

Notice of Funding Opportunity  
Application due December 1, 2025

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**








Office of Early Childhood Development

# Preschool Development Grant Birth through Five (PDG B-5) Systems- Building Grant

Opportunity number: HHS-2025-ACF-ECD-TP-0016



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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 December 1, 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

## In this step

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# Basic information

Administration for Children and Families (ACF)

Office of Early Childhood Development

Funding states to strengthen early childhood systems and promote parent choice.

## Summary

The U.S. Department of Health and Human Services' Administration for Children and Families (ACF) is soliciting applications from states and territories that were not awarded a new Preschool Development Grant Birth through Five (PDG B-5) Renewal Grant in 2024. This PDG B-5 Systems-Building Award provides funding to help states and territories to:

- Develop a coherent, unified state ECE system that reconciles ECE policies, initiatives, and funding streams, including by integrating Head Start grantees.
- Create seamless early learning experiences for young children and their families.
- Efficiently and strategically layer federal, state, local, and nongovernmental resources for early care and education.
- Maximize family choice across the range of ECE program options to give working families more opportunities that match their needs and preferences.



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

## Key facts

**Opportunity name:**  
Preschool Development Grant Birth through Five (PDG B-5) Systems-Building Grant

**Opportunity number:**  
HHS-2025-ACF-ECD-TP-0016

**Federal assistance listing:**  
93.434—Every Student Succeeds Act/Preschool Development Grants

**NOFO version:** Original

## Key dates

**Application submission deadline:**  
December 1, 2025

**Expected project start date:** December 31, 2025

## Funding details

**Type:** Grant

**Expected total program funding:** \$222 million

**Total expected awards:** Up to 25

**Minimum award amount (award floor):** \$500,000

**Maximum award amount (award ceiling):** \$15 million

We plan to fund a one-year project period with one budget period from December 31, 2025, through December 30, 2026.

You may not request more funding than \$15 million, and you may request less funding. When deciding how much funding to request, consider the needs of your state or territory, your ability to match funds, and your ability to carry out the proposed project over the course of one year.

Awards made under this funding opportunity are subject to federal funds availability. If additional funds become available, you could receive more funding.

# Eligibility

## Eligible applicants

The 45 states and territories that were not awarded a PDG B-5 Renewal Grant in September 2024 are eligible to apply.

These states and territories are:

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California
- Commonwealth of the Northern Mariana Islands
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Guam
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Mississippi
- Missouri
- Montana
- Nebraska

- Nevada
- New Hampshire
- New Jersey
- New Mexico
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- South Dakota
- Texas
- U.S. Virgin Islands
- Utah
- Vermont
- West Virginia
- Wisconsin
- Wyoming

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

## Other eligibility criteria

The governor of the state must identify or function as the state entity that will apply for funding and administer the grant. See more information in the [additional eligibility documentation](#) section.

## 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 did not have a previously approved exemption from ACF.
- Is not from the state entity that the governor has designated as being responsible for administering and carrying out this award.

## 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 requires you to contribute 30% of the ACF federal share of the award, in accordance with section 9212(g)(4) of the Every Student Succeeds Act (42 U.S.C. 9831 note).

You can calculate this cost-sharing requirement as follows:

Calculation: Multiply the federal share (in dollars) by 0.3.

For example: Multiple \$2 million by 0.3. This equals a match of \$600,000.

## Types of cost sharing

You can meet your match requirements through any combination of:

- Cash contributed by your organization, partners, or other third parties.
- In-kind (non-cash) contributions from partners or other third parties.

## Cost-sharing commitments

If awarded, you must provide the amount of cost-sharing funds you promised, even if you promised more than the required minimum. We put these commitments in the [Notice of Award](#).

If you don't provide your promised amount, we decrease the amount of funding we give you or use other enforcement actions.

You'll have to include your funds when you fill out your federal financial reports.

## Cost-sharing waiver

We waive cost sharing up to \$199,999 for awards to the governments of American Samoa, Guam, the Virgin Islands, and the Northern Mariana Islands (except for the consolidated awards under [45 CFR part 97](#)). You must meet any amount of cost sharing over \$199,999. See [48 USC 1469a\(d\) Congressional declaration of policy respecting "Insular Areas."](#)

## Post-award requirements

Before you apply, make sure you understand the requirements that come with an award.

See [Step 6: Learn What Happens After Award](#) for information on regulations that apply, reporting, and more.

## Statutory authority

Section 9212 of the ESSA, Public Law 114-95 (December 10, 2015), [42 U.S.C. 9831 note](#).

