

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

Program Office: Office of Child Support Enforcement

Funding Opportunity Title: Section 1115 Demonstration Grants--Projects in Support of the Prisoner Reentry Initiative

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-OCSE-FD-0013

CFDA Number: 93.564

Due Date for Applications: 05/04/2009

Executive Summary:

The Administration for Children and Families (ACF) Federal Office of Child Support Enforcement (OCSE) invites a limited number of State IV-D agencies to submit proposals for the jurisdictions in their States that are sites for Prisoner Reentry Initiative (PRI) projects funded through the United States Department of Justice and United States Department of Labor. Eligibility information can be found in Section III.1 of this announcement.

The PRI, authorized by 42 U.S.C. Section 3797 w (a), strengthens communities characterized by large numbers of returning prisoners. With the support of several Federal agencies, PRI is designed to reduce recidivism by helping returning offenders find work and access other critical services in their communities.

I. FUNDING OPPORTUNITY DESCRIPTION

Statutory 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.

Description

Projects in Support of the Prisoner Reentry Initiative

Summary:

The Prisoner Reentry Initiative (PRI), authorized by 42 U.S.C. Section 3797 w (a), strengthens communities characterized by large numbers of returning prisoners. With the support of several Federal agencies, PRI is designed to reduce recidivism by helping returning offenders find work and access other critical services in their communities.

OCSE invites State IV-D agencies that have PRI projects funded in 2007 or 2008 (Generations II and III) through the United States Department of Justice (DOJ) and United States Department of Labor (DOL) to submit proposals that provide child support services in support of the PRI projects in their States. Please note that in PRI, DOL has made grants with local Faith-Based and Community Organizations (FBCOs). DOL and FBCO will be used interchangeably throughout this announcement.

The overarching goal of the OCSE grants is that the partnering agencies will meet common goals and will develop long lasting partnerships with each other. The work of the OCSE grants is to develop a systematic approach to addressing and resolving as many child support case issues as possible so that the parents with criminal records are able to meet their child support obligations and custodial parents can depend on child support as a reliable source of income to support their children.

Design of the PRI :

As part of a special initiative to reduce recidivism and the societal costs of reincarceration by helping inmates find work when they return to their communities, the U.S. Department of Labor (DOL) Employment and Training Administration (ETA) joined the Department of Justice (DOJ), Housing and Urban Development (HUD), Health and Human Services (HHS) and other Federal partners to create a demonstration program--the Prisoner Reentry Initiative (PRI). The initiative seeks to strengthen urban communities affected by large volumes of returning prisoners through employment-centered projects

that incorporate job training, housing referrals, mentoring, and other comprehensive transitional services.

Under the overall plan for the PRI developed by several Federal agencies, the DOJ was to issue grants so that the State Departments of Corrections (DOCs) could provide pre-release services for inmates. The DOL would then award parallel grants in the same jurisdictions so that upon release, many of these individuals would be referred to DOL FBCO grant projects for post-release assistance.

The target population for the PRI includes individuals 18 years and older convicted as an adult and imprisoned in a State, Federal or Tribal prison or a Tribal, regional, county or local jail pursuant to State, Federal or Tribal law. Individuals convicted of a sexual or violent offense are not eligible for services under this grant.

OCSE's Interest in Incarceration and Reentry:

Local, State and Federal agencies are developing programs to assist with successful reentry for the thousands of people being released from State and Federal prisons each year (more than 650,000 in 2006). The majority of inmates in State and Federal prisons are parents with children under the age of 18, and many of them have formal child support obligations. Although the proportion of incarcerated noncustodial parents (NCPs) in state prisons is roughly five percent of the child support caseload at any one point in time, the cumulative impact is much higher. States find that 30-40 percent of its "hard to collect from" caseload has a criminal record.

After they return to their communities, ex-offenders face limited employment options due to a range of laws, attitudes, and other limitations that restrict the occupations in which they can work. Limits on access to public assistance programs for some offenders and to subsidized public housing are additional forms of institutionalized barriers to ex-offenders' successful reintegration into the community. Ex-offenders also typically have multiple personal barriers to employment, including little education and high rates of illiteracy, substance abuse and mental health problems, limited work histories. The PRI intends to address these barriers.

