



Administration for Children and Families

Administration on Developmental Disabilities

University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD)

HHS-2012-ACF-ADD-DD-0307

Application Due Date: 04/09/2012

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Department of Health & Human Services
Administration for Children & Families

Program Office: Administration on Developmental Disabilities
Funding Opportunity Title: University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD)
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-ADD-DD-0307
CFDA Number: 93.632
Due Date for Applications: **04/09/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The Administration on Developmental Disabilities (ADD) within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS) announces that Fiscal Year (FY) 2012 applications will be accepted to make 5-year grants to up to 42 entities designated as University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD). These grantees carry out four core functions: (1) interdisciplinary pre-service preparation and continuing education of students and fellows; (2) community services, including training, technical assistance, and/or demonstration and model activities; (3) research; and (4) dissemination of information. UCEDDs are interdisciplinary education, research, and public service units of universities, or public or not-for-profit entities associated with universities that implement the four core functions addressing, directly or indirectly, one or more of the areas of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life). Funds made available under this funding opportunity are used to pay for the Federal share of the cost of the administration and operation of programs designated as UCEDDs.

This program announcement contains instructions for the 42 existing UCEDDs that must submit FY 2012 grant applications for core funding to receive continued funding and designation as a UCEDD.

I. Funding Opportunity Description

Statutory Authority

The Statutory Authority for this funding opportunity is the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. 15001, et seq.) Subtitle A, Section 101(b)(3) and Subtitle D, Sections 151-156.

Description

According to Section 153 (a)(1) of the DD Act of 2000, UCEDDs are funded to provide leadership in, advise Federal, State, and community policymakers about, and promote opportunities for individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life. UCEDDs are defined as interdisciplinary education, research, and public service units of universities or public or non-profit entities associated with universities that engage in four core functions, addressing, directly or indirectly, one or more of the areas of emphasis.

The following is a description of the four core functions:

- Provision of interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities to achieve the purpose of the DD Act of 2000;
- Provision of community services that provide training and/or technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policymakers, students, and other members of the community; and may provide services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policymakers, students, and other members of the community through demonstration and model activities;
- Conduct of research, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families; and
- Dissemination of information related to activities undertaken to address the purpose of the DD Act of 2000, especially dissemination of information that demonstrates that the national network of UCEDDs is a national and international resource that includes specific substantive areas of expertise that may be accessed and applied in diverse settings and circumstances.

National Network of University Centers for Excellence in Developmental Disabilities Education, Research, and Service

The National Network of UCEDDs comprise 67 grants that establish Centers which are interdisciplinary education, research, and public service units of universities or public or not-for-profit entities associated with universities that engage in four core functions: interdisciplinary pre-service preparation and continuing education; community services (including training and/or technical assistance, and/or services, supports, and assistance); research; and dissemination of information and address, directly or indirectly, one or more areas of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life).

As liaisons to service delivery systems, UCEDDs serve to positively affect the lives of individuals with developmental disabilities and their families, and work toward increasing their independence, productivity, inclusion and integration into communities. UCEDD accomplishments include:

- *Directing exemplary interdisciplinary pre-service preparation and continuing education.* The provision of formal training is offered in an interdisciplinary format where faculty and trainees represent a variety of disciplines, such as pediatrics, education, psychology, and nursing, thereby expanding opportunities for students to learn about the differing perspectives of various professionals who are providing services to, and working on behalf of, individuals with developmental disabilities and their families.
- *Providing community services.* Staff offer expertise and inform the field through training, technical assistance, and demonstration and model activities to individuals with developmental disabilities, their families, support service organizations, professionals, paraprofessionals, students, systems,

volunteers, and others.

- *Conducting research.* UCEDDs contribute to the development of new knowledge through various research activities that may include the field testing of models of service delivery and evaluation of existing innovative practices.
- *Dissemination information to the field.* UCEDDs work to bridge the gap between research and practice by developing products and resources in a variety of formats that are then disseminated to the field.

Toward these ends, ADD seeks to support and accomplish the following:

- Support the increasing ability of individuals with developmental disabilities to exercise greater choice and self-determination, and to engage in leadership activities in their communities;
- Enhance the capabilities of families in assisting individuals with developmental disabilities to achieve their maximum potential;
- Promote systemic change activities that ensure the active and meaningful engagement and participation of individuals with developmental disabilities in community-based programs and services;
- Promote the active involvement of individuals with developmental disabilities and families in all aspects of grantee programs, activities, and services;
- Ensure the protection of the legal and human rights of individuals with developmental disabilities;
- Ensure that individuals with developmental disabilities from culturally and linguistically diverse backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families; and
- Promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds who work with individuals with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration, and policymaking.

This program announcement contains instructions for the 42 existing UCEDDs that must submit FY 2012 grant applications for core funding to receive continued funding and designation as a UCEDD. Please refer to *Section 111.1. Eligible Applicants* for the list of the 42 UCEDDs.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$23,268,000
Expected Number of Awards:	42
Award Ceiling:	\$554,000 Per Budget Period
Award Floor:	\$554,000 Per Budget Period
Average Projected Award Amount:	\$554,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

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

The application must provide a budget for each 12-month budget period of the grant.

Non-competing continuation awards will be offered in subsequent years of the grant.

The award amount for each year of the grant is dependent upon fiscal year appropriations and cost of living adjustments. Therefore, the first 12-month budget period may differ from the award amounts for the continuation award budget periods.

