

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Child Support Enforcement

Funding Opportunity Title: Section 1115 Demonstration Grants

Announcement Type: Initial

Funding Opportunity Number: HHS-2008-ACF-OCSE-FD-0006

CFDA Number: 93.564

Due Date for Applications: **04/14/2008**

Executive Summary:

The Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE), invites applications from State Title IV-D agencies for Fiscal Year (FY) 2008 funding of demonstration activities intended to add to the knowledge and to promote the objectives of the Child Support Enforcement Program under Section 1115 and Title IV-D of the Social Security Act. Only State Title IV-D agencies or the umbrella agencies of which they are a part are eligible to apply for these grants.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 1115 of the Social Security Act [42 U.S.C.1315] provides funds for experimental, pilot, or demonstration projects that are likely to assist in promoting the objectives of Part D of Title IV. The projects:

- (1) Must be designed to improve the financial well-being of children or otherwise improve the operation of the child support program; and
- (2) May not permit modifications in the child support program that would have the effect of disadvantaging children in need of support.

Funding Opportunity Description

OCSE is looking for innovative projects that promote some of the basic themes of the national strategic plan in that child support should be a reliable source of income for families, and that child support agencies should use early prevention strategies to help build a culture of compliance in which parents will support their children voluntarily and reliably. Although innovation is preferred, OCSE will consider funding projects that have been successfully implemented in other States, but have not been evaluated or measured for their effectiveness.

Applicants are encouraged to view materials such as Action Transmittals, Information Memoranda, Dear Colleague Letters, recent publications and annual reports posted on the OCSE website to help formulate their proposals: <http://www.acf.hhs.gov/programs/cse/>.

OCSE invites applications for partnerships with entities such as courts and/or tribunals and faith-based and community organizations, which have the ability to address the needs of harder-to-serve populations, such as low-income noncustodial parents and culturally diverse populations. Refer to *Section V, below*, for additional guidance. Collaborative efforts that focus on a particular ethnicity must be inclusive in nature; that is, outreach and eligibility for services cannot be limited to a particular ethnic or cultural group.

Throughout the priorities, OCSE notes that faith-based and community organizations may serve as partners to the State agency that is awarded a grant under this announcement. Organizations and their faith-based community partners shall not use direct Federal grants or contracts under the OCSE Section 1115 grants to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, an organization must take steps to separate, in time or location, their inherently religious activities from the OCSE-funded services. Some of the ways organizations may accomplish this include, but are not limited to, promoting only the Federally funded program in materials, Web sites, services, or commercials purchased with any portion of the Federal funds. Further, participation in such activity by individuals receiving services must be voluntary.

A faith-based organization receiving U.S. Department of Health and Human Services (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 preferences in its organization's mission statements and other governing documents in accordance with all OCSE program requirements, statutes, and other applicable requirement governing the conduct of HHS-funded activities.

All grant awards are subject to the availability of appropriated funds. The Section 1115 funds awarded can be used to reduce the State share of the total project costs. Grantees must provide at least five percent of the total approved cost of the project. The Section 1115 funds, together with the 5% additional State funds, provides the 34% share that is required to obtain the regular 66% federal matching funds. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. Thus, the total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D Federal Financial Participation (FFP), and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.3*, below. The proposed State five percent match must be identified on the budget forms.

Section 1115(a)(1) of the Act allows the Secretary to waive a State plan requirement in section 454 and section 1115(a)(2)(A) allows the Secretary to treat certain unallowable expenditures as allowable State expenditures for purposes of the demonstration project. The State must specifically request in its application any waiver of a State plan requirement or matching for an "unallowable" cost it is requesting for the project and explain how the waiver furthers the purposes of the project.

For this grant announcement, OCSE will not approve any waivers which will increase program costs, but will consider requests for waivers of State plan requirements, such as statewideness, which facilitate the conduct of the project or enable the State to accomplish the purposes of the project.

OCSE is interested in funding projects that ultimately can be implemented statewide and replicated in other States. Applicants should, to the extent possible, identify how their project can benefit

other IV-D agencies. Additionally, OCSE is interested in projects that, if successful, can be sustained after the grant funding expires.

In FY08, OCSE is seeking applications in support of four priority areas:

Priority Area 1: Projects in Support of OCSE PAID Initiative (Project to Avoid Increasing Delinquencies)

Priority Area 2: Using Business Intelligence/Data Analysis to Improve Performance

Priority Area 3: Improved Child Support Results through Intensified Collaboration with Temporary Assistance for Needy Families

Priority Area 4: Child Support Outreach to Faith-Based and Community Organizations

Priority Area 1:

Projects in Support of OCSE PAID Initiative (Project to Avoid Increasing Delinquencies)

Description

On February 27, 2007, OCSE issued a Dear Colleague Letter (DCL-07-06) announcing a national initiative called PAID (Project to Avoid Increasing Delinquencies). This initiative focuses on goal number four of the National Child Support Enforcement Strategic Plan: "All children in IV-D cases receive financial support from parents as ordered." Under this national initiative, OCSE is placing special emphasis on activities that result in increasing collections of current support and reducing arrears. Examples of these activities include efforts that:

- Improve administration procedures
- Address root causes of nonpayment of support (e.g., by establishing appropriate orders, increasing employer compliance, conducting early intervention upon nonpayment, addressing under/un-employment of obligors, or dealing with incarceration and reentry issues, etc.).
- Increase use of data findings to formulate program and policy decisions (e.g., improving administrative procedures, designing

and incorporating case stratification strategies, implementing new case management techniques or adopting arrears compromise policies).

Under this priority, OCSE invites eligible entities to propose projects that support the PAID initiative goals. For information about PAID, please refer to OCSE DCL-07-06 and DCL-07-17 <http://www.acf.hhs.gov/programs/cse/pol/2007-dcl.html>

OCSE will award 5 bonus points if the applicant has not been awarded a Section 1115 grant within the past five years.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$400,000
Anticipated Number of Awards:	4
Ceiling on Amount of Individual Awards:	\$100,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$100,000 per budget period
Length of Project Periods:	Other

Explanation of Other:

The duration of the budget and project periods vary with each Priority Area. Please note that awards under Priorities 1, 3 and 4 are 36-month project periods with three 12-month budget periods. Awards made under Priority 2 have a 17-month budget and project period.

Maximum Section 1115 Amount for Each Award under Priority Area 1: OCSE will award a 36-month project period with three 12-month budget periods. OCSE is providing a maximum of \$100,000 for the first 12-month budget period, a maximum of \$75,000 for

the second 12-month budget period and \$50,000 for the third 12-month budget period.

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Others (See below)

Eligible applicants for these Section 1115 demonstration project grants are State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D or the umbrella agencies of the IV-D program.

Foreign entities are not eligible under this announcement.

2. Cost Sharing or Matching: Yes

Failure to provide the required cost sharing/matching amount will result in a disallowance of unmatched Federal funds.

All grant awards are subject to the availability of appropriated funds. The Section 1115 funds awarded to each project will represent 29 percent of the total project costs. Grantees must provide at least five percent of the total approved cost of the project. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. The total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D Federal Financial Participation (FFP), and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.3*, below. The proposed State five percent match must be identified on the budget forms. Matching funds may be provided in cash (preferred) or through in-kind public (not private) sources.