There are several reasons why IV-D Agencies and OCSE are seeking effective methods of working with incarcerated and recently released parents and with reentry programs. One is the large number of parents in the child support caseload with a criminal background. Another is the likelihood that their children are recipients of public assistance and are vulnerable to a variety of negative outcomes. A

third reason is that these parents are accessible in prison settings and respond positively to outreach efforts by child support personnel. Finally, 16 to 18 percent of child support arrears, which exceeded \$107 billion in Fiscal Year (FY) 2007, are held by incarcerated or recently released obligors. These reasons build a persuasive case for agencies to direct attention to programs for incarcerated and released NCPs and to attempt to help them better meet their family responsibilities.

How OCSE Can Support the PRI :

OCSE seeks projects that can provide a range of IV-D child support services to PRI grantees and their participants in the pre-release setting and/or in the post-release (reentry) setting. Because child support services are needed in both settings, OCSE encourages applicants to propose projects that support both the DOJ grantee's pre-release and the DOL grantee's reentry services.

The case management goal should be to ensure the child support obligation is appropriately set so the obligor can realistically meet his or her obligation and the custodial parent can count on child support as a reliable source of income. In terms of how to scale project proposals, OCSE recognizes that it may be difficult to know how many of the PRI participants will have IV-D cases. OCSE also recognizes that not all cases are alike and that they can range in complexity from the most simple to the most complicated. Therefore, while the emphasis must be on case management, potential grantees under this solicitation must be able to adapt project plans to perform a range of child support activities relative to PRI in the event that case management is less complex or time consuming than anticipated. Applicants are encouraged to plan for other child support related activities such as developing outreach and training materials for DOJ and DOL grantees (and their partner agencies and FBCOs, if applicable), presenting at conferences, etc.

OCSE's Project to Avoid Increasing Delinquency (PAID) initiative has placed an emphasis on preventing arrearages from accumulating. Incarcerated obligors tend to account for a large portion of the uncollected child support in a State. To the extent possible, grantees must also address large arrearage amounts owed by the obligor and attempt to reduce the amount owed to the State to reimburse public assistance when appropriate and allowable by law. Child support arrears owed to the custodial parent require an agreement by the custodial parent to forgive the debt.

Personnel proposed to carry out the case management portion of the grant must be experienced in the field of child support in the State which is submitting the proposal and should be familiar with child support policies, practices and procedures in the specific jurisdiction where the reentry work will occur and be able to navigate the automated child support system.

Project Periods Vary Among Grants:

The estimated project period for OCSE grants awarded under this solicitation is June 1, 2009 through May 31, 2012. The project periods of the DOJ, DOL and OCSE grants will not mesh completely. However, it is hoped that OCSE grantees will work collaboratively with the partner agencies and FBCOs in these jurisdictions to build business practices and procedures, if allowable under IV-D funding rules, to carry on the work after the PRI grant funding expires.

Under PRI, DOJ and DOL have taken two approaches in their coordinated effort. In FY 2007, DOJ awarded the grants to State government agencies, primarily State Departments of Corrections and State Criminal Justice Administering Agencies with jurisdiction over a single urban community and federally recognized Indian Tribes with jurisdiction over a single urban community. DOL then awarded funds to the same DOJ grantee with the expectation that all of those funds would be "passed through" to an FBCO selected by the DOJ grantee through an open procurement process. DOJ awardees were then required to also "pass through" 30 percent of the DOJ grant award to an FBCO (which could be the same FBCO grantee of the DOL) for employment and support services. The project period end date for the 2007 grants is March 31, 2010. The project period may or may not be extended an additional 12 months.

In FY 2008, DOJ again coordinated the PRI program with DOL. The design of the 2008 PRI program was structured to work in conjunction with a DOL-selected FBCO. After DOJ announced its 2008 grant sites, DOL issued a grant solicitation to FBCOs operating within the jurisdiction of each DOJ PRI grantee's target county. DOL made grant awards to FBCOs in those target areas in early 2009 to work with DOJ grantees in the provision of reentry services as required under the DOJ awards. The DOJ project period end dates vary slightly but the majority of the grants have an end date of June 30, 2010. The DOL grants are one-year grants with a period of performance expected to end sometime in early 2010, though additional funding, based on availability, is possible for two additional years.

