

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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	3. Originating Office: Children’s Bureau, Office on Child Abuse and Neglect	
	4. Key Words: Community-Based Grants for the Prevention of Child Abuse and Neglect or Community-Based Child Abuse Prevention	

PROGRAM INSTRUCTION

- TO:** Offices of the Governors; Community-Based Child Abuse Prevention (CBCAP) Program Grant Recipients; State Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act
- SUBJECT:** Availability of fiscal year (FY)¹ 2026 funds under the Community-Based Grants for the Prevention of Child Abuse and Neglect program created by Title II of the Child Abuse Prevention and Treatment Act (CAPTA) as amended by Public Law (Pub. L.) 115-271.
- REFERENCES:** The CAPTA Reauthorization Act of 2010; Title II of CAPTA (42 U.S.C. 5116 et seq.)
- PURPOSES:** The purpose of this Program Instruction (PI) is to: (1) set forth the requirements for recipients of Community-Based Grants for the Prevention of Child Abuse and Neglect awards for FY 2026; and (2) provide guidance and instructions for the preparation and submission of the application and annual reports.

¹ Unless otherwise noted, “FY” refers to federal fiscal year (October 1 – September 30).

Table of Contents

PART I: BACKGROUND INFORMATION.....	2
PART II: FINANCIAL INFORMATION AND REPORTING REQUIREMENTS.....	2
PART IV: ADDITIONAL INFORMATION.....	5

PART I: BACKGROUND INFORMATION

Purpose

The CBCAP program funds grants “to support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect” and “to foster understanding, appreciation, and knowledge” of certain populations “in order to be effective in preventing and treating child abuse and neglect.” (Section 201(a) of [CAPTA](#)). Section 201(b) further establishes that funds made available to states under the CBCAP program must be used for certain purposes and specifies the allowable uses.

Eligibility

Section 202 establishes the requirements for a state to be eligible for a CBCAP grant. Before submitting an application, the Governor of the state must designate a lead entity to administer funds in accordance with the CBCAP program's requirements. (Section 202(1)).

Availability and Allocation of Funds

Section 203(b) establishes the allocation of CBCAP funds to states² as follows:

1. Seventy percent of funds will be allotted proportionately based on the number of children under age 18 residing in each state,³ “except that no state shall receive less than \$175,000.”
2. Thirty percent of funds will be allotted proportionately based on the amount of private, state, or other non-federal funds leveraged and directed through the current lead entity designated in the preceding fiscal year (i.e., FY 2025, 10/1/24 to 9/30/25). The requirements for leveraged funds are explained in Section III of this Program Instruction.

The Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands may submit consolidated grant applications in accordance with 45 CFR Part 97. If the jurisdiction expends CBCAP funds under the authority of another program, it is not required to submit an application under this PI.

PART II: FINANCIAL INFORMATION AND REPORTING REQUIREMENTS

Funding (Project) Period/Obligation Deadline (10/01/2025 – 09/30/2029)

States must obligate CBCAP funds no later than 3 years after the end of the fiscal year in which the

² In the absence of a definition of “state” in title II, ACF uses the definition provided in Section 3(7) of CAPTA. Section 203(a) reserves 1 percent of the annual CBCAP appropriation to be allotted to Indian tribes and tribal organizations and migrant programs. Information on the notice of funding opportunity will be available at www.grants.gov.

³ The calculation of the child population portion of a state’s award will be computed by ACF, using the most current population data provided by the Bureau of the Census, Department of Commerce.

funds are awarded.

