

The Administration for Children and Families (ACF)

ACF is responsible for federal programs that promote the economic and social well-being of families, children, individuals, and communities.



Overview of the ACF

ACF partners with State and local governments, forprofit and non-profit organizations, faith and community based organizations, American Indian Tribes and Native American communities to design, administer and promote programs that strengthen children, families and communities. ACF also has a strong commitment to supporting initatives and programs that address the needs, strengths and abilities of individuals with developmental disabilities, refugees and underserved populations.



ACF Funding: Mandatory and Discretionary Grants

- ACF awards mandatory (or formula, block or entitlement grants), as well as discretionary grants.
 Federal agencies are required by statute to award mandatory grants to States, the District of Columbia and Federally recognized Tribes and territories.
- Discretionary grants permit the Federal Government to exercise judgement or "discretion in selecting the applicant/recipient organization through a competitive grant process.



ACF Program Offices

Administration for Native Americans (ANA)

Administration on Children, Youth and Families (ACYF)

Administration on Developmental Disabilities (ADD)

Child Care Bureau (CCB)

Child Support Enforcement (OCSE)

Office of Community Services (OCS)

Office of Family Assistance (OFA)

Office of Head Start (OHS)

Office of Refugee Resettlement (ORR)



Grant Review Process

- Screening of Applications
- Recruitment and Selection of Panel Reviewers
- Panel Review and Evaluation
- Director Recommends Successful Applicants
- Grants Officer Certifies Competitive Process and reviews financial information
- Notification to Congressional Liaison
- Mailing of Grant Award Packages
- Notification to Unsuccessful Applicants



Factors Impacting Director's Recommendation

- Comments of the Reviewers
- Applicants previous performance record
- Staff evaluations and input
- Amount and duration of grant requested
- Geographic distribution



Tips in Submitting Applications

- Read Program Announcement. You must read the entire program announcement to ensure that all required information is addressed.
- Include DUNS Number. You must include a DUNS number to have your application reviewed. Applications will not be reviewed without a DUNS number. To obtain a DUNS number, access www.dunandbradstreet.com or call 1-866-705-5711. Please include the DUNS number next to the OMB Approval Number on the application face page.
- Start preparing the application EARLY. Allow plenty of time to gather required information from various sources and take care of issues you may run into or may not have initially considered.



Tips in Submitting Applications, cont.

- Follow the instructions in the application package carefully. Place all information in the order requested in the instructions. If the information is not placed in the requested order, you may receive a lower score. Be sure to follow the section that addresses the content and application submission requirements. Pay close attention to the evaluation criteria against which you will be scored.
- **Keep your audience in mind.** Reviewers will use only the information contained in the application in their assessment. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Do not assume that reviewers are familiar with the applicant organization. Keep the review criteria in mind when writing the application.
- **Be organized, thoughtful and logical.** Many applications fail to receive a high score because the reviewers cannot follow the thought process of the applicant or because parts of the application do not fit together.



Tips in Submitting Application, cont'd

- Be brief, concise and clear. Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc. is consistent with the proposal narrative and information in other tables. Budgets must reflect the written narrative. Do not exceed page limitations.
- **Be careful in the use of appendices.** Do not use the appendices for information that is required in the body of the application. Be sure to cross-reference all tables and attachments located in the appendices to the appropriate text in the application.
- Submit required forms. Be sure to submit all required application forms, certifications and assurances.



Tips in Submitting Applications, cont'd

- Carefully proofread the application. Misspellings and grammatical errors will impede reviewers in understanding the application. Be sure pages are numbered (including appendices) and that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout the application.
- Pay attention to deadlines. Pay close attention to submission dates and times.



Grant Information Resources

Grants.gov

Grants.gov provides a unified way to find grant opportunities and apply for grants from all Federal grant-making agencies, including HHS. Please visit http://www.grants.gov for more information or telephone the Grants.gov Contact Center at 800-518-4726, Monday-Friday, 7 a.m. to 9 p.m., EST.

Catalog of Federal Domestic Assistance (CFDA)

The CFDA is compiled and maintained by the General Services Administration (GSA). It profiles all Federal grant programs and lists a specific contact for obtaining additional information and application forms. It also includes a helpful section on writing grant applications. It is available in the following formats:



Federal Register

The <u>Federal Register</u> is published by the Office of the Federal Register, National Archives and Records Administration (NARA). It is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents. It is available in the following formats:

- ► <u>Internet</u>: A searchable version is available free of charge at http://www.access.gpo.gov/fr/index.html
- ▶ <u>Published Text</u>: Available in the reference section of most major libraries or for purchase through the U.S. Government Printing Office at 202-512-1800.

USA.Gov

USA.gov is the official U.S. portal to all online government information and services—federal, state, local, and tribal at http://www.usa.gov or call 800-333-4636.

HHS Grants Policy Statement (GPS)

The GPS provides the general terms and conditions of HHS discretionary grant and cooperative agreement awards. It also is designed to be useful to those interested in the HHS grants process by providing information about that process and its associated authorities, and about responsibilities. The HHS GPS is available online from the HHS home page at http://www.hhs.gov/grantsnet.