OCSE Grant Opportunity/Limited Competition:

The purpose of offering this grant opportunity to selected jurisdictions is to demonstrate which child support policies, practices and procedures, in conjunction with those of partnering agencies, help or hinder successful reentry for formerly incarcerated parents. OCSE estimates they will award six grants to pilot this collaborative approach. State IV-D agencies are eligible to apply on behalf of a jurisdiction if it is a PRI site. Interested parties must contact the DOJ and/or DOL (FBCO) grantees to determine if potential partners would like to collaborate.

Upon publication of this grant announcement, OCSE will provide a list of contacts for the DOJ and DOL grantees through the IV-D listserv. Applicants may also contact their OCSE Regional Office for assistance in reaching the appropriate DOJ/DOL contact if necessary.

The 2007 DOJ and DOL grants awarded in 2007 (Generation II) were awarded to:

1. Alaska Native Justice Center (Hiland)
2. Arizona Criminal Justice Commission (Yuma County)
3. California Department of Community Services and Development (San Diego, Alameda, and Sonoma Counties)
4. Colorado Division of Criminal Justice Services (Denver County)
5. District of Columbia Justice Grants Administration (District of Columbia)
6. Florida Department of Corrections (Duval County)
7. Hawaii Department of Public Safety (Maui)
8. Indiana Department of Corrections (Marion and 7 surrounding Counties)
9. Iowa Department of Corrections (Second Judicial District)
10. Kansas Department of Corrections (Shawnee and Sedgwick Counties)
11. Maine Department of Corrections (Cumberland, Androscoggin, Hancock, Knox, Kennebec, Penobscot, Washington Counties)
12. Michigan Department of Corrections (Wayne County)

13. Minnesota Department of Corrections (Hennepin and Ramsey Counties)
14. Nevada Department of Corrections (Lyon, Carson City, Washoe, and Douglas Counties)
15. New Jersey Department of Corrections (Camden County)
16. North Carolina Department of Corrections (Mecklenburg, New Hanover and Nash Counties)
17. Ohio Department of Rehabilitation and Correction (Franklin County)
18. Pennsylvania Department of Corrections (Philadelphia County)
19. Rhode Island Department of Corrections (Providence County)
20. Tennessee Department of Correction (Memphis and Shelby Counties)
21. Virginia Department of Criminal Justice Services (Norfolk County and Richmond)
22. Wisconsin Department of Corrections (Milwaukee County)
23. Wyoming Department of Corrections (Lusk and New Castle Counties)

DOJ awarded 19 grants in 2008 (Generation III). These grant awards are listed below. DOL awarded grants in these same jurisdictions in early 2009.

The DOJ PRI grant sites are:

1. Alabama (Jefferson County)
2. Arizona (Maricopa County)
3. California (Los Angeles County)
4. Colorado (Denver County)
5. Connecticut (Fairfield County)
6. Delaware (New Castle County)
7. Illinois (Cook County)
8. Indiana (Allen County)

9. Louisiana (Caddo and Bossier Parishes)
10. Maryland (Baltimore County)
11. Michigan (Genesee County)
12. Missouri (Greene County)
13. Nevada (Clarke County)
14. New Jersey (Mercer County)
15. New York (Erie County)
16. Oklahoma (Tulsa County)
17. Pennsylvania (Philadelphia County)
18. Tennessee (Davidson County)
19. Wisconsin (Milwaukee)

The DOL grants awarded in early 2009 went to:

1. The Dannon Project, Jefferson County, Alabama
2. Arizona Women's Education and Employment, Maricopa County, Arizona
3. Volunteers of America of Great Los Angeles, Los Angeles County, California
4. The Empowerment Program, Inc., Denver County, Colorado
5. Career Resources, Inc., Fairfield County, Connecticut
6. Connections Community Support Programs, Inc., New Castle County, Delaware
7. Chicago Christian Industrial League, Cook County, Illinois
8. Blue Jacket, Inc., Allen County, Indiana
9. One Church One Offender of Louisiana, Caddo and Bossier Parishes, Louisiana
10. Episcopal Community Services of Maryland, Inc., Baltimore County, Maryland
11. Flint Area Specialized Employment Services, Genesee County, Michigan

