov/ohrp/assurances/forms/index.html . General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/ . Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to	Submission of the certification is required for all applicants.

	the award of a grant.	
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

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.

The Project Description

The Project Description Overview

General Expectations and Instructions

The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit a letter of intent by the deadline date listed in *Section IV.4. 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 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.

Please send letters of intent to CB@grantreview.org.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents

may be single spaced.

Project Summary

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

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Geographic Location

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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.

Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

The applicant must demonstrate a clear understanding of the importance of, and need for, further research on KN; the intent of the project funded under this FOA to contribute to the evidence-base for KN; and the importance of this in a child welfare context.

The applicant must present a clear, concise and appropriate vision for the project. The proposed project's overall vision must clearly demonstrate the applicant's readiness to conduct a rigorous evaluation of the program, and the steps the applicant has taken to ensure compliance with the requirements as stated in the Clearinghouse Handbook. If the applicant has previously conducted a formative evaluation, it must describe that experience and its impact on improving child safety, permanency, or well-being outcomes for the target population.

Expected Outcomes

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

The applicant must demonstrate that the existing KN program is well-defined, as described in its program manual. The applicant must provide a summary of the manual. The manual must highlight, at a minimum, the program's staff selection, staff training, supervision, and fidelity of implementation. The manual may also reference the data collection used for continuous quality improvement purposes. The manual should document how long kinship families receive KN services. This information will also be necessary for the evaluation to ensure a defined end date of services.

The applicant must clearly document and describe how the proposed project will identify, enroll, and recruit kinship families to participate in the KN program. The applicant must describe the number of kinship families served by the program annually and describe the

proposed strategies that will be employed to address any challenges in meeting the target sample size. The application must clearly demonstrate how kinship caregivers are actively involved in the implementation and monitoring of the KN program.

The applicant must describe how kinship families and agencies serving kinship families have been consulted in the design, development, and ongoing monitoring of the KN program.

The applicant must clearly describe how it will evaluate the KN program. The evaluation must meet the requirements under this FOA.

The applicant must clearly identify and define one KN model on which the project is based, and must fully describe whether and how the model will be modified to incorporate all elements required under this FOA. The applicant must detail the program goals and objectives, intended outcomes, and key features, including outreach strategies; and training of KNs. The application must provide clear descriptions and explanations of how the project is family-centered, strengths-based, trauma-informed, and culturally relevant to the target population.

The applicant must describe the successes of its KN program, including any previous evaluation findings in the outcomes of safety, permanency, and well-being, and any lessons learned about challenges with implementing the KN program to fidelity.

The applicant must describe the KN intervention approach and how the program meets the requirements in section 427(a)(1) of the Act including which interventions are offered in person or virtually and the duration and frequency of contact with kinship families. If the KN intervention does not meet all the requirements in section 427(a)(1) of the Act, the applicant must state how they will ensure that the missing element(s) will be addressed and operational no later than 6 months after the award of the grant.

The applicant must demonstrate how its KN program conducts outreach to eligible KN families and connects them to benefits programs. The applicant must describe how the KN program connects kinship families to government and non-profit agencies, such as local support groups, child care, respite care programs, training related to caring for special needs children, or legal services.

Target Population

The applicant must define kin for the purposes of the program. The applicant must provide data from state and local child welfare agencies and other sources, as appropriate, to identify the size, characteristics, and service needs of the target population, including anticipated numbers to be served, and show how the data have informed the development of the proposed project. The applicant will document the number of kinship caregivers and children currently being served by the KN program. The applicant will also document the geographic area served by the KN program and any key characteristics including urban or rural environment that may impact how the KN program is offered to families.

The applicant must propose an evaluation plan that describes the target population for the KN program. This includes, but is not limited to, a description of the characteristics of the target population (e.g., demographic and case characteristics, risk factors), discussion of why this population was targeted, discussion of whether a needs assessment or other data analyses were conducted to identify the target population, discussion of the eligibility/screening criteria, and provision of any other relevant contextual background about the target population.

The KN program may serve all children being cared for by kin, whether the children are in foster care or legal guardianship arrangements, at risk of entering foster care, or are being cared for by kin outside of the child welfare system.

Collaborative Planning Phase

During the 6-month collaborative planning phase the applicant must work with CB and its evaluation TA contractor to ensure that the evaluation plan addresses the following:

- Clear description of the target area for program implementation;
- Planned strategies, practices, or activities, and proposed timeline;
- Project logic model and theory of change;
- Process and impact evaluation plan;
- Approval of the process and impact evaluation plans by CB; and
- Revision of the process and impact plans, as necessary.

Collaboration

The applicant must demonstrate a plan for on-going coordination with existing agency services, key services of the broad child welfare system, and relevant community organizations to support project goals and objectives throughout the project period.

The applicant must clearly define the roles and responsibilities of all collaborating organizations and describe how their commitment to carrying these out will be ensured throughout the project period in order to provide the service array to support the KN program. The applicant must provide third-party agreements or other assurances that document their understanding and willingness to carry out identified roles and responsibilities in the project.

The applicant must describe its partnership with the public child welfare agency(ies) that have responsibility for administering the child welfare program(s) in the targeted geographical area or document the child welfare agency's commitment to performing specific roles and responsibilities of the project.

See *Third Party Agreements* later in this section.

