



# The Administration for Children and Families (ACF)

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





# Overview of the ACF

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ACF partners with State and local governments, for-profit 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 initiatives and programs that address the needs, strengths and abilities of individuals with developmental disabilities, refugees and underserved populations.





# ACF Funding: Mandatory and Discretionary Grants

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- 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

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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

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- 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

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





# Tips in Submitting Applications

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- **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](http://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.

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- **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

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- **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

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- **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

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- **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:





# Grant Information Resources, cont'd

- **Federal Register**

The Federal Register 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:

- ▶ **Internet:** A searchable version is available free of charge at <http://www.access.gpo.gov/fr/index.html>

- ▶ **Published Text:** 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>.





# Grant Information Resources, cont'd

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- **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 TAGGS-generated 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>.



# Grant Information Resources, cont'd

ACF Funding Opportunities Index - Microsoft Internet Explorer

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Address <http://www.acf.hhs.gov/grants/> Go Links

U.S. Department of Health and Human Services

Administration for Children & Families

Search:  Go

ACF Home | Services | Working with ACF | Policy/Planning | About ACF | ACF News | HHS Home

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**ACF FUNDING OPPORTUNITIES**

**Main Menu**

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**Funding Opportunity Announcements**

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**What's New**

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**Student Grant Reviewer**

**Forms**

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- [Certifications](#)
- [Disclosures](#)
- [Reporting](#)
- [Surveys](#)

**Related Links**

- [Recovery Act Resources](#)
- [GRANTS.GOV](#)
- [Dun and Bradstreet Data Universal Numbering System](#)
- [Catalog of Federal Domestic Assistance](#)
- [HHS GrantsNet](#)

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# Grant Information Resources, cont'd

**HHS Grant Process**

Topics on this page:

- [Grant Process Overview](#)
- [HHS Management Process](#)
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  2. [Announcement](#)
  3. [Application Evaluation](#)
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    - [Business Management Evaluation](#)
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  4. [Negotiation](#)
  5. [Award](#)
  6. [Post-Award Monitoring](#)
    - [Formal Actions](#)
    - [Audit Resolution](#)
    - [Conflict Resolution](#)
  7. [Closeout](#)

The HHS Grant Process includes the following phases: Planning, Announcement, Application Evaluation, Negotiation, Award, Post-Award Monitoring, and Closeout. These phases are described on this page. Click for larger image

**HHS Grant Management Process**

Postaward Monitoring

Award

Negotiation

Application Evaluation

Announcement



# Grant Information Sources, cont'd

**U.S. Department of Health & Human Services** [www.hhs.gov](http://www.hhs.gov)

## TAGGS - Tracking Accountability in Government Grants System

[HOME](#) [AWARD SEARCH](#) [RECIPIENT SEARCH](#) [ADVANCED SEARCH](#) [REPORTS](#) [ANNUAL REPORT](#) [HELP & STATUS](#) [FEEDBACK](#) [SITE INDEX](#)

### Welcome!

The Tracking Accountability in Government Grants System (TAGGS) is an extensive tool developed by the Department of Health and Human Services (HHS) Office of Grants. The TAGGS database is a central repository for grants awarded by the twelve HHS Operating Divisions (OPDIVs). TAGGS tracks obligated grant funds at the transaction level.

### What's New

Several new search pages have been added and grouped under the new Search menu.

- **TAGGS FY 2008 Annual Report** - The TAGGS FY 2008 Annual Report is now available on the [Annual Reports Page](#). The annual report contains summary information about the HHS Grants Programs tracked by TAGGS. The annual report is available in [Microsoft Word](#) format.
- **TAGGS Advanced Search** - The new [TAGGS Advanced Search](#) enables a very refined search through more than 500,000 grant awards. Criteria include keyword, award title, recipient name, agency, type, title, recipient name, and many other selections in a variety of combinations. Search results can be output and downloaded in Microsoft Excel format.
- **Abstracts Search by Keyword and Advanced Search** - The two new Award Abstract Searches provide a search through more than 85,000 Grant Award Abstracts by keyword or by using the Advanced Search. The [TAGGS Abstracts Search by Keyword](#) search performs a full-text search of each available abstract based on the entered keyword. The [TAGGS Abstracts Advanced Search](#) enables search criteria such as keyword, agency, type, year, and state to be used in many combinations.

# Grant Information Resources, cont'd

**GRANTS.GOV** Search Contact Us Site Map Help RSS

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

*Find. Apply. Succeed.*

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

**RECOVERY.GOV**

In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities >](#)

Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)

Update-to-date information on the state of recovery. [Learn more >](#)

[Feature Stories](#)

**Recovery Act Grant Opportunities**

**Archived Webinars**

**Sign-up for our "Succeed" Quarterly Newsletter**

**Quick Links**

**Latest News!**  
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**FOR APPLICANTS**

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login
- Track My Application

**FOR GRANTORS**

- Grantor Login
- New Agency Users
- Resources

**What's New at Grants.gov**

New Opportunities This Week

Grants.gov Contact Center scheduled closing

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# Contact Information

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**Phone – (202) 401-4577**





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**THANK YOU !!!**

