

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

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

Funding Opportunity Title: Rigorous Evaluations of Existing Child Abuse Prevention Programs

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-ACYF-CA-0055

CFDA Number: 93.670

Due Date for Applications: **05/04/2009**

Executive Summary:

The purpose of this program announcement is to encourage and support improvement in the quality of child abuse prevention programs by providing funding for rigorous evaluations of existing programs that have not previously been evaluated. This will continue to foster and develop the evidence base in the child abuse and neglect prevention field. Through this announcement the Children's Bureau (CB) reinforces the importance of building on the body of knowledge around evidence-based and evidence-informed practice in the field of child abuse and neglect prevention. In its efforts to do so, CB seeks to be responsive to requests from the field for more resources in conducting rigorous evaluations of existing child abuse prevention programs. Grants awarded under this priority area can only be used to fund the evaluation of a child abuse prevention program. Funds cannot be used to support program operations or services.

I. FUNDING OPPORTUNITY DESCRIPTION

Statutory Authority

The legislative authority is Section 104 of The Child Abuse Prevention and Treatment Act, as amended by the Keeping Children and Families Safe Act of 2003 (P.L. 108-36). (42 U.S.C. sec. 5105).

Description

Purpose

BACKGROUND

Increasingly, service providers inside and outside government, are being held accountable for achieving results and for demonstrating that the services they provide are supported by strong evaluation research indicating their effectiveness. To complement this ongoing shift, over the last several years the field has seen sustained growth in the focus on identifying and using evidence-based programs and practices for health and human service programs. The Federal Government has been a strong proponent of the movement towards evidence-based and evidence-informed practice.

Driven by statutes, policy, principles, and a commitment to the children, youth and families they serve, those working in child abuse prevention and child welfare are striving to identify and implement models of practice that prevent abuse and neglect and intervene effectively. Despite these efforts, the body of evidence-based practices in these fields remains limited and rigorous evaluation to bolster the research base is needed. In addition, the complexity of the problems, issues, and populations being served in child abuse prevention programs presents a number of challenges to program evaluation utilizing a randomized control trial design. While randomized control trials (RCT) are often viewed as the gold standard for testing and establishing effectiveness, some have expressed a view that RCT may not be appropriate in all evaluation settings. Other important and equally rigorous frameworks and methods exist that may have distinct advantages under specific circumstances in the field of child abuse prevention. Alternatives to RCTs may offer resolutions to certain circumstances and issues related to feasibility and resource availability of program evaluation in States and communities in general and in work with high risk populations.

In order to address some of these concerns and further disseminate new and developing knowledge regarding promising effective practices in the field of child abuse prevention, CB developed and published in 2003 *Emerging Practices in Child Abuse and Neglect Prevention*. This report sought to describe the current landscape of prevention by collecting information about effective and innovative programs and additionally noted that a strong need to expand the existing knowledge base about the effectiveness of child abuse prevention program models was needed. In FY 2003, responding to the need to increase the knowledge base about effective, promising practices in child abuse

and neglect prevention and family support and family preservation programs, CB funded a cluster of nine field-initiated evaluations of existing, but previously unevaluated programs. The grantees selected a wide array of existing initiatives to evaluate. These included home visitation programs, the use of public awareness and media campaigns, programs targeting the increase of father involvement and adoption and family reunification programs. As required by the FY 2003 announcement, each of these studies incorporated various rigorous methodological approaches including randomized control trials, random sample surveys, analysis of retrospective data and process evaluation strategies. Many of the investigations yielded positive findings, but faced numerous challenges. These challenges included small samples sizes and short time-frames that created limitations in determining outcomes and generalizability of the research. Many gaps in relevant knowledge regarding evidence-based and evidence-informed programs and service models remain.

Therefore, the purpose of this program announcement is to further and expand upon previous efforts to encourage and support rigorous evaluation of programs and service strategies that continue to develop the evidence base in the child abuse and neglect prevention field. These awards are for the evaluation of a fully-operational child abuse prevention program that has not previously been rigorously evaluated. Funds from this award are not to be used for prevention activities, interventions, or the delivery of services, and may only be used for the evaluation of a prevention program or service model. The evaluation may be of an established prevention program, or of an operational but new prevention program.