Dissemination Plan

The applicant must propose a project-specific dissemination plan for the entire project period that includes the following actions:

- Identify and engage with relevant target audiences to share project information and learning through selected channels;
- Develop quality materials for dissemination, such as detailed procedure manuals, training materials, briefs, and/or other products that will facilitate and enable learning in other states/jurisdictions;
- Revise the program manual or other documentation based on process and impact evaluation findings that describe how to implement or administer the KN program, which will be available to the public;
- Develop and disseminate summarized/synthesized information about the project and produce a high-quality, comprehensive final report;
- Publish findings in peer-reviewed journals to ensure dissemination to the child welfare

field.

- Collaborate with Child Welfare Information Gateway (<https://www.childwelfare.gov>) to share, archive, and disseminate relevant project materials and reports; and
- Ensure publications and websites are widely accessible. All products, tools, publications, and other print- and web-based content developed must adhere to section 508 requirements.

See *Dissemination Plan* later in this section for more information.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity

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

- Organizational charts;
- Resumes;
- 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 announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

If the applicant is not the child welfare agency, the applicant must provide a memorandum of understanding (MOU) with the child welfare agency describing how kinship families will be referred to the program, and the agency's key roles and responsibilities in the implementation of the KN program. The MOU must also describe a data sharing agreement between the applicant and the child welfare agency.

Provide evidence that the applicant organization has relevant experience and expertise with administration, development, implementation, management, and evaluation of KN or child welfare interventions.

The applicant's proposed Project Director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities to effectively institute and manage an evaluation of this size, scope, and complexity. The applicant must clearly define the roles, responsibilities, and time commitments of each proposed project staff position, ensure each is clearly defined (e.g., job description), and appropriate to the project.

The applicant must provide a sound management plan for achieving the project's objectives on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The applicant must clearly define the role and responsibilities of the lead agency.

The applicant must describe how the KN program has developed a coordinated referral system with the local government and community-based partner agencies to address the needs of the target population. The applicant must have or demonstrate the ability to develop processes to support collaboration throughout the project period.

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- 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. 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 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 program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Funded Activities Evaluation Plan

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions, as well as how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan, detailed timeline, and sound methodological design. Details regarding the proposed data collection activities, the participants, data management, data integrity, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementing the evaluation and how those obstacles will be addressed.

The applicant proposes a clear and comprehensive evaluation plan that explains the primary goals/purpose of the evaluation, lists the primary research questions, and describes how information and findings will be used.

The applicant must provide a reasonable, detailed timeline for completing the KN program's rigorous evaluation within the 3-year project period.

The applicant proposes a feasible plan for conducting a randomized control trial design or a quasi-experimental design with an intervention and an appropriate comparison group for determining the influence of the project activities on outcomes. The applicant may form the intervention and comparison conditions through either randomized or non-randomized procedures. The unit of assignment to conditions may be either individuals or groups of individuals (e.g., families, providers, centers). The applicant may also form the comparison groups using various methodologies, including, for example, propensity score matching and weighting strategies.

The applicant proposes a rigorous impact evaluation designed to assess the effectiveness of a KN. The impact evaluation must describe the target population, the evaluation's goals and rationale, and the evaluation design with measurable research questions and include any relevant performance targets.

The applicant must propose a well-justified, rigorous evaluation design appropriate to the target population and the project's KN model that is realistic and feasible within the project period.

The applicant proposes an evaluation plan that clearly and explicitly demonstrates the intention to measure and assess KN program or service impacts on the eligible target outcome(s), as described in the *Appendix*. The evaluation plan must also describe how the evaluation will use at least one of the eligible target outcomes described in the *Appendix*. The applicant must demonstrate that proposed outcome measures meet the outcome standards of face validity, reliability, and consistency of measurement between intervention and comparison groups defined as follows:

Face Validity: To satisfy the criterion for face validity, there must be a sufficient description of the outcome, pre-test, or pre-test alternative measure for the reviewer to determine that the measure is clearly defined, has a direct interpretation, and measures the construct it was designed to measure.

Reliability standards apply to all outcome measures and any measure that is used to assess baseline equivalence. They are not applied to other measures that may be used in impact analyses as control covariates. To satisfy the reliability standards, the outcome or pre-test measure either must be a measure that is assumed to be reliable or must meet one or more of the following standards for reliability:

- Internal consistency (such as Cronbach's alpha) of 0.50 or higher;
- Test-retest reliability of 0.40 or higher;
- Inter-rater reliability (percentage agreement, correlation, or kappa) of 0.50 or higher.

When required, reliability statistics on the sample of participants in the study under review are preferred. Statistics from test manuals or studies of the psychometric properties of the measures are permitted.

The Measures Assumed to be Reliable include the following: Administrative records obtained from schools, child welfare or other social service agencies, hospitals or clinics, demographic characteristics, such as age, race/ethnicity, education level, socioeconomic status, employment status, etc, and Medical or physical tests, such as urinalysis, blood pressure, etc.

Consistency of Measurement between Intervention and Comparison Groups. The Prevention Services Clearinghouse standard for consistency of measurement requires that the following:

- Measures are constructed the same way for both intervention and comparison groups.
- Data collectors and data collection modes for data collected from intervention and comparison groups either are the same or are different in ways that would not be expected to affect the measures, and
- Time between pre-test (baseline) and post-test (outcome) does not systematically differ between intervention and comparison groups.

