**Program Office:**  Administration on Children, Youth and Families, Children's Bureau

**Funding Opportunity Title:**  Supporting Evidence-Based Home Visitation Programs to Prevent Child Maltreatment

**Announcement Type:** Initial

**Funding Opportunity Number:**  HHS-2008-ACF-ACYF-CA-0130

**CFDA Number:**  93.670

**Due Date for Applications:**  **07/21/2008**

**Executive Summary:**

These funds will support competitive grants to States, Tribes, and other eligible entities to support the infrastructure needed for the widespread adoption, implementation and sustaining of evidence-based home visitation programs. Funds will be used for efforts to expand and enhance home visitation programs based on proven effective models. Funds will support:

- Collaborative planning efforts to leverage other Federal, State and local investments of existing funding streams into evidence-based home visitation programs and practices;

- A range of activities needed to build infrastructure systems that can fully adopt, implement, and sustain high quality home visitation programs that have strong fidelity to proven effective models;

- Rigorous local evaluations which include process/implementation, outcome, and cost analysis components.

Grants will be awarded for an initial planning phase in year 1 and, pending successful completion of that phase and approval from the Children's Bureau, funds for the implementation phase will be provided for years 2-5. During the planning phase, the grantees will engage in a

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collaborative process to develop a plan to build the infrastructure needed for the adoption, implementation and sustaining of the evidence-based home visitation programs. During the implementation phase, the grantees will implement their plan, conduct a rigorous local evaluation, and disseminate lessons learned to the field.

## I. FUNDING OPPORTUNITY DESCRIPTION

### Legislative Authority

The legislative authority is Section 105 of The Child Abuse Prevention and Treatment Act, as amended (42 United States Code (U.S.C.) Section 5106).

### Funding Opportunity Description

### Purpose

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Grants will be awarded for an initial planning phase in year 1 and, pending successful completion of that phase and approval from the Children's Bureau, funds for the implementation phase will be provided for years 2-5. During the planning phase, the grantees will engage in a collaborative process to develop a plan to build the infrastructure needed for the adoption, implementation and sustaining of the

evidence-based home visitation programs. During the implementation phase, the grantees will implement their plan, conduct a rigorous local evaluation, and disseminate lessons learned to the field.

**Background**

Given the limited funding available to support human services programs and the push towards more accountability for outcomes, policymakers have become much more selective and insistent that funding support evidence-based programs that have demonstrated positive results. Over the last several years there has been sustained growth in the focus on identifying and using evidence-based programs and practices for a variety of disciplines such as health, mental health, substance abuse, education, juvenile justice, and child welfare programs. Prevention is the most important means available to address child maltreatment. There is a growing body of evidence that some home visitation programs can be a successful child maltreatment prevention strategy.

Although there are a range of different models, the typical home visitation program uses home visiting as the primary strategy for the delivery of services to families. These services can include providing information about parenting and child development, linking families to other community services and resources and providing social support. Through the efforts of the home visitor to engage and establish a strong relationship with the family, it is hoped that the program will produce short-term and intermediate positive outcomes such as changes in parent knowledge and behavior, decreased stress, better family functioning, and access to needed services. The long-term outcomes generally include better child health outcomes, better social and emotional support for the families, increased capacity of a parent to care for the child, and decreased abuse or neglect (Gomby, 2005).

There is a sizable body of research, using both experimental and quasi-experimental study designs, that has evaluated the impact of a few nationally recognized home visitation programs (Duggan, Fuddy et al., 2004; Duggan, McFarlane et al., 2004; DuMont et al., 2006; Eckenrode et al., 2000). In addition, there have been a number of research reviews, meta-analyses, syntheses of findings and commentaries regarding the effectiveness of various home visitation programs (Bilukha et al., 2005; Chaffin, 2004; Gomby, 2005). A systematic review of the research on early childhood home visitation programs found that such approaches can prevent child maltreatment in high-risk families, with programs longer than two years having the

strongest effects (Morbidity and Mortality Weekly Report/ Recommendations and Reports, October 3, 2003).

Nevertheless, not all home visitation programs have demonstrated positive impacts for all populations in preventing child maltreatment or improving parental capacity. The recent research does point to a need to better address the needs of families with the highest risk factors for child maltreatment such as those with caregivers with problems associated with mental health, substance abuse, and domestic violence. Some of the studies indicated that home visiting may be most effective for families where the initial need is the greatest and where parents are motivated to change and seek assistance (Gomby, 2005; Hahn et al., 2005; Littell & Schuerman, 2002). Other reviews also point to the importance of maintaining fidelity to the original model and the need for well-trained and well-supervised home visitors who can implement the original program as intended in order to produce positive impacts for families served.

Research has shown that home visitation, by trained nurses, in programs with strong performance monitoring and management systems, can reduce incidents of child abuse and neglect and improve other life outcomes for mothers and their children. In a well-known, randomized, longitudinal research trial, outcomes from one nurse home visitation program showed a nearly 80 percent reduction in rate of child maltreatment among at-risk families from birth through children's 15th year. Other research has shown that nurse home visits had a long-term positive effect on other family outcomes, such as reduced substance abuse, reduced arrests and convictions, greater work-force participation, reduced reliance on public assistance and food stamps, and reduced early sexual activity on the part of the children visited (Olds et al, 1994, 1997, 2000).

Finally, there is a limited but emerging body of research using randomized controlled trials on other home visitation models that also have had positive impacts on child abuse and neglect and other related outcomes such as promoting the increase in protective factors and decreasing risk factors for children and caregivers served.

Many States currently are implementing various types of home visitation programs using Federal, State, local and private funding streams including Medicaid, Temporary Assistance for Needy Families (TANF), the Maternal and Child Health Block Grant, Title IV-B, Subpart 2 of the Social Security Act, and the Child Abuse Prevention and Treatment Act (CAPTA) Title II. These efforts do not all follow proven effective models. Some States have an infrastructure in place, but are

implementing a model that has not been proven effective. Many States are implementing a range of home visitation programs and need support and guidance on identifying, selecting, and sustaining the most appropriate evidence-based program for their local community needs. Many Tribes have limited capacity and resources to implement evidence-based home visitation programs but have significant and unique needs for these services.  States and Tribes also need guidance and support to maximize and leverage all other funding streams available so that investments in proven effective programs can be made.

