

Notice of Funding Opportunity  
Application due September 8, 2025

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**








Office of Planning, Research, and Evaluation

# Prevention Services Evaluation Partnerships: Supporting Adoptive Families

Opportunity number: HHS-2025-ACF-OPRE-FA-0101



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# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up-to-date.

## **SAM.gov registration (this can take several weeks)**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

## **Grants.gov registration (this can take several days)**

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

## **Apply by the application due date**

Applications are due by 11:59 p.m. Eastern Time on September 8, 2025.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



# Step 1:

# Review the Opportunity

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# Basic information

Administration for Children and Families (ACF)

Office of Planning, Research, and Evaluation

Evaluating enhanced support to children and families in adoption arrangements at risk of disruption or dissolution.

## Summary

The Prevention Services Evaluation Partnerships: Supporting Adoptive Families funding opportunity supports research (summative randomized control trial or quasi-experimental evaluation) to evaluate programs that help adoptive families at risk of disruption or dissolution that may result in foster care placements. This funding opportunity focuses on partnerships between researchers, Title IV-E agencies, and community entities with experience working with adopted children, foster children, or children in kinship care.

The evaluation will focus on one or more of the following topics:

- Mental health programs or services.
- Substance abuse prevention and treatment programs or services.
- In-home parent skill-based programs or services.
- Kinship navigator programs or services.

The award recipient must conduct a randomized control trial (or a similar evaluation) that meets the Title IV-E Prevention Services Clearinghouse (the Clearinghouse) Design and Execution Standards for Moderate or High Support of Causal Evidence. The program or service being evaluated must already be prepared for rigorous research, such as having completed earlier evaluations. The recipient can gather and analyze new data or use existing data for the proposed evaluation.

The award recipient must also work closely with federal staff and the current PSEP cohort throughout the evaluation. For further information about OPRE, [visit the OPRE website](#).



Have questions?  
See [Contacts and Support](#).

## Key facts

**Opportunity name:**

Prevention Services  
Evaluation Partnerships:  
Supporting Adoptive  
Families

**Opportunity number:**

HHS-2025-ACF-OPRE-  
FA-0101

**Announcement type:**

Initial

**Federal assistance listing:**

93.652 — Adoption  
Opportunities

**Statutory authority  
number:**

[42 U.S.C. 5113\(b\)\(4\)](#)

## Key dates

**Application submission  
deadline:**

September 8, 2025

**Optional notice of  
intent deadline:**

Due 14 days after this  
NOFO's publication date.

**Expected project  
start date:**

January 5, 2026

See [other submissions](#) for  
other time frames that may  
apply to this NOFO.

## Funding details

**Type:** Cooperative agreement

**Expected total program funding:** \$1,800,000

**Total expected awards:** 1

**Minimum award amount (award floor):** \$900,000

**Maximum award amount (award ceiling):** \$1,800,000

This is full funding. We plan to fund a four-year project period with one budget period.

Awards made under this funding opportunity are subject to federal funds availability.

# Eligibility

## Eligible applicants

Eligibility is unrestricted.

- Individuals, including sole proprietorships, and foreign entities are not eligible.

## Disqualification factors

We will review your application to make sure it meets these responsiveness requirements.

We won't consider an application that:

- Requests funding above the [award ceiling](#).
- Is submitted after the [deadline](#).
- Is from an individual, including a sole proprietorship, or a foreign entity.
- Is received in paper format that didn't have a previously approved exemption from ACF.

## Application limits

If you submit the same application more than once under this notice of funding opportunity (NOFO), we will only acknowledge the last on-time submission.

## Cost sharing

This program has no cost-sharing requirement. If you choose to include cost-sharing funds, we won't consider it during review. However, we will hold you accountable for any funds you add, including through reporting. If you don't provide your promised amount, we may have to decrease your award amount or use other enforcement actions.

# Program description

## Statutory authority

Title II, section 203(b)(4) of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978 (CAPTA) ([42 U.S.C. 5113\(b\)\(4\)](#)), as amended by CAPTA Reauthorization Act of 2010

## Background

The Family First Prevention Services Act (FFPSA) allows states to use federal funds (under parts B and E of title IV of the Social Security Act) to provide enhanced support to children and families and prevent foster care placements. These funds can be used for evidence-based mental health and substance abuse prevention and treatment, in-home parent skill-based, and kinship navigator programs or services. These programs are intended for children who are candidates for foster care, pregnant or parenting foster youth, and the parents or kin caregivers of these children.

To support this, ACF established the Clearinghouse to systematically review research and evaluation on programs and services intended to provide enhanced support to children and families and prevent foster care placements. You can learn more through the [overview webinar](#) and the [Clearinghouse website](#).

In September 2023, OPRE funded seven new awards under the Prevention Services Evaluation Partnerships: Building Evidence for Mental Health, Substance Use, In-home Parent Skill-based, and Kinship Navigator Programs and Services NOFO. Researchers are partnering with Title IV-E agencies and community organizations to conduct rigorous evaluations that will contribute to the evidence base for programs that support children and families and prevent foster care placement. For more information about projects funded this NOFO, refer to the [award program landing page](#).

The Senate Committee on Appropriations recently allocated funds to evaluate programs designed to support adoption stability under Adoption Opportunities (CAPTA) (S. Rept. 118-84). The Committee recognizes that there are currently no evidence-based models to promote adoption stability approved by the Clearinghouse. The programs to be evaluated aim to reduce the risk of disruption or dissolution for adoptive families, which would result in foster care placements.

ACF is particularly interested in (but does not require) programs or services that:

- Are eligible for Clearinghouse review but are not yet rated.
- Have a “does not currently meet criteria” rating.