## Program purpose

PDG B-5 is a systems integration grant. Currently, states, ECE programs, and families must grapple with fragmented ECE policies, initiatives, and funding streams that are administered through different systems and governed by different standards. PDG B-5 is designed to help states reconcile this disjointed environment. Through this funding opportunity, states can create a comprehensive birth-to-five strategy that governs a unified statewide ECE system and aligns with a cohesive funding model that uses all available resources, regardless of funding stream.

The PDG B-5 grant helps states develop and implement a broader state birth-through-five early childhood vision. As such, all activities, tasks, and strategies should contribute to fulfilling that statewide vision. This grant is intended to help the state build its overall early childhood system with a governance model that ensures sustainable and durable change.

States are required to align public and private childhood funds and must follow the specific rules for each funding entity. This includes tracking and reporting for each funding policy.

## Program priorities

You must use PDG B-5 funds to make tangible progress toward three core program priorities, outlined in this section. The core program priorities are intentionally designed to align with and complement your other ECE policies, initiatives, and funding streams. Work completed under PDG B-5 should align with your state's overall vision for ECE.

## Develop a shared, comprehensive statewide vision for early care and education

Your project should lead to these results:

- **One shared vision for early care and education** drives all state decisions related to ECE policies, initiatives, and funding streams, including Head Start.
- A **system-wide state entity**, such as the State Advisory Council, Governor's Office, or governor's designee, **leads implementation and decision making** for the state's vision for ECE to ensure alignment across all ECE policies, initiatives, and funding streams.
- All agencies and state coordinating bodies that administer or are connected to ECE policies, initiatives, or funding streams **actively drive implementation of the state's vision** for ECE and **share accountability** for results.
- Activities conducted through all ECE policies, initiatives, and funding streams, including PDG B-5, are **in service of, contribute to, and align with the state's vision** for ECE.

## Build a unified, coherent statewide early care and education system

Your project should lead to these results:

- The state governance structure integrates the currently fragmented landscape of ECE policies, initiatives, and funding streams into **one unified, coherent statewide ECE system**.
- The **system is overseen by a cohesive system-wide state entity**, such as the State Advisory Council or Governor's Office, and includes Head Start representation.
- Families with young children have a **seamless experience accessing early care and education** and related services. They use a single entry point to secure all services for which they are eligible regardless of funding stream or delivery mechanism.
- Operations of ECE policies, initiatives, and funding streams are aligned to **remove duplication, increase efficiency, and streamline processes**. This reduces administrative complexity and ensures that maximum resources are dedicated to services for young children and their families.
- The state has a **cohesive financing strategy** for ECE that is built on the sum of public dollars for ECE – regardless of funding stream. The state deploys resources in a way that contributes to the total cost of meeting the needs of young children and families.

- There is **shared accountability for results**, with clear metrics for progress and improvements for all previously disparate policies, initiatives, and funding streams now administered under the statewide ECE system.
- ECE programs across all mixed delivery settings, regardless of funding stream, are **integrated into state-level initiatives**. This includes professional development, career lattices, program quality improvement, workforce initiatives, data systems, and technology.

## Maximize family choice for early care and education options

Your project should lead to these results:

- Your state's vision for ECE prioritizes **maximizing family choice** for ECE opportunities for children birth to age five, building supply of ECE program options, and ensuring that families with young children have a seamless experience accessing ECE opportunities. This is true regardless of funding stream or program setting.
- The state's unified ECE **system leads and governs strategies to increase family choice** for ECE opportunities. These strategies align with the state's vision for ECE.

## Critical elements

### Critical element 1: Statewide ECE needs assessment and strategic plan

You must have a statewide ECE needs assessment and related strategic plan. These will produce the information and action map necessary for you to design strategies that advance the program priorities and measure the project impact. The needs assessment and strategic plan should not be exclusive to PDG B-5 but should instead advance the state's vision for ECE.

While states may conduct multiple needs assessments across various sectors and age groups, the ECE needs assessment must be clearly positioned as a state-level assessment—focused on the full early childhood system, not limited to early education.

#### Leading the assessment

A system-wide state entity, such as the State Advisory Council or Governor's Office, must ensure that the statewide ECE needs assessment and strategic plan meet the requirements of this element. Agencies and state coordinating bodies that administer or are connected to ECE policies, initiatives, or funding streams must contribute to the needs assessment and strategic plan and share accountability for results.