Over the last several years, State health and human services officials have demonstrated an interest in implementing evidence-based programs and practices within their systems, but have been constrained by limited resources in their ability to develop the knowledge base of how such programs can fit within their systems. Given the challenges and complexities of efforts to incorporate evidence-based practices within real-world settings, research regarding the implementation of evidence-based programs can provide a wealth of information about the factors that affect implementation.

This grant program provides an opportunity to develop, build upon and/or enhance the existing infrastructure to support high quality evidence-based home visitation programs.  With the increased emphasis on identifying evidence-based programs and practices, equal attention also must be placed on mechanisms and support needed for the successful dissemination of research-based programs, and their adoption and implementation in direct practice.  While learning more about the factors that contribute to successful implementation of evidence-based practices, these grants also will simultaneously provide States and Tribes with opportunities to begin planning concrete quality improvement strategies. Finally, this grant program will contribute to the knowledge base regarding best practices in the adoption, implementation, and sustaining of evidence-based home visitation programs and practices.

**Evidence-based Home Visitation Programs**

Several evidence-based home visitation programs have been "rigorously evaluated using randomized controlled trials, to produce sizable, sustained effects on important outcomes such as abuse and neglect"(from the Consolidated Appropriations Act, 2008, P.L. 110-161), to increase protective factors, and to reduce risk factors for child maltreatment.

ACF considers several criteria to define "Supported" or "Well-Supported" evidence-based programs that are consistent with the 2008 Consolidated Appropriation Act report language and therefore eligible for funding under this grant announcement. These criteria are the following:

- There must be no clinical or empirical evidence or theoretical basis indicating that the practice constitutes a substantial risk of harm to those receiving it, compared to its likely benefits.

- The program must articulate a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes. This is represented through the presence of a detailed logic model or conceptual framework that depicts the assumptions for the inputs and outputs that lead to the short, intermediate and long-term outcomes. The program must have a book, manual, training or other available writings that specify components of the program and describes how to administer it.

In terms of the evaluation data, the research supporting the efficacy of the program or practice in producing positive outcomes associated with reducing risk and increasing protective factors associated with the prevention of abuse or neglect must meet both of the following criteria:

- At least two rigorous randomized controlled trials (RCTs) (or other comparable methodology) in highly controlled settings have found the practice to be superior to an appropriate comparison practice, and the RCTs have been reported in published, peer-reviewed literature.

- The program has been tested and replicated in other sites and settings.

In addition, the following criteria must be met:

- The program must demonstrate a sustained effect for at least one year beyond the end of treatment, with no evidence that the effect is lost after this time. The program must also demonstrate a sizable effect which is a statistically significant difference between the treatment and comparison/control group.

- The outcome measures must be <u>reliable</u> and <u>valid</u>, and administered consistently and accurately across all subjects.

- If multiple outcome studies have been conducted, the overall weight of evidence must support the <u>efficacy</u> of the practice.

- Finally, the program must be actively working on building stronger evidence through ongoing <u>evaluation</u> and continuous quality improvement activities.

Applicants need to provide adequate justification and documentation within the application that the program meets the evidentiary criteria outlined above from the Consolidated Appropriations Act, 2008,  P.L. 110-16  (i.e., they have been "rigorously evaluated using randomized controlled trials, to produce sizable, sustained effects on important outcomes such as abuse and neglect")

For example, a well-designed evaluation of a program is one where the control group and treatment group are comparable except for the intervention. Results from a well-designed RCT that meet the evidentiary standards would show statistically significant effects over a number of years. For example, a study that found significantly fewer verified reports of child abuse or neglect, relative to a control group, would meet the standard for sustained effects if these effects were seen across two or more points in time.

Examples of evaluation studies that would not meet the design standards are:

- An evaluation using a pre-post study design;

- A study that found a reduction in child abuse relative to the control group in year 1 but no effect in year 2. (This does not meet the standard for sustained effects);

- An evaluation that showed a pattern of small effects but none that rise to statistical significance. (This does not constitute sizeable).

**Justifying Selection of the Evidence-Based Home Visitation Model/s**

Regardless of the evidence-based home visitation model selected, all applicants must show that the proposed programs are/will be appropriate for the target population(s). The applicant should provide

information on research findings on the effectiveness and acceptability specific to the proposed target population, if available.

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**Travel for Conferences and Presentations**

Within three months after the award of the 12-month planning phase (Phase I) of the cooperative agreement, the project director, evaluator and/or other key staff must attend a 2-3 day kick-off meeting in Washington, D.C., with the other funded projects, the Federal Project Officer/s, and other staff and contractors of the Children's Bureau (CB) for the purpose of discussing details of the project work plan and cooperative agreement.

The budget for the 12-month planning phase should include funding for travel to the kick-off meeting, as well as funding for two key staff persons to attend the three-day CB annual grantees' meeting, usually held in the spring. In each of the four implementation years, the awardee must send only the project director and the evaluator to the annual grantee meeting. Grant funds should be budgeted for these travel expenses.

**Required Grant Activities**

CB will consider proposals from applicants that are interested in implementing or expanding one or more evidence-based home visitation programs.  For example, an applicant may want to implement two distinct home visitation programs for two different target populations within their jurisdiction.  Applicants must describe the process for selecting the home visitation model/s that they plan to implement in their jurisdiction. The application should describe the process that will be used to develop a plan to identify, select, prepare for, and evaluate the home visitation model(s) to be expanded and/or enhanced. In addition, the application should include a description of the activities to be conducted in the implementation phase during which the program model(s) will be executed and evaluated as well as how the lessons learned from the project will be disseminated to the field.

**Phase I: Planning Phase (Year 1)**

Grantees will be expected to initiate a 10-month collaborative planning process.  Applicants must collaborate with other relevant State and community agencies to plan the investment of Federal, State, local and private funding streams for evidence-based home visitation programs and to promote greater coordination of these related service delivery systems in order to expand and enhance the existing services.  The overall purpose is to insure that all relevant programs and funding streams are identified and included in these coordination efforts.  The culmination of this process will be the development of a

plan to build the infrastructure needed for the widespread adoption, implementation and sustaining of the evidence-based home visitation program/s.

The final plan should include, at a minimum, but is not limited to, the following elements:

- Identification of the lead agency that will be responsible for implementing the plan and coordinating with the other partner agencies, and a plan for providing management and oversight for this initiative as well as a plan for developing formal agreements with relevant agencies and service providers.