# Project requirements

## Evaluation requirements

This funding opportunity is to support a summative evaluation, using either a randomized control trial or quasi-experimental evaluation design, focused on a program or service that supports adoption stability and qualifies for review by the Clearinghouse.

As described in the current version of the [Clearinghouse Handbook](#), to be eligible for review, the program or service being evaluated must:

- Fall into at least one of the four eligible program or service areas:
  - Mental health prevention and treatment programs or services.
  - Substance abuse prevention and treatment programs or services.
  - In-home parent skill-based programs or services.
  - Kinship navigator programs.
- Be clearly defined and replicable.
  - Programs and services must have written protocols, manuals, or other materials that explain how to implement the program.
  - These materials must be publicly available to download, request, or purchase.

The evaluation design must follow the latest Clearinghouse Design and Execution Standards for Moderate or High Support of Causal Evidence, as described in the [Handbook](#). The evaluation design may also use guidance from the [ACYF-CB-IM-19-04, Evaluation Plan Development Tip Sheet](#). The evaluation design must also target outcomes that are consistent with the eligible domains defined in the Handbook.

The proposed program or service being evaluated must be ready for a rigorous summative evaluation, as evidenced by formative or summative evaluations that have already been completed. The recipient can collect new data or leverage existing data for the proposed evaluation.

## Active engagement

Evaluators must actively engage the appropriate Title IV-E agencies and relevant community organizations, individuals, and groups.

For this NOFO, active engagement means intentionally involving the groups and individuals who care about the results of the research or evaluation at every stage of the process. The award recipient must have an established working partnerships with at least one Title IV-E agency, community organization, or researcher. They must be

prepared to move forward with the proposed evaluation in a timely manner upon award.

Groups and individuals to actively engage may include, but are not limited to:

- Service providers.
- Developers of interventions, innovations, or practices.
- Program participants.
- Subject matter experts.
- Federal, grant recipient, or other program staff.
- Federal, state, or local leadership.
- Groups and individuals in programs' communities.
- Those in broader fields of study related to human services research and evaluation.

The award recipient must be transparent when gathering feedback, ensuring the evaluation remains unbiased and independent. This helps protect the evaluation process from real or perceived bias. For more about OPRE's expectations on active engagement, refer to the [report on the role of active engagement](#). If applicable, refer to the [Children's Bureau guidance on effective and collaborative evaluation with tribal communities](#).

## Mandatory meetings

The recipient is expected to join a cohort of other Prevention Services Evaluation Partnerships award recipients and federal staff.

The award recipient must attend yearly in-person meetings, and monthly virtual meetings throughout the award period. During these meetings, the recipient will work with the existing Prevention Services Evaluation Partnerships cohort and federal staff to share updates and takeaways from the cohort's projects.

## Disseminating research

The award recipient is expected to disseminate their research.

The award recipient must share project findings to strengthen the evidence for programs that provide enhanced support to adoptive families at risk of disruption or dissolution. This includes addressing knowledge gaps, improving evaluation methods for prevention services, and contributing evidence that can be reviewed by the Clearinghouse.

The award recipient must create different types of materials and use appropriate channels to reach their intended audiences, following OPRE's [Value Added Dissemination Framework](#). Intended national audiences include researchers,

policymakers, and practitioners with materials like policy briefs, journal articles, or other tailored products.

The award recipient must pre-register their project's research and analysis plans with a public registry. For more details, refer to the OPRE Insights blog post titled, [Pre-Registering Studies – What Is It, How Do You Do It, and Why?](#)

## Cooperative agreement—Description of ACF's involvement

When funding is awarded in a cooperative agreement, you can expect substantial involvement of federal staff in the performance of the funded activities. In this cooperative agreement, OPRE's responsibilities are to:

- Monitor the project and work collaboratively with award recipients to facilitate accomplishment of project goals.
- Provide technical assistance and feedback when necessary, including joint decision-making on research design, approach, and dissemination.
- Approve any subawards and any (material) changes to the project question or approach.
- Lead efforts to encourage cooperation and collaboration among grant recipients by organizing regular meetings and calls to review research progress, share information, and promote project coordination.
- Schedule and host one in-person recipient meeting in each year of the award, as well as monthly virtual meetings. Set the agenda and coordinate activities for each meeting.
- Collaborate on activities outlined in the award and approve key project milestones and material products.
- Act as a liaison between the recipient and the Children's Bureau to ensure research products are developed and meet the goals and objectives of the funding opportunity.

# Funding policies and limitations

## General policies

We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.

Continuous funding will depend on:

- Satisfactory progress in meeting your project’s objectives, as reflected in your quarterly progress reports.

An example of this is making adequate progress toward executing an evaluation that aligns with the Title IV-E Prevention Services Clearinghouse design and execution standards for moderate or high support of causal evidence.

- A decision that continued funding is in the government’s best interest.

If we receive more funding for this program, we will consider:

- Funding more applicants.
- Extending the period of performance.
- Awarding supplemental funding.

ACF does not allow funds awarded under this NOFO to support any costs related to diversity, equity, and inclusion (DEI) activities, including research in support of such initiatives, and any other initiatives that discriminate on the basis of race, color, religion, sex, national origin or another protected characteristic. This also includes any diversity, equity, inclusion, and accessibility (DEIA) initiatives, and any discriminatory equity ideology in violation of a Federal anti-discrimination law. The definition of “discriminatory equity ideology” is in Section 2(b) of Executive Order 14190 of January 29, 2025, which can be found here: [2025-02232.pdf](#).

For guidance on additional types of costs that we restrict or do not allow, see General Provisions for Selected Items of Costs of the Uniform Guidance, [45 CFR part 75](#) (or, starting October 1, 2025, [2 CFR part 200](#)).

