



ADMINISTRATION FOR
CHILDREN & FAMILIES
Grants 101

July 29, 2024

Mural Activity

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Please Complete this Short Survey:





Section I:

Why Apply for a Grant with the Administration for Children & Families?

Native Hawaiian Proverb

Recognize others, be recognized.

Help others, be helped.

Such is a family relationship!

ACF's Vision

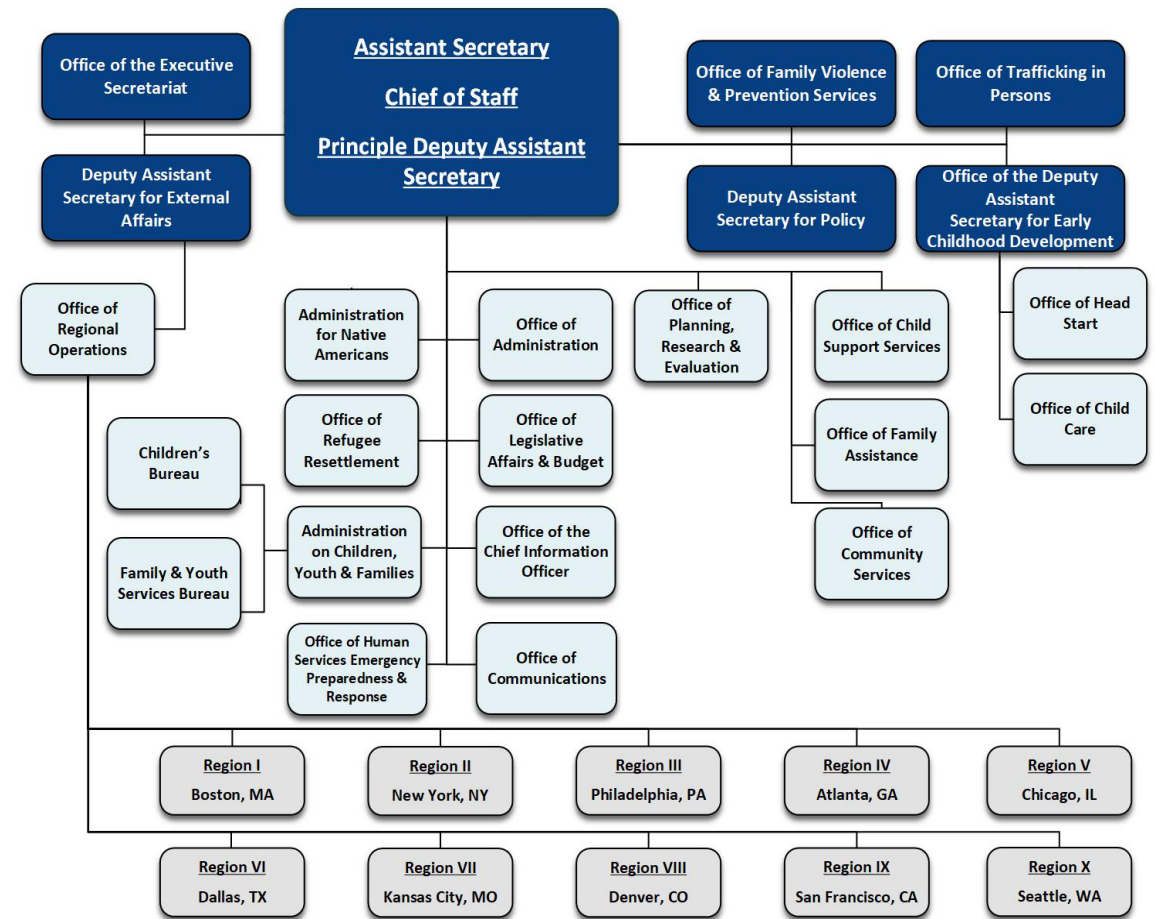
ACF promotes the economic and social well-being of families, children, youth, individuals and communities who are resilient, safe, healthy, and economically secure

ACF's Mission

To foster health and well-being by providing federal leadership, partnership and resources for the compassionate and effective delivery of human services