12. MERS/Missouri Goodwill Industries, Greene County, Missouri
13. Las Vegas-Clark County Urban League, Clark County, Nevada
14. Helping Arms, Inc., Mercer County, New Jersey
15. Community Service Council of Greater Tulsa, Tulsa County, Oklahoma
16. Connection Training Services, Philadelphia County, Pennsylvania
17. Project Return, Inc., Davidson County, Tennessee
18. Word of Hope Ministries, Inc., Milwaukee County, Wisconsin

Note: DOL did not award a corresponding grant to New York, Erie County.

Domestic Violence:

Any process developed for discussing child support matters with custodial parents, including their willingness to potentially forgive debt owed to them for their children by the returning prisoner, needs to ensure that the process is safe and free from potential coercion. Applicants are required to identify in their proposals the local- or State-level domestic violence experts with whom they will consult in the development of written domestic violence protocols and the provision of domestic violence training for key staff and consultants working with PRI participants (and other referrals partnering agencies may make to child support).

Each grantee will be required to work with their identified domestic violence experts, and other technical assistance providers that OCSE may make available, to develop a written protocol (if there is no current protocol in place) that describes the program's detailed plan to identify and respond to domestic violence issues involving program participants and custodial parents, including how they will safeguard custodial parent information to help ensure the emotional and physical safety of these custodial parents. A written waiver request will be required if this effort entails the use of IV-D funds.

In addition, grantees will be required to arrange for domestic violence training of key staff and consultants, including, at a minimum, the CSE case manager(s) working with PRI grantees and their participants. Domestic violence protocol development and domestic violence training must occur prior to the provision of PRI services and address, at a minimum, approaches to domestic violence screening and assessment for program participants and custodial parents and, when

domestic violence issues are identified, safety planning for custodial parents and referrals for crisis intervention and other community-based domestic violence services.

OCSE can assist in identifying domestic violence experts in local jurisdictions. See *Section VII, Agency Contacts* for OCSE program office contact information.

Evaluation:

Applicants should build their evaluation plans based on the criteria found in *Section V. Application Review Information* and budget accordingly. While local evaluation of individual projects is a valuable part of Section 1115 grants, for this set of grants, OCSE is envisioning a single evaluator to conduct a process and outcome evaluation. However, the exact process for determining or selecting the evaluation mechanism will not be finalized until after the awards. One mechanism under consideration is awarding a sole source award to one of the awardees under this solicitation who would then serve as a vehicle for securing a single evaluation.

It is anticipated that a cross-site evaluation for the OCSE portion of the PRI project may be undertaken in this and subsequent years, using funds in addition to those referenced in this announcement. Awardees would be expected to gather and compile data in a manner that facilitates a cross-site evaluation. 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.

Waiver Requirements:

Section 1115(a)(1) of the Act allows the Secretary of Health and Human Services 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.

Because a large part of this grant is funded through Federal Fiscal Participation (FFP), OCSE will not approve any waivers which will significantly increase program costs, but will consider requests for waivers for "unallowable costs" and State plan requirements, such as

statewideness, which facilitate the conduct of the project or enable the State to accomplish the purposes of the project.

Pre-Application Conference:

OCSE will sponsor a pre-application conference call for all parties interested in applying for a Section 1115 grant. The purpose of the conference is to respond to questions about the program announcements. The pre-application conference call will be held seven calendar days after the publication date of this announcement.

OCSE will notify applicants about the call through the IV-D Director listserv and by posting call information on the OCSE website at <http://www.acf.hhs.gov/programs/cse/grants/>.

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

Other considerations:

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 without waivers after the grant funding expires.