The applicant proposes a detailed and reasonable plan to ensure the recruitment and retention of participants to meet the target sample (as identified by the applicant) and describes the proposed strategies that will be employed to address any challenges in meeting the target sample size.

The applicant proposes an evaluation plan with a detailed sampling plan including (but not limited to):

- descriptions of the sample recruitment strategy and inclusion/exclusion criteria;
- discussions of sampling and measurement error;
- descriptions of any potential sources of sampling bias and how it will be addressed;
- descriptions of expected levels of attrition and plans to minimize it;
- if multiple groups will be sampled, discussions of how baseline equivalence will be established for key characteristics (e.g., demographics) prior to the start of the intervention;
- if groups are not equivalent, descriptions of matching techniques to control for demographics and other case characteristics at baseline (e.g., propensity score matching, difference-in difference, kernel matching);
- if applicable, discussions of how the control or comparison group will be selected, recruited, and retained;
- if the evaluation includes administrative data, descriptions of how it will be used to define the control/comparison groups;
- inclusion of a power analysis that estimates the sample size required to detect statistically significant effects and the magnitude of effects that will be detected (small, medium, large); and
- if no power analysis will be conducted, provision of an explanation of how the proposed sample size is adequate to detect effects.

The applicant proposes an evaluation plan with a detailed and appropriate data analysis plan to address the identified research questions including (but not limited to):

- description of specific statistical methods to be used to analyze data (e.g., descriptive,

- inferential statistics such as t-tests or analysis of variance (ANOVA);
- predictive statistics such as regression analysis);
- discussion of strategies to address missing/incomplete data (e.g., regression imputation, nonresponse weighting); and
- plans to ensure results are presented in a balanced and objective manner (e.g., including both statistically significant and nonsignificant findings and including negative, positive, and inconclusive results); and identification of potential confounding factors and efforts.

The applicant proposes an evaluation plan clearly articulating the study limitations including (but not limited to) a description of any potential weaknesses or limitations of the selected research design and/or data collection and analysis methods (e.g., small sample sizes, selection bias, potential design contamination if a comparison group receives similar services); and discussion of how any anticipated limitations will be addressed in advance or minimized.

Skilled Evaluator

The applicant must document how a skilled evaluator will evaluate the KN program. If the applicant does not have the in-house capacity to conduct an objective and comprehensive evaluation of the project, the applicant must commit to contracting with a third-party evaluator specializing in social science to conduct the evaluation. Applicants must demonstrate that the proposed evaluator has sufficient experience with research and/or evaluation, understands the population of interest, and has experience obtaining and analyzing child welfare data. Applicants should demonstrate that the proposed evaluator has experience with successfully implementing human services evaluations utilizing research designs similar to the proposed effort, developing logic models, and designing appropriate evaluation strategy given the proposed project's goals and objectives.

The applicant should describe a plan for the applicant and the evaluator to work collaboratively with CB and the designated evaluation TA provider to establish targets for the identified outcomes throughout the evaluation phase.

Process evaluation

The applicant must propose its process evaluation questions. Process evaluation questions may be posed to accomplish the following:

- Capture details about the selected KN model;
- Measure the extent to which the model is being practiced with fidelity;
- Describe the population of children and families who receive KN services, including if the population is served in both formal and informal kinship families;
- Describe the linkages between the collaborative partners that will help ensure that identified needs of children and kinship caregivers are met; and
- Identify factors that facilitated and hindered the implementation of the model.

The applicant must provide an appropriate plan for working with the designated evaluator to secure informed consent and implement an institutional review board (IRB) review. The applicant demonstrates an understanding of the level of effort required to collect and report implementation and impact data. If applicable, letters of commitment from project partners will describe the collection of data from the child welfare agency and other partners as necessary to

address the project's research questions.

Impact evaluation

The applicant's impact evaluation must target at least one of the eligible outcome domains of either (a) Child Safety, (b) Child Permanency, (c) Child Well-Being, (d) Adult Well-Being, (e) Access to Services, (f) Referral to Services, and/or (g) Satisfaction with Programs and Services. See definitions in the *Appendix*.

The applicant must demonstrate that the evaluation plan has a detailed data collection plan including (but not limited to) specific indicator(s) for each output and outcome articulated in the logic model; discussion of the tools, instruments, or other methods that will be used to collect data on each output and outcome; provide names, authors, and psychometric characteristics (e.g., reliability, validity) of standardized tools/instruments; citations of any relevant validation studies; descriptions of the procedures and protocols to collect and compile data for other data collection methods; and descriptions of the schedule and frequency of data collection for each method. The proposed outcome measures meet the outcome standards of face validity, reliability, and consistency of measurement between intervention and comparison groups.

The applicant must acknowledge that the applicant and their evaluator will work collaboratively with CB and the designated evaluation TA provider to establish targets for the identified outcomes throughout the project implementation.

The applicant must allocate a substantial amount of resources in the budget to conduct the proposed evaluation. The applicant must state the percentage of the total budget that will be allocated to the evaluation. The applicant must provide a rationale showing that the budgeted amount is sufficient for the proposed evaluation, including the following:

- Collection of evaluation data;
- Storage of data, including costs for staff to conduct regular activities such as data entry and quality checks; and
- Monitoring and reporting data, including costs for staff to analyze data, create and review reports, and plan and monitor adjustments.