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

III. Eligibility Information

III.1. Eligible Applicants

Section 151(a) of the DD Act of 2000 states that appropriations authorized under section 156(a)(1) of the DD Act shall be used to make 5-year grants to entities in each State designated as UCEDDs to carry out the four core functions of interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination. Entities eligible to apply for funds under this program announcement are the 42 current ADD grantees that are designated UCEDDs whose 5-year funding will end on June 30, 2012. Application is limited to the 42 entities referenced in the Description. See the list below for eligible UCEDDs.

1. University of Kansas Center for Research-KS
2. Oregon Health and Science University-OR
3. University of Nebraska Medical Center-NE
4. Children's Hospital Los Angeles-CA
5. Albert Einstein College of Medicine- NY
6. Minot State University- ND
7. Westchester Institute for Human Development- NY
8. University of South Dakota-SD
9. University of South Carolina Research Foundation-SC
10. Georgetown University-DC
11. The Trustees of Indiana University-IN
12. Utah State University-UT
13. University of New Mexico-NM
14. University of Texas at Austin-TX
15. University of Wyoming- WY
16. University of California- Los Angeles- CA
17. Northern Arizona University- AZ
18. Wayne State University-MI
19. University of Missouri- MO
20. University of New Hampshire- NH
21. University of Oklahoma- OK
22. UMDNJ, Robert Wood Johnson Medical School- NJ
23. Ohio State University- OH
24. Temple University- PA
25. University of Washington-WA
26. University of Montana- MT
27. University of Massachusetts Medical School at Worcester- MA
28. University of Idaho-ID
29. University of Alabama- AL

30. University of Hawaii-PBUCE
31. West Virginia University- WV
32. University of North Carolina- NC
33. University of Delaware- DE
34. University of Colorado- CO
35. University of Virgin Islands- VI
36. Rhode Island College-RI
37. University of Miami- FL
38. University of Southern Mississippi- MS
39. University of Arkansas-AR
40. University of Cincinnati- OH
41. Kennedy Krieger Institute, Inc- MD
42. University of Georgia- GA

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

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 154(d) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000**

Grantees must provide at least **25** percent of the total approved cost of the project. 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. For example, in order to meet the match requirements, a project requesting **\$554,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **\$184,667.00**, which is **25** percent of total approved project cost of **\$738,667.00**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Reduced Match

Section 154 (d)(2) of the DD Act states:

In the case of a project whose activities or products target individuals with developmental disabilities who live in an urban or rural poverty area, as determined by the Secretary, the Federal share of the cost of the project may not be more than 90 percent of the necessary costs of the project, as determined by the Secretary.

DEFINITIONS (from the Census Bureau)

Poverty area: Census tracts or block numbering areas (BNAs) where at least 20 percent of residents are below the poverty level.

Urban Area: Collective term referring to all areas that are urban. For Census 2000, there are two types of urban areas: urban clusters and urbanized areas.

- *Urban Cluster (UC):* A densely settled territory that has at least 2,500 persons but fewer than 50,000.
- *Urbanized Area (UA):* An area consisting of a central place(s) and adjacent territory with a general

population density of at least 1,000 persons per square mile of land area that together have a minimum residential population of at least 50,000 persons. The U.S. Census Bureau uses published criteria to determine the qualification and boundaries of UAs.

- *Rural*: Territory, population, and housing units not classified as urban. Rural classification cuts across other hierarchies and can be in metropolitan or non-metropolitan areas. Rural can include frontier, which are places having a population density of six or fewer persons per square mile.

TWO-TIER ELIGIBILITY SYSTEM FOR REDUCED MATCH

To meet the requirements in the DD Act, ADD has developed a system that UCEDDs can use to request a reduced match on the core grant. Such a request is optional and not a requirement for UCEDDs.

ADD will use a two-tiered system for determining eligibility for the reduced match:

- *Tier 1*: UCEDDs in States where the poverty rate is equal to or greater than the official national poverty rate would automatically qualify for the reduced match. For 2010, the rate was 14.2 percent.
- *Tier 2*: UCEDDs in States with a poverty rate **not** equal to or greater than the official national poverty rate would have to show that the UCEDD activities target individuals with developmental disabilities in urban or rural poverty areas. In doing so, the UCEDD would demonstrate that at least 25 percent of the UCEDD projects target individuals with developmental disabilities who live in urban and rural poverty areas by providing the following information to ADD:
 - The current State poverty rate;
 - A full listing of all the UCEDD's current projects (this can be generated from the National Information Reporting System (NIRS));
 - Identify which UCEDD activities are targeting individuals with developmental disabilities living in urban and rural poverty areas by stating whether the UCEDD activity is associated with any of the Urban and Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban and rural poverty area through some other means. A UCEDD seeking to establish eligibility for a reduced match through means other than showing an activity is associated with one or more of the Urban and Rural Poverty Indicators must include in its application other information that establishes that its activities are targeted to benefit individuals with developmental disabilities in an urban or rural poverty area. Because there are not Federal poverty rates for Puerto Rico, Guam, and the Virgin Islands, these jurisdictions can qualify for the reduced match by establishing that the UCEDD activity is associated with any of the Urban or Rural Poverty Indicators listed in the announcement or is targeted for individuals with developmental disabilities in an urban or rural poverty area through some other means.
 - The table below shows the Urban or Rural Poverty Indicators that will be used to determine eligibility for the reduced match.

Urban and Rural Poverty Indicator	Description
Empowerment Zones and Enterprise Communities (EZ/EC)	Areas designated by the U.S. Department of Agriculture as communities with high rates of poverty. The UCEDD project would have to be implemented in an EZ/EC.
Food Stamps	The Food Stamp Program helps low-income people and families buy the food they need for good health. The UCEDD project would have to target individuals with DD and their families who receive food stamps.