For example, to meet the match requirements in Priority One, a project with a total approved project cost of \$344,827, requesting \$100,000 in ACF funds, must provide a non-Federal share of at least \$17,241 (five percent of the total approved budget cost of \$344,827).

Please refer to *Section IV* for any pre-award requirements.

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:

Xavier Nelson
Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, S.W., 4th Floor-West
Washington , DC 20447
Phone: 202-401-5536
Fax: 202-401-5681
Email: xavier.nelson@acf.hhs.gov

2. Content and Form of Application Submission:

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under Part V. The applicant must clearly indicate in the project abstract the specific priority area for which he/she is applying. This information is necessary in order that the application be judged according to the priority area description and in competition with other applications. Applicants may submit different applications covering different priority areas or they may submit different applications for different projects under one priority area; however, they may not submit one application for the same project covering multiple priority areas.

The length of the application, excluding the application forms, certifications, and resumes, should be no more than 20 pages double-spaced, using a 12-point font. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper. (Applicants are requested not to send pamphlets, maps, brochures or other printed material along with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process.) Each page of the application will be counted (excluding required forms, certifications and resumes) to determine the total length. If submitting electronically, the downloaded copy must meet the standards listed above. To facilitate the review of applications, applicants should address each requirement in the priority area description under the appropriate Section of the program narrative statement. The reviewers will determine the strengths and weaknesses of each application using each element of the evaluation criteria listed below, provide written comments, and assign numerical scores to each application.

Each application must be submitted in accordance with the guidance provided below.

- a) The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award.
- b) If more than one State's agency is involved in submitting a single application, one State agency must be identified as the applicant organization that will have legal responsibility for the grant.
- c) Guidance in completing the 424-A is listed below.

Section A--Budget Summary

- Line 1, Column a: enter "Section 1115"
- Line 1, Column b: enter "93.564"
- Line 1, Column c: leave blank
- Line 1, Column d: leave blank
- Line 1, Column e: 1115 funds (29%) for first budget period. A budget period is normally one year.
- Line 1, Column f: State share (5%) and Federal title IV-D (66%) amounts combined for first budget period
- Line 1, Column g: e and f combined
- Lines 2-4: leave blank

Section B--Budget Categories

NOTE: Use first budget period amounts only

- Line 6, Column 1: Section 1115 grant amount (29%)
- Line 6, Column 2: State share amount (5%)
- Line 6, Column 3: Federal title IV-D amount (66%)
- Line 6, Column 4: leave this column blank
- Line 7: This is normally left blank. If completed, keep this amount separate from totals in the line 5 above

Section C--Non-Federal Resources

- Line 8, Column a: enter "Section 1115"
- Line 8, Column b: enter State share amount (5%) for first budget period
- Line 8, Column c: leave blank
- Line 8, Column d: enter Federal title IV-D amount (66%) for first budget period
- Line 8, Column e: b and d combined

Section D--Forecasted Cash Needs

- Line 13: enter Section 1115 grant amount (29%) for first budget period
- Line 14: combine Federal title IV-D amount (66%) and State share amount (5%) for the first budget period

Section E--Budget Estimates of Federal Funds Needed for Balance of Project

NOTE: Section E is for future funding. Provide an estimate for subsequent budget periods of the project. A budget period is normally one year.

- Line 16, Column a: enter "Section 1115"
- Line 16, Column b: enter Section 1115 grant amount (29%) for second budget period
- Line 16, Column c: enter Section 1115 grant amount (29%) for third budget period
- Line 16, Columns e and f: leave blank for three-year projects

Section F

NOTE: Leave this section blank

Applicants may also refer to OCSE Web site for assistance in completing the 424-A:

http://www.acf.hhs.gov/programs/cse/grants/resources/application_to_ols/

d) In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an ACF/OCSE conference or training session in Washington, DC, budgeting for two and a half days for up to two people. If OCSE requests other visits, it will reimburse the grantee for them.

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>.

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_resources.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_resources.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.

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).

3. Submission Dates and Times:

Due Date for Applications: 04/14/2008

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications that do not meet the deadline requirements 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

Mailed applications shall be considered as meeting the announced deadline if they are either received on or before the due date or postmarked on or before the due date and received by ACF in time for the independent review referenced in *Section V.2*.

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as a proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Privately metered postmarks shall not be acceptable as proof of timely mailing. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting the announced deadline if they are 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 THAT DOES NOT MEET THE DEADLINE REQUIREMENTS ABOVE 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	See	By

	IV.2	http://www.acf.hhs.gov/grants/grants_resources.html	application due date.
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	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.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Letters of Support	See Section V.1	Found in Section V.1	By application due date

4. Intergovernmental Review of Federal Programs:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

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.

Sub-Contracting or Delegating Projects: OCSE will not fund projects where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracts for specific services or activities necessary to conduct the project.

Applicants should understand that OCSE will not award grants for demonstration projects that:

- (a) Duplicate automated data processing and information retrieval system requirements/enhancements and associated tasks that are specified in the Social Security Act; or
- (b) Cover costs for routine activities that would normally be reimbursed under the Child Support Enforcement (CSE) Program, e.g., adding staff positions to perform routine CSE tasks, or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

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

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant, Promenade, S.W., 6th Floor-East
Washington , DC 20447

Hand Delivery

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
ACF Mailroom 2nd Floor (near loading dock)

Aerospace Building
901 D Street, S.W.,
Washington , DC 20447

Electronic Submission

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

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.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

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.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, the applicant should identify the results and benefits expected to be derived from the project, the extent to which the expected results are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the National Child Support Enforcement Strategic goal of children receiving the financial support from parents as ordered.

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.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

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

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.

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.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

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.

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:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

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

The applicant should demonstrate a thorough understanding and analysis of the problem(s) being addressed in the project, the need for assistance and the importance of addressing these problems in improving the effectiveness of the child support program. The applicant should describe how the project will address this problem(s) through implementation of changes, enhancements and innovative efforts and specifically, how this project will improve program results. The applicant should address one or more of the strategies or approaches described under the specific priority area for which they are applying (refer to *Section I*).

The applicant should identify the key goals and objectives of the project; describe the conceptual framework of its approach to resolve the identified problem(s), and provide a rationale for taking this approach as opposed to others.

APPROACH - 20 points

A well thought-out and practical management and staffing plan is mandatory. The applicant should include a detailed management plan that includes timelines and discussion of major task activities. The main concern in this criterion is that the applicant should demonstrate a clear idea of the project's goals, objectives and tasks to be accomplished. The plan to accomplish the goals and tasks should be set forth in a logical framework. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks. The plan should also identify what tasks will be provided by partner agencies/organizations and attach letters of commitment to the project from these entities.

Staff to be committed to the project (including supervisory and management staff) at the State and/or local levels must be identified by their role in the project along with their qualifications and areas of particular expertise. In addition, for any technical expertise obtained through a contract or subgrant, the desired technical expertise and skills of proposed positions should be specified in detail. The applicant should demonstrate that persons with the skills needed to operate the project are on board or can be obtained within a reasonable time.

RESULTS OR BENEFITS EXPECTED - 20 points

The applicant should identify the results and benefits expected to be derived from the project, the extent to which the expected results are consistent with the goals and objectives of the project, their

contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the National Child Support Enforcement Strategic goal of children receiving the financial support from parents as ordered.