- A process for conducting a comprehensive inventory of existing and potential Federal, State, local, and private funding streams for home visitation as well as existing home visitation programs currently being funded and their evidence base.  The purpose of this inventory is to identify current and potential sources of funding for home visitation programs including, but not limited to: Title IV-B of the Social Security Act, Title V Maternal and Child Health Block grants, Temporary Assistance for Needy Families, Social Services Block Grant, Office of Juvenile Justice and Delinquency Prevention block grant, Child Abuse Prevention and Treatment Act funds, and other State and local general and private funds.

- Timeline for implementing the plan. Applicants may choose to use a phased-in or pilot approach that starts with one local jurisdiction and then expands to other areas of the State once the initial efforts have proven successful.

- Selection and identification process for the evidence-based home visitation model/s that the applicant has begun (or continue) to support. Where appropriate, a formal agreement must be in place to ensure that the original program developer will be supporting the replication effort. The application should identify the model/s selected and the plan submitted in Year 1 will confirm and document this process.

- Fiscal leveraging plan and the mechanism for the disbursement of funds to support the home visitation programs. Plans also should include preliminary ideas for sustaining the programs beyond the grant period.  Funding provided through this program announcement will be used to support the overall planning and implementation of the selected programs.  The goal

of the fiscal leveraging plan is to identify the other sources of funding that will be used to support the direct services provided to families.

- Plans for working with the local home visitation programs funded through this initiative in order to facilitate the successful adoption, implementation, and sustaining of the evidence-based programs.
- Plans for linking and coordinating the State and local home visitation services with other health and human services and formal and informal resources offered that comprise the continuum of care for families.

- Systematic screening and assessment processes to identify parents and caregivers who need to be referred to these home visitation programs. This may include screening at hospitals to insure that pregnant women, especially those exhibiting risk factors, are referred to these home visiting programs. The proposed plan for these processes should justify how the target population being served is consistent with the target population for the selected home visitation program model.

- Provision for comprehensive training and technical assistance and support to programs implementing the evidence-based home visitation programs. This technical assistance may be provided by the developer of the program and/or other personnel who have the specific expertise to assist local programs with implementing these types of programs. At a minimum, the evidence-based program selected should have the capacity to provide the initial technical assistance and support to teams that will be assisting the local programs in implementing the model. This technical assistance also must address ways to ensure the quality of the supervision and coaching of the home visitors and their supervisors.

- Strategy for workforce recruitment and retention of the home visitors and other direct service staff who have the skills and capacity to deliver the high quality services to families.

- Plan for quality assurance systems to monitor the ongoing quality of various home visitation programs being funded and their fidelity to the original program. Plans also may support the development or enhancements of management information systems that can be used for quality assurance and oversight of programs.

- Plan for rigorously evaluating and testing the implementation of the various components of the initiative. The evaluation plan should include implementation (process), outcomes, and an economic evaluation component, with a cost analysis of this initiative being conducted at a minimum. Successful applicants will need to agree to collect common cross-site outcomes, measures, and costs for a national cross-site evaluation.

Applicants should describe their plan to work with the developers of the evidence-based models/curricula they propose to implement, including obtaining training and technical assistance (T/TA) and other program resources, requesting training and certification of providers, and seeking accreditation of programs.

CB is very interested in interagency collaborative efforts across various disciplines with common target populations and shared outcomes. As a result, applicants must collaborate with the following entities in the development of the plan and the subsequent implementation:

- State or local child welfare agency
- Designated lead agency for the Community-Based Child Abuse Prevention Program (see www.friendsnrc.org for a list of contacts).

In addition, CB strongly recommends that applicants also collaborate with the following entities, when feasible and appropriate:

- Maternal and Child Health Early Childhood Comprehensive Systems grantees (see http://www.state-eccs.org/ for a list of contacts).

- Substance Abuse and Mental Health Services Administration (SAMHSA) funded Project LAUNCH grantees (a limited number of States, Territories, and Tribes will be funded to plan for comprehensive early child wellness programs and implement local pilots in FY2008. A list of these grantees will be shared with successful applicants).

Near the end of year 1, approximately 10 months after the initial award, the grantee will be required to submit their draft implementation plan for review and approval by CB. A revised plan that incorporates the recommendations of CB may be required. Continuation funding for years 2-5 will be contingent upon CB's final approval of the plan.

## Phase 2: Implementation Phase (Years 2-5)

In Phase I: Planning Year, grantees will develop a comprehensive and collaborative implementation plan to build the infrastructure for the home visiting program model(s) that will be adopted, evaluated and sustained during the 4-year implementation phase. The plan that will result from the Planning Phase will provide a roadmap for the partners to follow as they expand or enhance home visiting services, conduct rigorous evaluations and disseminate the project's learning to the field.

In years 2 through 5, the grantees will implement the various components of their plan and work closely with CB to share lessons learned along the way and disseminate best practices in their efforts to support evidence-based home visitation programs in their jurisdiction. The application should describe the critical components of their proposed implementation phase. These critical components should include, at a minimum:

1. The administrative structure for the project, including the lead agency, the relevant partners, and the proposed contents of the agreements across agencies and service providers.

2. The results of the comprehensive inventory of funding sources and existing home visiting programs to be used for replication and identification of resources for supporting service delivery efforts.

3. Arrangements for technical assistance to programs including collaboration with the original designer/developer of the home visiting model(s) selected to support the replication effort, ensure fidelity to the model(s) and provide for quality service provision.

4. A process for instituting the selected approach (pilot or phased-in) to introduce the model(s) and expand and enhance services based on initial learning.

5. A strategy for information dissemination, including fostering and strengthening communication and coordination activities with other grantees and with CB's Training and Technical Assistance Network including CB's National Resource Centers, the National Data Archive on Child Abuse and Neglect and Child Welfare Information Gateway.

6.  Identification of linkages with appropriate agencies, organizations, and resources on the local, regional, State, Tribal or Federal levels that address issues pertaining to the prevention and treatment of child abuse and neglect through the use of evidence-based home visitation programs.

**Evaluation**

ACF expects that projects funded under this program announcement will develop a knowledge base around successful strategies for the implementation, adoption and sustaining of evidence-based home visitation models. ACF is interested in learning about the success of funded programs in developing a comprehensive plan that involves the relevant partners; encouraging the investment of existing funding streams for evidence-based home visitation programs; the factors associated with the successful implementation of the programs; maintaining fidelity to a model; their sustainability and suitability for replication; and their overall cost-effectiveness and cost benefit. ACF is especially interested in the use of participatory or utilization-focused evaluation approaches that emphasize the use of data to help guide program planning and implementation throughout the grant period.