ACF's Organizational Structure

- 22 Program & Staff Offices
- ~2000 Federal staff
 - 43% Central Office (Washington, D.C. Metro Area)
 - 57% Regional Offices or Fully Remote Locations

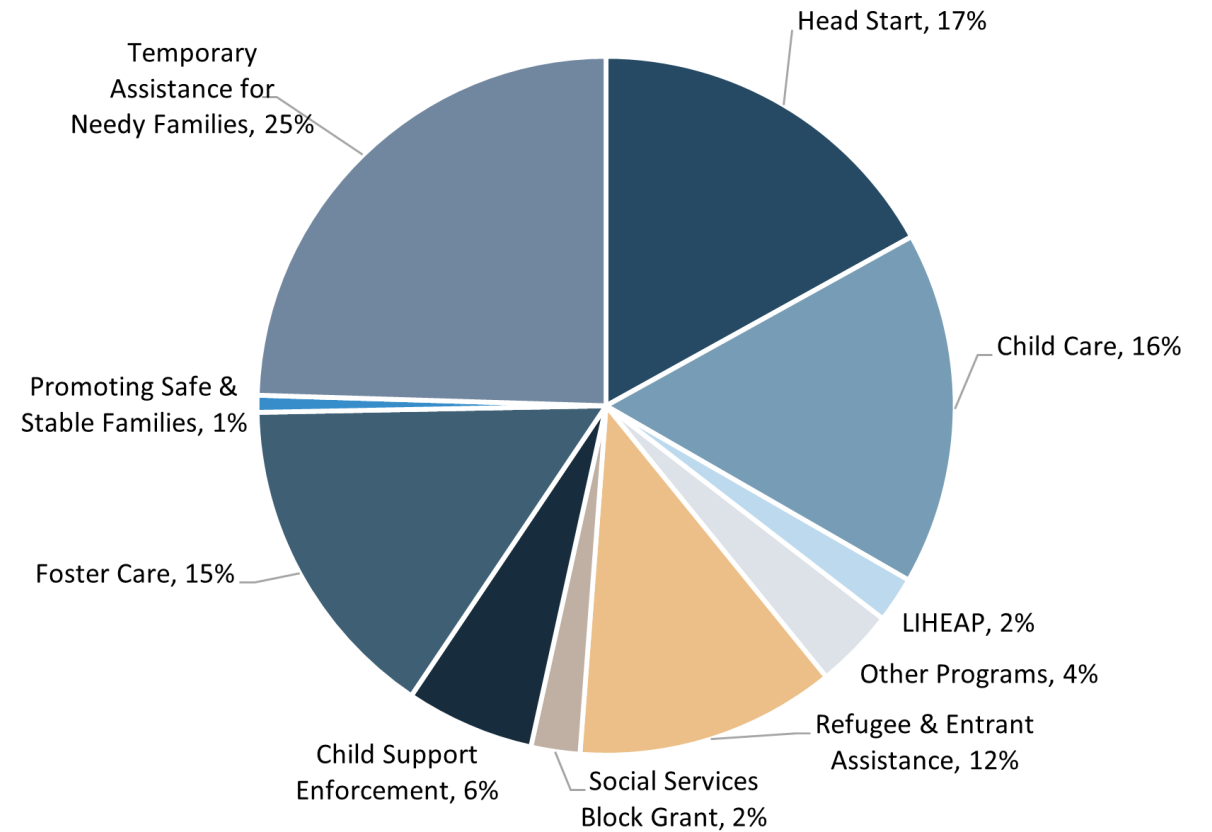


ACF's Budget

- ACF administers more than 60 programs with an annual budget of more than \$70 billion.

- ACF is the second largest agency within US Department of Health and Human Services (HHS).

ACF FY 2023 Budget



Why Should you Apply for Federal Funding?



FACTS

- Grants provide resources to do important work
- Receiving federal funding raises your exposure and visibility in the field and community
- There is no limit on the number of grant awards you can receive each year
- When you are awarded a grant, it may result in other funding opportunities—like private foundations or family foundations or donations for individuals
- Sometimes, grants are the only funding available for the project!



MYTHS

- "I can apply next year."
- "Federal agencies already know who they are going to fund. I'm not going to waste my time applying!"
- "The money isn't there for my project."
- "It's too much work to apply for grants."
- "You need to have a match to apply for a federal grant."