EVALUATION - 20 points

The applicant should describe how the success of this project can be measured and how the success of this project has broader application in contributing to CSE policies, practices and/or providing solutions that could be adapted by other States/jurisdictions. The applicant should include plans for both a process and an outcome evaluation.

The applicant should include a process evaluation plan describing the evaluation methodology to be used to determine how the project will be implemented as proposed to accomplish the project goals/objectives. The process evaluation should assess how well the implementation design worked and describe areas such as the selection of participants, the referral process, the coordination of partnership services, the implementation of new/revised processes, etc. It should also describe the specific results/products that will be achieved; as appropriate, identify the kinds of data to be collected and maintained to track outcomes; describe procedures for informed consent of participants, where applicable, and discuss the criteria to be used to evaluate the results of the project.

The outcome evaluation should involve variables related to overall OCSE goals, such as the number of child support orders established, the amount of child support collections, etc. The outcome evaluation may include a comparison of before/and after the project's experience, as appropriate, or may give trends, during the life of the project, in terms of overall OCSE goals. OCSE is interested in results that suggest, or point to, results/impacts that might be later tested more rigorously in a subsequent project.

Independent evaluations are the normal and preferred evaluation arrangements for all projects. An evaluation is deemed independent if it is conducted by an entity independent of the executive branch of State government (not including State universities; State universities may be considered independent for the purpose of conducting evaluations).

Entities that provide services for the grantee under contract are not deemed to be sufficiently independent of the project and must not perform the evaluation.

BUDGET AND BUDGET JUSTIFICATION - 10 points

The applicant should propose reasonable project costs and allocate sufficient funds appropriately across activities to accomplish the objectives in a cost effective way, relative to the size of the caseload served and the project's impact/results to be achieved.

The applicant should describe the relationships between the proposed project and other Federally assisted work planned, anticipated or underway by the applicant. The description of activities to be conducted under the grant must provide, for each person, detail of the level of person-hours of each position and their annual salary and the cost to this grant, and a delineation of the costs for the same categories listed in item six (Object Class Categories) of SF-424A.

Applicants may refer to OCSE Web site for guidance in completing the 424-A:

http://www.acf.hhs.gov/programs/cse/grants/resources/application_to_ols/

In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an OCSE conference or training session in Washington, DC, budgeting for two and half days for up to two people. If OCSE requests other travel, it will reimburse the grantee.

ORGANIZATIONAL PROFILES - 10 points

The applicant identifies the educational and professional background of the project director and key project staff and the experience of the organization to demonstrate the applicant's ability to administer and implement the project effectively and efficiently.

Bonus Points - 5 points

OCSE will award five points if the applicant State has not been awarded a Section 1115 within the past five years.

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.

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding. The applicant must clearly indicate in the project abstract the specific priority area for which it is applying.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the OCSE Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE may consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

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:

Not Applicable

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_resources.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: Quarterly
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Karen Anthony
Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant Promenade, S.W., 4th Floor-West
Washington, DC 20447
Phone: 202-690-6275
Fax: 202-401-5681
Email: karen.anthony@acf.hhs.gov

Grants Management Office Contact:

Ben L. Sharp
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, S.W., 6th Floor-East
Washington , DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

[Grants.gov](http://www.grants.gov) provides electronic acknowledgement of grant applications received electronically.

Applicants will not be sent acknowledgements of applications received by other means.

Additional information about this program and its purpose can be located at

URL: <http://www.acf.hhs.gov/programs/cse/grants/>.

Notice of Possible Cross-site Evaluation

While local evaluation of individual projects is a valued requirement for these projects, there is also the possibility that individual projects may be asked to gather and compile data in a manner that facilitates cross-site evaluation. It is anticipated that cross-site evaluations for some projects may be undertaken in this and subsequent years, using funds in addition to those referenced in this announcement. Applicants must agree to become part of, and fully cooperate with, cross-site evaluators, should OCSE undertake such an evaluation. Grantees should be prepared to meet with other grantees, Federal officials, and the evaluator, as appropriate. If a cross-site evaluation is conducted, OCSE will bear the cost of it.

Priority Area 2:

Using Business Intelligence/Data Analysis to Improve Performance

Description

OCSE issued several Information Memoranda entitled "The Story Behind the Numbers," which summarized findings from data analyses showing how various factors impacted child support performance. See especially IM-04-04 "Who Owes the Child Support Debt," and IM-07-04 which addresses 3 topics ("The Impact of Nonmarital Birth Data on Child Support Program Performance," "The Impact of Modification Thresholds on Review and Adjustment of Child Support Orders," and "The Effects of Child Support Order Amounts on Payments by Low-Income Parents").

Under this priority States would obtain performance measurement data and caseload characteristic data from their statewide CSE automated systems and/or other sources in order to better understand and ultimately improve existing processes and performance. (Possible alternative information sources include, but are not limited to, data warehouses, data mining/data profiling, Customized Off the Shelf software, in-house development, or transfer of web-based tracing tools.) Grant funds are not to be used for surveys, focus groups or other qualitative information collection methods.

OCSE invites eligible State agencies to conduct a data analysis focused on resolution of performance-related questions. Examples include, but are not limited to, an analysis of how immigration, incarceration and reentry, a rise in the number of noncustodial mothers or other organizational, management or customer-behavior matters impact performance. (If a question is selected that impacts a CSE incentive or National Strategic Plan measure, consider identifying cases in the denominator that are not in the numerator and analyze the characteristics existing among these cases and what actions the State can take to move them to the numerator; if a question specifically affecting arrears is selected, consider building on the existing body of study by stratifying cases in arrears by age and other characteristics.) If feasible, within the grant award, minor statewide enhancements to automated systems and program operations are permissible. Please note that grant awards under this priority area have a budget and project period of 17 months.

The proposal and final report should describe how the information from these systems and/or statistical models produce positive outcomes for child support and how the data will be used to inform decisions about improving child support performance. For replication purposes, the final report should also include a summary and analysis of the steps

taken to extract the data (i.e., a list of data sources used, the methodology, etc.).

OCSE will award 5 bonus points if the applicant chooses projects to support arrears stratification/management.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$240,000
Anticipated Number of Awards:	8
Ceiling on Amount of Individual Awards:	\$30,000 per project period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$30,000 per project period
Length of Project Periods:	Other

Explanation of Other:

The duration of the budget and project periods vary with each Priority Area. Please note that awards under Priorities 1, 3 and 4 are 36-month project periods with three 12-month budget periods. Awards made under Priority 2 have a 17-month budget and project period. The duration of the budget and project period for Priority Area 2 is 17 months.

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Others (See below)

Eligible applicants for these Section 1115 demonstration project grants are State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D or the umbrella agencies of the IV-D program.

Foreign entities are not eligible under this announcement.

2. Cost Sharing or Matching: Yes

Failure to provide the required cost sharing/matching amount will result in a disallowance of unmatched Federal funds.

All grant awards are subject to the availability of appropriated funds. The Section 1115 funds awarded to each project will represent 29 percent of the total project costs. Grantees must provide at least five percent of the total approved cost of the project. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. The total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D Federal Financial Participation (FFP), and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.3*, below. The proposed State five percent match must be identified on the budget forms. Matching funds may be provided in cash (preferred) or through in-kind public (not private) sources.