It will be most important to understand the impact of funded projects on building the infrastructure needed to implement and sustain evidence-based home visitation programs that can prevent child maltreatment. Given the scarce resources available for prevention programs and the push to establish cost efficiency measures, programs should conduct a cost analysis that will provide State, local, and Tribal policy makers with the information they need to make more thoughtful decisions about resource allocation in their communities.

ACF has a particular interest in projects that develop knowledge about:

- Factors associated with developing or enhancing the infrastructure to support and monitor the quality of evidence-based programs;

- Effective strategies for adopting, implementing and sustaining evidence-based home visitation programs;

- Effective strategies to encourage the investment of existing funding streams for evidence-based home visitation programs.

- The conditions under which evidence-based programs can be implemented with fidelity on a large scale (i.e., What are the

types of providers, organizations, communities, or infrastructures that are most effective?); and

- The outcomes and cost-effectiveness of supporting evidence-based programs.

In order to compare outcomes, it would be acceptable for a grantee to test different implementation strategies. Examples of this could include testing different approaches for providing training and technical assistance on the evidence-based home visitation programs within different jurisdictions. Applicants are encouraged to propose and justify other methods of comparing outcomes produced by various combinations of implementation activities.

Projects are expected to allocate a minimum of ten percent of the project budget each year to evaluation.

Funded programs will be asked to track the same/similar outcomes, using the same/similar tools as the evidence-based models being implemented, so it will be possible to compare the implementation and outcomes of the funded programs with the implementation and outcomes of these same models that have already been implemented and evaluated. In addition, CB anticipates funding a national cross-site evaluation contract for programs funded under this announcement and will work with the grantees to identify common cross-site measures for processes, outcomes, and costs.

Applications should include a logic model or conceptual framework that shows the linkages between the proposed planning and implementation activities and the outcomes that they hope to achieve. (For assistance in developing a logic model, see http://toolkit.childwelfare.gov/toolkit/).

**Implementation Projects**

Activities funded under this funding announcement are implementation projects. At CB, an implementation project is one that puts into place and tests new, unique, or distinctive approaches for delivering services to a specific population.

Implementation projects may test whether a program or service that has proven successful in one location or setting can work in a different context. Implementation projects may test a theory, idea, or method that reflects a new and different way of thinking about service delivery. Implementation projects may be designed to address the needs of a very specific group of clients or focus on one service

component available to all clients. The scope of these projects may be broad and comprehensive or narrow and targeted to specific populations. For this announcement, an implementation project must:

1. Implement an evidence-based model with specific components or strategies that are based on theory, research, or evaluation data; or replicate or test the transferability of successfully evaluated program models;

2. Determine the effectiveness of the planning process and implementation strategies using a rigorous evaluation approach; and

3. Produce detailed procedures and materials based on the evaluation that will contribute to and promote evidence-based strategies, practices, and programs that may be used to guide large scale replication or testing, and to encourage the investment in these types of programs in other settings.

ACF will expect grantees to engage in an evaluation of sufficient rigor to demonstrate potential linkages between project activities and improved outcomes. Guided by a logic model for the project, this evaluation will include process/implementation, outcomes, and cost evaluation components. The process evaluation will assess the implementation of the project, as well as the linkages between the collaborative partners that will help ensure that identified needs of children and families are met. The outcomes component will use a sufficiently rigorous approach to examine how the approaches used in this demonstration project affect key outcomes of interest. The evidence from the evaluation will support evidence-based practice and provide examples of implementation strategies that are tied to positive outcomes for children and families.

**Project Requirements**

The acceptance of funds for projects responsive to this announcement will signify the applicant's assurance that it will comply with the following requirements:

1. Have the project fully functioning within 90 days following the notification of the award of the cooperative agreement.

2. Participate in a national evaluation or a technical assistance contract that relates to this funding announcement.

3. Submit to the Federal Project Officer and Grants Management Specialist (as requested) all performance indicator data, program and financial reports in a timely manner, in recommended format (to be provided). CB prefers and will accept the final report on disk or electronically using a standard word-processing program.

4. Submit an original and two copies of the final report, the evaluation report, and any program products to CB within 90 days of the project end date. Grantees will also be expected to submit their final, de-identified outcome and cost data to the National Data Archive on Child Abuse and Neglect within 90 days of the project end date.

5. Allocate sufficient funds in the budget to:
   a. Provide for the project director, the evaluator, and other key partners to attend a 2-3 day kickoff meeting for grantees funded under this program announcement to be held within the first three months of the project (first year only) in Washington, D.C.

   b. Provide for the project director and the evaluator to attend an annual three-day grantees' meeting in Washington, D.C., each grant year.

   c. Commit a minimum of ten percent of the project budget each year to evaluation.

## II. AWARD INFORMATION

**Funding Instrument Type:**          Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of CB and the grantee prior to the award. CB anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes:

- CB review and approval of planning stages of the activities before implementation phases may begin;

- CB involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial development, review and funding of cooperative agreement or sub-grant activities, if applicable;

- CB and recipient joint collaboration in the performance of key programmatic activities (e.g., strategic planning, implementation, information technology enhancements, T/TA, publications or products, and evaluation);

- Close monitoring by CB of the requirements stated in this announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes; and

- Close CB monitoring during performance, which may, in order to ensure compliance with the intent of this funding, exceed those Federal stewardship responsibilities customary for grant activities.

**Anticipated Total Priority Area Funding:**   $8,500,000

**Anticipated Number of Awards:**   1 to 21

**Ceiling on Amount of Individual Awards:**   $500,000 per budget period

**Floor on Amount of Individual Awards:**   $100,000 per budget period

**Average Projected Award Amount:**   $500,000 per budget period

**Length of Project Periods:**   60-month project with five 12-month budget periods

**Awards under this announcement are subject to the availability of funds.**

## III. ELIGIBILITY INFORMATION

**1. Eligible Applicants:**

- State governments
- County governments
- Local Governments
- City or township governments
- Regional Organizations
- U.S. Territory or Possession
- Public and State-controlled institutions of higher education
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribal organizations (other than Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public/Indian Housing Authorities
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Private institutions of higher education
- Alaska Native and Native Hawaiian Serving Institutions
- Special district governments

State child welfare agencies, Tribes, child maltreatment prevention organizations, health departments, hospitals, and community-based organizations are encouraged to apply.