National School Lunch Program (NSLP) - also referred to as Free and Reduced Lunch Program	NSLP is a Federally assisted meal program operating to provide low-cost or free lunches to children. The UCEDD project would have to be implemented in a school that qualifies for the NSLP.
Head Start	The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families. The UCEDD project would have to work with a Head Start program.
Housing Assistance	The U.S. Department of Housing and Urban Development has a variety of housing assistance programs, such as Section 8 housing assistance programs. The UCEDD project would have to target individuals with DD and their families who are receiving Federal housing assistance.
Medicaid	Title XIX of the Social Security Act is a Federal/State entitlement program that pays for medical assistance for certain individuals and families with low incomes and resources. The UCEDD project would have to target individuals with DD and their families who are Medicaid-eligible.
Supplemental Security Income (SSI)	SSI is designed to help aged, blind, and disabled people who have little or no income. It provides cash to meet basic needs for food, clothing, and shelter. The UCEDD project would have to target individuals with DD who are SSI recipients.
Temporary Assistance for Needy Families (TANF)	TANF is a Federal poverty program that provides assistance and work opportunities to needy families through grants to States. The UCEDD project would have to target individuals with DD, children with DD, and their families who are TANF recipients.
Other	The UCEDD may provide other indicators of poverty not included in this list. The UCEDD would have to provide adequate information to justify use of the 'other' category. In doing so, the UCEDD will have to demonstrate the project is targeting individuals with developmental disabilities in rural and urban poverty areas. ADD will determine the adequacy of the justification for eligibility for a reduced match.

ADD will review all the information submitted by the UCEDD to determine eligibility for the reduced match.

SUGGESTED FORMAT FOR SUBMITTING INFORMATION TO ADD

To streamline the process, below is a suggested format for submitting the information to ADD.

Official National Poverty Rate	14.2
State Poverty Rate	
UCEDD Project Title and Description	Indicators of Poverty

<i>Provide Name of Project and project description</i>	<i>List name of poverty program targeted by project</i>
Of the total UCEDD projects, the percent that is targeting individuals with developmental disabilities living in urban and rural poverty areas	<i>Fill in percentage</i>

STATES IN TIERS 1 AND 2 - Below is a list of the States that fall into Tiers 1 and 2.

TIER 1	Poverty
States	Rate (%)
Mississippi	21.3
Arizona	19.2
New Mexico	19.1
District of Columbia	18.1
Louisiana	18
Georgia	17.5
Kentucky	17.3
Texas	17.2
Arkansas	16.5
Tennessee	16.1
Alabama	16.1
North Carolina	16.1
West Virginia	15.7
Indiana	15.6
California	15.4
New York	15.3
South Carolina	14.9
Missouri	14.6
Florida	14.6
Oklahoma	14.3
Michigan	14.2
<i>United States</i>	<i>14.2</i>

TIER 2

Ohio	14.1
Kansas	13.6
South Dakota	13.5
Nevada	13.4
Montana	13.4
Idaho	13.3
Illinois	13.2
Rhode Island	13.1
Oregon	12.7
Maine	12
Colorado	11.9
North Dakota	11.6
Hawaii	11.5
Pennsylvania	11.4
Delaware	11.3
Washington	11.2
Massachusetts	10.9
Alaska	10.8
Minnesota	10.5
Virginia	10.6
Wisconsin	10.2
Nebraska	10.2
Iowa	10.2
New Jersey	9.8
Vermont	9.7
Maryland	9.7
Wyoming	9.6
Utah	9.1
Connecticut	8.3
New Hampshire	7.1

The total approved cost of the project is the sum of the ACF share and the reduced non-Federal share. The reduced non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of \$615,555 requesting \$554,000 in ACF funds, must provide a non-Federal share of at least \$61,555 (10 percent of total approved project cost of \$615,555). Grantees will be held accountable for commitments of non-Federal resources even if they

exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required 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 CCR prior to submitting an application of plan;
- Maintain an active CCR 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 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.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. 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.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. 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.

Please Note: 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 Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are 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.3. 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 requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Required Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Applications received from entities other than the 42 eligible applicants, cited in *Section III.1. Eligible Applicants* of this announcement, will be considered non-responsive and will not be considered for funding under this announcement. Applications disqualified for this reason will not be returned.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Suad Jama
Administration on Developmental Disabilities
Administration for Children and Families
Mail Stop: HHH 405-D
370 L'Enfant Promenade, SW.
Washington, DC 20447
Phone: (202) 690-6059
Fax: (202) 205-8037
Email: suad.jama@acf.hhs.gov
URL: <http://www.acf.hhs.gov/programs/add/index.html>

Electronic Application Submission:

The electronic application submission package is available 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 at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. 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.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

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

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

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. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
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Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

FORMATTING FOR ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. Applicants are now 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.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

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.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See Section IV.2. Application Submission Options and Section IV.3. Submission Due Dates and Times, Explanation of Due Dates. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See Section IV.2. Required Forms, Assurances, and Certifications for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be submitted formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submission. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. 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)
- Corel WordPerfect (.wpd)
- 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 have been encrypted or are password protected, the affected file 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.

FORMATTING FOR PAPER FORMAT APPLICATIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See Section IV.2. Request an Exemption from Required Electronic Application Submission later in this section under Application Submission Options.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of hard copy application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of**

the paper application submission must be sequentially numbered. Applicants must follow the instructions provided in this section.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

PROJECT DESCRIPTION

The project description must not exceed 50 typed pages. The project description pages should be numbered. Any application that exceeds the 50-page limit requirement will have the additional pages removed from the application prior to the review. The 50 page project description ***does not*** include the

project abstract/summary, table of contents, appendix, budget and budget narrative, or the standard forms.