If applicable, letters of commitment from project partners will describe the collection of data from the child welfare agency and other partners as necessary to address the project's research questions.

Institutional Review Board

The applicant proposes an evaluation plan with appropriate procedures for safeguarding data and protecting participants that includes (but is not limited to) procedures and protocols for maintaining the security and confidentiality of both electronic and hard-copy data sources (e.g., password protected computer files, methods for the secure storage of case records); procedures for obtaining informed consent from research subjects on whom evaluation data are collected; and the process/procedures for obtaining IRB approval.

Please note that when experimental designs involving random assignment to treatment and control groups are used for determining the intervention impacts, applicants need to describe how participant protections are adequately addressed. When a random assignment is used, applicants also must provide adequate information on alternative services for families not

selected for the services provided. General information about the HHS Protection of Human Subjects regulations can be obtained at <https://www.hhs.gov/ohrp/>

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Protection of Sensitive and/or Confidential Information

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended, and
- The timeline for dissemination.

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, 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.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *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 announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The*

Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$199,300. This amount 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.

Provide a budget using the SF-424A and/or SF-424C, as applicable, for each year of the proposed project.

Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must document how its fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.

Applicants must document how the funds will be used in accordance with the activities and goals associated with the FOA. Applicants that have received funding for KN programs and evaluation activities from Title IV-B, subpart 2 or Title IV-E of the Act, must ensure that these grant funds will be used to complement rather than duplicate efforts.

Applicants must state the percentage of the total budget that will be allocated to evaluation. Applicants must provide a rationale showing that the budgeted amount is sufficient to conduct the proposed evaluation, including the following:

- Collection of evaluation data, including costs of staff training and time to collect data;
- Storage of data, including costs for staff to conduct regular activities such as data entry, quality checks, reliability training for coding, etc.; and
- Monitoring and reporting data, including costs for staff to analyze data, create and review reports, and plan and monitor adjustments.

Applicants must allocate sufficient funds in the budget to provide for the Project Director, the evaluator, and key partners, including the local or state child welfare agency partner if the grantee is a private organization, to travel to Washington, DC, to attend the kick-off meeting for funded grantees to be held within the first three months of the project (first year only) and the 3-day annual grantees meeting, usually held in the spring. CB will work with the grantee on reprogramming funds in the event grantee meetings are held virtually. Applicants should specify in their budgets funds for technology to assist in attending virtual meetings such as software, cameras, computers, and other needs.

For applicants proposing to use subaward(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 applicant 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.

General

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

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/grantee 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 Subpart 2.1. 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 qualified 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 narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

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. This category has one of two methods that an applicant can select. An applicant may only select one.

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.

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% 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 must 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: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants 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 be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including

cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.I. Criteria* of this announcement.

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to

complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration.html>

Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

Track Role Status: To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe

Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the

application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdf.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at: www.acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM,

<https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent: **04/30/2021**

Due Date for Applications: **06/01/2021**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 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 Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://obamawhitehouse.archives.gov/omb/grants_spoc. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

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

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

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at www.acf.hhs.gov/grants/howto#chapter-6.

Submission By Mail

CB Operations Center
c/o LCG, Inc.
ATTN: HHS-2021-ACF-ACYF-CF-1903
600 Executive Boulevard
Suite 410
Rockville, MD 20852

Hand Delivery

CB Operations Center
c/o LCG, Inc.
ATTN: HHS-2021-ACF-ACYF-CF-1903
600 Executive Boulevard
Suite 410
Rockville, MD 20852

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Objectives

Maximum Points:10

In reviewing the objectives, reviewers will consider the extent to which:

1. The applicant demonstrates a clear understanding of the importance of and need for further research on KN; the intent of the project funded under this FOA to contribute to the evidence base for KN; and the importance of this in a child welfare context.

2. The applicant presents a clear, concise and appropriate vision for the project. The vision clearly demonstrates the program's readiness to conduct a rigorous evaluation of the program. If the applicant has previously conducted a formative evaluation, it must describe that experience and its impact on improving child safety, permanency, or well-being outcomes for the target population.

Approach

Maximum Points:35

In reviewing the approach, reviewers will consider the extent to which:

Project Requirements- (Maximum Pts 30)

1. The applicant provides a detailed logic model that clearly operationalizes the project's stated theory of change and illustrates the linkages between project activities/services, outputs, and expected outcomes.

2. The applicant describes how the existing KN program model meets all of the KN program elements per section 427(a)(1) of the Act or will be modified to incorporate all elements no later than 6 months after grant award.

3. The applicant provides a reasonable, detailed timeline for completing the rigorous evaluation of the KN program within the 3-year project period.

4. The applicant clearly documents the identification, recruitment, and process for enrolling families into the KN program. The applicant must describe the number of kinship families served by the program and describe the proposed strategies that will be employed to address any challenges in meeting the target sample size.

5. The applicant must clearly identify and define the KN model including program goals, objectives, and intended outcomes. The applicant clearly documents and describes how the KN program connects families culturally appropriate and trauma-informed services to address the needs of the target population.

6. The applicant must demonstrate that the KN program is well-defined as described in its program manual. The applicant must provide a summary of the manual. The manual must highlight at a minimum the staff selection, staff training, supervision, and fidelity of implementation. The manual should document how long kinship families receive KN services.