## Using existing assessments

To maximize PDG B-5 funding and leverage funding recipients' past work in this area, you should not develop a new statewide ECE needs assessment or strategic plan. Instead, you should review and revise, if necessary, existing needs assessments and strategic plans conducted by any ECE agency or coordinating body within the state. The needs assessment and strategic plan must:

- Reflect the state's unified vision for ECE.
- Meet the requirements outlined in this section.
- Perform the activities in critical elements 2 (outcome strategies) and 3 (impact tracking).

Instead of creating a new needs assessment or strategic plan, you can:

- Consolidate existing needs assessments and strategic plans into one statewide ECE needs assessment and strategic plan.
- Update the statewide ECE needs assessment with more recent data and information. You might also include data you need to inform or justify the strategic plan and/or the activities proposed in critical element 2 (outcome strategies). You will also need baseline data to track project impact.

Align the strategies and outcomes in the strategic plan with the state's vision for ECE by removing strategies that do not support the state's vision and adding or building out strategies that will lead to tangible progress on the state's vision.

## Identifying gaps and needs

The statewide ECE needs assessment must be designed such that you can efficiently identify and analyze gaps in all ECE services and unmet need, including Head Start. These gaps should be differentiated by program, family, and child characteristics (such as geography, age, hours of care, setting type, or income). You must also identify obstacles in state governance structure and systems that prevent you from making tangible progress toward the state's vision for ECE and PDG B-5 program priorities.

Additionally, statute requires that the needs assessment produce this information:

- Availability and quality of existing ECE programs in the state, including programs serving the most vulnerable or underserved populations and children in rural areas.
- Estimates of the unduplicated number of children being served in existing ECE programs.
- Estimates of the unduplicated number of children awaiting services for ECE programs.

## Creating a map

The strategic plan must directly address the gaps and challenges identified in the needs assessment. It will also provide an actionable map to guide the state in designing and implementing strategies to advance core program priorities. The strategic plan must reflect the state's vision for ECE and must:

- Align with the statewide strategic plan.
- Be shared across all agencies and state coordinating bodies that administer or are connected to ECE policies, initiatives, or funding streams, including Head Start.
- Define specific, measurable outputs and outcomes. These outcomes will be used to track project impact and must reflect tangible progress on the PDG B-5 program priorities.

## Critical element 2: Outcome strategies to advance program priorities

You must design and implement outcome strategies that make tangible progress toward the core program priorities. You may implement outcome strategies in one, two, or all three of the categories identified here.

### Category 1: Reconcile fragmented elements into a unified system

Reconcile fragmented ECE policies, initiatives, and funding streams, including Head Start, into a unified, statewide ECE system. The goal is to create seamless early learning experiences for children, clear and robust ECE opportunities for families, and aligned professional pathways for the ECE workforce.

Consider activities such as:

- Establishing a state governance structure that brings all ECE policies, initiatives, and funding streams under one unified, coherent, statewide ECE system. This structure would be guided by a shared vision for ECE, strategic plan, and performance metrics.
- Integrating Head Start grantees, funding, and services into all ECE initiatives, supports, accountability frameworks, processes, technologies, and data systems.
- Developing a cohesive financing strategy for ECE that is built on the sum of public investments in ECE, regardless of funding stream.
- Aligning operations across ECE policies, initiatives, and funding streams to reduce duplication, administrative burden, and inefficiencies.
- Deploying technologies that unify disjointed systems and data to:
  - Provide families a seamless experience accessing ECE opportunities regardless of funding stream, including Head Start.

- Streamline verification of ECE workforce credentials, regulatory status, employment history, career roles, and compensation.

## Category 2: Expand program availability and sustainability

Develop ECE business operation supports and shared services infrastructure to increase the supply of slots, improve long-term sustainability, and enhance the overall ecosystem of early childhood education.

This strategy focuses on strengthening the operational backbone of ECE programs, particularly those serving vulnerable populations, by reducing administrative burden, increasing efficiency, and improving access to essential business supports.

Consider activities such as:

- Partnering with business operations organizations to build business supports (budget coaching) for ECE programs and make supports available at low or no cost.
- Providing high-need services such as bulk purchasing, substitute teacher pools, payroll, and benefits administration, through a shared services organization to reduce costs and improve efficiency.
- Implementing tools or technologies that streamline and increase efficiency of ECE program operations such as compliance, enrollment, and payroll.
- Identifying and addressing systems-level sources of administrative burden and barriers to business efficiencies, like conflicting regulatory requirements, disconnected technology, or duplicative compliance reporting and monitoring.

## Category 3: Align or share information and data systems

Build and/or align information system technologies to maximize efficiencies, reduce the burden of data submission and collection, and explore the implications of children's ECE experiences. Ensure that families, ECE programs, and the state have easy access to extensive, up-to-date, accurate data on ECE opportunities and outcomes across all funding streams and settings.