Funding Priorities

Economic Stability



Food, Hunger & Nutrition



Support Tribes



Equity in Action



Build Community



Keep Families Together



Prevent Homelessness



Early Care & Education



Mental Health



Support Youth

OGM Mission & Purpose

OGM's mission is to provide high-quality fiscal stewardship and management for ACF-funded recipients across the country and in U.S. territories

This includes responsive oversight and technical assistance for discretionary awards, non-discretionary awards, and cooperative agreements.

Working with ACF:

Grant Oversight Priorities & Partnerships

1 Application Process

2 Award Notification

3 Compliance & Regulations

4 Technical Assistance

5 Monitoring & Oversight

6 Problem Resolution

7 Evaluation & Impact Assessment

8 Communication & Outreach

Roles and Responsibilities

OGM works in partnership with ACF program offices to effectively manage all elements of the federal grant cycle— from awarding, financial management of open

OGM is responsible for the comprehensive risk management, compliance, and customer service/technical assistance such as:

Customer service and technical assistance to recipients on various financial matters.

Resolution of ACF recipient single audit and OIG audit findings.

Grant risk management through the ongoing review of financial and administrative reports.

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Q & A



Section II: How to Find the Right Funding Opportunity

Type of Grants

Discretionary

Competitive grants where federal agencies select awardees based on merit and eligibility.

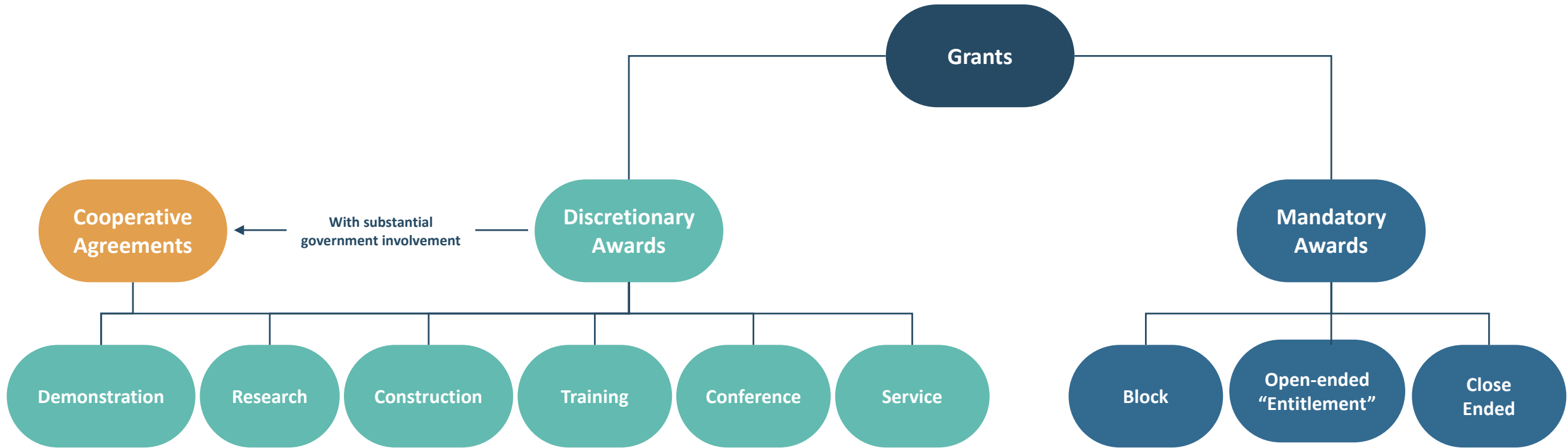
- Applications for discretionary grants are sent to the federal agency for a competitive review process and final funding decision.
- The review process can vary for each program and federal agency.

Non-Discretionary

Non-Discretionary grants are block/formula, and entitlements. Entitlements can be further classified as open-ended or close—ended.

- Paid to states, territories, and Tribes.

Type of Grants (cont.)



Notice of Funding Opportunity (NOFO)

A Notice of Funding Opportunity (NOFO) announces the availability of federal funds for all discretionary and some mandatory programs in ACF.