Liquidation Deadline (1/29/2030)

All obligated Federal funds awarded under this grant must be liquidated no later than 120 days after the end of the funding/obligation period (e.g., FY 2026 CBCAP funds must be liquidated by 1/29/2030). Any Federal funds from this award not liquidated by this date will be recouped by the Department.⁴

Federal Financial Reporting System and Form SF-425, “Federal Financial Report”

Grant recipients must track cash transactions (Lines 10a, 10 b, and 10c) and expenditures, obligations, and liquidations (Lines 10d through 10o) in Form SF-425. The grant recipients must submit the SF-425 form (insert the timeline for reports as identified in the grant terms and conditions) through their online accounts in the [Payment Management System](#) (PMS).⁵

Annual Expenditure Report Submission Schedule

Grant recipients must submit each annual report of expenditures no later than December 29—90 days following the end of each federal fiscal year (FFY).

- (a) An annual report is due within 90 days following the end of each FFY (e.g., 12/29/2026, 12/29/2027, 12/29/2028) during the obligation period;
- (b) A final report (cumulative, covering the entire project period 10/01/2025 – 09/30/2029) is due on the last day of the respective liquidation period (e.g., 1/29/2030).

Grant Administration Regulations

The regulations that apply to the administration of these grants are contained in 2 CFR Part 200, the ACF Standard Terms and Conditions, and the CBCAP Supplemental Terms and Conditions: <https://acf.gov/grants/manage-grant/grant-award/award-terms>.

Contact Information for Fiscal Inquiries

Direct questions regarding fiscal reporting, funds obligation and liquidation, and other administrative requirements according to the terms and conditions of grant awards to Janice Realeza, Director, Family Protection & Resilience Grants Portfolio, Office of Grants Management at Janice.realeza@acf.hhs.gov.

PART III: ANNUAL APPLICATION AND PROGRAM REPORT INSTRUCTIONS

Submit all required information electronically to the CBCAP mailbox at CBCAP@acf.hhs.gov.

Each application for FY 2026 (i.e., October 1, 2025 – September 30, 2026) is due by **Thursday, June 11, 2026**, and must include the following information:

A COVER LETTER from the lead agency that is addressed to:

Cody Inman, Delegated Commissioner
Administration on Children, Youth and Families
Administration for Children and Families

⁴ The method of recoupment will be issuance of a negative grant award for any unobligated or unliquidated balances reported as of January 29, 2030, and these funds will be returned to the United States Treasury.

⁵ If your office needs additional user access, please contact your [PMS Account Liaison](#).

U.S. Department of Health and Human Services
330 C Street SW, 3rd Floor, Washington, D.C. 20201

LEAD AGENCY IDENTIFYING INFORMATION⁶ (that can be included in the cover letter)

1. The names, mailing addresses, and email addresses of the following:
 - a. The designated lead agency
 - b. The program specialist is responsible for the CBCAP grant.
 - c. The fiscal agent responsible for the CBCAP grant.
2. The lead agency's Employer Identification Number (EIN) and Unique Entity Identifier (UEI).⁷

LEAD AGENCY DESIGNATION LETTER

An original letter⁸ signed by the Governor of the state that designates the lead agency to receive and administer CBCAP funds (Sections 202(1)(A)(C) and (D)).

GOVERNOR AND LEAD AGENCY ASSURANCES⁹

1. The "[Governor's Assurance Statement](#)" that includes the assurances as required in sections 202(2) and (3) and signed by the Governor.
2. The "[Lead Agency Assurance Statement](#)" that includes assurances established in Section 204(5) and (12) and is signed by an official of the lead agency designated by the Governor.

DOCUMENTATION OF LEVERAGED FUNDS FOR FEDERAL MATCHING FUNDS

To claim leveraged funds, states must submit a [Leveraged Funds Worksheet](#) (Section 203(b)(1)(B)).

Leveraged funds that may be claimed by a state under Section 203(b)(1)(B) include any funds that were:

- (a) Leveraged by the state from private, state, or other non-federal sources during FY 2025 (i.e., October 1, 2024 – September 30, 2025);
- (b) Directed through the CBCAP lead agency for FY 2025; and
- (c) Budgeted and spent during FY 2025 for use in supporting community-based child abuse and neglect prevention programs and activities.