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.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Estimated Total Program Funding:	\$300,000
Expected Number of Awards:	6
Ceiling on Amount of Individual Awards:	\$50,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$50,000 per budget period
Length of Project Periods:	36-month project with three 12-month budget periods Other

Explanation of Other:

OCSE anticipates providing \$50,000 for the first 12-month budget period; \$50,000 for the second 12-month period; and \$50,000 for the third 12-month budget period.

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

Additional Information on Awards:

Applicants are asked to submit a budget for the first 12-month budget period. In completing the 424-A, the applicant does not need to complete Sections D, E or F.

Subsequent funding for up to two additional 12-month budget periods is available through a non-competing continuation award.

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

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. Competition is limited to jurisdictions that are sites for PRI grants. See Funding Opportunity Description in Section I of the announcement.

Foreign entities are not eligible under this announcement.

2. Cost Sharing or Matching: Yes

Grantees must provide at least 5 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$50,000, in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least \$8,621, which is 5 percent of total approved project cost of \$172,418.

Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

Matching funds may be provided in cash or through in-kind public (not private) sources. DOJ and DOL award funds may not be used to satisfy matching requirements.

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

3. Other:

Applications that do not include letters of support as referenced in *Section V. Application Review Information*, will be deemed unresponsive to this announcement. See also *Section IV.2 Application and Submission Information*.

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:

Alexander Roy
Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, SW, 4th Floor, West
Washington, DC 20447
Phone: 202-401-5690
Fax: 202-401-5681
Email: alexander.roy@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

2. Content and Form of Application Submission:

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under Part V.

The length of the application, excluding the table of contents, application forms, letters of support, certifications, and resumes, should be no more than 25 pages double-spaced, using a 12-point font. Use page numbers throughout. 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 table of contents, required forms, letters of support, certifications and resumes) to determine the total length. Pages that exceed the stated page limitation will be removed from the application and will not be reviewed by the panel.

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 project 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. Note that because OCSE is requiring a budget for only the first 12-month budget period. Sections D, E and F are not required.

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

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

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

Forms

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. All required Standard Forms are available at:

http://www.acf.hhs.gov/grants/grants_resources.html.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number is 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. A D-U-N-S number may be acquired 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 online at <http://www.dnb.com>.

PROJECT DESCRIPTION

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 18 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.

(As required by the **Paperwork Reduction Act of 1995, P.L. 104-13**, the public reporting burden for the Project Description 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 information collection 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.)

Certifications

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. 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 Certification Regarding Lobbying may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

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.

Assurances

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format. To submit an application electronically, applicants must use the <http://www.Grants.gov> site. ACF will not accept applications via facsimile or email.

IMPORTANT NOTE: Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.**

Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at http://www.acf.hhs.gov/grants/registration_checklist.html.

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 Grants.gov site.

If planning to submit an application electronically via <http://www.Grants.gov>:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through 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.
- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**
- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.
- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration process and may be found at:
http://www.grants.gov/applicants/get_registered.jsp
- If any difficulties are encountered in using Grants.gov, 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. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**
- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.
- Applicants may access the electronic application and downloadable application package for this program

announcement by using the FIND function at <http://www.Grants.gov>.

- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.
- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc..
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times* of this program announcement.
- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."
- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive two emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

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

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, contact the Grants.gov Contact Center at support@grants.gov for assistance.

Hard Copy Submission of Applications

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See Section IV.6 of this announcement for address information for application submissions.

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

3. Submission Dates and Times:

Due Date for Applications: 05/04/2009

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.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

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". No action is required of applicants under this announcement with regard to the Executive Order.

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 under this grant award.

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

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

The applicant must specify activities under this grant that are not normally funded under Title IV-D.

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.

6. Other Submission Requirements:

Submit applications to one of the following addresses:

Submission by Mail

Ben L. Sharp, Grants Management Officer
Administration for Children and Families

Office of Grants Management/Division of Discretionary Grants
Section 1115 Applications
370 L'Enfant, Promenade, SW, 6th Floor, East
Washington, DC 20447

Hand Delivery

Ben L. Sharp, Grants Management Officer
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, SW,
Washington, DC 20447

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates.