## Program-specific limitations and policies

We do not allow the following costs under this NOFO:

- Construction.
- Purchase of real property.
- Major renovation.
- Pre-award costs.

## Indirect costs

Indirect costs are costs you charge across more than one project and cannot be easily separated by project.

To charge indirect costs you can select one of two methods:

**Method 1—Approved rate.** You currently have an indirect cost rate approved by your cognizant federal agency.

**Method 2—*De minimis* rate.** Per [2 CFR 200.414\(f\)](#), if you **do not** have a current federal negotiated indirect cost rate (including a provisional rate), you may elect to charge a *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs. This rate is 15% of modified total direct costs (MTDC). See [2 CFR 200.1](#) for the definition of MTDC. You can use this rate indefinitely.

## Subawards

As the prime recipient, you must maintain a substantive role in the project. We define a substantive role as conducting funded activities and providing services that are necessary and integral to completing the project. Monitoring your subrecipient's activities alone as described in [45 CFR 75.352](#) (or, starting October 1, 2025, [2 CFR 200.332](#)) is not a substantive role.

We do not fund awards where your role primarily serves as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

If they do not have one, all subrecipients must obtain a Unique Entity Identifier (UEI) through the System for Award Management (SAM.gov).

Subrecipients must meet the [eligibility requirements](#) of this NOFO.

## Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. You may not use awarded funds to pay a salary at a higher rate than the rate for Executive Level II. For the Executive Level II salary, please see [guidance from the Office of Personnel Management on executive and senior level employee pay](#).

The salary limitation reflects a person's base salary (including any portion of the salary that is paid for with indirect costs). It does not include fringe benefits or any income the person is allowed to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.



# Step 2:

# Get Ready to Apply

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# Get registered

## SAM.gov

You must have an active account with SAM.gov. This includes having an UEI. SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for financial assistance specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

## Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need help? See [Contacts and Support](#).

# Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HHS-2025-ACF-OPRE-FA-0101. Then, select the Package tab.

After you select the opportunity, we recommend that you select the Subscribe button to get updates.

If you can't use Grants.gov to download application materials, you may request them from the [grants management contact](#).

If you are also unable to apply through Grants.gov, see the section on [exemptions for paper submissions](#).

# Learn more

Visit [Applying for an ACF Grant Award](#) on the ACF Grants page.



# Step 3: Prepare Your Application

## In this step

Application contents and format

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# Application contents and format

## Application components

You will submit two files plus the [standard forms](#) in the application package.

Your organization's authorized official must certify your application.

### File one

To submit file one, you will use the Project Narrative Attachment form found in the Grants.gov application package for this NOFO.

This file includes:

- Table of contents.
- Project summary, one page.
- Project narrative.
- Line-item budget and budget narrative.

### File two

To submit file two, you will use the Other Attachments form found in the Grants.gov application package for this NOFO.

This file includes all [attachments](#).

### Standard forms

The Grants.gov application package for this NOFO includes forms beyond those required for file one and file two. Complete all of these forms and submit through Grants.gov.

See the list of [standard forms](#).

### Required format

**Page limit for file one and file two combined:** 100 pages.

**File format:** Portable Document Format (PDF) is recommended, but not required. ACF supports the following file formats when you attach files to the Project Narrative Attachment form and the Other Attachments form:

### Accepted file formats

- Adobe PDF (.pdf)

- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image formats (.JPG, .GIF, .TIFF, or .BMP only)

## Document formats

**Paper size:** 8 ½ inches x 11 inches

**Margins:** 1 inch all around

**Language:** English

If possible, include page numbers.

Do not include external links to information you want reviewers to assess because reviewers will score the application solely on information provided in the application.

## Fonts

**Font:** Times New Roman

**Color:** Black

**Size:** 12-point font

Footnotes and text in tables and graphics may be 10-point.

## Spacing

**Table of contents:** Must be single-spaced

**Project summary:** Must be single-spaced

**Project narrative:** Must be double-spaced

**Line-item budget and budget narrative:** Can be single-spaced

**Attachments:** Can be single-spaced

**Tables and footnotes throughout:** Can be single-spaced

See [disqualification factors](#) to understand what may disqualify your application from consideration.

## Table of contents

At the beginning of file one, insert a table of contents that guides a reader through the contents of both files in your application. If possible, include links to the relevant content in file one.

## Project summary

Provide a one-page summary of the project description. Do not cross-reference to other parts of your application. The summary must include:

- At the top, the project title, applicant name, address, phone numbers, email addresses, and any website URL.
- A brief description of the project, including the needs and population you will address, and your proposed services or research questions.

## Project narrative

The project narrative is where you address all your proposed activities. It is a critical section of your application, which we evaluate using [merit review criteria](#) and rank based on application scores. Remember that substance and measurable outcomes are more important than length. We are particularly interested in project narratives that convey strategies for achieving intended performance.

In it, you must:

- Explain how the project will meet the purpose of the NOFO, as described in [the program description section](#).
- Make sure your narrative is clear, concise, and complete.
- Use cross-referencing rather than repetition.
- Be sure to include any required supporting documents noted. You generally provide these in your [attachments](#).
- Use the headings and order of the sections that follow.

## Approach

Outline your action plan. Describe the scope of your proposed project and describe in detail how you will accomplish it. Account for all functions or activities you identify in your application.

Explain potential obstacles and challenges to accomplishing your project goals. Explain the strategies you will use to address them.

The following information must be included:

## Background, significance, and objectives

Provide an overview of key issues and existing knowledge, and describe the objectives and overall importance of the proposal.