7. The applicant must describe how it will participate in the six-month planning phase with CB and its TA provider to strengthen and refine the evaluation plan to ensure that the theory of change, logic model, and research questions align with the eligible target outcomes (see *Appendix*). The applicant must ensure that the evaluation proposed outcome measures meet the outcome standards of face validity, reliability, and consistency of measurement between intervention and comparison groups.

Collaboration and Sustainability- (Maximum Pts 5)

8. The applicant must describe how the KN program has developed a coordinated referral system with the local government and community-based partner agencies to address the needs of the target population. The applicant must clearly define the roles and responsibilities of all

collaborating organizations and document how it will ensure full participation of these throughout the project period.

9. If the applicant is not the public child welfare agency, the applicant clearly describes its partnership with the public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area and documents the commitment of the child welfare agency to perform specific roles and responsibilities of the project.

10. The applicant proposes a sound plan of dissemination activities for key target audiences, for specifically identified purposes, including clear justification of effective dissemination mechanisms to share project findings in timely, customized, and culturally relevant ways. The applicant proposes to publish findings in peer-reviewed journals to ensure dissemination to the child welfare field.

11. The applicant documents how it will ensure that dissemination publications and websites are widely accessible, and will be developed to adhere to section 508 requirements.

12. The applicant proposes a well-developed preliminary sustainability plan to continue the KN program at the conclusion of the grant period. The applicant clearly identifies the key individuals, roles, and/or organizations whose support will be required in order to sustain effective program activities and how cooperation and/or collaboration of key project partners will be secured and maintained during the project and after the end of the grant period.

Evaluation	Maximum Points:35
-------------------	--------------------------

In reviewing the evaluation plan, reviewers will consider the extent to which the application meets the criteria in Part 1 and Part 2.

Part 1 Evaluation Design (Maximum Pts 20)

Applications should be awarded points based upon the following:

- Applicants proposing to measure at least one target outcome and implement a randomized control trial design or quasi-experimental design with appropriate comparison groups are eligible for the full 20 points.
- Applications with evaluation designs that do not measure at least one target outcome and do not have a feasible plan for conducting a randomized control trial design or a quasi-experimental design with an appropriate comparison group for determining the influence of the project activities on outcomes are not eligible for any points in Part 1.

1. Target Outcomes: The applicant's evaluation plan is strongly guided by the project's logic model and will target at least one outcome in the domains of (a) child safety, (b) child permanency, (c) child well-being, (d) adult well-being, (e) access to services, (f) referral to services, and/or (g) satisfaction with programs and services.

2. A Rigorous Evaluation:

- The applicant's evaluation plan includes a feasible plan for conducting a randomized control trial. The applicant provides a detailed and feasible plan for assessing the integrity of the randomization and attrition. The unit of assignment for randomization may be either individuals or groups of individuals (e.g., families, providers, centers).

Or

- The applicant's evaluation plan includes a feasible plan for conducting a quasi-experimental design with at least one intervention condition and at least one comparison condition to determine the project's influence on outcomes. The quasi-experimental evaluation design has a feasible plan for implementing their identified comparison group collecting or accessing comparison group data. The unit of assignment to the intervention and comparison conditions may be either individuals or groups of individuals (e.g., families, providers, centers).

Part 2 Evaluation Capacity - (Maximum Pts 15)

1. The applicant must include an appropriate process and an impact evaluation. The applicant must describe a rigorous impact evaluation designed to assess KN's effectiveness, which describes the target population, the evaluation's goals and rationale, and the evaluation design including measurable research questions and includes any relevant performance targets. The applicant's evaluation plan must include at least one of the eligible target outcomes as defined in the *Appendix*. The applicant must ensure that the evaluation proposed outcome measures meet the outcome standards of face validity, reliability, and consistency of measurement between intervention and comparison groups.
2. The applicant must describe the target population for the KN program. This includes (but is not limited to) a description of the characteristics of the target population (e.g., demographic and case characteristics, risk factors); discussion of why this population was targeted; discussion of whether a needs assessment or other data analyses were conducted to identify the target population; discussion of the eligibility/screening criteria; and provision of any other relevant contextual background about the target population.
3. The applicant's evaluation plan shall discuss how the evaluation will be conducted.
4. The applicant must provide a detailed and reasonable plan to ensure the recruitment and retention of participants to meet the target sample (as identified by the applicant) and describe the proposed strategies that will be employed to address any challenges in meeting the target sample size. The applicant must include a power analysis that estimates the sample size required to detect statistically significant effects and the magnitude of effects that will be detected (small, medium, or large). If no power analysis is to be conducted, the applicant must explain how the proposed sample size is adequate to detect effects. If a comparison group is utilized, the applicant must demonstrate strategies to obtain a sufficient sample size for a rigorous evaluation, and describe how its plans to identify and obtain data regarding the comparison group are realistic. If the evaluation includes administrative data, the applicant must describe how it will be used to define the control/comparison groups.
5. The applicant must include an appropriate plan for working with the designated evaluator to safeguard data and protect participants. The plan must include (but is not limited to) procedures and protocols for maintaining the security and confidentiality of electronic and hard-copy data sources (e.g., password-protected computer files, methods for the secure storage of case records); procedures for obtaining informed consent from research subjects on whom evaluation data are collected; and the process/procedures for obtaining IRB approval.
6. The applicant proposes an evaluation plan with a detailed data collection plan including (but

not limited to) specific indicator(s) for each output and outcome articulated in the logic model; discussion of the tools, instruments, or other methods that will be used to collect data on each output and outcome; names, authors, and psychometric characteristics (e.g., reliability, validity) of standardized tools/instruments; citations of any relevant validation studies; descriptions of the procedures and protocols to collect and compile data for other data collection methods; and descriptions of the schedule and frequency of data collection for each method.