Consider activities such as:

- Integrating Head Start grantees into statewide data collection efforts and systems to ensure comprehensive information on supply, demand, and use of ECE options.
- Enhancing existing data systems or incorporating business management software to eliminate inefficiencies (like duplicative submission requirements) and fill critical information gaps (like workforce wages and benefits or unduplicated child count).

- Developing private or partner APIs or other automated data-sharing mechanisms to connect disparate systems, reduce administrative burden, increase ease of access, and conduct new types of data analyses.
- Linking real-time ECE program data with coordinated application eligibility enrollment systems to create a single entry point for families to learn about and access ECE opportunities, including Head Start.
- Building longitudinal data systems that connect de-identified child outcome data from birth through third grade across all funding streams and settings.

## Critical element 3: Tracking project impact

You must track and analyze project results. At a minimum, you must report on the program activities identified in critical element 2, including:

- **Project outputs and outcomes** outlined in the strategic plan, with comparisons to baseline data where applicable.
- **Trends in ECE program supply, demand, and use**, disaggregated as needed to reflect student outcomes and access.
- **Implementation and process measures**, including fidelity to the intended strategy and any necessary adaptations.
- **Progress toward PDG B-5 program priorities**, using clear metrics that reflect tangible improvements aligned with the state's vision for ECE.

## Funding policies and limitations

### Changes in HHS regulations

As of October 1, 2025, HHS adopted [2 CFR 200](#), with some exceptions included in 2 CFR 300. These regulations replace those in 45 CFR 75.

### General policies

- We will only make awards if this program receives funding.
- If we receive more funding for this program, we will consider:
  - 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](#).

ACF will also not allow funds awarded under this NOFO to support any services or activities that inculcate or promote gender ideology.

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, [2 CFR part 200](#).

## Program-specific limitations and policies

We do not allow the following costs under this notice of funding opportunity (NOFO):

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

## Indirect costs

Indirect costs are those shared across multiple projects and not easily separated.

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

**Method 1—Approved rate.** If you currently have an indirect cost rate approved by your cognizant federal agency, you may use that rate.

**Method 2—*De minimis* rate.** If you do not have a negotiated indirect cost rate, you may elect to charge a *de minimis* rate (see [2 CFR 200.414\(f\)](#)). This rate is 15% of modified total direct costs (MTDC). See the definition of MTDC ([2 CFR 200.1](#)). You can use this rate indefinitely.

You may not charge costs included in your indirect cost pool as direct costs.

## Subaward

As the prime recipient, you must maintain a substantive role in the project. That means that you conduct funded activities and provide services necessary and integral to completing the project.

Monitoring your subrecipient’s activities alone as described in [2 CFR 200.332](#) is not a substantive role.

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

All subrecipients must have 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 [the Office of Personnel Management information on executive and senior level employee pay](#).

The salary limitation reflects a person's base salary (including any portion of the salary paid 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

## In this step

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# Find the application package

The application package has all the forms you need to apply. You can find it [at this NOFO's Grants.gov opportunity page](#). Then select the Package tab.

We recommend that you select the **Subscribe button** from the View Grant Opportunity page for this NOFO to get updates.

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, contact [Grants.gov](#) for assistance.

## Get registered

### SAM.gov

You must have an active account with SAM.gov to apply. 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. You must agree to the [financial assistance general certifications and representations](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

### 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](#).

# Learn more

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

You may submit additional questions related to this NOFO after the posting of this funding opportunity, by sending those questions to [PDGB5@acf.hhs.gov](mailto:PDGB5@acf.hhs.gov).

Responses to these questions will be provided in a Q&A document that you are strongly encouraged to check at [ACF's Preschool Development Grants site](#) on a periodic basis.

If there is a discrepancy between the NOFO and the presentation, presentation materials, and/or the FAQ, the NOFO takes precedence.



# Step 3: Build Your Application

## In this step

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# Application checklist

Make sure that you have everything you need to apply. You will find the forms in Grants.gov.

## File one: Narratives

Use the Project Narrative Attachment form.

Component	Included in page limit?
<input type="checkbox"/> <a href="#">Table of contents</a>	Yes
<input type="checkbox"/> <a href="#">Project summary</a>	Yes
<input type="checkbox"/> <a href="#">Project narrative</a>	Yes
<input type="checkbox"/> <a href="#">Line-item budget and budget narrative</a>	Yes

## File two: Attachments

Insert each in a single Other Attachments form.