Applicants should demonstrate their organizational capacity to manage the proposed project and consider their current capacity to implement evidence-based programs. Jurisdictions serving a smaller population or a more limited geographic range may want to apply for different levels of funding.

Collaborative efforts and interdisciplinary approaches are encouraged. Applications from collaborative groups must identify a primary applicant responsible for administering the grants.

Collaboration partners must include organizations with child maltreatment prevention and home visitation experience and expertise. Other partners could include child welfare organizations and other health or human service agencies.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are <u>not</u> eligible under this announcement.

**2. Cost Sharing or Matching:** Yes

Grantees are required to meet a non-Federal share of the project costs. Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved project cost of $555,555, requesting $500,000 in ACF funds, must provide a non-Federal share of at least $55,555 (10 percent of total approved project cost of $555,555.) The following example shows how to calculate the required 10 percent match amount for a $500,000 grant:

|            | $500,000   | (Federal share)                          |
|------------|------------|------------------------------------------|
| divided by | .90        | (100 percent - 10 percent)               |
| equals     | $555,555   | (total project cost including match)     |
| minus      | $500,000   | (Federal share)                          |
| equals     | $55,555    | (required 10 percent match)              |

Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. The non-Federal share match will be reported semi-annually using the SF-269 Financial Status Report (see Section VI.3). Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation (e.g., letters of commitment, budgets from third-party sources) at the time of application will not exclude the application from competitive review.

**3. Other:**

**Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II.* Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.,* Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

## IV. APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package:

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE.
Washington, DC 20002-2132
Phone:  866-796-1591
Phone 2:  or TTY 711

### 2. Content and Form of Application Submission:

Each application must contain the following items in the order listed:

**Application for Federal Assistance.** (Standard Form (SF) 424). Follow the instructions that accompany the form.

**Budget Information.** Non-Construction Programs (SF-424A) and Budget Justification. Follow the instructions that accompany the form and those in *Section V*, Application Review Information.

**Certifications/Assurances.** See *Forms, Assurances, and Certifications* below.

**Project Summary/Abstract** (one page maximum, double spaced). Clearly mark this page with the applicant name as shown on SF-424, identify the program announcement and the title of the proposed project as shown on SF-424 and the service area as shown on SF-424. The summary description should not exceed 300 words.

Care should be taken to produce a summary/abstract that accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used, and the results or benefits expected.

**The Project Description.** Applicants should organize their project description in this sequence:  1) Objectives and Need for Assistance; 2) Approach; 3) Evaluation; 4) Organizational Profiles; and 5) Budget and Budget Justification.

**Non-Federal Resources.** Provide a letter of commitment verifying the actual amount of the non-Federal share of project costs (see *Sections III.2* and *V*).

**Indirect Charges.** If claiming indirect costs, provide documentation that the applicant currently has an indirect cost-rate approved by the U.S. Department of Health and Human Services (HHS) or another cognizant Federal agency.

**Third-Party Agreements.** If applicable, include a letter of commitment or Memorandum of Understanding from each partner and/or sub-contractor describing their role, detailing specific project tasks to be performed, and expressing commitment to participate if the proposed project is funded. Note: General letters of support are not required and are not considered under the evaluation criteria.

**Staff and Position Data.** Include job descriptions, and curricula vitae and/or resumes for proposed project staff.

**Page Limit.** The application limit is 75 pages. Pages over this page limit will be removed from the application and will not be reviewed. This page limit <u>does</u> <u>not</u> include standard forms 424, 424A, 424B, certifications, assurances, third-party agreements, letters of commitment, job descriptions, resumes and curricula vitae.

**General Content and Form Information.** To be considered for funding, each application must be submitted with the Standard Federal Forms (provided at the end of this announcement or through the electronic links provided) and following the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the award.

The application must be typed, double spaced, printed on only one side, with at least 1-inch margins on each side and 1 inch at the top and bottom, using standard 12-Point fonts (such as Times New Roman or Courier). All pages must be numbered. When spacing, margins, and font instructions are not followed, excess pages will be removed and will not be reviewed.

All copies of an application must be submitted in a single package, and a separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple or fasten in any way separate subsections of the application, including supporting

documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

**Tips for Preparing a Competitive Application.** It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of and support the purpose and objectives of the applicable legislation.  Reviewers expect applicants to understand the goals of the legislation and CB's interest in each topic. A "responsive application" is one that addresses and follows all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" or do not clearly address the evaluation criteria or program requirements generally receive very low scores and are rarely funded.

CB's website (http://www.acf.dhhs.gov/programs/cb) provides a wide range of information and links to other relevant websites. Before preparing an application, applicants can learn more about CB's mission and programs by exploring the website.

**Organizing the Application.** Reviewers will use the specific evaluation criteria in *Section V* of this funding announcement to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their project description in this sequence: 1) Objectives and Need for Assistance; 2) Approach; 3) Evaluation; 4) Organizational Profiles; and 5) Budget and Budget Justification. The applicant must use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

**Logic Model.** A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur. Information on the

development of logic models is available at: http://childwelfare.gov/preventing/developing/toolkit/.

**Evaluation.** Project evaluations are very important. If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, then CB advises that the applicant contract with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation.  In either case, it is important that the evaluator has the necessary independence from the project to assure objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at: http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/reports/pmguide/pmguide_toc.html.

**Protection of Human Subjects.** Evaluation plans that include obtaining identifiable private information about clients may involve non-exempt human subjects research and require compliance with the HHS Protection of Human Subjects regulations (45 Code of Federal Regulations (CFR) Part 46). Applicants proposing such research are asked to describe:  (a) the procedures for protecting the privacy of clients and ensuring the confidentiality of data collected about clients; and (b) the process for obtaining institutional review board (IRB) review of the proposed evaluation plans. While IRB approval is not required at the time of award, applicants proposing non-exempt human subjects research will be required, as a condition of award, to hold a Federal-wide Assurance (FWA) approved by the Office for Human Research Protections (OHRP) and to provide certification to ACF that an IRB designated under the FWA has reviewed and approved the research prior to enrolling any subjects in the proposed evaluation. Certifications of IRB approval may be submitted to ACF using the form at: http://www.hhs.gov/ohrp/humansubjects/assurance/OF310.rtf.