7. The applicant proposes an evaluation plan with a detailed and appropriate data analysis plan to address the identified research questions, including (but not limited to) the description of specific statistical methods to be used to analyze data (e.g., descriptive, inferential statistics such as t-tests or ANOVA, predictive statistics such as regression analysis); discussion of strategies to address missing/incomplete data (e.g., regression imputation, nonresponse weighting), and plans to ensure results are presented in a balanced and objective manner (e.g., including both statistically significant and non-significant findings; including negative, positive, and inconclusive results); and identification of potential confounding factors and efforts.

8. The applicant proposes an evaluation plan clearly articulating the study limitations including (but not limited to) a description of any potential weaknesses or limitations of the selected research design and/or data collection and analysis methods (e.g., small sample sizes, selection bias, potential design contamination if a comparison group receives similar services); and discussion of how any anticipated limitations will be addressed in advance or minimized.

9. The applicant demonstrates that the proposed evaluator has sufficient experience with research and/or evaluation to complete a comprehensive evaluation of the project, has experience conducting rigorous evaluations with child welfare populations, and has experience obtaining and analyzing child welfare data.

10. The applicant demonstrates an understanding of the level of effort required to collect and report implementation and impact data. If applicable, third-party agreements from project partners will describe data sharing from the child welfare agency and other partners as necessary to address the project's research questions.

Organizational Capacity

Maximum Points: 15

In reviewing the organizational capacity, reviewers will consider the extent to which:

1. The applicant's organization has relevant experience and expertise with administration, development, implementation, management, and evaluation of KN or child welfare interventions. The lead organization possesses the organizational capability to fulfill its roles and functions effectively during the project period.

2. The proposed Project Director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities to effectively institute and manage an evaluation of this size, scope, and complexity. The role, responsibilities, and time commitments of each proposed project staff position are clearly defined (e.g., job description) and appropriate to the project.

3. There is a sound management plan for achieving the project's objectives on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role and

responsibilities of the lead agency.

4. The applicant must clearly define the roles and responsibilities of all collaborating organizations and describe how they will ensure the collaborating organizations' commitment to carrying out these roles and responsibilities throughout the project period in order to provide the service array to support the KN program. The applicant must provide third-party agreements or other assurances that document their understanding and willingness to carry out identified roles and responsibilities in the project.

5. If the applicant is not the child welfare agency, the applicant must provide a memorandum of understanding with the child welfare agency describing how kinship families will be referred to the program; and the agency's key roles and responsibilities in the implementation of the KN program. The MOU must also describe a data sharing agreement between the applicant and the child welfare agency.

Budget and Budget Justification

Maximum Points:5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. There is a detailed line item budget, budget narrative and justification for each year of the project. The proposed project's costs are reasonable, in view of the activities to be conducted and expected results and benefits.
2. The applicant must allocate sufficient resources to support the conduct of a rigorous local evaluation as described in this FOA and include a line item budget referencing the evaluation costs. The budgeted amount is sufficient for the proposed evaluation activities of collection and storing evaluation data, and monitoring and reporting data, including costs for staff to conduct activities such as data entry, quality checks, and report creation.
3. There is evidence that the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or subrecipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

A panel of non-federal expert reviewers will conduct the competitive review. CB will conduct an administrative review of the applications and results of the competitive review panels and make recommendations for funding to the ACYF Commissioner, taking into account the Family Connection Grants: Building the Evidence for KN Programs' goals, as listed in *Section I. Program Description*. The Assistant Secretary for ACF is responsible for the final selection.

Applications may be funded in whole or in part depending on the following: (1) the ranked order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the project that best meets the goals of the funding opportunity as listed in *Section I. Project Description*; (4) the funds available; and (5) the best interests of the federal government.

ACF may elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to ACF reporting requirements.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective November 12, 2020, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when

completing the review of risk posed by applicants as described in [2 CFR § 200.206 Federal Awarding Agency Review of Risk Posed by Applicants](#).

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

Approved but Unfunded Applications

Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) 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, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

Equal Treatment for Faith-Based Organizations

The grantee must comply with 45 CFR § Part 87 “Equal Treatment For Faith-Based Organizations,” including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, when selecting service providers or subrecipients, it may not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a).

A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), the Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar Federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience

protection laws.