Component	Included in page limit?
<input type="checkbox"/> Indirect cost agreement	Yes
<input type="checkbox"/> Additional eligibility documentation	Yes
<input type="checkbox"/> Supplementary budget information	No
<input type="checkbox"/> Organizational capacity supporting information	Yes

## Standard forms

Use each required form in Grants.gov.

Component	Included in page limit?
<input type="checkbox"/> Application for Federal Assistance (SF-424)	No
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	No
<input type="checkbox"/> (SF-424B) Assurances for Non-Construction Programs	No
<input type="checkbox"/> Key Contacts	No
<input type="checkbox"/> Grants.gov Lobbying Form	No
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)	No

# 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.

## Required format

Page limit for file one and file two combined: 75 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 [disqualifying factors](#) to understand what may disqualify your application from consideration.

## File one: Narratives

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.

### 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.

Respond to the following prompts to describe how the proposed project will meet the requirements of this funding opportunity.

### Critical element 1: Statewide ECE needs assessment and strategic plan

- Describe the governance structure you will use to develop and administer this award, including:
  - The agency or entity that will lead, and ultimately be responsible for the success of, the needs assessment and strategic planning process.
  - Other ECE agencies and entities that will contribute to the needs assessment and strategic plan and that will be accountable for results. Describe how Head Start expertise is represented.
  - The decision-making structure and each entity's role and responsibilities in the needs assessment and strategic planning process.

Note: If you provide this information in the governance structure chart in the [organizational capacity](#) section of the application, you do not need to repeat it here.

- Identify the needs assessment(s) and strategic plan(s) that you will update. For each document, provide:
  - The year that the assessment or plan was published.
  - The agencies or entities that led or published the assessment or plan.
- Describe the process for updating the needs assessment, including the specific needs assessment(s) you will update and how.
- Describe the process for updating the strategic plan, including the specific strategic plan(s) you will update and how.
- Identify how you will ensure that the revised needs assessment and strategic plan will:
  - Reflect the state's vision for ECE.
  - Advance the core program priorities.

- Be shared across all agencies and entities that administer or are connected to ECE policies, initiatives, and funding streams, including Head Start.
- Integrate Head Start grantees, services, and funding into the comprehensive ECE strategy proposed.

If your statewide ECE needs assessment is up-to-date, comprehensive, and meets these requirements, you may provide an assurance that the needs assessment has been reviewed, is complete and current, and does not require updates. You must support this assurance by commenting on the various elements mentioned here.

If applicable, you can provide a similar assurance for your state's strategic plan.

In addition, you must describe how previous strategic planning efforts, goals, objectives, and strategies have informed the identification and selection of outcome strategies (see critical element 2).

### **Critical element 2: Outcome strategies to advance program priorities**

- For each outcome strategy you propose under this funding opportunity, identify:
  - The relevant outcome strategy, as described in [critical element 2](#).
  - One or more [PDG B-5 program priorities](#) that the program activity will advance.
- Provide an overview and description of each outcome strategy, including:
  - What specific activities will you complete during the project year under this strategy?
  - How does the outcome strategy advance the PDG B-5 program priorities?
  - How does this outcome strategy address gaps in unmet need for ECE services in the state and/or address pain points in the state governance structure?
  - How does the strategy incorporate Head Start grantees, services, and funding?
  - Does this outcome strategy align with the state's vision for ECE? What evidence or documentation supports that alignment?
  - Have similar efforts been attempted in the past? If so, how does this strategy build on those efforts and apply lessons learned?
  - How does this outcome strategy integrate ECE policies, initiatives, and funding streams, including Head Start, into one unified statewide ECE system?
  - Include any additional context that is critical for reviewers to understand why you selected this outcome strategy.

### Critical element 3: Tracking project impact

Describe your approach to assessing project results, including how you will:

- Quantify and measure progress toward PDG B-5 program priorities.
- Measure outcomes defined in the strategic plan and compare them to baseline data, as applicable.
- Monitor progress and success of outcome or strategy outputs and implementation.
- Track trends in ECE program supply, demand, and use.
- Integrate Head Start grantees, services, and funding when tracking project results.
- Build on, update, and/or or modify existing data sources, information technologies, and analytic systems infrastructure.
- Use the required assessment of project results to foster integration across ECE agencies and entities.

### Bonus: Policies supporting child development across systems

If you have existing policies or imminent plans to implement policies that support child development across systems, you may be awarded additional points. Briefly describe any statewide policies that meet the following criteria. As applicable, identify the specific policy that supports each criterion. If there are imminent plans to implement relevant policies, briefly summarize the current status of and next steps for implementation.