APPENDIX

The Appendix must not exceed 40 pages. The Appendix pages should be numbered. Supplementary material intended to provide examples of activities may be included in the Appendix for reviewers but shall adhere to the page limit requirement. The Appendix must be included with the original and the two copies of the application.

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 at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

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

DD Act Assurances

The application for core funding must contain assurances that the applicant will work towards achievement of the purpose of the DD Act of 2000 through implementation of the UCEDD program requirements in the Act. The applicant can use the assurances template in the "Appendices, found at the end of this announcement."

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

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

"Please see the Project Description later in this section for instructions on preparing the full project description."

"Please reference *Section IV.3 Submission Dates and Times* for details about acknowledgement of received applications."

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

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

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

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1*. identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

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

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

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

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Below are the instructions for responding to this announcement that follow requirements set forth in the DD Act of 2000 with regard to the UCEDD program.

A. 5-Year Plan

The application for core funding must describe a 5-year plan for meeting the purpose of the DD Act of 2000. The plan must outline a projected measurable goal for one or more area(s) of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life) for each core function. The 5-year plan must describe how the goals and the goal-related activities:

- Are based on data-driven strategic planning;
- Were developed in collaboration with the CAC;
- Are consistent with, and to the extent feasible, complement and further the State Developmental Disabilities Council goals contained in the State plan, the goals of the State Protection and Advocacy System, and the other UCEDD(s) in the State;
- Will be reviewed and revised annually, as necessary, to address emerging trends and needs; and
- Will be implemented in a manner consistent with the objectives of the DD Act of 2000.

The 5-year plan should include a description of how the core funding is used as a resource to support program infrastructure and how it will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the 5-year plan.

The 5-year plan must describe how the applicant will carry out each of the following four UCEDD core functions:

- ***Interdisciplinary Pre-service Preparation and Continuing Education*** includes the preparation and continuing education of students and fellows representing leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities. Interdisciplinary pre-service preparation and continuing education is a formal training program that usually takes place in an academic setting or program and (a) leads to the award of an initial academic degree or certificate; (b) includes internship, practicum, fellowship, or residency activities; or (c) represents advancement in academic credentials through a course of study. UCEDDs must demonstrate in the application how they will promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds working with people with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration, and policymaking. The application should describe the role of individuals with developmental disabilities and family members in the training program (e.g., serving as lead instructors, co-instructors, curriculum developers). The application should describe how the training program offers an interdisciplinary approach to teaching and learning, which may include the use of a core curriculum. At the very least, the description should include an overview of the variety of disciplines represented in both the faculty and students, which may include:

- o Audiology
- o Community Development
- o Dentistry
- o Early Intervention
- o Early Childhood Education
- o Early Childhood Special Education
- o Economics
- o Educational Administration

- o Engineering
- o General Education
- o Health Administration
- o Law
- o Medicine
- o Nursing
- o Nutrition
- o Occupational Therapy
- o Pediatric Dentistry
- o Pediatrics
- o Physical Therapy
- o Psychiatry
- o Psychology
- o Public Health
- o Public Policy
- o Social Work
- o Special Education
- o Speech-Language Pathology
- o Others

- **Community Services** include the provision of training, technical assistance, and/or demonstration and model activities of services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policymakers, students, and other members of the community. Community services provide education and support activities so communities can be accessible and responsive to the needs of individuals with developmental disabilities and their families. Community services also work towards creating communities that are enriched by the full and active participation and contributions of individuals with developmental disabilities and their families in community activities. Community services promote the inclusion and integration of individuals with developmental disabilities and families in all aspects of community life through the delivery of programs, projects, activities, and services in community-based settings rather than academic or traditional clinical settings. The provision of community services should ensure that individuals with developmental disabilities from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families.
- **Research** includes basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families. To the extent possible, UCEDDs should seek to include people with developmental disabilities and their families, including those from culturally and linguistically diverse groups, as active participants in the research process thereby ensuring that these individuals and their families contribute to the development, design, and implementation of research activities, as well as the dissemination of research information.
- **Information Dissemination** includes the distribution of knowledge that demonstrates the UCEDD Network as a national and international resource with substantive areas of expertise that may be accessed and applied in diverse settings and circumstances. The UCEDD should educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to members of Congress from the State. UCEDDs should strive to translate research into practice in the dissemination of information. Information should be developed and disseminated using principles of universal design to ensure that resources are available in multiple accessible formats and in a culturally competent manner. UCEDDs should include people with developmental disabilities and families, including those from culturally and linguistically diverse backgrounds, in the development of products and resources that are

disseminated.

B. Organizational Structure and Experience

As stated in Section 151(a) of the DD Act of 2000, the Secretary makes awards to entities designated as UCEDDs to carry out the activities described in Section 153 (a). A UCEDD is an interdisciplinary education, research, and public service unit of a university or a public or non-profit entity associated with a university that engages in four core functions (Section 153(a)(1)).

In order to receive funds under this program announcement, an applicant must provide evidence that the entity is an interdisciplinary education, research, and public service unit of a university or public or non-profit entity associated with a university that engages in four core functions. Such evidence may be provided by including the following in the application for core funding:

- Description of the organizational structure of the UCEDD, including an organizational chart and a conceptual overview of the program framework.
- An overview of the management of the Center.
- A description of how the UCEDD manages implementation of the four UCEDD core functions.
- Documentation of the establishment and independence of the UCEDD:
 - For UCEDDs in Institutes of Higher Education, documentation that establishes the UCEDD as an independent entity within the Institute of Higher Education with the authority to carry out the four core functions of interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.
 - For UCEDDs affiliated with Institutes of Higher Education, documentation that establishes the UCEDD and describes an affiliation with at least one Institute of Higher Education.