For example, to meet the match requirements in Priority Two, a project with a total approved project cost of \$103,448, requesting \$30,000 in ACF funds, must provide a non-Federal share of at least \$5,172 (five percent of the total approved budget cost of \$103,448).

Please refer to *Section IV* for any pre-award requirements.

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:

Xavier Nelson
Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, S.W., 4th Floor-West
Washington, DC 20447
Phone: 202-401-5536
Fax: 202-401-5681
Email: xavier.nelson@acf.hhs.gov

2. Content and Form of Application Submission:

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under Part V. The applicant must clearly indicate in the project abstract the specific priority area for which he/she is applying. This information is necessary in order that the application be judged according to the priority area description and in competition with other applications. Applicants may submit different applications covering different priority areas or they may submit different applications for different projects under one priority area; however, they may not submit one application for the same project covering multiple priority areas.

The length of the application, excluding the application forms, certifications, and resumes, should be no more than 20 pages double-spaced, using a 12-point font. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper. (Applicants are requested not to send pamphlets, maps, brochures or other printed material along with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process.) Each page of the application will be counted (excluding required forms, certifications and resumes) to determine the total length. If submitting electronically, the downloaded copy must meet the standards listed above. To facilitate the review of applications, applicants should address each requirement in the priority area description under the appropriate Section of the program narrative statement. The reviewers will determine the strengths and weaknesses of each application using each element of the evaluation criteria listed below, provide written comments, and assign numerical scores to each application.

Each application must be submitted in accordance with the guidance provided below.

- a) The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award.
- b) If more than one State's agency is involved in submitting a single application, one State agency must be identified as the applicant organization that will have legal responsibility for the grant.
- c) Guidance in completing the 424-A is listed below.

Section A--Budget Summary

- Line 1, Column a: enter "Section 1115"
- Line 1, Column b: enter "93.564"
- Line 1, Column c: leave blank
- Line 1, Column d: leave blank
- Line 1, Column e: 1115 funds (29%) for first budget period. A budget period is normally one year.
- Line 1, Column f: State share (5%) and Federal title IV-D (66%) amounts combined for first budget period
- Line 1, Column g: e and f combined
- Lines 2-4: leave blank

Section B--Budget Categories

NOTE: Use first budget period amounts only

- Line 6, Column 1: Section 1115 grant amount (29%)
- Line 6, Column 2: State share amount (5%)
- Line 6, Column 3: Federal title IV-D amount (66%)
- Line 6, Column 4: leave this column blank
- Line 7: This is normally left blank. If completed, keep this amount separate from totals in the line 5 above

Section C--Non-Federal Resources

- Line 8, Column a: enter "Section 1115"
- Line 8, Column b: enter State share amount (5%) for first budget period
- Line 8, Column c: leave blank
- Line 8, Column d: enter Federal title IV-D amount (66%) for first budget period
- Line 8, Column e: b and d combined

Section D--Forecasted Cash Needs

- Line 13: enter Section 1115 grant amount (29%) for first budget period
- Line 14: combine Federal title IV-D amount (66%) and State share amount (5%) for the first budget period

Section E--Budget Estimates of Federal Funds Needed for Balance of Project

NOTE: Section E is for future funding. Provide an estimate for subsequent budget periods of the project. A budget period is normally one year.

- Line 16, Column a: enter "Section 1115"
- Line 16, Column b: enter Section 1115 grant amount (29%) for second budget period
- Line 16, Column c: enter Section 1115 grant amount (29%) for third budget period
- Line 16, Columns e and f: leave blank for three-year projects

Section F

NOTE: Leave this section blank

Applicants may also refer to OCSE Web site for assistance in completing the 424-A:

http://www.acf.hhs.gov/programs/cse/grants/resources/application_to_ols/

d) In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an ACF/OCSE conference or training session in Washington, DC, budgeting for two and a half days for up to two people. If OCSE requests other visits, it will reimburse the grantee for them.

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](http://www.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>.

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_resources.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_resources.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.

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).

3. Submission Dates and Times:

Due Date for Applications: 04/14/2008

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.
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	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.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Letters of Support	See Section V.1	Found in V.1	By application due date

4. Intergovernmental Review of Federal Programs:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

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.

Sub-Contracting or Delegating Projects: OCSE will not fund projects where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracts for specific services or activities necessary to conduct the project.

Applicants should understand that OCSE will not award grants for demonstration projects that:

- (a) Duplicate automated data processing and information retrieval system requirements/enhancements and associated tasks that are specified in the Social Security Act; or
- (b) Cover costs for routine activities that would normally be reimbursed under the Child Support Enforcement (CSE) Program, e.g., adding staff positions to perform routine CSE tasks, or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

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

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, S.W., 6th Floor-East
Washington , DC 20447

Hand Delivery

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Aerospace Building
ACF Mailroom, 2nd Floor (near loading dock)
901 D Street, S.W.,
Washington, DC 20447

Electronic Submission

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

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.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

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.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, the applicant identifies the results and benefits to be derived, the extent to which they are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the extent to which the proposed project costs are reasonable in view of the expected results. Additionally, the application should present quantifiable measures for assessing whether these goals are met.

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:

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.

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.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

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.

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:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

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

The applicant should demonstrate a thorough understanding and analysis of the problem(s) being addressed in the project, the need for assistance and the importance of addressing these problems in improving the effectiveness of the child support program. The applicant should describe how the project will address this problem(s) through implementation of changes, enhancements and innovative efforts and specifically, how this project will improve program results. The applicant should address one or more of the strategies or approaches described under the specific priority area for which they are applying (refer to *Section I*).

The applicant should identify the key goals and objectives of the project; describe the conceptual framework of its approach to resolve the identified problem(s), and provide a rationale for taking this approach as opposed to others.

APPROACH - 20 points

A well thought-out and practical management and staffing plan is mandatory. The applicant should include a detailed management plan that includes timelines and discussion of major task activities. The main concern in this criterion is that the applicant should demonstrate a clear idea of the project's goals, objectives and tasks to be accomplished. The plan to accomplish the goals and tasks should be set forth in a logical framework. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks. The plan should also identify what tasks will be provided by partner agencies/organizations and attach letters of commitment to the project from these entities.

Staff to be committed to the project (including supervisory and management staff) at the State and/or local levels must be identified by their role in the project along with their qualifications and areas of particular expertise. In addition, for any technical expertise obtained through a contract or subgrant, the desired technical expertise and skills of proposed positions should be specified in detail. The applicant should demonstrate that persons with the skills needed to operate the project are on board or can be obtained within a reasonable time.

RESULTS OR BENEFITS EXPECTED - 20 points

The applicant should identify the results and benefits expected to be derived from the project, the extent to which the expected results are consistent with the goals and objectives of the project, their

contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the National Child Support Enforcement Strategic goal of children receiving the financial support from parents as ordered.

EVALUATION - 20 points

The applicant should describe how the success of this project can be measured and how the success of this project has broader application in contributing to CSE policies, practices and/or providing solutions that could be adapted by other States/jurisdictions. The applicant should include plans for both a process and an outcome evaluation.