- Operational State Advisory Council
  - A functioning State Advisory Council for early childhood that includes mechanisms for gathering feedback from a wide variety of stakeholders, such as families, providers, Tribal partners, or advocacy groups.
- Evidence-Based Literacy Instruction
  - Statewide implementation of evidence-based literacy instruction, including professional development, instructional materials, and policy alignment.
- Support for foster children in ECE
  - Policies that ensure foster children are considered in ECE system design and access.
- Nutritional services for children and families
  - Statewide supports for nutritional services, such as integration with the Child and Adult Care Food Program (CACFP) or other initiatives that promote food security and healthy development.

## 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 your organization and any cooperating partners, contractors, and subrecipients:

- Describe how the PDG B-5 award will operate and be structured within your state agencies. Describe the organizational framework. Explain how the award will support and strengthen those structures. You may include an annotated governance structure chart if it offers a more succinct and straightforward depiction of the state's organizational capacity.
- Describe your team's experience and expertise (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.
- Disclose your plan to enter into subaward agreements. If planning subawards, describe the work each subrecipient will complete.
- Describe your organizational capacity to fully expend awarded funds during the project period.

If you currently have an active PDG B-5 award:

- Include your current balance of unobligated PDG B-5 grant funds.
- If the unobligated balance exceeds 25% of your total current-year award (including any carryover), provide a detailed explanation and describe how you will ensure all grant funds are obligated by the end of the grant period.

If you do not have a current PDG B-5 grant or if you have a current PDG B-5 grant that does not have a large unobligated balance:

- Provide a brief summary of your history of successfully spending down prior PDG B-5 grant awards.

## Plan for oversight of federal award funds and activities

You must ensure proper award oversight. The regulation that governs this oversight is [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 used 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.

## Project sustainability plan

You must propose a plan for project sustainability after the period of federal funding ends. We expect you to sustain key elements of your project. These elements can include strategies or services and interventions that have improved practices and outcomes.

Provide an approach to project sustainability that is effective and feasible.

Describe:

- The key people and organizations whose support you will require.
- The types of alternative support you will require to maintain the project.
- If the proposed project involves key project partners, describe how you will maintain their cooperation or collaboration after the federal funding ends.

## 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 the budget, consider:

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

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.
- Break out costs by critical element, including:
  - The costs for the specific tasks and activities that relate to those critical elements.
  - Why the projected costs are reasonable for each of the critical elements.
- Provide a list of the current and pending funding from other sources used to support and/or enhance proposed PDG B-5 projects, whether from federal, state, or local governments; public or private foundations; or for-profit organizations.
- Include travel costs for at least four people to attend a three-day meeting in Washington, DC.
- Specify any amount you plan to use for technical assistance activities.

- Describe how the state will meet the 30% cost-sharing requirement by the end of the period of performance.
- Break out any planned procurements or contracts (including those awarded through memoranda of understanding or interagency agreements within the state) in the contractual or other line, and show how they advance the planned project.

## Proprietary or personally identifiable information

Clearly identify any salary or other proprietary information or personally identifiable information within your application. Identification will ensure this information is not shared with reviewers. Note on page 1 of the attachments file (file two) where the information to be redacted is located.

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.

## File two: Attachments

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.

## Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of the 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.

## Additional eligibility documentation

Include a letter on the governor's letterhead, signed by the governor or an authorized representative, designating the state entity that will execute and administer this award. The letter must include a description of why the chosen state entity is best suited to oversee and manage the award.

This letter should also include:

- How the governor's office will help the selected state entity manage how funds are spent on project activities during the one-year project period.
- What additional state agencies or entities will partner or collaborate with the designated state entity to support execution and impact of the project.

- What governance structures are in place to ensure accountability.
- What state budget, legislative, and procurement requirements are in place to ensure funding is spent during the one-year project period.

## Supplementary budget information

If additional funds are available, you may have the opportunity to receive a higher award amount.

Please attach a statement that includes:

- How much additional funding you could accept, up to 20% above the identified award ceiling (for a total of \$18 million). The required 30% nonfederal match will apply to the whole amount.
- A summary of how you would use the additional funds.

## Organizational capacity supporting information

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

- Organizational charts, including all partners. This chart may be the same as the governance structure chart, but should be clearly labeled to meet both requirements.
- Job descriptions for each vacant key position.

## Standard forms

You will need to complete some other required standard forms other than those in files one and two. 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.