General information about the HHS Protection of Human Subjects regulations can be obtained at: http://www.hhs.gov/ohrp. Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

**D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number.  On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy

applicable to all Federal grant applicants.  The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003.  The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov.   A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number.  You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

**Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity*

*for Applicants"* found under the "Survey" heading at:
http://www.acf.hhs.gov/grants/grants_resources.html.

**Forms, Assurances, and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information.  In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section.  All applicants must submit an SF-424, Application for Federal Assistance.  For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances.  For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances.  When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted.  All forms may be reproduced for use in submitting applications.  Applicants must sign and return the appropriate standard forms with their application.  The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying.   Applicants must sign and return the certification with their application.  The Certification Regarding Lobbying may be found at:
http://www.acf.hhs.gov/grants/grants_resources.html.   (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 Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided.  HHS grants are subject to these requirements only if they meet the Act's specified coverage.   The Act specifies that smoking is

prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18.  In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds.  The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed.  Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.  Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.  By signing and submitting the application, applicants are providing the necessary certification.  Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms.  The forms and certifications may be found at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

**Electronic Submission**

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site.  ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE:  Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.

- Applicants may access the electronic application for this program at http://www.Grants.gov. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.

- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.**  Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail.  **It is to an applicant's advantage to submit 24 hours ahead of**

**the closing date and time in order to address any difficulties that may be encountered.**

- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER:  CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR.  To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.

- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.

- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.

- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number.  ACF will retrieve the electronically submitted application from www.Grants.gov.

- ACF may request that the applicant provide original signatures on forms at a later date.

- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.

- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.

- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.

- When submitting electronically via www.Grants.gov, applicants must comply with all due dates *AND* times referenced in *Section IV.3.* Submission Dates and Times.

- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.

- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

**Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

**Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

**3. Submission Dates and Times:**

**Due Date for Applications: 07/21/2008**

**Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

**Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

**Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

**Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

**Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

**Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

**Checklist**

You may use the checklist below as a guide when preparing your application package.

| What to Submit | Required Content | Required Form or Format | When to Submit |
|---|---|---|---|
| SF-424 | See Section IV.2 | See http://www.acf.hhs.gov/grants/grants_resources.html | By application due date. |
| SF-424A | See Section IV.2 | See http://www.acf.hhs.gov/grants/grants_resources.html | By application due date. |
| SF-424B | See Section IV.2 | See http://www.acf.hhs.gov/grants/grants_resources.html | By application due date. |
| Certification Regarding Lobbying | See Section IV.2 | See http://www.acf.hhs.gov/grants/grants_resources.html | By date of award. |
| SF-LLL, if applicable | See Section IV | See http://www.acf.hhs.gov/grants/grants_resources.html | By date of award. |
| Project Summary/Abstract | See Sections IV.2 and V | Found in Sections IV.2 and V | By application due date. |
| Logic Model | See Sections IV.2 and V. | Found in Sections IV.2 and V. | By application due date. |
| Project Description | See Sections IV.2 and V | Found in Sections IV.2 and V | By application due date. |

| | | | |
|---|---|---|---|
| Budget and Budget Justification | See Sections IV.2 and V | Found in Sections IV.2 and V | By application due date. |
| Non-Federal Resources | See Sections IV and V | Found in Sections IV and V | By application due date. |
| Indirect Charges (indirect cost rate agreement, if applicable) | See Sections IV.2 and V | Found in Sections IV.2 and V | By application due date. |
| Third-Party Agreements | See Sections IV.2 and V | Found in Sections IV.2 and V | By application due date. |
| Proof of non-profit status (if applicable) | See Sections IV.2 and V | Found in Sections IV.2 and V | By date of award. |

## Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

| What to Submit | Required Content | Required Form or Format | When to Submit |
|---|---|---|---|
| Survey on Ensuring Equal Opportunity for Applicants | See form. | See http://www.acf.hhs.gov/grants/grants_resources.html | By application due date. |

## 4. Intergovernmental Review of Federal Programs:

## State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities."   Under the Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447.

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

## 5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

## 6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

**Submission by Mail**

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE.
Washington, DC 20002-2132

**Hand Delivery**

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE.
Washington, DC 20002-2132

**Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

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## V. APPLICATION REVIEW INFORMATION

**The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

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.

**1. Criteria:**

Part I    THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II    GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance

must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB.  This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated.  In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project.  Discuss the criteria to be used to evaluate results, and explain the

methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved.  With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ELIGIBILITY CERTIFICATION
Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

PROOF OF NON-PROFIT STATUS
Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

LOGIC MODEL
Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

STAFF AND POSITION DATA
Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT
Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES
Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

DISSEMINATION PLAN
Provide a plan for distributing reports and other project outputs to colleagues and to the public.   Applicants must provide a description of the method, volume, and timing of distribution.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL
Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL
Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL
Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT
Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER
Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES
Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect

cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME
Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES
Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

**EVALUATION CRITERIA:**

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

**In reviewing the objectives and need for assistance, reviewers will consider the extent to which:**

1. The applicant demonstrates an understanding of the goals and objectives of the relevant legislation and this program announcement.
   a) The proposed project will contribute to achieving those legislative goals and objectives, and the goals stated in this program announcement.
2. The applicant presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
3. The application clearly identifies and justifies the target population for the proposed project.
   a) The application demonstrates a thorough understanding of the characteristics of the State, tribal or local jurisdiction, the service needs of this population and community, and the status of existing home visitation and child maltreatment prevention services for the target populations and the most appropriate evidence-based home visitation program/s.
4. The application demonstrates a thorough understanding of the need to support the development, expansion, and sustaining of evidence-based home visiting services in their jurisdiction.
5. The applicant demonstrates a commitment to working across various agencies to leverage other sources of funding to support the evidence-based home visitation program and provides evidence of commitment from other partnering agencies.
6. The applicant demonstrates an understanding of the Child and Family Services Review (CFSR) process and results. The proposed project will support and coordinate with the relevant Program Improvement Plans (PIPs), as appropriate.

APPROACH - 35 points

**In reviewing the approach, reviewers will consider the extent to which:**

1. The applicant provides a reasonable timeline for implementing the proposed project, including major milestones and target dates. The applicant describes the factors that could speed or hinder project

implementation and explains how these factors would be managed.

2. A well-defined logic model guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short-and long-term outcomes.

3. The proposed activities meet the requirements described in *Section I*, Funding Opportunity Description, Required Grant Activities, Year 1 Planning Phase.

   a) The application demonstrates a clear understanding of issues associated with selecting, implementing and sustaining evidence-based home visitation services and describes and justifies the proposed approach for addressing these issues.