The applicant should include a process evaluation plan describing the evaluation methodology to be used to determine how the project will be implemented as proposed to accomplish the project goals/objectives. The process evaluation should assess how well the implementation design worked and describe areas such as the selection of participants, the referral process, the coordination of partnership services, the implementation of new/revised processes, etc. It should also describe the specific results/products that will be achieved; as appropriate, identify the kinds of data to be collected and maintained to track outcomes; describe procedures for informed consent of participants, where applicable, and discuss the criteria to be used to evaluate the results of the project.

The outcome evaluation should involve variables related to overall OCSE goals, such as the number of child support orders established, the amount of child support collections, etc. The outcome evaluation may include a comparison of before/and after the project's experience, as appropriate, or may give trends, during the life of the project, in terms of overall OCSE goals. OCSE is interested in results that suggest, or point to, results/impacts that might be later tested more rigorously in a subsequent project.

Independent evaluations are the normal and preferred evaluation arrangements for all projects. An evaluation is deemed independent if it is conducted by an entity independent of the executive branch of State government (not including State universities; State universities may be considered independent for the purpose of conducting evaluations).

Entities that provide services for the grantee under contract are not deemed to be sufficiently independent of the project and must not perform the evaluation.

BUDGET AND BUDGET JUSTIFICATION - 10 points

The project costs need to be reasonable in relation to the identified tasks, including the evaluation component and reasonably cost-effective in relation to the size of the caseload served and the project impacts/results can be achieved. A detailed budget (e.g., the staff required, equipment and facilities that would be leased or purchased) should be provided identifying all agency and other resources (e.g., State, community, or other programs such as TANF or Head Start) that will be committed to the project. Consultant or contractor personnel costs should also be delineated.

In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an OCSE conference or training session in Washington, D.C., budgeting for two and a half days for up to two people. If OCSE requests other such visits, it will reimburse the grantee for them. Grant funds cannot be used for capital improvements or the purchase of land or buildings.

STAFF AND POSITION DATA - 10 points

The applicant identifies the educational and professional background of the project director and key project staff and the experience of the organization to demonstrate the applicant's ability to administer and implement the project effectively and efficiently.

Bonus Points - 5 points

OCSE will award 5 bonus points if the applicant chooses projects to support arrears stratification/management.

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.

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for

funding. The applicant must clearly indicate in the project abstract the specific priority area for which it is applying.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the OCSE Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE may consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

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:

Not Applicable

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_resources.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: Quarterly
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Karen Anthony
Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant Promenade, S.W., 4th Floor-West
Washington, DC 20447
Phone: 202-690-6275
Fax: 202-401-5681
Email: karen.anthony@acf.hhs.gov

Grants Management Office Contact:

Ben L. Sharp
Administration for Children and Families

Office of Grants Management, Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, S.W., 6th Floor-East
Washington , DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Priority Area 3:

Improved Child Support Results through Intensified Collaboration with Temporary Assistance for Needy Families (Title IV-A agency)

Description

In FY 2004, OCSE awarded three Section 1115 grants (District of Columbia, Florida and Massachusetts) for improving collaboration between child support and TANF. There were some consistent findings: cross training increased knowledge of each other's programs, sharpened the focus on reaching common goals, and improved customer service to clients, but did not always result in an increased number of orders established. Findings summarized from two of these grants can be found on the OCSE webpage:

http://www.acf.hhs.gov/programs/cse/grants/abstracts/fy2004_1115_abstracts.html

The grant shall focus on specific breakdowns in the process that result in so few orders being established and develop and implement solutions to the breakdowns. Under this priority area, eligible State agencies will improve child support results by building on their existing collaborative practices, incorporating lessons learned from previous grant findings and information provided by OCSE in the form of Dear Colleague Letters, to intensively target child support services for TANF families. Strategies can include, but are not limited to, further strengthening partnerships at the management and caseworker level, assigning liaisons, incorporating new technologies to communicate, involving both parents (when possible) in developing post-TANF

transition plans, reviewing and modifying orders, and compromising arrears where appropriate, etc.

Funding through this grant can be used only for the child support portion of the collaboration. Proposals in this priority area must include a letter of intent to participate in the grant from the TANF agency. The evaluation should provide outcome measures from the demonstration on the child support agency, and, to the extent possible, the partner agency. The report should also include a process analysis of the intervention incorporated by the two agencies involved in the demonstration.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$330,000
Anticipated Number of Awards:	3
Ceiling on Amount of Individual Awards:	\$110,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$110,000 per budget period
Length of Project Periods:	Other

Explanation of Other:

The duration of the budget and project periods vary with each Priority Area. Please note that awards under Priorities 1, 3 and 4 are 36-month project periods with three 12-month budget periods. Awards made under Priority 2 have a 17-month budget and project period.

Maximum Section 1115 Amount for Each Award under Priority Three: Ocse will award a 36-month project period with three 12-month budget periods. OCSE is providing a maximum of \$110,000 for the first 12-month budget period, a maximum of \$60,000 for the second 12-month budget period and \$50,000 for the third 12-month budget period.

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Others (See below)

Eligible applicants for these Section 1115 demonstration project grants are State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D or the umbrella agencies of the IV-D program.

Foreign entities are not eligible under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Failure to provide the required cost sharing/matching amount will result in a disallowance of unmatched Federal funds.

All grant awards are subject to the availability of appropriated funds. The Section 1115 funds awarded to each project will represent 29 percent of the total project costs. Grantees must provide at least five percent of the total approved cost of the project. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. The total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D Federal Financial Participation (FFP), and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.3*, below. The proposed State five percent match must be identified on the budget forms. Matching funds may be provided in cash (preferred) or through in-kind public (not private) sources.

For example, to meet the match requirements in Priority Three, a project with a total approved project cost of \$379,310, requesting \$110,000 in ACF funds, must provide a non-Federal share of at least \$18,965 (five percent of the total approved budget cost of \$379,310).

Please refer to *Section IV* for any pre-award requirements.

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:

Xavier Nelson
Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, S.W., 4th Floor-West
Washington, DC 20447
Phone: 202-401-5536
Fax: 202-401-5681
Email: xavier.nelson@acf.hhs.gov

2. Content and Form of Application Submission:

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under Part V. The applicant must clearly indicate in the project abstract the specific priority area for which he/she is applying. This information is necessary in order that the application be judged according to the priority area description and in competition with other applications. Applicants may submit different applications covering different priority areas or they may submit different applications for different projects under one priority area; however, they may not submit one application for the same project covering multiple priority areas.

The length of the application, excluding the application forms, certifications, and resumes, should be no more than 20 pages double-spaced, using a 12-point font. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper. (Applicants are requested not to send pamphlets, maps, brochures or other printed material along with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process.) Each page of the application will be counted (excluding required forms, certifications and resumes) to determine the total length. If submitting electronically, the downloaded copy must meet the standards listed above. To facilitate the review of applications, applicants should address each requirement in the priority area description under the appropriate Section of the program narrative statement. The reviewers will determine the strengths and weaknesses of each application using each element of the evaluation criteria listed below, provide written comments, and assign numerical scores to each application.

Each application must be submitted in accordance with the guidance provided below.

- a) The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award.
- b) If more than one State's agency is involved in submitting a single application, one State agency must be identified as the applicant organization that will have legal responsibility for the grant.
- c) Guidance in completing the 424-A is listed below.