Consistent with 45 CFR 87.3 (b), a faith-based organization may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

VI.3. Reporting

Performance Progress Semi-Annually
Reports:

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Liliana Hernandez
Administration for Children and Families
Administration on Children, Youth and Families/Children's Bureau
CB Operations Center
c/o LCG, Inc.
6000 Executive Boulevard, Suite 410
Rockville, MD 20852
Phone: (888) 203-6161
Email: CB@grantreview.org

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Administration/Office of Grants Management

CB Operations Center
c/o LCG, Inc.
600 Executive Boulevard, Suite 410
Rockville, MD 20852
Phone: (888) 203-6161
Email: CB@grantreview.org

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
----------------	-------------	----------------

Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
Proof of Non-Profit Status	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i>.</p>	<p>Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA.</p> <p>If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. See http://www.hhs.gov/ohrp/assurances/forms/index.html for additional information.</p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>

	the FOA's forms package at www.Grants.gov .	
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Letter of Intent	Referenced in <i>Section IV.2. Project Description</i> .	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.4</i> .
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms</i> ,	If submission of this form is applicable, it is due at the time of

Lobbying Activities	<p><i>Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	<p>application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

Appendix

Evaluation Resources

A. ACYF-CB-IM-19-04: Children's Bureau Information Memorandum, Evaluation Plan Tip Sheet.

B. Title IV-E Prevention Services Clearinghouse Handbook of Standards and Procedures. Section 5 of the Handbook describes the design and execution standards including:

- Standards for the integrity of random assignment (Section 5.4), applicable to randomized control trials (RCT) only
- Standards for low risk of joiner bias (Section 5.5), applicable to cluster RCTs only
- Attrition standards (Section 5.6), applicable to RCTs only
- Baseline equivalence standards (Sections 5.7 and 5.8)
- Statistical model standards (Section 5.9.1)
- All measurement standards (Section 5.9.2)
- All design confound standards (Section 5.9.3)
- Missing data standards (Section 5.9.4)

C. Title IV-E Prevention Services Clearinghouse Frequently Asked Questions:

Q. What are the eligible target outcomes?

A. Studies must measure and report program or service impacts on at least one eligible target outcome, as described in Sections 2.2.1 and 4.1.5 of the Handbook. Programs and services in the areas of mental health, substance abuse, and in-home parent skills must target outcomes in the domains of (a) Child Safety, (b) Child Permanency, (c), Child Well-

Being, and/or (d) Adult Well-Being. Programs and services in the area of KN must target outcomes in the domains of (a) Child Safety, (b) Child Permanency, (c) Child Well-Being, (d) Adult Well-Being, (e) Access to Services, (f) Referral to Services, and/or (g) Satisfaction with Programs and Services. Eligible target outcomes are defined as follows:

The Prevention Services Clearinghouse reviews the following domains of *Child Safety*:

Child Welfare Administrative Reports. Substantiated or unsubstantiated child maltreatment from administrative records. Eligible indicators include, but are not limited to, substantiated and unsubstantiated reports of abuse or neglect, investigations of abuse and neglect from administrative records, and recurrence of abuse and neglect from administrative records.

Self-Reports of Maltreatment. Eligible indicators include victim and perpetrator reports of abuse or neglect and questionnaire or interview instruments that directly assess abusive behavior or neglect.

Maltreatment Risk Assessment. Eligible indicators include child maltreatment risk assessments.

Medical Indicators of Maltreatment Risk. Eligible indicators include administrative, questionnaire, or interview instruments assessing childhood injuries, ingestions, emergency room visits, hospitalizations, and any other indicators of childhood injuries.

The Prevention Services Clearinghouse reviews the following domains of *Child Permanency*:

Out-of-Home Placement. Any situation where a child is removed from the family home. Eligible indicators include, but are not limited to, any out-of-home placement, placement to foster care, reports of the caregiver relinquishing her or his role, and time to placement in out-of-home care.

Least Restrictive Placement. Included in this subdomain are measures that assess the restrictiveness or disruptiveness of out-of-home placement. This subdomain focuses on improving the environments/settings into which children are placed, including favoring kinship placements over non-kin or institutional placements or placements that maintain connections to the child's community versus those that do not. Outcomes must be operationalized with more than two placement settings, as binary measures for which the reference category is another out-of-home placement setting, or as movement from more restrictive/disruptive to less restrictive/disruptive settings. Eligible indicators include, but are not limited to, hierarchies of least restrictive preference (e.g., kin placement, family foster care, therapeutic care, group home, residential, hospitalization, and incarceration).

Placement Stability. Placement stability refers to the stability of out-of-home placement (e.g., children are in placements that are disrupted infrequently). This subdomain focuses on the number of placement disruptions (planned and unplanned) or the number of out-of-home placements. Eligible indicators include, but are not limited to, the number of placement changes or disruptions of placements, and re-entries or failed exits/reunifications or adoptions.

Planned Permanent Exits. Planned permanent exits from out-of-home care refer to

placements or time to placement to a more permanent status, including reunification, guardianship, and adoption. Eligible indicators include, but are not limited to, measures of the amount of time to reunification, guardianship, or adoption and reunification rates.

The Prevention Services Clearinghouse reviews the following domains of *child well-being*, the specific nature of which may vary with age:

Behavioral and Emotional Functioning. Characteristics and behaviors relating to one's ability to realize their potential, cope with daily activities, and work and play productively and fruitfully. Both strengths-based and deficit-based indicators are eligible. Examples include measures of externalizing behaviors (e.g., aggressive behavior, disruptiveness, impulsive behavior); internalizing behaviors (e.g., depression, anxiety, mood or thought problems); mental/behavioral health diagnoses; positive behavior; resilience; self-regulation or self-control; and emotional adjustment.