- Briefly state the objectives of the proposed project, including how the proposed research could contribute to improving programs and services that support children and families in adoption arrangements at risk of disruption or dissolution.
- Show how the proposal represents a summative (that is, impact) evaluation of a program or service related to mental health, substance abuse prevention and

treatment, in-home parent skill-building, or kinship navigator services that support adoption stability, in line with goals outlined in the [program description](#).

- Identify the specific program or service to be evaluated and offer relevant background information.
- Show that the program or service is eligible for review by the Clearinghouse (as described in the [program description](#)) and that it is ready for a summative (that is, rigorous impact) evaluation.
  - For example, include information on any previous evaluations, whether formative or summative. Provide evidence that formative evaluations demonstrate strong, theoretically supported theories of change or conceptual frameworks, successful program implementation (with adherence to those theories of change or conceptual frameworks), and early evidence that the program or service is moving outcomes in the intended direction.

Include a detailed and thorough literature review, using the most recent research available to demonstrate that the program or service proposed for evaluation is relevant to the broader field.

- The literature review should clearly justify the need for the evaluation and the new information it will provide.
- Explain how the findings could fill important gaps in knowledge or improve current methods for evaluating prevention services. Demonstrate how the proposed evaluation will create valuable new evidence for the Clearinghouse to review.

Include a theory of change or conceptual framework that clearly explains how the service or program works, and shows how the activities and services of the proposed intervention lead to specific outputs and expected outcomes.

There are many ways of illustrating theories of change or conceptual frameworks, but for this funding opportunity, the theory of change or conceptual framework should include connections between the following items:

- Inputs (for example, collaborative partners, program or service staff, training and technical assistance, data systems, or additional resources).
- Target populations (for example, the individuals or families to be served, identified needs).
- Activities, mechanisms, and processes (for example, key intervention components).
- Outputs (that is, the immediate and direct results of program or service activities).

- Outcomes (that is, the expected short- and long-term results the program or service is designed to achieve).
- Relevant context of the issues the program or service seeks to address.

## Partnerships and active engagement

- Describe any partnerships with at least one Title IV-E agency or community entity, and additional partners, including research partners.
- Describe a plan for active engagement with all partners, as well as other individuals and groups with a vested interest in the work being done. The plan should demonstrate readiness to proceed with the evaluation, if awarded, and the greatest relevance of project findings.

## Research design and methodology

Describe the research design and methodology. The design must be either quasi-experimental or a randomized control trial that meets the criteria for moderate or high support of causal evidence as outlined in the latest version of the Clearinghouse's Handbook. Clearly link the proposed research questions to the methods you plan to use, showing the methods are appropriate, rigorous, and feasible to address the research questions.

Incorporate the following information:

- **Specific research questions of interest.** List the proposed research questions that focus on evaluating mental health, substance abuse prevention and treatment, in-home parent skill-based, or kinship navigator program or service. These research questions must point to specific interventions and outcomes of interest and explain how those interventions and outcomes and will be measured in the proposed research. Targeted outcomes must be consistent with the eligible domains defined in the [Handbook](#):
  - Child Safety
  - Child Permanency
  - Child Well-Being
  - Adult Well-Being
  - Access to Services
  - Referral to Services
  - Satisfaction with Programs and Services
- **Program or service implementation.** If applicable, describe your approach for implementing the program or service with fidelity in accordance with its book, manual, or other documentation, as described in the [Handbook](#). If applicable, describe any adaptations that are planned, and the extent to which these

adaptations may result in publicly available updates to the book, manual, or other documentation.

- **Data sources.** Identify and describe the data sources you will use, and state whether you plan to collect and analyze primary data or leverage existing data.
  - Provide evidence that you have access to these data sources, such as written agreements with the individuals or organizations that can provide access to specific administrative data, or licenses or approvals for restricted-use data.
    - If data sources are not yet available, explain the steps and timeline for gaining access within the project's timeline.
  - If applicable, describe how past collaborations or communications with data owners or archivers have influenced the timeline and the feasibility of the proposed activities.
  - Describe the nature and scope of each data source, including the sample or population, and explain how the data are appropriate for the project.
  - If linking data sources, explain how this will be done.
  - If collecting new primary data, include a plan detailing the data collection procedures, timeline, and how you will ensure the reliability and validity of all measures.
  - Describe how the data will be cleaned and processed.
- **Sample.** If applicable, describe the sampling strategy and how it will be implemented. Explain how the project will provide protection of human subjects and how the approval from the Human Subjects Certification/Institutional Review Board (IRB) has or will be obtained. Ideally, this should take place prior to award unless an exemption has already been obtained.
  - Address any potential consent issues related to the use of data.
- **Variables.** Specify the variables that will be used and how they will be constructed (if applicable). The applicant must demonstrate that the data sources and associated variables are appropriate to answer the proposed research questions, reliable, valid, and appropriate for the population being served.
- **Analytic strategy.** Provide a detailed plan describing the approach that will be used to analyze and interpret the data. The plan should clearly describe the strategy and methods for linking or harmonizing the data (as applicable). The plan should clearly detail how missing data will be handled and how data quality will be ensured.
- **Limitations.** Specify potential limitations of the proposed study design. This may include potential limitations of the proposed data sources or of the analytic strategy.

- **Challenges.** Specify potential challenges related to collecting, accessing, linking, and/or analyzing data, and propose clear and feasible strategies to mitigate those challenges and continue the proposed work, even if there are delays with any of these steps.

Applicants should also present a plan for refining and adapting the approach and research methods as needed after award to align with the current [Handbook of Standards and Procedures](#) or incorporate any lessons learned from collaborating partners.