Section A--Budget Summary

- Line 1, Column a: enter "Section 1115"
- Line 1, Column b: enter "93.564"
- Line 1, Column c: leave blank
- Line 1, Column d: leave blank
- Line 1, Column e: 1115 funds (29%) for first budget period. A budget period is normally one year.
- Line 1, Column f: State share (5%) and Federal title IV-D (66%) amounts combined for first budget period
- Line 1, Column g: e and f combined
- Lines 2-4: leave blank

Section B--Budget Categories

NOTE: Use first budget period amounts only

- Line 6, Column 1: Section 1115 grant amount (29%)
- Line 6, Column 2: State share amount (5%)
- Line 6, Column 3: Federal title IV-D amount (66%)
- Line 6, Column 4: leave this column blank
- Line 7: This is normally left blank. If completed, keep this amount separate from totals in the line 5 above

Section C--Non-Federal Resources

- Line 8, Column a: enter "Section 1115"
- Line 8, Column b: enter State share amount (5%) for first budget period
- Line 8, Column c: leave blank
- Line 8, Column d: enter Federal title IV-D amount (66%) for first budget period
- Line 8, Column e: b and d combined

Section D--Forecasted Cash Needs

- Line 13: enter Section 1115 grant amount (29%) for first budget period
- Line 14: combine Federal title IV-D amount (66%) and State share amount (5%) for the first budget period

Section E--Budget Estimates of Federal Funds Needed for Balance of Project

NOTE: Section E is for future funding. Provide an estimate for subsequent budget periods of the project. A budget period is normally one year.

- Line 16, Column a: enter "Section 1115"
- Line 16, Column b: enter Section 1115 grant amount (29%) for second budget period
- Line 16, Column c: enter Section 1115 grant amount (29%) for third budget period
- Line 16, Columns e and f: leave blank for three-year projects

Section F

NOTE: Leave this section blank

Applicants may also refer to OCSE Web site for assistance in completing the 424-A:

http://www.acf.hhs.gov/programs/cse/grants/resources/application_to_ols/

d) In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an ACF/OCSE conference or training session in Washington, DC, budgeting for two and a half days for up to two people. If OCSE requests other visits, it will reimburse the grantee for them.

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>.

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_resources.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_resources.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.

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).

3. Submission Dates and Times:

Due Date for Applications: 04/14/2008

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.
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	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.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Letters of Support	See Section V.1	Found in Section V.1	By application due date

4. Intergovernmental Review of Federal Programs:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

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.

Sub-Contracting or Delegating Projects: OCSE will not fund projects where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracts for specific services or activities necessary to conduct the project.

Applicants should understand that OCSE will not award grants for demonstration projects that:

- (a) Duplicate automated data processing and information retrieval system requirements/enhancements and associated tasks that are specified in the Social Security Act; or
- (b) Cover costs for routine activities that would normally be reimbursed under the Child Support Enforcement (CSE) Program, e.g., adding staff positions to perform routine CSE tasks, or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

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

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, S.W., 6th Floor-East
Washington, DC 20447

Hand Delivery

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
ACF Mailroom, 2nd Floor (near loading dock)
Aerospace Building
901 D Street, S.W.,
Washington, DC 20447

Electronic Submission

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

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.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

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.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, the applicant identifies the results and benefits to be derived, the extent to which they are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the extent to which the proposed project costs are reasonable in view of the expected results. Additionally, the application should present quantifiable measure(s) for assessing whether these goals are met.

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:

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.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

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.

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.

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:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

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 - 15 points

The applicant should demonstrate a thorough understanding and analysis of the problem(s) being addressed in the project, the need for assistance and the importance of addressing these problems in improving the effectiveness of the child support program. The applicant should describe how the project will address this problem(s) through implementation of changes, enhancements and innovative efforts and specifically, how this project will improve program results. The applicant should address one or more of the strategies or approaches described under the specific priority area for which they are applying (refer to *Section I*).

The applicant should identify the key goals and objectives of the project; describe the conceptual framework of its approach to resolve the identified problem(s), and provide a rationale for taking this approach as opposed to others.

APPROACH - 20 points

A well thought-out and practical management and staffing plan is mandatory. The applicant should include a detailed management plan that includes timelines and discussion of major task activities. The main concern in this criterion is that the applicant should demonstrate a clear idea of the project's goals, objectives and tasks to be accomplished. The plan to accomplish the goals and tasks should be set forth in a logical framework. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks. The plan should also identify what tasks will be provided by partner agencies/organizations and attach letters of commitment to the project from these entities.

Staff to be committed to the project (including supervisory and management staff) at the State and/or local levels must be identified by their role in the project along with their qualifications and areas of particular expertise. In addition, for any technical expertise obtained through a contract or subgrant, the desired technical expertise and skills of proposed positions should be specified in detail. The applicant should demonstrate that persons with the skills needed to operate the project are on board or can be obtained within a reasonable time.

RESULTS OR BENEFITS EXPECTED - 15 points

The applicant should identify the results and benefits expected to be derived from the project, the extent to which the expected results are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the OCSE

National Strategic goal of children receiving the financial support from parents as ordered.

EVALUATION - 20 points

The applicant should describe how the success of this project can be measured and how the success of this project has broader application in contributing to CSE policies, practices and/or providing solutions that could be adapted by other States/jurisdictions. The applicant should include plans for both a process and an outcome evaluation.

The applicant should include a process evaluation plan describing the evaluation methodology to be used to determine how the project will be implemented as proposed to accomplish the project goals/objectives. The process evaluation should assess how well the implementation design worked and describe areas such as the selection of participants, the referral process, the coordination of partnership services, the implementation of new/revised processes, etc. It should also describe the specific results/products that will be achieved; as appropriate, identify the kinds of data to be collected and maintained to track outcomes; describe procedures for informed consent of participants, where applicable, and discuss the criteria to be used to evaluate the results of the project.

The outcome evaluation should involve variables related to overall OCSE goals, such as the number of child support orders established, the amount of child support collections, etc. The outcome evaluation may include a comparison of before/and after the project's experience, as appropriate, or may give trends, during the life of the project, in terms of overall OCSE goals. OCSE is interested in results that suggest, or point to, results/impacts that might be later tested more rigorously in a subsequent project.

Independent evaluations are the normal and preferred evaluation arrangements for all projects. An evaluation is deemed independent if it is conducted by an entity independent of the executive branch of State government (not including State universities; State universities may be considered independent for the purpose of conducting evaluations).

Entities that provide services for the grantee under contract are not deemed to be sufficiently independent of the project and must not perform the evaluation.

BUDGET AND BUDGET JUSTIFICATION - 10 points

The project costs need to be reasonable in relation to the identified tasks, including the evaluation component and reasonably cost-effective in relation to the size of the caseload served and the project impacts/results can be achieved. A detailed budget (e.g., the staff required, equipment and facilities that would be leased or purchased) should be provided identifying all agency and other resources (e.g., State, community, or other programs such as TANF or Head Start) that will be committed to the project. Consultant or contractor personnel costs should also be delineated.

In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an OCSE conference or training session in Washington, D.C., budgeting for two and a half days for up to two people. If OCSE requests other such visits, it will reimburse the grantee for them. Grant funds cannot be used for capital improvements or the purchase of land or buildings.