Only funds that have **not** been used to leverage additional federal funds under any other program may be claimed as leveraged funds for this program. For purposes of this application, state and non-federal funds that are used to meet the maintenance of effort, match or other cost-sharing requirements for other federal funding are **not** eligible to be claimed.

⁶ It is incumbent upon the lead agency to provide timely notification to the Federal Program Officer if there are any changes in the following lead agency information during the grant award period.

⁷ UEI numbers can be retrieved through SAM.gov.

⁸ Please note that a new Governor's letter and assurance statement must be included every year as part of the CBCAP application (Section 202).

⁹ To simplify procedures for the applicant, all statutory assurances contained in this PI are consolidated into two separate Assurance Statements, for signature by the Governor of the state and an appropriate official of the lead agency designated by the Governor, as applicable. The Assurance Statements can be found [here](#).

BUDGET

A budget for the CBCAP programs and activities as required by Section 204(4), and includes:

- verification that the state will expend non-federal funds (in-cash, not in-kind) an amount equal to and not less than 20 percent of the amount of funds received, and the non-federal funds will support child abuse prevention activities.
- line-item expenditures for federal and non-federal funds, to include the allocation of funds for at least one representative from the state to attend an annual two to five-day federally initiated, in-person CBCAP grantees conference (Section 207(5)).¹⁰

NOTE: States claiming leveraged funds will not know what their total grant award will be when the application is submitted, so the 20 percent match should be based on the population-only portion of the formula, which can be found [here](#). If the match amount submitted with application is less than 20 percent of the full amount of the grant award, states must submit an amended budget to CBCAP@acf.hhs.gov within 30 days of receipt of the Notice of Award.

CERTIFICATIONS

A state must submit the [Certification Regarding Lobbying](#) at the time of application for Federal funds pursuant to 45 CFR Part 93, and if applicable, a [SF LLL-Disclosure of Lobbying Activities](#). A retyped certification or a State's own certification form will not be accepted.

APPLICATION NARRATIVE

A state must submit an application containing information essential to administering CBCAP funds as specified in Section 204. Specifically, information required in Section 204(1), (2), (3), (6), (7), (8), (9), (10), and (11).

Annual Program Report Requirements

Submit all required information electronically to the CBCAP mailbox at CBCAP@acf.hhs.gov by January 30, 2027.

A state receiving CBCAP funds must submit an annual program report demonstrating the lead agency's accomplishment of performance measures specified in Section 206 for FFY 2026 (October 1, 2025 – September 30, 2026).

States must specify the percentage of CBCAP total funding for services supported by research (i.e., evidence-based and evidence-informed child abuse prevention programs and practices) in the annual program report, and any other national outcomes for the CBCAP program, as appropriate (Section 206(2)).

PART IV: ADDITIONAL INFORMATION

Intergovernmental Review of Federal Programs (E.O. 12372)

This program has been excluded from the provisions of EO 12372, "Intergovernmental Review of Federal

¹⁰ In the event this meeting is virtual, funds budgeted for travel can be re-allocated to other activities that align with CBCAP program purposes.

Programs,” and 45 CFR Part 100, “Intergovernmental Review of Department of Health and Human Services Programs and Activities” (52 FR 161).

Paperwork Reduction Act

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13), the information collection requirements in this PI have been approved through March 31, 2027, by the Office of Management and Budget under OMB Control Number: 0970-0155.

Catalog of Federal Domestic Assistance # 93.590

INQUIRIES TO:

Elaine Stedt
Director, Office on Child Abuse and Neglect
Children’s Bureau
Phone: 202-205-7941
Email: Elaine.Stedt@acf.hhs.gov

EFFECTIVE DATE: Upon Issuance

_____/s/
Delegated Commissioner
Administration on Children, Youth, and Families

Disclaimer Language

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way, unless specifically incorporated into a contract. This document is intended only to provide clarity to the public regarding existing requirements under the law.