NOFOs are posted on Grants.gov for applicants to learn about the eligibility and reporting requirements of grant opportunities.



Applicants will apply to NOFOs to be considered for funding.

Key Considerations When Applying for a Grant

NOFOs are posted on Grants.gov, be sure to read NOFOs completely and carefully



Eligibility



Readiness



Alignment



Budgeting



Timeline



Clarity & Completeness



Review & Feedback



Compliance



Impact & Sustainability

Q & A

Take a Break!
Be back here in:

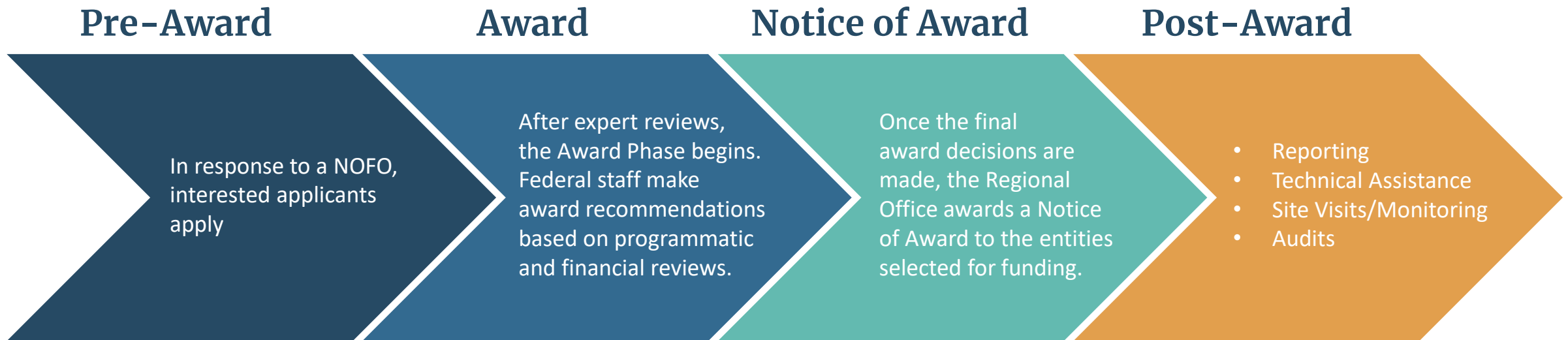
10:00



Section III:

How to Apply for an ACF Grant

Application Process and Timeline



Registration Information

Organizations must register with SAM.gov and Grants.gov



The screenshot shows the SAM.gov website interface. At the top, there is a browser address bar with the URL 'sam.gov/content/home'. Below the address bar, a navigation bar includes links for 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The main content area features the SAM.gov logo on the left and a badge on the right stating 'Official U.S. Government Website 100% Free'. The central part of the page is divided into two main sections. The left section, titled 'The Official U.S. Government System for:', lists various services: 'Contract Opportunities', 'Contract Data (Reports ONLY from fpds.gov)', 'Wage Determinations', 'Federal Hierarchy (Departments and Subtiers)', 'Assistance Listings', 'Entity Information (Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov))', and 'Entity Reporting (SCR and Bio-Preferred Reporting)'. At the bottom of this section is a button labeled 'View FASCSA Orders'. The right section, titled 'Register Your Entity or Get a Unique Entity ID', provides instructions and includes three buttons: 'Get Started', 'Renew Entity', and 'Check Entity Status'. At the top of the page, there are two alert boxes: 'Important Reqs and Certs Update Show Details Jul 18, 2024' and 'Entity Validation Status Show Details Jul 23, 2024'. A 'Sign In' button is also visible in the top right corner.