ORGANIZATIONAL PROFILES - 10 points

The applicant identifies the educational and professional background of the project director and key project staff from both child support and TANF and the experience of the organization to demonstrate the applicant's ability to administer and implement the project effectively and efficiently.

LETTERS OF SUPPORT - 10 points

The application should include a signed letter from the IV-A Director, stating the intent to partner with IV-D agency.

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.

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for

funding. The applicant must clearly indicate in the project abstract the specific priority area for which it is applying.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the OCSE Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE may consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

Federal reviewers will be used for the review process.

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:

Not Applicable

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_resources.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: Quarterly
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Karen Anthony
Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant, Promenade, S.W., 4th Floor-West
Washington, DC 20447
Phone: 202-690-6275
Fax: 202-401-5681
Email: karen.anthony@acf.hhs.gov

Grants Management Office Contact:

Ben L. Sharp
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, S.W., 6th Floor-East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

While local evaluation of individual projects is a valued requirement for these projects, there is also the possibility that individual projects may be asked to gather and compile data in a manner that facilitates cross-site evaluation. It is anticipated that cross-site evaluations for some projects may be undertaken in this and subsequent years, using funds in addition to those referenced in this announcement. Applicants must agree to become part of, and fully cooperate with, cross-site evaluators, should OCSE undertake such an evaluation. Grantees should be prepared to meet with other grantees, Federal officials, and the evaluator, as appropriate. If a cross-site evaluation is conducted, OCSE will bear the cost of it.

Priority Area 4:

Child Support Outreach to Faith-Based and Community Organizations

Description

Many people receiving support services from faith-based and community programs have a child support matter that needs attention. It is often difficult for those who work in faith-based and community organizations to understand or navigate the child support system to assist their clients.

Under this priority, OCSE invites eligible State agencies to propose outreach projects that provide predominantly IV-D child support case management services and deliver child support information to faith-based and community programs and their clients. Projects must designate staff to serve as a liaison between faith-based and

community program(s), to ensure child support matters in IV-D cases are addressed and resolved; and to assist parents in navigating the child support system. Projects should also provide child support outreach in terms of training and disseminating materials to service providers, but this may not be the sole activity. Services provided must be tracked for outcomes and, if possible, impacts on IV-D collections and other performance measures.

Applications must include letters of support from faith-based and community program(s) with the intent to partner with the child support agency in this endeavor. Refer to the Funding Opportunity Description in Section I of this announcement for guidance.

OCSE will award 5 bonus points for rural communities.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$150,000
Anticipated Number of Awards:	5
Ceiling on Amount of Individual Awards:	\$30,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$30,000 per budget period
Length of Project Periods:	Other
Explanation of Other:	

The duration of the budget and project periods vary with each Priority Area. Please note that awards under Priorities 1, 3 and 4 are 36-month project periods with three 12-month budget periods. Awards made under Priority 2 have a 17-month budget and project period.

Maximum Section 1115 Amount for Each Award under Priority Four: OCSE will award a 36-month project period with three 12-month budget periods. OCSE is providing a maximum of \$30,000 for

the first 12-month budget period, a maximum of \$30,000 for the second 12-month budget period and \$30,000 for the third 12-month budget period.

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Others (See below)

Eligible applicants for these Section 1115 demonstration project grants are State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D or the umbrella agencies of the IV-D program.

Foreign entities are not eligible under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

Failure to provide the required cost sharing/matching amount will result in a disallowance of unmatched Federal funds.

All grant awards are subject to the availability of appropriated funds. The Section 1115 funds awarded to each project will represent 29 percent of the total project costs. Grantees must provide at least five percent of the total approved cost of the project. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. . The total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D Federal Financial Participation (FFP), and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.3*, below. The proposed State five percent match must be identified on the budget forms. Matching funds may be provided in cash (preferred) or through in-kind public (not private) sources.

For example, to meet the match requirements in Priority Four, a project with a total approved project cost of \$103,448, requesting \$30,000 in ACF funds, must provide a non-Federal share of at least \$5,172 (five percent of the total approved budget cost of \$103,448).

Please refer to *Section IV* for any pre-award requirements.

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:

Xavier Nelson
Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, S.W., 4th Floor-West
Washington, DC 20447
Phone: 202-401-5536
Fax: 202-401-5681
Email: xavier.nelson@acf.hhs.gov

2. Content and Form of Application Submission:

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under Part V. The applicant must clearly indicate in the project abstract the specific priority area for which he/she is applying. This information is necessary in order that the application be judged according to the priority area description and in competition with other applications. Applicants may submit different applications covering different priority areas or they may submit different applications for

different projects under one priority area; however, they may not submit one application for the same project covering multiple priority areas.

The length of the application, excluding the application forms, certifications, and resumes, should be no more than 20 pages double-spaced, using a 12-point font. A page is a single-side of an 8 1/2" x 11" sheet of plain white paper. (Applicants are requested not to send pamphlets, maps, brochures or other printed material along with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process.) Each page of the application will be counted (excluding required forms, certifications and resumes) to determine the total length. If submitting electronically, the downloaded copy must meet the standards listed above. To facilitate the review of applications, applicants should address each requirement in the priority area description under the appropriate Section of the program narrative statement. The reviewers will determine the strengths and weaknesses of each application using each element of the evaluation criteria listed below, provide written comments, and assign numerical scores to each application.

Each application must be submitted in accordance with the guidance provided below.

- a) The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award.
- b) If more than one State's agency is involved in submitting a single application, one State agency must be identified as the applicant organization that will have legal responsibility for the grant.
- c) Guidance in completing the 424-A is listed below.

Section A--Budget Summary

- Line 1, Column a: enter "Section 1115"
- Line 1, Column b: enter "93.564"
- Line 1, Column c: leave blank
- Line 1, Column d: leave blank
- Line 1, Column e: 1115 funds (29%) for first budget period. A budget period is normally one year.
- Line 1, Column f: State share (5%) and Federal title IV-D (66%) amounts combined for first budget period
- Line 1, Column g: e and f combined
- Lines 2-4: leave blank

Section B--Budget Categories

NOTE: Use first budget period amounts only

- Line 6, Column 1: Section 1115 grant amount (29%)
- Line 6, Column 2: State share amount (5%)
- Line 6, Column 3: Federal title IV-D amount (66%)
- Line 6, Column 4: leave this column blank
- Line 7: This is normally left blank. If completed, keep this amount separate from totals in the line 5 above

Section C--Non-Federal Resources

- Line 8, Column a: enter "Section 1115"
- Line 8, Column b: enter State share amount (5%) for first budget period
- Line 8, Column c: leave blank
- Line 8, Column d: enter Federal title IV-D amount (66%) for first budget period
- Line 8, Column e: b and d combined

Section D--Forecasted Cash Needs

- Line 13: enter Section 1115 grant amount (29%) for first budget period
- Line 14: combine Federal title IV-D amount (66%) and State share amount (5%) for the first budget period

Section E--Budget Estimates of Federal Funds Needed for Balance of Project

NOTE: Section E is for future funding. Provide an estimate for subsequent budget periods of the project. A budget period is normally one year.