4. The applicant has identified and selected to adopt, implement, expand, or enhance home visitation program/s that have been demonstrated effective through rigorous evaluation using randomized controlled trials to produce sizable, sustained effects on important outcomes such as child abuse and neglect and other related child and family outcomes.  There is sufficient justification and documentation within the application that the program meets the evidentiary criteria as identified in this announcement (i.e., they have been "rigorously evaluated using randomized controlled trials, to produce sizable, sustained effects on important outcomes such as abuse and neglect") (from the Consolidated Appropriations Act, 2008, P.L. 110-161).

5. Specifically, the applicant must demonstrate that the program to be implemented follows a practice that has been shown in the application to meet both of the following criteria:

   a) At least two rigorous <u>randomized controlled trials</u> (RCTs) (or other comparable methodology)  in highly <u>controlled settings</u> have found the practice to be superior to an appropriate comparison practice, and the RCTs have been reported in published, <u>peer-reviewed</u> literature.

   b) The program has been tested and replicated in other sites and settings.

6. In addition, the following criteria must be met:

   a) The program must demonstrate a sustained effect for at least one year beyond the end of treatment, with no evidence that the effect is lost after this time.  The program must also demonstrate a sizable effect which is a statistically significant difference between the treatment and comparison/control group.

   b) The outcome measures must be <u>reliable</u> and <u>valid</u>, and administered consistently and accurately across all subjects.

c) If multiple outcome studies have been conducted, the overall weight of evidence must support the <u>efficacy</u> of the practice.

d) Finally, the program must be actively working on building stronger evidence through ongoing <u>evaluation</u> and continuous quality improvement activities.

7. The applicant must cite scientific studies published in the peer-reviewed literature or other studies that have not been published, that describe the extent to which the programs have been evaluated, the quality of the evaluation studies, and that demonstrate the program to be implemented meets the criteria outlined above.

8. The selected program must have demonstrated positive outcomes related to the prevention of child maltreatment.  The applicant should describe the populations for which the positive outcomes have been demonstrated; the practices have been documented (e.g., through development of guidelines, tool kits, treatment protocols, and/or manuals) and replicated; and the fidelity measures have been developed (e.g., no measures developed, key components identified, or fidelity measures developed).

9. The applicant also justifies the use of the proposed evidence-based home visitation program for the target population/s within their jurisdiction.

10. The proposed approach addresses each of the requirements listed in *Section I,* Funding Opportunity Description, Required Grant Activities, and Implementation Phase.

a) There is a detailed description of the activities the program proposes to implement, addressing the points listed in *Section I*, Required Grant Activities.

b) The application thoroughly describes and justifies its choice to expand and enhance existing evidence-based home visitation services or to develop and provide new services.

11. The proposed project is likely to support the infrastructure needed to support evidence-based home visitation programs to prevent child abuse and neglect.

12. The proposed project is likely to improve existing home visitation processes, practices, and outcomes.

13. The proposed services will involve the collaboration of appropriate partners for maximizing the effectiveness of service delivery.

a) There are letters of commitment or memoranda of understanding from organizations, agencies, and consultants that would be partners, subcontractors, or collaborators in the

proposed project. State applicants, at a minimum, document commitment to collaborate with the State or local child welfare agency and the lead agency for the Community-Based Child Abuse Prevention Program. Applicants are also strongly encouraged to collaborate with the State's Early Childhood Comprehensive Systems grantee and the Project LAUNCH communities (if one is funded in the applicant's jurisdiction).

b) These documents describe the role of the agency, organization, or consultant and detail specific tasks to be performed.

14. The project will be culturally responsive to the target population.

15. The design of the proposed project is evidence-based, reflects up-to-date knowledge from the research and literature on known effective practices, and builds on current theory, research, evaluation data and best practices.

a) The project is innovative and will contribute to increased knowledge or understanding of the problems and issues addressed by this program announcement.

b) The project is likely to yield findings or results about effective implementation strategies and contribute to and promote evaluation research and evidence-based practices that may be used to guide large scale replication or testing in other settings.

16. The proposed project would develop into a model site for other jurisdictions to look to in developing the ability to implement and sustain evidence-based home visitation services.

a) The applicant proposes to develop products and provide information on strategies used and the outcomes achieved that would support evidence-based improvements of practices in the field.

b) The schedule provided in the application for developing these products is appropriate in scope and budget.

17. The applicant identifies an intended audience (e.g., researchers, policymakers, practitioners) for product dissemination that is appropriate to the goals of the proposed project.

a) The project's products would be useful to the identified audiences.

b) The applicant proposes appropriate mechanisms and forums to convey the information and support replication by other interested agencies.

c) The applicant's proposed dissemination plan is appropriate in scope and budget.

18. The applicant describes the way in which the proposed project

would be integrated into the grantee's ongoing practices with the goal of sustaining these services.

   a) The applicant proposes a sound plan for sustaining this project beyond the period of Federal funding provided under this program announcement.

EVALUATION - 20 points

**In reviewing the evaluation plan, reviewers will consider the extent to which:**

1. The applicant proposes a clear and convincing plan for evaluating the project.
   a) The evaluation plan satisfies the requirements listed in *Section I*, Evaluation.
   b) The methods of evaluation are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project.
   c) The evaluation plan is strongly guided by the project's logic model provided in the application.
2. The project's evaluation plan would rigorously measure achievement of project objectives, the fidelity of the implementation, the efficiency of the implementation processes, changes in practices, linkages between services, cost-efficiency, cost-benefit, and the impact of the project.
3. The applicant proposes a sound plan for collecting high-quality data to support this evaluation.
4. The project's evaluation plan uses process, practice, and outcome performance indicators from the CFSR Onsite Review Instrument (OSRI) or similar indicators from their State's quality assurance system, when appropriate.
5. The evaluation plan outlines an appropriate sampling plan that ensures sample sizes sufficient to detect significant effects.
   a) The target sample represents the intended recipients of the services to the greatest extent possible given the project's structure and resources.
6. The evaluation plan focuses on evaluating the impact of the implementation processes and required grant activities. Applicants may test different implementation approaches with different populations/jurisdictions. If this is being proposed, the evaluation plan should include an appropriate comparison group for determining the influence of the project activities on outcomes. If a comparison group is not proposed, the applicant provides a

reasonable explanation for not using a comparison group and offers another equally rigorous approach to evaluating the influence of the program on outcomes.

    a) If applicable, this comparison group and the program/treatment group are assigned at random or matched on key characteristics. If not assigned at random or matched on key characteristics, the applicant provides a reasonable explanation of how it will identify and address any pre-existing differences between the comparison group and the program/treatment group.