The application should describe the qualifications of the faculty and staff assigned to the UCEDD grant as stated in *Section 154 (a) (3) (G), of the DD Act of 2000*. The UCEDD staff shall include a director with:

- Appropriate academic credentials;
- Demonstrated leadership;
- Expertise regarding developmental disabilities;
- Significant experience in managing grants and contracts; and
- The ability to leverage public and private funds

The application should explain how the UCEDD will:

- Maintain the faculty and staff necessary to support the functions and purposes of the UCEDD;
- Allocate adequate staff time to carry out activities related to each of the four core functions (Section 154(a)(3)(G)(ii)); and
- Take affirmative action to employ and advance in employment qualified individuals with developmental disabilities consistent with Section 107 of the DD Act. Section 107 requires affirmative action occurs on the same terms and conditions under Title V of the Rehabilitation Act of 1973.

C. Consumer Advisory Committee (CAC)

The applicant must describe how the UCEDD will maintain a CAC that reflects the racial and ethnic diversity of the State. The description should include how the majority of members are individuals with developmental disabilities and family members of such individuals. The applicant should also describe other members of the CAC, including representatives of: the State Protection and Advocacy System; the State Council on Developmental Disabilities; other UCEDDs in the State; a self-advocacy organization led by individuals with developmental disabilities as described in Section 124(c)(4)(A)(ii)(I) of the DD Act of 2000; and organizations that may include Parent Training and Information Centers assisted under Sections 671 and 672 of the Individuals with Disabilities Education Improvement Act of 2004, entities carrying out activities in assistive technology authorized under Sections 4 or 5 of the Assistive Technology Act of

2004, relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families. The applicant should include a meeting schedule showing that the CAC will meet, at a minimum, twice during each grant year.

D. Coordinated Activities with the State Developmental Disabilities Network

The State Developmental Disabilities Network (DD Network) is comprised of the three ADD grant programs funded in each State and Territory:

- (1) State Developmental Disabilities Councils;
- (2) Protection and Advocacy System; and
- (3) UCEDD(s).

It is expected that the members of the DD Network work together in a strategic manner to positively impact individuals with disabilities and their families. The respondents to this announcement should provide a narrative and related supporting documentation of how the UCEDD will undertake coordinated activities with the State Developmental Disabilities Councils, the Protection and Advocacy System in the State, and the other UCEDD(s) in the State.

E. Program Accountability

Respondents to this program announcement must describe how they will comply with the accountability requirements outlined in the DD Act of 2000. Please see *Section VI.3. Reporting* for more information.

F. DD Act Assurances

The application must include a statement that the UCEDD will adhere to the requirements in the DD Act of 2000 for UCEDD programs. Please see *Section IV.2. Forms, Certification, and Assurances* for the list of DD Act assurances.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Explain how the methodology that will be employed to report outcomes and results will follow the *UCEDD Annual Report Template*. The methodology should include use of quantitative and qualitative techniques to determine if the needs identified and discussed are being met and if the UCEDD results and benefits are being achieved. Include a description of a logic model for evaluating the extent to which the goals for the UCEDD have been achieved in a manner consistent with the objectives of the DD Act of 2000. Describe how the CAC will review and comment on the progress of the Center to determine whether the UCEDD is carrying out the 5-year plan in a manner consistent with the work plan presented. Describe how the annual review will identify emerging trends and needs.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

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

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 input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or 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).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

***Special Note:** The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, 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, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

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

PROJECT BUDGET DEVELOPMENT

- Applicants must include in their budget, funds to pay for travel expenses to attend at least one ADD-sponsored Project Director's two-day meeting in Washington, DC. In their budget, applicants should include funds to support the travel of data coordinators to attend an annual training on the National Information Reporting System (NIRS). All other travel costs must be related to the implementation of the four core functions and the operation or administration of the Center.
- The budget narrative must also include information about how core grant funds are being used to support activities of the Consumer Advisory Committee (CAC), such as reimbursement for travel, monetary compensation, and staff positions.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

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

Travel

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

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

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

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

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

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

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.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time.
 - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.

- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

The difference between a submission receipt and submission validation is after an applicant submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

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

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a 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.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII* of this announcement. Queries other than requests for approval of an exemption to allow submission of an application in paper format submitted to this email address will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*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.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

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

making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **04/09/2012**

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. 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 http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and 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.** Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

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

Mailed Paper Format Applications

The deadline for 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.6. 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.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

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. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

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

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a 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.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

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 a paper format (hard copy) application's submission:

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

IV.4. Intergovernmental Review of Federal Programs

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 http://www.whitehouse.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, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

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.5. Funding Restrictions

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

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

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

This grant program meets the ACF definition for training grants. Therefore, applicants must limit the indirect cost rate to 8 percent of total direct costs, exclusive of equipment, tuition and stipends, rental of space, major contracts or subgrants, and renovation and alteration, under this program announcement. "See the HHS Grants Policy Statement, Indirect Costs on page I-23 and I-24 at <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>."