- Line 16, Column a: enter "Section 1115"
- Line 16, Column b: enter Section 1115 grant amount (29%) for second budget period
- Line 16, Column c: enter Section 1115 grant amount (29%) for third budget period
- Line 16, Columns e and f: leave blank for three-year projects

Section F

NOTE: Leave this section blank

Applicants may also refer to OCSE Web site for assistance in completing the 424-A:

http://www.acf.hhs.gov/programs/cse/grants/resources/application_to_ols/

d) In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an ACF/OCSE conference or training session in Washington, DC, budgeting for two and a half days for up to two people. If OCSE requests other visits, it will reimburse the grantee for them.

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](http://www.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>.

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_resources.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_resources.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.

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).

3. Submission Dates and Times:

Due Date for Applications: 04/14/2008

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.
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	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.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Letters of Support	See Section V.1	Found in Section V.1	By application due date

4. Intergovernmental Review of Federal Programs:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

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.

Sub-Contracting or Delegating Projects: OCSE will not fund projects where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracts for specific services or activities necessary to conduct the project.

Applicants should understand that OCSE will not award grants for demonstration projects that:

- (a) Duplicate automated data processing and information retrieval system requirements/enhancements and associated tasks that are specified in the Social Security Act; or
- (b) Cover costs for routine activities that would normally be reimbursed under the Child Support Enforcement (CSE) Program, e.g., adding staff positions to perform routine CSE tasks, or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

Number of Projects in Application

Applicants may submit different applications covering different priority areas or they may submit different applications for different projects under one priority area; however, they may not submit one application for the same project covering multiple priority areas.

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

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant, Promenade, S.W., 6th Floor-East
Washington, DC 20447

Hand Delivery

Ben L. Sharp
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
ACF Mailroom, 2nd Floor (near loading dock)
Aerospace Building
901 D Street, S.W.,
Washington, DC 20447

Electronic Submission

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

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.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

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.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, the applicant identifies the results and benefits to be derived, the extent to which they are consistent with the goals and

objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the extent to which the proposed project costs are reasonable in view of the expected results. Additionally, the application should present quantifiable measure(s) for assessing whether these goals are met.

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:

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.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

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.

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.

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:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented.

Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

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 - 15 points

The applicant should demonstrate a thorough understanding and analysis of the problem(s) being addressed in the project, the need for assistance and the importance of addressing these problems in improving the effectiveness of the child support program. The applicant should describe how the project will address this problem(s) through implementation of changes, enhancements and innovative efforts and specifically, how this project will improve program results. The applicant should address one or more of the strategies or approaches described under the specific priority area for which they are applying (refer to *Section I*).

The applicant should identify the key goals and objectives of the project; describe the conceptual framework of its approach to resolve the identified problem(s), and provide a rationale for taking this approach as opposed to others.

APPROACH - 15 points

A well thought-out and practical management and staffing plan is mandatory. The applicant should include a detailed management plan that includes timelines and discussion of major task activities. The main concern in this criterion is that the applicant should demonstrate a clear idea of the project's goals, objectives and tasks to be accomplished. The plan to accomplish the goals and tasks should be set forth in a logical framework. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks. The plan should also identify what tasks will be provided by partner agencies/organizations and attach letters of commitment to the project from these entities.

Staff to be committed to the project (including supervisory and management staff) at the State and/or local levels must be identified by their role in the project along with their qualifications and areas of particular expertise. In addition, for any technical expertise obtained

through a contract or subgrant, the desired technical expertise and skills of proposed positions should be specified in detail. The applicant should demonstrate that persons with the skills needed to operate the project are on board or can be obtained within a reasonable time.

RESULTS OR BENEFITS EXPECTED - 15 points

The applicant should identify the results and benefits expected to be derived from the project, the extent to which the expected results are consistent with the goals and objectives of the project, their contributions to policy and practice in promoting the objectives of the Title IV-D program listed in Section 451 of the Act, and the OCSE National Strategic goal of children receiving the financial support from parents as ordered.

LETTERS OF SUPPORT - 15 points

The applicant must provide letter(s) of commitment signed by authorized person(s) from the faith-based and community organization(s) it plans to partner with in this endeavor.

BUDGET AND BUDGET JUSTIFICATION - 10 points

The applicant should propose reasonable project costs and allocate sufficient funds appropriately across activities to accomplish the objectives in a cost effective way, relative to the size of the caseload served and the project's impact/results to be achieved.

The applicant should describe the relationships between the proposed project and other Federally assisted work planned, anticipated or underway by the applicant. The description of activities to be conducted under the grant must provide, for each person, detail of the level of person-hours of each position and their annual salary and the cost to this grant, and a delineation of the costs for the same categories listed in item six (Object Class Categories) of SF-424A.

Applicants may refer to OCSE Web site for guidance in completing the 424-A:

http://www.acf.hhs.gov/programs/cse/grants/resources/application_to_ols/

In accordance with the general rule stated above under the heading TRAVEL, applicants should include funds in their budget for one trip to an OCSE conference or training session in Washington, DC, budgeting for two and half days for up to two people. If OCSE requests other travel, it will reimburse the grantee.

ORGANIZATIONAL PROFILES - 10 points

The applicant identifies the educational and professional background of the project director and key project staff and the experience of the organization to demonstrate the applicant's ability to administer and implement the project effectively and efficiently.

EVALUATION - 20 points

The applicant should describe how the success of this project can be measured and how the success of this project has broader application in contributing to CSE policies, practices and/or providing solutions that could be adapted by other States/jurisdictions. The applicant should include plans for both a process and an outcome evaluation.

The applicant should include a process evaluation plan describing the evaluation methodology to be used to determine how the project will be implemented as proposed to accomplish the project goals/objectives. The process evaluation should assess how well the implementation design worked and describe areas such as the selection of participants, the referral process, the coordination of partnership services, the implementation of new/revised processes, etc. It should also describe the specific results/products that will be achieved; as appropriate, identify the kinds of data to be collected and maintained to track outcomes; describe procedures for informed consent of participants, where applicable, and discuss the criteria to be used to evaluate the results of the project.

The outcome evaluation should involve variables related to overall OCSE goals, such as the number of child support orders established, the amount of child support collections, etc. The outcome evaluation may include a comparison of before/and after the project's experience, as appropriate, or may give trends, during the life of the project, in terms of overall OCSE goals. OCSE is interested in results that suggest, or point to, results/impacts that might be later tested more rigorously in a subsequent project.

Independent evaluations are the normal and preferred evaluation arrangements for all projects. An evaluation is deemed independent if it is conducted by an entity independent of the executive branch of State government (not including State universities; State universities may be considered independent for the purpose of conducting evaluations).

Entities that provide services for the grantee under contract are not deemed to be sufficiently independent of the project and must not perform the evaluation.

Bonus Points - 5 points

OCSE will award 5 bonus points for projects in rural community sites.

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.

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding. The applicant must clearly indicate in the project abstract the specific priority area for which it is applying.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the OCSE Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE may consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

Federal reviewers will be used for the review process.

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:

Not Applicable

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/fbc/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_resources.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: Quarterly
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Karen Anthony
Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant Promenade, S.W., 4th Floor-West
Washington , DC 20447
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Grants Management Office Contact:

Ben L. Sharp
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant Promenade, S.W., 6th Floor-East
Washington, DC 20447
Phone: 202-401-5513
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VIII. OTHER INFORMATION

Date: 01/15/2008

Margot Bean
Commissioner
Office of Child Support Enforcement