Grants.gov

The screenshot shows the Grants.gov website interface. At the top, there is a browser address bar with 'grants.gov' and navigation icons. Below the browser bar, a banner indicates it is an official website of the United States government with a link 'Here's how you know'. The main header features the Grants.gov logo on the left, which includes a stylized red and orange graphic above the text 'GRANTS.GOV' and the tagline 'FIND. APPLY. SUCCEED.' below it. To the right of the logo are links for 'Help', 'Register', and 'Login'. A search bar with the placeholder text 'Search site content' and a magnifying glass icon is also present. Below the header is a horizontal navigation menu with the following items: 'Home', 'Learn Grants', 'Search Grants', 'Applicants', 'Grantors', 'System-To-System', 'Forms', 'Connect', and 'Support'. The main content area features a large background image of a smiling woman with curly hair in a white shirt, sitting at a desk with a laptop. Overlaid on the left side of this image is a white callout box with the heading 'Your Team. Your Workspace.' and the text 'Applying for a funding opportunity is easier and more efficient when your team collaborates. Grants.gov Workspace makes it possible.' Below this text is a blue button with the text 'Apply for a Grant Using Workspace'. In the bottom right corner of the main image area, there is a small circular icon of a person's head and shoulders.

Understanding a Notice of Funding Opportunity

A Notice of Funding Opportunity (NOFO) covers 9 major topic areas including:



Program Summary



Program Description



Funding Information



Deadline for Application



Eligibility



Disqualification factors



Application Instructions



Application Review



Post-award Requirements

Understanding a NOFO Continued

The full text for the NOFO can be found on Grants.gov

Example

VIEW GRANT OPPORTUNITY

HHS-2024-ACF-OCS-EAH-0151

Affordable Housing and Supportive Services Demonstration

Department of Health and Human Services

Administration for Children and Families - OCS

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
▼ Folder: Full Announcement - Full Announcement	HHS-2024-ACF-OCS-EAH-0151-Full Announcement - Full Announcement.zip	May 13, 2024 09:37:33 AM EDT	271.0 KB



Overview of Standard Forms

Each NOFO provides a listing of forms required with your application. Commonly required forms include:

SF-424

Application for
Federal Assistance

SF-424A

Budget Information
Non- Construction
Programs

SF-424B

Assurances -
Non- Construction
Programs

SF-P/PSL

Project/
Performance Site
Location(s)

Certification
Regarding
Lobbying

Requesting Examples of Successful Applications

The Freedom of Information Act (FOIA) provides the public the right to request access to records from any federal agency. Grants are one of the most frequently requested records at ACF.

ACF strongly suggests submitting your request electronically via either:

- [The Public Access Link \(PAL\)](#)
- [FOIA.gov](#)

While FOIA allows for many records to be released, there are nine exemptions that protect certain types of information, like personal privacy and law enforcement interests.

The response time for your request will vary based on complexity and any backlog of requests.

Best Practices and Tips for Application Success

1

Follow
Application
Instructions

2

Develop
Project
Proposal

3

Budget
Development

4

Submit
Application

Mural Activity

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Q & A



Section IV: What to Expect with an Award

How Award Decisions are Made



Financial Considerations

- Financial report compliance for other awards
- Financial statements, proposed budgets or allocations
- Other funding sources available to applicant
- Prior audit or monitoring findings (internal or external)
- Proposed use of subgrant recipients or subcontractors



Programmatic Considerations

- Capacity or proposed staffing of applicant
- Planned grant activities or proposed objectives
- Evidence of prior successful program implementation
- Proposed outreach activities or community assessments
- Use of data or IT resources to track progress and success.

Agency Versus Recipient Responsibility

Agency

- Providing timely information on funding amounts
- Providing Information Systems access instructions
- Providing information on how and who to ask for help
- Reporting requirements, dates, deadlines, etc.
- Federal laws that support and guide the program




Recipient

- Read all the information provided
- Understand the rules and regulations of your program
- Understand the requirements throughout the project
- Ask questions
- Be good stewards of taxpayer dollars



Notice of Award:

 Department of Health and Human Services Administration for Children and Families		Notice of Award Award# 02CI8012042-01-04 FAIN# 02CI8012042 Federal Award Date: 08/24/2022	
Recipient Information		Federal Award Information	
1. Recipient Name ACELERO, D.C. 500 Madison Ave # 07-306 New York, NY 10018-4502 212-389-2482		11. Award Number 02CI8012042-01-04 12. Unique Federal Award Identification Number (FAIN) 02CI8012042 13. Statutory Authority 42 USC #801 ET SEQ	
2. Congressional District of Recipient 10		14. Federal Award Project Title Head Start and Early Head Start	
3. Payment System Identifier (PSI) 1300077021A1		15. Assistance Listing Number 91-800	
4. Employer Identification Number (EIN) 200077021		16. Assistance Listing Program Title Head Start	
5. Data Universal Numbering System (DUNS) 14311884		17. Award Action Type Supplemental & Extension	
6. Recipient's Unique Entity Identifier (UEI) DBCRCZ6W1J7Y93		18. Is the Award RAD? No	
7. Project Director or Principal Investigator Mr. Henry White Executive Director hwhite@accelero.net 212-389-2482		Summary Federal Award Financial Information	
8. Authorized Official Mr. Aubrey Jones Board Chair ajones2@gmail.com 212-817-6498		19. Budget Period Start Date 07/31/2021 - End Date 10/31/2022	
Federal Agency Information ACF/OES Region II Grants Office		20. Total Amount of Federal Funds Obligated by this Action \$141,348.00	
9. Awarding Agency Contact Information Stefanie Gordon Director of School Facilities Grants stefanie.gordon@acf.hhs.gov (844) 905-8882		20a. Direct Cost Amount \$141,348.00 20b. Indirect Cost Amount \$0.00	
10. Program Official Contact Information Ms. Carolyn S Baker Regional Program Manager Office of Head Start - Region 2 carolyn.baker@acf.hhs.gov 844-805-8143		21. Authorized Carryover \$0.00 22. Offset \$0.00	
		23. Total Amount of Federal Funds Obligated this budget period \$7,892,673.00	
		24. Total Approved Cost Sharing or Matching, where applicable \$2,804,998.00	
		25. Total Federal and Non-Federal Approved this Budget Period \$8,697,671.00	
		26. Period of Performance Start Date 07/31/2021 - End Date 07/31/2024	
		27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$8,697,671.00	
		28. Authorized Treatment of Program Income ADDITIONAL COSTS	
		29. Grants Management Officer - Signature Stefanie Gordon Director of School Facilities Grants	
30. Remarks			

The Notice of Award: What is Important?

NOAs contain key requirements of the grant program, such as:



Official Communication &
Legal Document



Grant Activation



Compliance & Accountability



Guidance for Implementation



Transparency &
Documentation



Administrative Clarity

Q & A

The **Payment Management System (PMS)** is a full-service centralized grants payment and cash management system.

Post Award Reporting

The Federal Financial Report: Standard form 425 (SF425)

- Standard reporting measure for most recipients
 - Check Notice of Award for reporting details
- Tracks award expenditures
- Report spending and unused funds
- Submit through your online **Payment Management Services** account

Program Progress Report

- Program Progress Report is submitted as a grant note in either GrantSolutions or Online Data Collection
- The period of performance is semi-annual
- Prepared by financial department and signed by official

Programmatic Reports

**Always read your
Terms & Conditions!**

Examples of Programmatic Reports:



ACF Performance Progress Report



Real Property Reporting (SF-429)



Quarterly Data Reports



Grant Recipient Surveys



Reports to Congress
(ACF Requirement)

Award Closeout

Closeout is the process by which ACF determines that all applicable administrative actions and all required work of the federal award have been completed.

The closeout process starts after the end of the period of performance listed on the Notice of Award and ensures the recipient has met all financial, performance, and other reporting requirements.

Q & A



"The wind blows, coconut branches snap,
And blossoms dance on the floor"
These opening lines of a traditional mele hula
describe the atmosphere of a hula performance.
The instrumental version from the movie Moana
in Polynesian. The hula dancers inspired the
name of the hotel's signature drink.
"Hula" means "to dance" and is a
reference to the traditional hula dance with an
estimated 80,000 years.

Section V:

Who to Contact at ACF and Where to Find Additional Resources

Pre-application ACF Point of Contact

Contact information for the Program Office and Office of Grants Management can be found in the Full NOFO!



**Contacts
and
Support**

Simplified NOFO



**VII. HHS
Award
Agency
Contacts**

Standard NOFO

ACF Website Live Demo



Q & A

Please Complete this Short Survey:



Thank you for Attending!

Find additional Grants 101 resources at the QR code below:



or by visiting

<https://www.acf.hhs.gov/faq/grants-faq#Grants%20101>