7. The methods of evaluation include the use of strong measures that are clearly related to the intended outcomes of the project as identified in the project logic model.

    a) The evaluation includes measures of outcomes, in addition to measures of inputs and outputs. The measures are objective and have strong reliability, validity, and internal consistency.

8. There is a sound plan for securing informed consent and implementing an IRB review, if applicable.

9. The applicant either demonstrates that they have the in-house capacity to conduct an objective and rigorous evaluation of the project, or presents a sound plan for contracting with a third-party evaluator.

    a) The proposed evaluator has sufficient experience with research and/or evaluation, understands the population of interest, and demonstrates the necessary independence from the project to assure objectivity.

10. The application provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of project activities and results.

    a) The evaluation plan includes performance feedback and periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.

ORGANIZATIONAL PROFILES - 20 points

**In reviewing the organizational profiles, reviewers will consider the extent to which:**

1. The applicant's organization and any partnering organizations collectively have relevant experience and expertise with administration, development, implementation, management, and

evaluation of projects on this topic and of similar size, scope and complexity.

2. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.

3. The proposed project director and key project staff demonstrate sufficient relevant knowledge, experience and capabilities (as demonstrated by a resume or C.V.) to institute and manage a project of this topic, size, scope, and complexity effectively.

   a) The role, responsibilities and time commitments of each proposed project staff position, including consultants, subcontractors and/or partners, is clearly defined (e.g., job description), and appropriate to the successful implementation of the proposed project.

4. There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.

5. The applicant's management plan clearly defines the role and responsibilities of the lead agency/organization.

   a) The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if applicable).

6. The applicant describes a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with Federal assistance by the applicant.

BUDGET AND BUDGET JUSTIFICATION - 5 points

**In reviewing the budget and budget justification, reviewers will consider the extent to which:**

1. The costs of the proposed project are reasonable, thoroughly justified, and appropriate in view of the activities to be conducted and expected results and benefits.

2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this program announcement.

3. The applicant has committed a minimum of 10 percent of the project budget each year to evaluation.

4. The applicant provides sufficient detail on the source(s) of the required 10 percent project match.

## 2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

A panel of at least three reviewers (primarily experts from outside the Federal Government) will use the evaluation criteria described in this announcement to evaluate each application. The reviewers will determine the strengths and weaknesses of each application, provide comments about the strengths and weaknesses, and give each application a numerical score.

The results of the competitive review are a primary factor in making funding decisions. In addition, Federal staff conducts administrative reviews of the applications and, in light of the results of the competitive review, will recommend applications for funding to the Administration on Children, Youth and Families (ACYF) Commissioner. ACYF reserves the option of discussing applications with other funding sources when this is in the best interest of the Federal Government. ACYF may also solicit and consider comments from ACF Regional Office staff in making funding decisions. ACYF may take into consideration the involvement (financial and/or programmatic) of the private sector, national, or State or community foundations; a favorable balance between Federal and non-Federal funds for the proposed project; or the potential for high benefit from low Federal investment. ACYF may elect not to fund any applicants having known management, fiscal, reporting, programmatic or other problems that make it unlikely that they would be able to provide effective services or effectively complete the proposed activity.

With the results of the peer review and the information from Federal staff, the Commissioner of ACYF makes the final funding decisions. The Commissioner may give special consideration to applications proposing services of special interest to the Federal Government and achieving geographic distribution of cooperative agreements.  Applications of special interest may include, but are not limited to, applications

focusing on underserved or inadequately served clients or service areas and programs addressing diverse ethnic populations.

**Available Funds.** Applicants should note that grants to be awarded under this program announcement are subject to the availability of funds.

**Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

**3. Anticipated Announcement and Award Dates:**

Applications will be reviewed during the Summer 2008. Grant awards will have a start date no later than September 30, 2008.

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## VI. AWARD ADMINISTRATION INFORMATION

### 1. Award Notices:

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

### 2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.  Regulations pertaining to the Equal Treatment for Faith-

Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: http://www.whitehouse.gov/government/fbci/guidance/index.html.

## HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

## 3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days

after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

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## VII. AGENCY CONTACTS

**Program Office Contact:**

Melissa Brodowski
Children's Bureau
1250 Maryland Avenue, SW.
Washington, DC 20024
Phone:  202-205-2629
Email: melissa.brodowski@acf.hhs.gov
TTY or TTD: ACYF/ Operations Center
Phone: TTY 711

**Grants Management Office Contact:**

Lisa Dammar, Grants Officer
Division of Discretionary Grants
ACYF Operations Center
c/o The Dixon Group, Inc. ATTN: Children's Bureau
118 Q St., NE.
Washington, DC 20002-2132
Phone:  866-796-1591
Phone 2:  or TTY 711
Email: cb@dixongroup.com

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## VIII. OTHER INFORMATION

**Pre-Application Conference.** CB will be sponsoring a pre-application conference for all parties interested in applying for funding under this program announcement.

The purpose of the conference is to respond to questions about the program announcement. The pre-application conference for this program announcement will be held on June 10 at 11:00 am ET and will be repeated on June 10 at 4:00 pm ET. The period during which questions will be received as part of the pre-application conference will open on June 10 at 11:00 am ET and will close on June 11 at 5:00 pm ET.

A recording and transcript of the applicant conference will be posted at http://www.acf.hhs.gov/grants/grants_cb.html following the conference and at least 30 days prior to the application due date; it will be available until the closing date of the announcement.

Information pertaining to this pre-application conference can be found at http://www.acf.hhs.gov/programs/grantreview/ or by contacting the ACYF Operations Center, c/o The Dixon Group, Inc. ATTN: Children's Bureau, 866-796-1591 or TTY 711, cb@dixongroup.com.

Additional information about this program and its purpose can be located on the following website: http://www.acf.hhs.gov/programs/cb/

For general information regarding this announcement please contact:

ACYF Operations Center
c/o The Dixon Group, Inc.
ATTN: Children's Bureau
118 Q St., NE.
Washington, D.C. 20002-2132
Phone: 866-796-1591 or TTY 711

Email: cb@dixongroup.com

**Date:** 05/16/2008      Maiso Bryant
                          Acting Commissioner
                          Administration on Children, Youth and Families