

Application Package and Required Forms for Single Source Applications

Form or Application Element	Submission	Where to Find the Form or Additional Information
SF-424 - Application for Federal Assistance	Submission is required.	Download the forms and form instructions at: https://www.grants.gov/web/grants/forms/sf-424-family.html .
SF-424A - Budget Information - Non-Construction Programs OR SF-424C - Budget Information for Construction Program	Submission is required. Non-construction projects should use the SF-424A, while construction projects should use the SF-424C.	Download the forms and form instructions at: https://www.grants.gov/web/grants/forms/sf-424-family.html . Provide a budget using the SF-424A and/or SF-424C, as applicable, for each year of the proposed project.
SF-424B - Assurances - Non- Construction Programs OR SF-424D – Assurance for Construction Programs	Submission is required. By signing and submitting the SF-424B or D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. Non-construction projects should use the SF-424B, while construction projects should use the SF-424D.	Download the forms and form instructions at: https://www.grants.gov/web/grants/forms/sf-424-family.html .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission is required.	Download the forms and form instructions at: https://www.grants.gov/web/grants/forms/sf-424-family.html .
SF-424 Key Contacts Form	Submission is required.	Download the forms and form instructions at: https://www.grants.gov/web/grants/forms/sf-424-family.html .
Unique Entity Identifier (DUNS) and System for Award Management (SAM) registration.	Submission is required.	To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Provide the DUNS number on your SF-424 application. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at https://www.sam.gov .

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SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is required.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Download the form and form instructions at: https://www.grants.gov/web/grants/forms/sf-424-family.html .
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required.	In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites. Download the form and form instructions at: https://www.grants.gov/web/grants/forms/sf-424-family.html .
Project Narrative	Submission is required.	No specific form must be used for the Project Narrative. Address all activities to be funded and the rationale for why federal funds are being requested. The Project Narrative must be clear, concise, and complete. ACF is particularly interested in Project Narratives that convey strategies for achieving intended performance. Project Narratives are evaluated on the basis of substance and measurable outcomes.
Line Item Budget and Budget Narrative	Submission is required.	<p>No specific form must be used for the Line Item Budget and Budget Narrative. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs. Applications must only include allowable costs in accordance with 45 CFR Part 75 Subpart E.</p> <p>Special Note: <i>The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.</i></p>

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ACF Property and Lease Information	Submission is required.	No specific form must be used for the submission of property and lease information. The content for the request is located in the <i>Facility and Lease Documentation</i> section under <i>Facilities Listing and Related Cost Documentation</i> on the ACF Property Guidance Website: https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property