To date, few child abuse prevention programs have undergone rigorous evaluation. The purpose of this program announcement is to increase knowledge in this area. Applicants are expected to provide information demonstrating the completion of a review (an evaluability assessment) indicating that the program is at an appropriate stage for the evaluation model proposed by the applicant. Applicants are also expected to present evidence that the study will be of sufficient quality, size and scope to make a significant contribution to the field.

Project Expectations

Applicants should propose a rigorous evaluation plan. Experimental designs involving random assignment to treatment and control groups are the preferred method for determining the intervention impacts. An applicant may propose another type of evaluation research design but must include an adequate description and justification that the

proposed design is the most rigorous design possible for addressing the questions of interest. For example, the applicant may propose statistical alternatives to random assignment, such as regression discontinuity designs or propensity score matching; economic evaluations (i.e. cost-effectiveness, cost-benefit or other types of cost analyses); innovative/non-traditional methods such as qualitative, ethnographic research; participatory and utilization-focused research (i.e. involving the parents/line staff in the planning, implementation and evaluation process at every step); or network analysis to assess effectiveness and strength of collaborative efforts. Additionally, applicants may choose to conduct a utilization-focused evaluation and cost analysis to determine the effectiveness and cost-effectiveness of the program/model and its components or strategies.

The proposed evaluation plan should measure the effects of the proposed project on safety, permanency and well-being. Applicants are strongly encouraged to review the data indicators measured in CB's Child and Family Services Reviews (CFSRs) in identifying the outcomes they want to measure. Findings from the evaluation should support evidence-based practice and provide communities with examples of strategies that are tied to positive outcomes for children, youth and families.

Specifically the project's evaluation plan should use performance indicators that focus on increasing the safety, permanency and well-being of children, youth and families being served by the supported projects. The proposed evaluation plan should yield data that can be compared to, and contrasted with, State, regional and national level CFSR data, as appropriate.

Under this program announcement, the program or project to be evaluated and the research focus of the evaluation must be of sufficient scope and magnitude to merit intensive investigation. The evaluation focus should have national implications, and the findings from the evaluation should have high probability of significantly advancing theory, policy, and evidence-based practice in the field. Therefore, the program or project to be evaluated must have a sufficient number of subjects to support a rigorous, methodologically sound research and evaluation plan.

The findings from evaluation projects supported under this program announcement are expected to provide insights into more effective approaches to the delivery of services in the area of prevention and child welfare service provision. While applicants will be accorded considerable latitude in the selection of the program to be evaluated

and the proposed focus of the evaluation, CB is interested in evaluation projects that are likely to address one or more of the following goals:

- Expand the current knowledge base;
- Build on prior research;
- Contribute to practice enhancements;
- Promote new and innovative approaches to evaluation research in child abuse and neglect prevention;
- Inform policy;
- Improve science; and/or
- Contribute to the continued expansion of knowledge about the prevention of child maltreatment.

Applicants may choose to submit proposals to conduct an evaluation of an existing and/or established program or they may choose to track the outcomes for a newly created or existing program. Programs that are being considered for evaluation must be fully operational at the time the award under this program announcement will be made.

Additional Project Requirements

Projects funded under this program announcement will be expected to:

1. Have a strategy for information dissemination, including fostering and strengthening communication and coordination activities with the National Data Archive on Child Abuse and Neglect, Child Welfare Information Gateway, the Child-Based Child Abuse Prevention (CBCAP) Program, the National Resource Center on CBCAP and other relevant and appropriate members of CB's Training and Technical Assistance Network. Information disseminated will include both evaluation findings and lessons learned from the process of planning and implementing the evaluation of the prevention program.
2. Submit all program and financial reports in a timely manner, in the recommended formats (to be provided). CB prefers and will accept the final report on disk or electronically using a standard word processing program, however, grantees are only required to provide the original and two copies of performance progress and final reports.