## Dissemination plan

Provide a detailed dissemination plan that outlines your goals and strategies for reaching target audiences. Explain how you will engage with these audiences and describe the different methods you will use to spread your message to as many people as possible, including the channels you'll use to reach each audience.

- Outline how you plan to make the study findings publicly available and share the results widely (for example, presenting at professional meetings with diverse and relevant audiences, collaborating with relevant dissemination partners such as the Child Welfare Information Gateway, publishing in peer-reviewed journal, etc.).
- Include both research-focused products and policy/program-oriented products (for example, briefs targeted to policymakers, journal articles highlighting methodological or empirical findings for research audiences, etc.).
- Describe how you intend to pre-register the research and analysis plans with an appropriate public registry.
  - These plans should include a detailed description of the data sources, the project's research questions, primary and secondary outcome variables, and any exploratory or confirmatory analyses.
  - It should also explain how you will update the pre-registration as the project progresses.
- Ensure the dissemination plan accounts for enough staff time and a timeline to support dissemination activities.

## Project timeline and milestones

Provide a timeline for your project that includes milestones. To do so:

- Organize the information by task and subtask, showing related milestones.
- Provide monthly or quarterly quantitative projections for tasks you plan to complete and by when. For example, provide the number of people you plan to serve or the number of a certain activity you plan to complete by a specific date.
- Provide target dates for activities you can't quantify.
- Cover the full period of performance in your timeline.

## Organizational capacity

Provide the following information for your full project team, including the applicant organization and any cooperating partners, contractors, and subrecipients:

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.
- Describe your team's experience (including any partnering organizations) with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team, including partnering organizations, has the organizational capability to fulfill their roles and functions effectively.
- You must disclose your plan to enter into subaward agreements. If planning subawards, describe the work each subrecipient will complete.
- Provide evidence that your Project Director, Principal Investigator, and other task leads have the relevant experience and expertise needed to carry out your project.
- Describe your proposed staff, and the level of past experience they will have using the data sources proposed for the analysis.
- If applicable, explain how your team accessed and linked the necessary data sources for the project, or how it will be approached for the project.
- Explain how your proposed staff have established an understanding of, and sensitivity to, the necessary considerations when working with data sources that include confidential information and identifiers.
- Provide evidence that the project team will have access to the appropriate facilities and resources necessary to carry out all phases of the proposed project and ensure data security and confidentiality.
- Describe your project management strategy.
- Provide details including roles and responsibilities.

- Include your plan for ensuring that the project is completed on time, within budget, and to a high standard of quality.
- Provide some supporting information in the organizational capacity supporting information section of your [attachments](#).

## Plan for oversight of federal award funds and activities

You must ensure proper award oversight. The regulation that governs this oversight is [45 CFR part 75](#) (or, starting October 1, 2025, [2 CFR part 200](#)). It includes standards for:

- Financial and program management.
- Property management.
- Procurement.
- Performance and financial monitoring and reporting.
- Subrecipient monitoring and management.
- Record retention and access.
- Remedies for noncompliance.
- Prior written approval.

Describe your framework to make sure that your federal funds and activities have proper oversight. Include:

- A description of the governance, policies and procedures, and systems you use for record keeping and financial management.
- A description of the procedures you use to identify and mitigate risks and issues. These might include audit findings, continuous performance assessment findings, and monitoring.
- The key staff who will be responsible for maintaining oversight of program staff and any partners or subrecipients.

## Protection of sensitive or confidential information

Describe how you will collect and safeguard protected personally identifiable information and other information that is considered sensitive. Make sure your approach is consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality. Provide:

- The methods and systems you will use to make sure that you properly handle confidential and sensitive information, including information from any subrecipients or contractors.
- A plan for the disposition of such information at the end of the period of performance.

For more information, see [45 CFR 75.303\(e\)](#) (or, starting October 1, 2025, [2 CFR 200.303\(e\)](#)).

## Line-item budget and budget narrative

The line-item budget and budget justification support the information you provide in the Budget Information Standard Form SF-424A.

HHS now uses the definitions for [equipment](#) and [supplies](#) in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or \$10,000 and the threshold for supplies to below that amount.

Justify the costs you ask for and provide detail, including calculations for the “object class categories” in the Budget Information Standard Form. You will provide this information for the full period of performance. See information on [funding periods](#).

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project's purpose and activities.
- How you calculate your costs in ways that are clear and repeatable.
- The restrictions on spending funds. See the [funding policies and limitations](#).
- Whether your budget accounts for costs related to dissemination activities.

Please also review the Standard Form instructions.

To create your line-item budget and justification, see [detailed budget instructions on our website](#).

In general, you must:

- Indicate the method you will use for your indirect cost rate. See the [indirect costs](#) section for further information.
- Include estimation methods, quantities, unit costs, and other similar quantitative detail necessary for the calculation to be duplicated.
- For any cost sharing, include a detailed listing of any funding sources identified in Block 18 of the SF-424 Application for Federal Assistance.
- For applicants planning to use subawards, if your subaward budget is more than 50 percent of total direct costs, justify why you are subawarding that portion of the project. Explain:
  - How you plan to maintain a substantive role in the project.
  - Why you cannot achieve your goals without the subrecipients' participation.
- Allocate enough funds for attending in-person meetings as outlined in the [project requirements](#).

- Allocate appropriate funds for dissemination activities.
- Breakdown personnel costs, showing how the funding matches staff's roles and the amount of time they'll spend on the project.

## Proprietary or personally identifiable information

In your application, you may identify salary or other proprietary information or personally identifiable information. We will remove this information from applications before they go to reviewers.