### 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 [USAspending](#). This is where the public goes to learn how the federal government spends taxpayer 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

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# 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 (scoring) 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 process

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 summary

Criterion	Total number of points = 115 + 20 possible bonus points
1. Critical element 1: Statewide ECE needs assessment and strategic plan	10 points
2. Critical element 2: Outcome strategies to advance program priorities	40 points
5. Critical element 3: Tracking project impact	10 points
6. Project timeline and milestones	10 points
7. Organizational capacity	12 points
8. Plan for oversight of federal award funds	8 points
9. Project sustainability plan	5 points
10. Line-item budget and budget narrative	20 points
11. Bonus options	20 points

## Scoring criteria

### Critical element 1: Statewide ECE needs assessment and strategic plan

Maximum points: 10

- **Statewide ECE needs assessment:**
  - If you are not proposing to update an existing statewide ECE needs assessment, the reviewer will assess the quality of the assurance that the statewide ECE needs assessment is complete and current, meets NOFO requirements, and does not require updates. **(0 to 5 points)**
  - If you are proposing to update an existing statewide ECE needs assessment, the reviewer will assess the quality of your approach to updating the needs assessment within the project period to address new or emerging areas of need and meet the NOFO requirements. **(0 to 5 points)**
- **Statewide ECE strategic plan:**
  - If you are not proposing to update an existing statewide ECE strategic plan, the reviewer will assess the quality of the assurance that the strategic plan is complete and current, meets the requirements of this NOFO, does not require

updates, and describes how the strategic plan has informed the identification and selection of outcome strategies in critical element 2. **(0 to 5 points)**

- If you are proposing to update an existing statewide ECE strategic plan, reviewers will assess the quality of the description of the process for updating the strategic plan. This will include how the strategic plan will **(0 to 5 points)**:
  - Reflect the state’s vision for ECE.
  - Advance the PDG B-5 program priorities.
  - Inform the identification and selection of outcome strategies in critical element 2.
  - Be shared across all agencies and entities that administer or are connected to ECE policies, initiatives, and funding streams.
  - Integrate Head Start grantees, services, and funding.

## Critical element 2: Outcome strategies to advance program priorities

**Maximum points: 40**

For each proposed outcome strategy, the reviewer will assess how well you:

- Describe the strategy and how you will implement and complete that strategy during the project period. **(0 to 10 points)**
- Clarify the elements of the strategy. **(0 to 10 points)**
- Articulate why you selected the strategy, how the strategy addresses gaps and needs identified in the statewide ECE needs assessment, and how you identified the strategy as a priority in the statewide ECE strategic plan. **(0 to 5 points)**
- Show that the strategy will include integrating Head Start into the state early childhood system. **(0 to 5 points)**
- Address how the strategy will advance each of the three [PDG B-5 priorities](#). **(0 to 10 points)**

## Critical element 3: Tracking project impact

**Maximum points: 10**

The reviewer will assess how well you:

- Articulate your approach to tracking project impact and how you will know your project was successful. **(0 to 2 points)**
- Describe the project outputs and outcomes identified in the strategic plan; trends in ECE program supply, demand, and use; and measures of progress toward PDG B-5 program priorities. **(0 to 3 points)**

- Identify efforts to build on, update, and/or modify existing data sources, information technologies, and analytic systems infrastructure. **(0 to 3 points)**
- Integrate Head Start grantees, services, and funding in tracking project results. **(0 to 2 points)**

## Project timeline and milestones

**Maximum points: 10**

The reviewer will assess how well you:

- Provide a project timeline organized by task and subtask, showing related milestones, across the period of performance. **(0 to 5 points)**
- Project monthly or quarterly quantitative projections for what you plan to accomplish and by when, and provide target dates for accomplishments that you cannot quantify. **(0 to 5 points)**

## Organizational capacity

**Maximum points: 12**

The reviewer will assess how well you:

- Describe how the PDG B-5 award will operate and be structured within the state agencies and organizational structure, and how it will support those organizational structures. If planning subawards, this review will include descriptions of the work each subrecipient will complete. **(0 to 4 points)**
- Describe the team's and any partnering organizations' experience and expertise with administering, developing, implementing, managing, and evaluating similar projects, including the ability to spend all awarded funds during the project period. **(0 to 4 points)**.
- If you have an active PDG B-5 award with a large unobligated balance, the quality of the explanation for the large balance and plan to ensure grant funds are spent by the end of the project period. **(0 to 4 points)**
- If you do not have a current award with a large unobligated balance, the quality of the summary of the PDG B-5 grant history and spenddown. **(0 to 4 points)**

## Plan for oversight of federal award funds and activities

**Maximum points: 8**

The reviewer will assess how well you describe the framework to ensure proper oversight of federal funds and activities, including:

- The governance, policies, procedures, and systems used to mitigate risks, address challenges, and enable effective record keeping and financial management. **(0 to 5 points)**

- The key staff and processes that will allow you to maintain appropriate oversight of program activities and the staff, partners, and subrecipients who carry out the project. **(0 to 3 points)**

## Project sustainability plan

### Maximum points: 5

The reviewer will assess the clarity of your project sustainability plan and how well you describe:

- The key partners, agencies, and organizations whose support you will need to maintain the project after the federal funding ends. **(0 to 2 points)**
- The approach to sustaining the collaboration and cooperation needed to maintain the key elements of the project, such as effective strategies, services, and interventions. **(0 to 3 points)**

## Line-item budget and budget narrative

### Maximum points: 20

The reviewer will assess how clearly you:

- Provide a high-quality, detailed budget and budget justification with an appropriate narrative and line-item budget details for the period of performance. **(0 to 5 points)**
- Describe specific projected amounts that show how you calculated costs for each critical element, the tasks and activities that relate to those critical elements, and why the projected costs are reasonable for each of the critical elements. **(0 to 5 points)**
- Provide the current and pending other funding support for ongoing projects and proposed work supporting your B-5 continuum of programs and services. **(0 to 3 points)**
- Describe how each identified support will further the work to be accomplished, including identifying the agencies, organizations, or programs and how much funding they will contribute. **(0 to 2 points)**
- Budget for travel costs for at least four people to attend a three-day meeting in Washington, DC, and the amount of funding you will use to support technical assistance activities in the state. **(0 to 1 points)**
- Explain how the state will meet the 30% cost-sharing requirement by the end of the period of performance. **(0 to 2 points)**
- Provide a breakdown of planned procurements and contracts, and how they will advance the selected outcome strategy or strategies. **(0 to 2 points)**

## Bonus points: Policies supporting child development across systems

### Maximum points: 20

You may be awarded up to 20 bonus points for policies that support child development across systems. The reviewer will assess whether you have existing policies or imminent plans to implement policies in the following categories:

- Operational State Advisory Council that has a mechanism for feedback from a wide variety of groups. **(0 to 4 points)**
- Implementation of evidence-based literacy instruction. **(0 to 4 points)**
- Consideration of foster children in the ECE system. **(0 to 8 points)**
- Supports for nutritional services for children through CACFP. **(0 to 4 points)**

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](#) and Exclusions 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 [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, including ability to spend down prior grant awards in a timely manner.
- The application's compliance with this NOFO's prohibition on using funds awarded under this NOFO to support any costs related to:
  - 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.
- Any 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](#).
- Any services or activities that inculcate or promote gender ideology.

**Note:** If you have an active PDG B-5 grant and more than 25% of your total award is unobligated (across all budget periods, based on your third-quarter federal financial report, which ended September 30, 2025), we may award you a lower amount than requested or may not grant you any award.

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

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

Application submission and deadlines

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# Application submission and deadlines

## Application

### Deadline

Due on Monday, December 1, 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.

### Grants.gov submission

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:

### Stephanie Sowalsky

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management

1500 Market Street

Philadelphia, PA 19102

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

[Executive Order 12372, Intergovernmental Review of Federal Programs](#) does not apply to this NOFO. You do not need to take any action.



# Step 6:

# Learn What Happens After Award

## In this step

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# 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 [2 CFR 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in 2 CFR 300.
- The HHS [Grants Policy Statement \(GPS\) \[PDF\]](#). 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 B, Equal Treatment for Faith-Based Organizations](#). This appendix explains the obligations of and protections for faith-based organizations applying for grants.

## 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: Semiannual
- Financial report form: SF-425 FFR
  - Financial report frequency: Semiannual, annual
- Annual Performance Progress Report (OMB control number 0970-0490; expiration date March 31, 2026)
  - Report frequency: Annual



# Contacts and Support

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# Agency contacts

## Program

Richard Gonzales

202-401-5138

[Richard.Gonzales@acf.hhs.gov](mailto:Richard.Gonzales@acf.hhs.gov)

## Grants management

Trisha Smith

215-861-4742

[Trisha.Smith@acf.hhs.gov](mailto:Trisha.Smith@acf.hhs.gov)

# Help with systems

## Grants.gov

Grants.gov provides 24/7 support. Hold on to your ticket number.

- Phone: 1-800-518-4726
- Email: [support@grants.gov](mailto:support@grants.gov)

## SAM.gov

If you need help, you can:

- Call 1-866-606-8220.
- 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
This NOFO has been modified to update the scoring criteria, in Step 4, Application review.	November 24, 2025