Social Functioning. Skills and capabilities relating to the ability to develop, maintain, and manage interpersonal relationships (e.g., social skills, assertiveness, cooperation, empathy, social adjustment, peer relations, rebelliousness, defiance, and other similar characteristics related to interpersonal interactions and relationships).

Cognitive Functions and Abilities. Abilities related to reasoning, knowledge, problem-solving, mental processing, executive functioning, etc. Eligible measures include intelligence tests, developmental assessments, visual or spatial processing measures, and other indicators of cognitive functions and abilities.

Educational Achievement and Attainment. Educational achievement refers to the extent to which students master academic content. Eligible measures include composite or subject-specific (e.g., reading, mathematics) standardized achievement test scores or overall grade point averages. Educational attainment refers to student progress through school or the completion of a degree, certificate, or program. Eligible attainment measures include grade promotion, high school graduation or dropout rates, certification or degree completion rates, and other educational attainment indicators.

Physical Development and Health. Characteristics related to the healthy functioning of the body may include indicators of physical health (e.g., Body Mass Index (BMI)), physical capabilities (e.g., motor skills), normative indicators of healthy development (e.g., height), and any other measure relating to healthy (or unhealthy) physical development.

Substance Use or Misuse. Measures of substance use or misuse may involve any substances and may be self- or other-reported, clinical tests such as urinalysis, or any other measure that provides an assessment of the participants' substance use behavior. Measures must describe actual use or misuse, such as frequency or quantity of use, type of use, use/no use, time since last use, etc. Substance use diagnoses (e.g., from a clinical interview or Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria) are considered eligible outcomes in this domain. Measures that do not directly index substance use or misuse (e.g., drug-related criminal or delinquency activity such as selling drugs, drug knowledge, behavioral intentions to use or not, etc.) are not eligible in this domain, but may meet the requirements for other outcome domains.

Delinquent Behavior. Delinquent behavior refers to behavior chargeable under applicable laws, whether or not apprehension occurs or charges are brought. Chargeable offenses also include ?status? offenses (e.g., runaway, truancy, curfew violations).

The Prevention Services Clearinghouse reviews the following domains of *adult well-being*:

Parenting Practices. Parenting practices include a range of practices and behaviors focused on developing strong, functional relations between parents or caregivers and children and the parents or caregivers? abilities to successfully manage child socialization and support child development, health, and well-being in an effective and constructive manner. Measures may include items about basic elements of caregiving, such as feeding and physical care; communication and listening; nurturing, loving, or supportive behavior; rules and consequences; setting boundaries; warmth; scaffolding children?s behavior to develop self-discipline; parent-child relationships, etc. Measures may index either positive parenting practices or negative parenting practices.

Parent/Caregiver Mental or Emotional Health. Mental or emotional health refers to a parent?s/caregiver?s ability to cope with daily activities, realize his or her potential, and interact productively in the world. Both strengths-based and deficit-based indicators are eligible. Examples include measures of externalizing behaviors (e.g., aggressive behavior), internalizing behaviors (e.g., depression, anxiety, mood, or thought problems), mental/behavioral health diagnoses, parent/caregiver stress, relationship stress, positive behavior, resilience, and emotional adjustment.

Parent/Caregiver Substance Use or Misuse. Measures of substance use or misuse may involve any substances and may be self- or other-reported, clinical tests such as urinalysis, or any other measure that provides an assessment of the participants? substance use or misuse. Measures must describe actual use or misuse, such as frequency or quantity of use; type of use or misuse; use/no use; time since last use; etc. Substance use diagnoses (e.g., from a clinical interview or DSM criteria) are considered eligible in this domain. Measures that do not directly index substance use or misuse (e.g., drug-related criminal or delinquency activity such as selling drugs, drug knowledge, behavioral intentions, etc.) are not eligible in this domain, but may meet the requirements for other outcome domains.

Parent/Caregiver Criminal Behavior. Criminal behavior refers to behavior chargeable under applicable laws, whether or not apprehension occurs or charges are brought.

Family Functioning. Family functioning refers to the capacity or lack of capacity of a family to meet the needs of its members and includes physical care and maintenance of family members; socialization and education of children; and, economic and financial support of the family.

Physical Health. Refers to the parents; or caregivers' physical health and can include a variety of indicators including blood pressure; weight, obesity, or BMI; chronic conditions such as asthma or diabetes; and, healthy lifestyle behaviors such as diet and exercise.

Economic and Housing Stability. Economic and housing stability includes indicators of financial or economic stability (e.g., level of income, employment/unemployment, financial assistance) and/or housing stability (e.g., number of moves, quality of housing,

homelessness).

Additional outcomes that are eligible for KN programs include:

Access to Services. Access to services refers to a parent, caregiver, or family's knowledge of and ability to access, or utilize services to support the family's financial, legal, social, educational, and/or health needs such as medical care, financial assistance, and social services. Parent/caregiver self-reports, informed collateral reports (e.g., from therapists or case managers), or administrative records are eligible indicators for Prevention Services Clearinghouse reviews.

Referral to Services. Referral to services may include referrals to any needed financial, legal, social, educational, or health services. Measures may be obtained from parent/caregiver self-reports, therapist or provider reports or records, or administrative records. Examples include the presence or absence of referrals or counts/frequencies of referrals.

Satisfaction with Programs and Services. Satisfaction with programs and services refers to parent or caregiver satisfaction with the programs and services they are referred to or they receive as part of a KN program.