If you have an [exemption for a paper submission](#), you can protect salary information and any proprietary information by placing that information only in the original application. You can remove the information from the copies, keeping summary information.

## Attachments

You will upload attachments in Grants.gov using the Other Attachments form. These attachments are included in the overall application page limit, unless it says otherwise in this section.

## Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

See the [indirect costs](#) section for more information.

## Organizational capacity supporting information

You must attach the following information to support the information in your [organizational capacity](#) section:

- Organizational charts, including all partners.
- Resumes, professional narratives, or curricula vitae for all key personnel.
- Job descriptions for each vacant key position.

## Third-party agreements

You must submit agreements with all third parties involved in the project. Third parties include subrecipients, contractors, and other cooperating entities. Third-party agreements include letters of commitment, memoranda of understanding, and memoranda of agreement. We do not consider general letters of support to be third-party agreements.

Any such agreement must:

- Describe each party's roles and responsibilities for project activities.
- Describe the support and resources that the third party is committing to the proposed project.
- Be signed by the person in the third-party organization with the authority to make such commitments.
- Detail work schedules and estimated compensation with an understanding that the parties will negotiate a final agreement after award.
- Identify the primary applicant and all collaborators responsible for project activities if the agreement is for a collaboration or consortia application.

## **Protection of human subjects certification**

Not included in the page limit.

You must attach a Protection of Human Subjects: Assurance Identification / Certification / Declaration of Exemption form. You can find this form at the [Office of Human Research Protections Forms](#) website.

For more on this topic see [the Office of Human Research Protections](#) website. If you have questions, you can email them at [OHRP@HHS.gov](mailto:OHRP@HHS.gov) or call them at 240-453-6900.

## **References**

Include a list of references cited in your application.

## Standard forms

You will need to complete some other required standard forms. Upload the following forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission requirement
Application for Federal Assistance (SF-424)	With the application.
Budget Information for Non-Construction Programs (SF-424A)	With the application.
Assurances for Non-Construction Programs (SF-424B)	With the application.
Key Contacts	With the application.
Grants.gov Lobbying Form	With the application or before award.
Disclosure of Lobbying Activities (SF-LLL)	If applicable based on instructions, with the application or before award.
Project/Performance Site Location(s) (SF-P/PSL)	With the application. Cite your primary location and up to 29 additional performance sites.

### Important: public information

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant's Project.

We share what you put there with [USA Spending](#). This is where the public goes to learn how the federal government spends their money.

Instead of just a title, insert a short description of your project and what it will do.

[See instructions and examples.](#)



# Step 4:

# Learn About Review and Award

## In this step

Application review	<a href="#"><u>32</u></a>
Award notices	<a href="#"><u>38</u></a>

# Application review

## Initial review

We will review your application to make sure that it meets the responsiveness requirements listed in the [disqualification factors](#) section. If your application does not meet these criteria, we will disqualify it and we will not move it to the merit review phase.

We will let you know if your application is disqualified within 30 days of the application deadline. You won't receive any notice from ACF if your application failed Grants.gov validation checks.

If you submit more than two files in addition to your forms, we will remove the extra files. We will let you know if this happens.

We will also remove blurred or illegible pages and any file formats that are not supported.

We will not review any pages that exceed the page limit.

If your application fails to adhere to ACF's NOFO formatting, font, and page limitation requirements, we will adjust your application by removing page(s) from the application. We will remove the pages before the merit review and will not send them to reviewers.

If we do so, we will send you a letter after we make awards to notify you that we amended your application.

## Merit review

A panel reviews all applications that pass the initial review. The panel members use the criteria in this section.

Our reviewers typically are not federal employees. See the section on [proprietary and personally identifiable information](#).

## Criteria

Criterion	Total number of points = 100
1. Relevance	15 points
2. Clearinghouse's standards and procedures alignment	15 points
3. Approach	30 points
4. Organizational capacity	15 points
5. Partnership and active engagement	10 points
6. Dissemination	10 points
7. Budget and budget justification	5 points

### 1. Relevance

#### Maximum points: 15

The reviewer will assess how well you:

- Propose a program or service for evaluation that aligns with the goal of supporting children and families in adoption arrangements at risk of disruption or dissolution that may result in foster care placements.
- Provide a current literature review that concisely supports the reasoning behind the project.
- Describe how findings could fill important gaps in knowledge or improve current methods for evaluating prevention services.
- Include a clear, detailed theory of change or conceptual framework that thoroughly explains the intervention's proposed mechanisms and shows how the activities and services connect to outputs and expected outcomes.
- Show that the proposed program or service is ready for rigorous summative (that is, impact) evaluation.

### 2. Clearinghouse's standards and procedures alignment

#### Maximum points: 15

The reviewer will assess how well you:

- Clearly explain how the proposed program or service meets the Clearinghouse's eligibility criteria, as described in the [program description](#).
- Show how the evaluation aligns with the Clearinghouse's standards for moderate or high support of causal evidence, following the latest Handbook of Standards

and Procedures, and will create valuable new evidence for the Clearinghouse to review.

- If applicable, propose to implement the program or service with fidelity to the program's book, manual, or other documentation.
- If applicable, disclose whether the data came from a program delivered using the standard model or with any planned changes to the model.
- Describe how the targeted outcomes of the program or service are aligned with the domains in the Clearinghouse Handbook.