The budget narrative must clearly outline how funds awarded under this grant will support the administration or operation of the UCEDD. Funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Tim Chappelle

Grants Management Officer ATTN: HHS-2010-ACF-ADD-DD-0307

Office of Grants Management

Administration for Children and Families

370 L'Enfant Promenade, SW.

Aerospace Building, 6th Floor East

Washington, DC 20447

Hand Delivery

Tim Chappelle

Grants Management Officer ATTN: HHS-2010-ACF-ADD-DD-0307

Office of Grants Management

Administration for Children and Families

370 L'Enfant Promenade, SW.

Aerospace Building, 6th Floor East

Washington, DC 20447

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 15

Applications will be evaluated according to the extent to which the applicant demonstrates a thorough understanding and analysis of the problem(s) being addressed in the project; documents the need for assistance, and the importance of addressing these problems in the area(s) to be addressed by the proposed project; outlines key goals and objectives of the project directly related to the four core functions (interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination) in one or more selected areas of emphasis (quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life); provides evidence that consumer members provided input into the development of the application for core funding; and provides any supporting documentation and relevant data based on research or planning studies, and maps and other graphical aids.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Provides a portrait of the State needs and clearly identifies the need for assistance based on relevant and current data, including that collected through planning studies. **(5 points)**
- Describes how individuals with developmental disabilities, family members, advocates, the State DD Council, the State Protection and Advocacy System, the other UCEDD(s) in the State, and representatives of State agencies were consulted in the development of the application, and provides evidence that feedback from such representatives was utilized in developing the project approach, including the goals and goal-related activities outlined in the 5-year plan. **(5 points)**
- Shows a direct relationship between the needs identified based on research and/or planning studies and feedback from individuals with developmental disabilities, family members, advocates, the State DD Council, the State Protection and Advocacy System, the other UCEDD(s) in the State, and representatives of State agencies, and the goals and goal-related activities in the 5-year plan. **(5 points)**

APPROACH

Maximum Points: 40

The applications will be evaluated according to the extent to which the applicant outlines a sound, workable and detailed plan of action pertaining to the measurable goals and objectives of the proposed project and the proposed approach; identifies activities in chronological order, with target dates for accomplishment; and clearly identifies the plan of action and delineates the roles and involvement of each of the proposed project's partners and collaborators.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding describes a 5-year plan for meeting the purpose of the DD Act that includes the following:

- Describes a 5-year plan for meeting the purpose of the DD Act by outlining a projected

measurable and attainable goal for one or more area(s) of emphasis (e.g., quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life) for each core function. Provides quantitative projections of the accomplishments to be achieved for each core function or activity in such terms as the number of people to be served and the number of activities to be accomplished. Provides chronological order of approach with target dates. **(4 points)**

- Describes how the UCEDD will carry out the interdisciplinary pre-service preparation and continuing education core function as a formal training program for students and fellows representing leadership, direct service, clinical, or other personnel, that usually takes place in an academic setting or program and (a) leads to the award of an initial academic degree or certificate; (b) includes internship, practicum, fellowship; or residency activities; or (c) represents an advancement in academic credentials through a course of study. **(3 points)**
- Describes how the interdisciplinary pre-service preparation and continuing education formal training program utilizes an interdisciplinary approach to teaching and learning, including a description of the core curriculum for the training program and the variety of disciplines represented in both the faculty and students (e.g., Audiology, Dentistry, Early Intervention, Early Childhood Education, Early Childhood Special Education, Medicine, Nursing, Pediatrics, Psychology, Occupational Therapy). See *Section IV.2. Content and Form of Application Submissions, A. 5-year Plan* for a full listing of possible disciplines. **(3 points)**
- Under the community services core function, describes how the UCEDD will provide training, technical assistance and/or demonstration, and model activities of services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policymakers, students, and other members of the community so communities can be accessible to and responsive to the needs of individuals with developmental disabilities and their families, and are enriched by full and active participation in community activities and contributions by individuals with developmental disabilities and their families. **(3 points)**
- Describes a research program that includes basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families. **(3 points)**
- Describes an information dissemination plan that includes strategies for translating research into practice and for communicating that the UCEDD Network is a national and international resource with substantive areas of expertise that can be accessed and applied in diverse settings and circumstances. **(3 points)**
- Describes how the UCEDD will maintain a CAC, the majority of which shall be individuals with developmental disabilities and family members of such individuals; includes representatives of the DD Council, Protection and Advocacy System (P&A), other UCEDDs in the State (as appropriate); and a self-advocacy organization; and that reflects the racial and ethnic diversity of the State. **(3 points)**
- Describes active and meaningful roles of individuals with developmental disabilities and families in the interdisciplinary pre-service preparation and continuing education formal training program. Such roles may include serving as course instructors and developers of curriculum. **(2 points)**
- Demonstrates how the UCEDD will promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds working with people with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration, and policymaking. **(2 points)**
- Describes how community services offer innovative designs and methods that promote the inclusion and integration of individuals with developmental disabilities and families in all aspects of community life through the delivery of programs, projects, activities, and services in community-based settings rather than academic or traditional clinical settings. **(2 points)**
- Describes community services strategies that will promote increased and meaningful

opportunities for individuals with developmental disabilities from racial and ethnic minority backgrounds and their families to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families. **(2 points)**