Grants Net

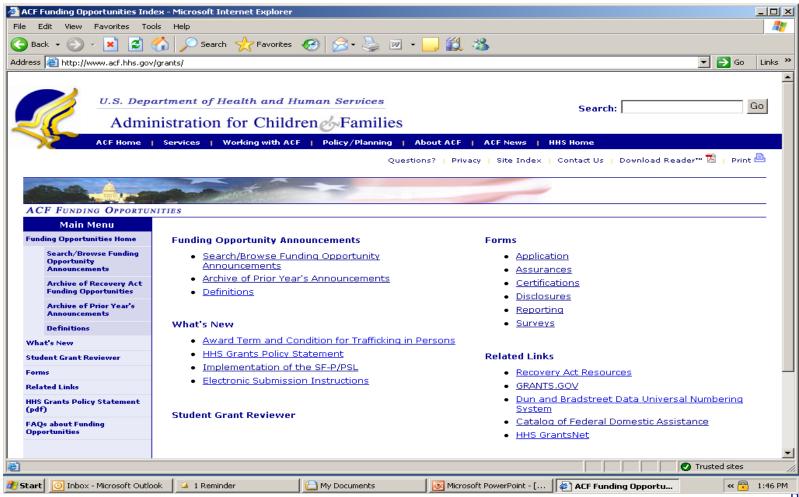
Grants Net is administered by the HHS Office of Grants and provides information on administering grant awards, including Office of Management and Budget Circulars, the Code of Federal Regulations, HHS regulations, and other pertinent policy information. GrantsNet also provides links to the HHS operating divisions and other grant related websites. The GrantsNet web site is located at http://www.hhs.gov/grantsnet.

 Tracking Accountability in Government Grants System (TAGGS) is the central repository for all HHS grant data. It is available to the public at http://taggs.hhs.gov. This site allows users to view standard TAGGSgenerated reports or query the database for current and past grant award information.

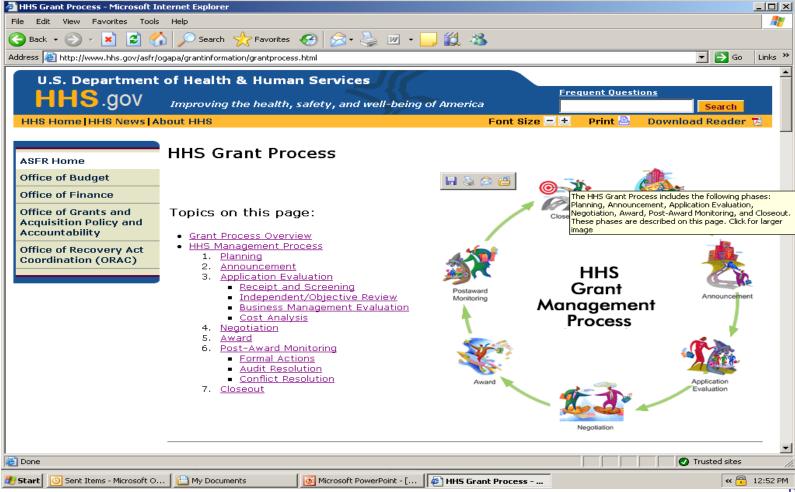
Faith-Based and Community Initiatives

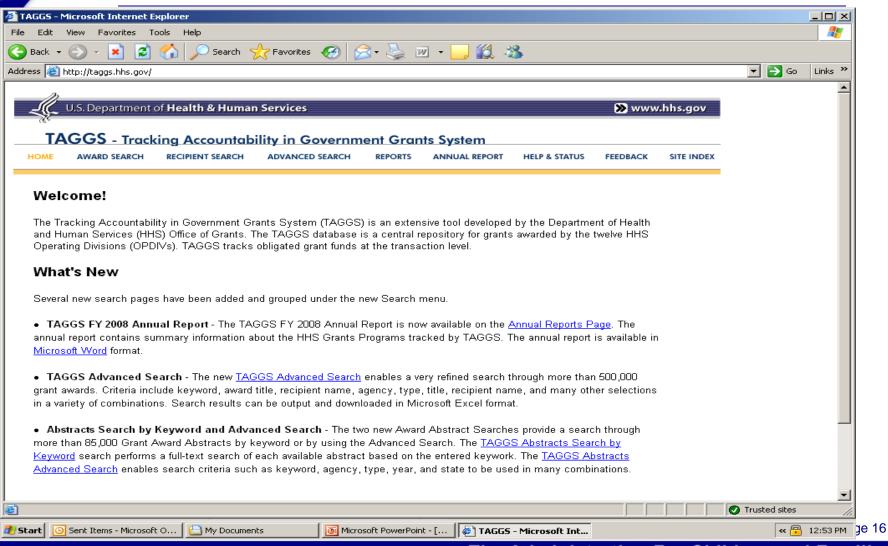
For information concerning grant opportunities, visit the website at http://www.hhs.gov/fbci or call the HHS Center for Faith-Based and Community Initiatives for a free resource guide at 202-358-3595. For agency contacts within HHS, other federal agencies, and states, go to http://www.hhs.gov/fbci/contacts.html.















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THANK YOU!!!