### 3. Approach

**Maximum points: 30**

The reviewer will assess how well you:

#### Research design and methodology

- Clearly define research questions that are aligned with the research methods and focus on specific program or service outcomes.
- Propose a rigorous quasi-experimental or randomized control trial research design.
- Describe primary data collections and secondary data sources that are appropriate to answer the project's research questions.
- Provide a clear and realistic plan to collect proposed primary data or access secondary data within the project timeline. If needed, include letters of commitment from partners to confirm the data sharing arrangements.
- Propose a research design and data analysis plan that effectively address the project's goals, objectives, and research questions.
- Propose a research design and data analysis plan that clearly and rigorously connects research issues, questions, variables, data sources, and methods of analysis.
- Show that the proposed sample size is large enough for the planned analyses (for example, power analysis), including any subgroups of being studied.
- Explain a suitable sampling and analysis plan to demonstrate the baseline equivalence of the intervention and comparison conditions.

#### Special considerations

- Show an understanding of confidentiality requirements when using the proposed data, and include a plan that adequately protects human subjects, keeps data confidential, and addresses consent issues.

- Identify potential challenges with collecting, accessing, linking, or analyzing data, and propose clear, realistic strategies to address these challenges and keep the project on track, even if delays occur.
- Provide a plan to adjust and refine the research approach and methods as needed after award, ensuring they align with the current Handbook of Standards and Procedures.

## 4. Organizational capacity

### Maximum points: 15

The reviewer will assess how well you:

- Show that the Project Director, Principal Investigator, and task leads have the skills and experience needed to complete the project successfully.
- Confirm that the staff have the experience and expertise required to perform the proposed analyses effectively.
- Demonstrate that the proposed staff are knowledgeable and experienced in executing the dissemination plan.
- Show familiarity with the proposed data sources and explain how access to, or linking of, these data sources has been (or will be) secured before the award.
- Confirm that staff understand and respect the importance of properly handling confidential information and identifiers in the data.
- Show that staff have access to the facilities needed to carry out the project while ensuring data security and confidentiality.
- Provide a clear and adequate management plan that outlines responsibilities, timelines, milestones, and quality control measures to complete the project on time and within budget.

## 5. Partnership and active engagement

### Maximum points: 10

The reviewer will assess how well you:

- Describe at least one collaborative partnership with a Title IV-E agency or community entity.
- Clearly explain the roles and responsibilities of each collaborating organization, and describe how they will stay engaged throughout the entire project period.
- Show a history of successful, collaborative working relationships with the partners described in the project proposal.
- Outline a plan to actively engage all partners and individuals from communities that have an interest in the project, tailored to the goals of each project phase, and

show how feedback from these engagements will be gathered and incorporated to make the project findings as relevant as possible.

## 6. Dissemination

### Maximum points: 10

The reviewer will assess how well you:

- Explain how the project will be registered with a public registry and provide a plan to update the registration as the project progresses (or as needed).
- Identify the best channels and methods to share information with the target audience.
- Describe how study findings will be shared publicly and broadly with both research and policy/program audiences. Demonstrate how dissemination products will be appropriate to each intended audience.

## 7. Budget and budget justification

### Maximum points: 5

The reviewer will assess how well you:

- Provide a clear and realistic budget plan, explaining why each expense is necessary for the project.
- Allocate enough funds for attending in-person meetings as outlined in the Project Requirements.
- Allocate appropriate funds for dissemination activities.
- Break down personnel costs, showing how the funding matches the staff's roles and the amount of time they'll spend on the project.

We do not consider voluntary cost sharing during merit review.

## Risk review

Before making an award, we review the risk that you will mismanage federal funds or fail to complete the project objectives. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [Responsibility/Qualification](#) to check this history for all awards likely to be over \$250,000.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#) (or, starting October 1, 2025, [2 CFR 200.206](#)).

## Selection process

When making funding decisions, we consider:

- Merit review results; these are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or underserved populations.
- The larger portfolio of agency-funded projects by considering geographic distribution.
- The past performance of the applicant.
- The application’s compliance with this NOFO’s prohibition on using funds awarded under this NOFO to support any costs related to:
  - Diversity, equity, and inclusion (DEI) activities, including research in support of such initiatives,
  - Any other initiatives that discriminate on the basis of race, color, religion, sex, national origin or another protected characteristic, and
  - Any diversity, equity, inclusion, and accessibility (DEIA) initiatives, and any discriminatory equity ideology in violation of a Federal anti-discrimination law. The definition of “discriminatory equity ideology” is in Section 2(b) of Executive Order 14190 of January 29, 2025, which can be found here: [2025-02232.pdf](#).
- Whether the proposed program or service is explicitly intended to serve children and families in adoption arrangements at risk of disruption or dissolution.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Decide not to fund a project with high start-up costs or unreasonably high operating costs.
- Choose not to fund applicants with management or financial problems.
- Designate your application as “approved but unfunded” if it was successful but there was not sufficient funding to make an award. You may receive funding if additional funds become available within the fiscal year.
- Choose to fund no applications under this NOFO.

We will not fund:

- A [disqualified application](#).
- An incomplete application.

# Award notices

## How we make awards

If you are successful, we will email or transmit through our grant systems a Notice of Award (NoA) to your authorized official. We will email you if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you have not received an award. Project costs that you incur before you receive a NoA are at your risk.

By drawing down funds, you accept the terms and conditions of the award. The award incorporates the requirements of the program and funding authorities, the grant regulations, the GPS, and the NOFO.

If you want to know more about NoA contents, go to [Notice of Award at ACF's website](#).



# Step 5:

# Submit Your Application

## In this step

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# Application submission and deadlines

## Deadlines

### Optional notice of intent

Due 14 days after this NOFO's publication date.

See information on [notices of intent](#).

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this funding opportunity.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is optional. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Letters of intent should be submitted to [psep@acf.hhs.gov](mailto:psep@acf.hhs.gov).

## Application

Due on September 8, 2025.

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See the section on [exemptions for paper submissions](#).