- Describes how people with developmental disabilities and their families, including those from culturally and linguistically diverse groups, will be active participants in the research process thereby ensuring that these individuals and their families participate in the development, design, and implementation of research activities, as well as the dissemination of research information. **(2 points)**
- Describes how information is developed and disseminated using principles of universal design to ensure that resources are available in multiple accessible formats and in a culturally competent manner. **(2 points)**
- Describes the involvement of people with developmental disabilities and families, including those from culturally and linguistically diverse backgrounds, in the development of products and resources that are disseminated. **(1 point)**
- Identifies and delineates the UCEDD's role and involvement in coordinated activities of DD Network partners (the State Developmental Disabilities Council, the Protection and Advocacy System, and the other UCEDD(s)). **(2 points)**
- Describes how the 5-year plan for the UCEDD complements and furthers the State Developmental Disabilities Council 5-year plan, the Protection and Advocacy System Statement of Goals and Priorities, and the 5-year plan for the other UCEDD(s) in the State. **(1 point)**
- Describes how the infrastructure and resources obtained through funds made available under the grant will be utilized to leverage additional public and private funds to successfully achieve the projected goals developed in the 5-year plan. **(1 point)**
- Describes how the UCEDD will educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to Members of Congress from the State. **(1 point)**

EVALUATION

Maximum Points: 15

The applications will be evaluated according to the extent to which the applicant provides a narrative outlining how project results will be evaluated; states methods for measuring the extent to which project goals have been achieved; discusses the criteria to be used to evaluate results; explains the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved; with respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented; and discusses the impact of the project's various activities on the project's effectiveness.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Explains the methodology that will be employed to report outcomes and results using the *UCEDD Annual Report Template*. The methodology should include use of quantitative and qualitative techniques to determine if the needs identified and discussed are being met and if the UCEDD results and benefits are being achieved. **(5 points)**
- Describes a logic model for evaluating the extent to which the goals for the UCEDD have been achieved in a manner consistent with the objectives of the DD Act of 2000. **(4 points)**
- Describes how the CAC will review and comment on the progress of the Center to determine whether the UCEDD is carrying out the 5-year plan in a manner consistent with the work plan presented. **(4 points)**
- Describes how the annual review will identify emerging trends and needs. **(2 points)**

ORGANIZATIONAL CAPACITY

Maximum Points: 20

The applications will be evaluated according to the extent to which the applicant provides information on the applicant's organizational capacity.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Describes a clear organizational structure that appears to be an effective approach for managing the Center and implementation of the core functions. Includes an organizational chart that clearly identifies the organizational structure of the UCEDD. **(5 points)**
- Describes how the applicant does or will employ individuals with developmental disabilities, their family members, and individuals from culturally and linguistically diverse backgrounds. **(3 points)**
- Describes how the entity is an interdisciplinary education, research, and public service unit of a university or public or a non-profit entity associated with a university that engages in four core functions. **(2 points)**
- Provides and describes a conceptual overview of the program framework. **(2 points)**
- Identifies the UCEDD as an independent Center and provides documentation. **(2 points)**
- Describes the qualifications of the faculty and staff assigned to the UCEDD grant. **(2 points)**
- Describes the qualifications of the UCEDD director with appropriate academic credentials, demonstrated leadership, and expertise regarding developmental disabilities, significant experience in managing grants and contracts, and the ability to leverage public and private funds. **(2 points)**
- Explains how the UCEDD will maintain the faculty and staff necessary to support the functions and purposes of the UCEDD and allocate adequate staff time to carry out activities related to each of the four core functions. **(2 points)**

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

The applications will be evaluated according to the extent to which the applicant provides a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 18 of the SF-424; a narrative budget justification that describes how the categorical costs are derived; and a discussion of the necessity, reasonableness, and allocability of the proposed costs.

Using the following values for each required item in this criterion, points will be awarded according to the extent to which the application for core funding:

- Provides a narrative budget justification that describes how the categorical costs are derived and discusses the necessity, reasonableness, and allocability of the proposed costs in relation to the administration or operation of the UCEDD program, including implementation of the four core functions and support of the CAC. **(5 points)**
- Describes a budget that shows funds made available through the grant are being used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination. **(3 points)**
- Provides a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 18 of the SF-424. **(2 points)**

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 that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. 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. They are one element in the decision-making process.

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

The grant applications that pass the initial screening will undergo a rigorous review process that follows the requirements of Section 154(c) of the DD Act of 2000. This shall include the following:

(1) *Peer Review*. All applications submitted shall undergo a technical and qualitative review by peer review groups. Each peer review group will be comprised of approximately three people and shall include individuals with disabilities and parents, guardians, or advocates of or for individuals with developmental disabilities.

(2) *Supplemental Review*. Should the peer review group determine that further review is necessary to make a decision to recommend an application for funding, it will advise ADD of its determination. The peer review group may conduct site visits as part of the supplemental review before recommending an application for funding.

(3) *Recommendation for Funding*. The peer review group will make a recommendation for funding an

application. The recommendations for funding will be the following:

- a. Recommended for funding;
- b. Not recommended for funding;
- c. Need additional information before making a recommendation for funding.

ADD may approve an application only if the application has been recommended by the peer review group, unless the requirement for such review and recommendation has been waived by the Secretary (see Section 154(c)).

ADD may consider other factors or elements, other than the evaluation criteria, such as past performance, ability of the applicant to meet the purpose of the DD Act of 2000, and geographical dispersion and diversity, in reviewing and selecting applications.

Successful applicants will be judged on their ability to demonstrate the capacity or the development of the capacity to meet the purpose of the DD Act of 2000 through full implementation of the UCEDD core functions.

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 that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. 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 or email. 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.5. Funding Restrictions.*

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

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.