V. APPLICATION REVIEW INFORMATION

1. CRITERIA:

Competing applications for financial assistance will be reviewed and evaluated against the criteria described in this section. The corresponding score values indicate the relative importance that ACF places on each review criterion. Applicants should address these criteria in the process of developing their application, as they are the basis upon which their applications will be judged. 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).

Objectives and Need for Assistance - 20 points

The applicant should demonstrate a thorough understanding of the 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.

Identify the targeted PRI urban community or county site that you propose to serve through your grant and describe its need for OCSE support (see Section III for PRI sites). Describe how your child support agency can benefit from this grant award. Use census track data from the 2000 census to show the population of the community, its poverty rate, and unemployment rate. Use local law enforcement data to show the rate of imprisonment and release to the community. Use data as close to the community level as possible rather than statewide. To the extent possible, provide an estimate of how many obligors in the child support caseload are incarcerated or otherwise face barriers to employment due to a prison record. Ascertain the number of parents with child support cases who are participating in the PRI project in your community. Provide an estimate of how much arrearage has accumulated for these obligors.

Approach - 25 points

A well thought-out and practical management 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 should identify what tasks will be provided by partner agencies/organizations.

The applicant should describe how the Section 1115 grant funds will be used to provide child support services to the DOJ and DOL grantees. While the priority should be to provide child support services to parents participating in the PRI project, the OCSE grantee is encouraged to accept other IV-D or IV-D eligible referrals from the community to the extent possible. Describe how you will work collaboratively with DOJ and/or DOL grantees to provide child support case management services for their referrals. Describe other child support related activities, such as outreach, training, etc., that support PRI and could be conducted in addition to case management services. Describe how you can or will streamline administrative or court processes to ensure timely child support service delivery. Describe current processes, automation, policy or procedures that will contribute to the reentry effort and meeting strategic goals of the IV-D program. Include a brief explanation about how domestic violence will be identified and addressed. Describe steps that will be taken to safeguard custodial parent contact information, if necessary.

Letters of Support - 20 points

As noted in *Section III.3, Eligibility Information*, the applicant must provide letter(s) of support signed by the authorized person(s) from the DOJ and/or DOL grantees. Letters should be more than simple expressions of support but should indicate a commitment to partner with the IV-D agency in the targeted community. A letter of support from a local domestic violence service provider is also required, although it is not required to have a domestic violence protocol at the time of application.

Results or Benefits Expected - 10 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 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 - 15 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 OCSE policies, practices and/or providing solutions that could be adopted 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 goal/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 used to evaluate the results of the project.

The outcome evaluation should involve variables related to overall OCSE goals, such as the number of paternities established, child support orders established or modified, the amount of child support collections, the amount of arrearage that is forgiven (if allowable). 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 (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.

Staffing - 10 points

Personnel proposed to carry out primarily the case management portion of the grant must be experienced in the field of child support in the State that is submitting the proposal and should be familiar with child support policies, practices and procedures in the specific jurisdiction where the reentry work will occur and be able to navigate the automated child support system.

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.

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 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:

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 administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

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.

Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

HHS Grants Policy Statement

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

abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

3. Reporting Requirements:

Grantees will be required to submit performance progress and financial reports periodically throughout the project period. Frequency of reporting is listed later in this section.

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance 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, SW, 4th Floor, West
Washington, DC 20447
Phone: 202-690-6275
Fax: 202-401-5681
Email: karen.anthony@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

Grants Management Office Contact:

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

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

VIII. OTHER INFORMATION

OCSE will sponsor a pre-application conference call for all parties interested in applying for a Section 1115 grant. The purpose of the conference is to respond to questions about the program announcements. The pre-application conference call will be held seven calendar days after the publication date of this announcement.

OCSE will notify applicants about the call through the IV-D Director listserv and by posting call information on the OCSE website at <http://www.acf.hhs.gov/programs/cse/grants/>.

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

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.

Checklist

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

What to Submit	Where Found	When to Submit
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	By

		application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
SF-424	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-LLL	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	By application due date found in Overview and Section IV.3.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section

		IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Documentation of Non-Federal Resources	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.

Date: 02/24/2009

Donna J. Bonar
Acting Commissioner
Office of Child Support Enforcement