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept only the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

## Submission methods

### Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See information on [getting registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure your application passes the Grants.gov validation checks. Do not

encrypt, zip, or password protect any files. We encourage you to leave yourself plenty of time to upload documents.

See [Contacts and Support](#) if you need help.

## Issues with federal systems

If you experience a systems issue with Grants.gov or SAM.gov, please refer to [ACF's Policy for Applicants Experiencing Federal Systems Issues \[PDF\]](#).

## Exemptions for paper submissions

We need to give you an exemption before you can apply on paper. See the [ACF Policy for Requesting an Exemption from Required Electronic Application Submission \[PDF\]](#).

Once we have approved your exemption, download your forms package under the Package tab in Grants.gov.

To submit your application, mail it to:

### Review Team for HHS-2025-ACF-OPRE-FA-0101

Office of Grants Management

Administration for Children and Families

330 C St., SW

Washington, DC 20201

Follow these requirements when you submit your paper application:

- Print your application and all copies one-sided.
- Submit one original and two copies of the complete application, including all required forms.
- Submit both the original and additional copies in a single package. If you plan to submit more than one application under this NOFO or others, you must submit them separately. Clearly label each package with the NOFO title and funding opportunity number. Your authorized organization official must sign the application. The original application must include an original signature.

## Intergovernmental review

This NOFO is not subject to [Executive Order 12372, Intergovernmental Review of Federal Programs](#). No action is needed.

## Optional notice of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a notice of intent to apply.

Please email your notice to [psep@acf.hhs.gov](mailto:psep@acf.hhs.gov). In your email, include:

- The funding opportunity number and title.
- Your organization's name and address.
- A contact name, phone number, and email address.

See the [deadline for notices of intent](#).

# Application checklist

Make sure that you have everything you need to apply.

Component	Grants.gov form	Included in page limit?
<p><b>File one: Narratives</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Table of contents</a></li> <li><input type="checkbox"/> <a href="#">Project summary</a></li> <li><input type="checkbox"/> <a href="#">Project narrative</a></li> <li><input type="checkbox"/> <a href="#">Line-item budget and budget narrative</a></li> </ul>	Use the Project Narrative Attachment form.	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>File two: <a href="#">Attachments</a></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indirect cost agreement</li> <li><input type="checkbox"/> Organizational capacity supporting information</li> <li><input type="checkbox"/> Third-party agreements</li> <li><input type="checkbox"/> Protection of human subjects certification</li> <li><input type="checkbox"/> References</li> </ul>	Insert each in the Other Attachments form.	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>
<p><b><a href="#">Standard forms</a></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Federal Assistance (SF-424)</li> <li><input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)</li> <li><input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)</li> <li><input type="checkbox"/> Key Contacts</li> <li><input type="checkbox"/> Grants.gov Lobbying Form</li> <li><input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)</li> <li><input type="checkbox"/> Project/Performance Site Location(s) (SF-P/PSL)</li> </ul>	Upload using each required form.	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>



# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [45](#)

# Post-award requirements and administration

## Administrative and national policy requirements

There are important rules you'll need to follow if you get an award. You must follow:

- All terms and conditions in the Notice of Award, including the [ACF Standard Terms and Conditions](#) and, if applicable, any program-specific terms and conditions. We incorporate this NOFO by reference.
- The rules listed in [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards in effect at the time of award and any updates, or any superseding regulations.
- Effective October 1, 2024, HHS adopted the following superseding provisions:
  - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
  - [2 CFR 200.1](#), Definitions, Equipment.
  - [2 CFR 200.1](#), Definitions, Supplies.
  - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
  - [2 CFR 200.314\(a\)](#), Supplies.
  - [2 CFR 200.320](#), Methods of procurement to be followed.
  - [2 CFR 200.333](#), Fixed amount subawards.
  - [2 CFR 200.344](#), Closeout.
  - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
  - [2 CFR 200.501](#), Audit requirements.
- Effective October 1, 2025, HHS will adopt the remaining 2 CFR part 200 provisions and the HHS-specific modifications located in 2 CFR part 300.
- The HHS [Grants Policy Statement \[PDF\]](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the [HHS Administrative and National Policy Requirements \[PDF\]](#) and the [ACF Administrative and National Policy Requirements](#).
- [45 CFR Part 87 Appendix A, Equal Treatment for Faith-Based Organizations](#).

# Reporting

As a recipient, you will have to submit performance and financial reports. To learn more about reporting, see [Reporting at the ACF website](#).

- Performance report form: ACF-OGM-PPR
  - Performance report frequency: Quarterly
- Financial report form: SF-425 FFR
  - Financial report frequency: Semiannually



# Contacts and Support

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# Agency contacts

## Program

**Kathleen Dwyer**

202-401-5600

[psep@acf.hhs.gov](mailto:psep@acf.hhs.gov)

## Grants management

**David Lee**

(202) 401-5461

[David.Lee@acf.hhs.gov](mailto:David.Lee@acf.hhs.gov)

## Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). Hold on to your ticket number.

## SAM.gov

If you need help, you can call 1-866-606-8220 or live chat with the [Federal Service Desk](#).

## Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Administration for Children and Families \(ACF\)](#)
- [Grants.gov](#)
- [Applying for an ACF Grant Award](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)
- [Award Terms and Conditions](#) (see also the [ACF Standard Terms and Conditions \[PDF\]](#))
- [ACF Administrative and National Policy Requirements](#)
- [ACF Property Guidance](#)

# Paperwork Reduction Act disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the project description (project narrative, line-item budget, and justification) is estimated to average 60 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 March 31, 2026. 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.

# Modifications

Modification Description	Updated Date