Prohibition Against Profit

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

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

Award Term and Condition under the Trafficking Victims Protection Act of 2000

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

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

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

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include

a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

Requirements for UCEDDs as stipulated in the DD Act of 2000 and the program regulations apply (45CFR1388). For more information please visit <http://www.acf.hhs.gov/programs/add/regs138x/1388.html>

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than

eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due to ACF on:

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Annually
Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative

agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

According to Section 154(e) of the DD Act, entities designated as UCEDDs must prepare and submit a report containing-

(1) information on progress made in achieving the projected goals of the Center for the previous year, including-

(A) the extent to which the goals were achieved;

(B) a description of the strategies that contributed to achieving the goals;

(C) to the extent to which the goals were not achieved, a description of factors that impeded the achievement; and

(D) an accounting of the manner in which funds paid to the Center under this subtitle for a fiscal year were expended;

(2) information on proposed revisions to the goals; and

(3) a description of successful efforts to leverage funds, other than funds made available under this subtitle, to pursue goals consistent with this subtitle.

ADD uses the *UCEDD Annual Report Template* approved by the Office of Management and Budget (OMB Control Number 0970-0289, expiration date 01/31/2012 to capture the information outlined above. The average number of hours per response is 200 hours. 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. The applicant must describe how they will use the *UCEDD Annual Report Template* to evaluate program outcomes and impacts. This should include a description of a logic model for evaluating program results and the methodology for evaluating results.

A copy of the *UCEDD Annual Report Template* may be accessed through the National Information Reporting System (NIRS) at <https://www.aucd.org/nirs/db/index.cfm> or by contacting the Program Office Contact listed in Section VII.

VII. Agency Contacts

Program Office Contact

Suad Jama
Administration for Children and Families
Administration on Developmental Disabilities
Office of Program Support
Aerospace Building
901 D Street SW.
, DC 20024

Phone: (202) 690-6059

Email: Suad.Jama@ACF.hhs.gov

Office of Grants Management Contact

Tim Chappelle

Grants Management Officer

Administration for Children and Families

Office of Grants Management

Aerospace Building, ACF Mail Room, Second Floor Loading Dock

901 D Street, SW.

, DC 20024

Phone: (202) 401-4855

Email: tichappelle@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

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

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

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

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

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

Visit <http://www.acf.hhs.gov/programs/add/> to learn more about ADD and the UCEDD program.

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Third-Party Agreements</p>	<p>Referenced in Section IV.2. of the announcement under "Project Description."</p>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in Section IV.3. If not available at the time of application submission, due by the time of award.</p>
<p>Letters of Support</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and may count again page limitations set in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Certification Regarding Lobbying</p>	<p>Referenced in <i>Section IV.2.</i> of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>
<p>Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spo/ as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item</p>	<p>Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

	19.	
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
DD Act Assurances	Referenced in Section IV.2 of the announcement and Appendices.	Submission due by application due date found in Overview and Section IV.3.
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement. Proof of the commitment of Non-Federal Resources may be included in the appendices to the application package.	Submission is due by the application due date found in the Overview and in <i>Section IV.3. Submission Dates and Times</i> . If firm commitment of Non-Federal Resources are not available at the time of application, they must be submitted prior to the award of a grant.

Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
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Appendices

Appendices

Developmental Disabilities Assistance and Bill of Rights Act of 2000 Assurances

- The entity designated as the UCEDD will meet statutory and regulatory requirements that apply to Centers.
- The entity designated as the UCEDD will address the projected goals and carry out goal-related activities in a manner consistent with the objectives of the DD Act of 2000.
- The goal-related activities must be:
 - Based on data-driven strategic planning;
 - Developed in collaboration with the CAC;
 - Consistent with, and to the extent feasible, complement and further the State Developmental Disabilities Council goals contained in the State plan, the goals of the State Protection and Advocacy System, and the other University Center(s) in the State; and
 - Reviewed and revised annually, as necessary, to address emerging trends and need.
- Funds made available through the grant will be used to supplement, and not supplant, the funds that would otherwise be made available for activities related to interdisciplinary pre-service preparation and continuing education, community services, research, and information dissemination.
- The entity designated as the UCEDD will protect the legal and human rights of all individuals with developmental disabilities (especially those individuals under State guardianship) who are involved in activities carried out under programs assisted by the DD Act of 2000.
- The entity designated as the UCEDD will maintain a CAC that:
 - Includes a majority of individuals with developmental disabilities and family members of such individuals;
 - Includes representatives of, the State Developmental Disabilities Council, State Protection and Advocacy System, and the other UCEDD(s) in the State, a self-advocacy organization described in Section 124(c)(4)(A)(ii)(I) of the DD Act of 2000; and organizations that may include Parent Training and Information Centers assisted under Sections 671 and 672 of the Individuals with Disabilities Education Improvement Act of 2004, entities carrying out activities in assistive technology authorized under Sections 4 or 5 of the Assistive Technology Act of 2004, relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families;
 - Reflects the racial and ethnic diversity of the State;
 - Is consulted regarding the development of the 5-year plan, participates in an annual review, and comments on progress in meeting projected goals; and
 - Meets as often as necessary, but at a minimum of twice during each grant year.
- To the extent possible, the infrastructure and resources obtained through funds made available under the grant will be utilized to leverage additional public and private funds to successfully achieve the

projected goals developed in the 5-year plan.

- The director of the UCEDD will hold appropriate academic credentials, demonstrate leadership, have expertise regarding developmental disabilities, have significant experience in managing grants and contracts, and have the ability to leverage public and private funds; and will allocate adequate staff time to carry out activities related to each of the four core functions.
- The entity designated as the UCEDD will educate and disseminate information related to the purpose of the DD Act of 2000 to the legislature of the State in which the Center is located and to Members of Congress from the State.

Signature, UCEDD Director

Date