3. Submit an original and two copies of the final evaluation report and any program products to CB within 90 days of the project end date.
4. Allocate sufficient funds in the budget to:
 - Provide for the project director, and other key partners to attend an early kickoff meeting for grantees funded under this program announcement to be held within the first three months of the project (first year only) in Washington, D.C.
 - Provide for the project director, and other key partners to attend an annual three day grantees' meeting in Washington, D.C.
5. Ensure project activities are initiated within 90 days following the notification of the award.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Estimated Total Program Funding:	\$600,000
Expected Number of Awards:	3
Ceiling on Amount of Individual Awards:	\$200,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$200,000 per budget period
Length of Project Periods:	60-month project with five 12-month budget periods Other
Explanation of Other:	

In the first budget period, the maximum Federal share of each project is not to exceed \$200,000. The projects awarded will be for a project period of 60 months. The initial grant award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the government.

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

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

- State governments
- County governments
- Local governments
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public and State-controlled institutions of higher education
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Private institutions of higher education
- For-profit organizations (other than small businesses)
- Small businesses

Foreign entities are not eligible under this announcement.

Faith-based and community organizations are eligible to apply under this announcement.

Please see "Eligibility Certification" found in *Section IV.2* for any required documentation supporting eligibility.

2. Cost Sharing or Matching: None

3. Other:

Disqualification Factors

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

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

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

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

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.

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

Application for Federal Assistance. (Standard Form (SF) 424, SF-424A and SF-424-B). Follow the instructions that accompany the forms and those in *Section V*, Application Review Information. Note that Federal funds and services or other resources purchased with Federal funds may not be used to match project awards.

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

Table of Contents. List the major sections of the application, and show the page that each section begins on.

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

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

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

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

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

Staff and Position Data. Include job descriptions and curriculum vitae/ resumes for proposed project staff.

Page Limit. The length of the entire application package must not exceed 110 pages. This includes but is not limited to the required Federal Standard Forms and certifications (SF-424, SF-424A, SF-424B, and Certification Regarding Lobbying) table of contents, project summary, project description, logic model, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of sub-grants and contracts, letters of agreement, and any other pages included in the application package.

All pages of the application package must be sequentially numbered, beginning with page one. All pages of each application will be counted to determine total length. All pages exceeding the 110 page limit will be removed and will not be considered in the reviewing process. A cover letter and general letters of support are not required. Applicants are reminded that if a cover letter and general letters of support are submitted, they will count towards the 110-page limit.

Each applicant must organize its application in the order listed in this section and number all application pages. Pages will be counted in the order they are submitted in hard copy and numbered when received electronically. All pages that exceed the page limit will be removed and will not be reviewed.

General Content and Form Information. To be considered for funding, each application must be submitted with the Standard Federal Forms and must follow the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the award.

The project description must be typed and double-spaced on a single side of 8 1/2 x 11 inch plain white paper with a least one inch margins on all sides, using black print with 12-point size Times New Roman font.

For charts, budget tables, supplemental letters and documents, applicants may use a different point size and font, but no less than 10-point size and single spaced.

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

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

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

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

Logic Model. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed

activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur. Information on the development of logic models is available on the Internet at www.childwelfare.gov/preventing/developing/toolkit/.

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

Electronic Submission

Applicants that submit their application electronically are advised to be sure that they secure and retain their service ticket number for reference whenever they have any interaction with the Grants.gov Contact Center.

Non-Federal Reviewers

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

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

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.

Non-profit private organizations (not including private universities) are encouraged to submit the *"Survey on Ensuring Equal Opportunity for Applicants"* with their applications. Applicants using a hard copy

application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application. The Survey may be found 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.

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.

ADDITIONAL INFORMATION

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

ELIGIBILITY CERTIFICATION

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

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

LOGIC MODEL

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

STAFF AND POSITION DATA

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

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES

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

DISSEMINATION PLAN

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

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

BUDGET AND BUDGET JUSTIFICATION

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

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

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the

ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

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

FRINGE BENEFITS

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

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

TRAVEL

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

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

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one

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

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

SUPPLIES

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

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

CONTRACTUAL

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

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

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

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

OTHER

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

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

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

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

applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

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

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

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 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:

State Single Point of Contact (SPOC)

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372
http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

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

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O.

