



ACF Policy for Requesting an Exemption from Required Electronic Application Submission

The Administration for Children and Families (ACF) recognizes that some applicants may have limited internet access and/or limited computer capacity, which may prohibit them from uploading large files at Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission to Grants.gov. The exemption will allow applicants to submit a hard copy, paper application by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant within the designated Federal Fiscal Year (FFY) the exemption was approved.

To receive an exemption from required electronic application submission, applicants must submit a written request to the Office of Grants Management (OGM) within ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Limited internet access or internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by submitting an email request to ogmappissue@acf.hhs.gov. All exemption requests must include the following information within the email:

- The subject line must include the Funding Opportunity Number (FON) and include “Electronic Exemption for FFY [insert year],”
- NOFO Title and FON,
- Application Due Date of specified NOFO,
- The listed Catalog of Federal Domestic Assistance Listing number,
- Name of Applicant Organization and Data Universal Numbering System (DUNS) and/or Unique Entity Identifier (UEI) Number(s),
- Authorized Organizational Representative name and contact information (phone and email address),
- Name and contact information (email) of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) limited internet access or internet connection; or 2) limited computer capacity that prevents uploading large documents (files) to Grants.gov.

Exemption requests must be *received* by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in an NOFO’s *Overview*

and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Requests for exemption from required electronic application submission will be acknowledged with a written approval or disapproval via email from the OGM within five business days. Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the FFY in which it is received. Applicants need only request an exemption once in a FFY and is encouraged to do so earlier within the process. OGM will send written acknowledgement of the exemption via email, which the applicant must include within each paper application when submitting forward to ACF. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

For applicants that have other inquiries regarding the NOFO, they must be directed to the appropriate agency contact listed in *Section VII. HHS Awarding Agency Contact(s)* of the published NOFO.