12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

5. Funding Restrictions:

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

6. Other Submission Requirements:

Submit applications to one of the following addresses:

Submission by Mail

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

Hand Delivery

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

Electronic Submission

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:

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

OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

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

1. The applicant demonstrates an understanding of the requirements of the authorizing legislation and this program announcement, and the proposed project would contribute to meeting those requirements.
2. The applicant demonstrates a clear understanding of the need for and issues related to the evaluation of child abuse and neglect prevention programs.
3. The applicant presents a clear vision for developing and implementing the proposed project. The applicant makes a clear statement of the goals (i.e., end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
4. The applicant presents a clear and detailed description of the prevention program to be evaluated and demonstrates sufficient evidence to support why it merits evaluation. The description of the program should address significant features and components including: goals and objectives, history, characteristics of the target population, magnitude and severity of the problems and needs the program addresses, geographic location, context and services provided. Additionally, the conceptual theoretical and/or practice basis underpinning the structure, operations, components or strategies used by the program should be explained.
5. The applicant presents a thorough review of the relevant literature that reflects a clear understanding of the research on

- best practices and promising approaches as it relates to the proposed project. The review of the literature sets a sound context and rationale for the project. The application provides evidence that the proposed project is innovative and, if successfully implemented, its evaluation findings are likely to contribute to the knowledge base on the prevention of child abuse and neglect.
6. The findings and lessons learned through the proposed evaluation project would benefit policy, practice and theory development in improving evidence-based practices to prevent child maltreatment.

APPROACH - 50 points

1. In reviewing the approach, reviewers will consider the extent to which:
2. The applicant presents a clear and detailed description of the proposed evaluation methodology. The description should include the following, as appropriate: proposed evaluation design, including definitions of terms and variables; population and sampling plan, including the rationale, and strengths and potential limitations for interpretation of findings due to the composition of the proposed sample; use of comparison or control groups and the rationale for selecting these groups; recruitment and retention procedures, including realistic estimates of attrition, and a discussion of appropriate procedures for handling attrition or interpreting the findings of the evaluation in light of attrition; types of qualitative and quantitative data to be collected; data collection procedures and instruments, including information on reliability and validity of the instruments; plans for cost-effectiveness/cost-benefit analysis; access to data sources; and data analysis plan and the rationale for use of various analytic techniques appropriate to the study. If the applicant proposes an evaluation design other than an experimental design that includes random assignment to treatment and control groups, there must be a clear justification for the choice of an alternate design, including evidence that the design will result in significant new scientific knowledge.
3. The applicant presents a clear and detailed description of the conceptual framework for the proposed evaluation. This description should include the strengths and any potential

limitations for interpreting and generalizing the findings of this evaluation.

4. The applicant provides a clear and well-defined logic model to guide the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes and the research and evaluation questions to be addressed or hypotheses to be tested.
5. There is a sound timeline for effectively implementing the proposed project, including major milestones and target dates. The proposed project would complete the development and implementation of the proposed evaluation of the identified program within the five-year project time frame.
6. The application demonstrates a thorough understanding of the challenges of program evaluation, and in particular, the possible challenges evaluating the selected program in this particular context with the methodology proposed. The applicant provides a sound plan explaining how the project would successfully overcome these challenges.
7. The proposed project would effectively ensure the evaluation would be culturally sensitive to the target population of the identified program.
8. The design of the proposed project reflects up-to-date knowledge from child maltreatment prevention research and literature.
9. The proposed evaluation project is innovative, and employs appropriate, methodologically rigorous evaluation design that will measure each stated goal and objective, result or benefit of the identified prevention program.
 - a. Goals and objectives are stated in specific measurable form and will document change, improvement, and effectiveness.
 - b. The awardee will collect appropriate data.
10. There is a sound plan for ensuring compliance with regulations and procedures pertaining to confidentially and careful handling of information on individuals, families and evaluation data; securing informed consent; and implementing Institutional Review Board (IRB) review, if applicable.
11. The applicant either demonstrates that they have the in-house capacity to conduct an objective and rigorous evaluation

- proposed, or presents a sound plan for contracting with a third-party evaluator.
- a. The proposed evaluator has sufficient experience with research and/or evaluation, understands the population of interest, and demonstrates the necessary independence from the project to assure objectivity.
 - b. Applicants proposing an external evaluator should include a letter of agreement signed by the applicant and the program to be evaluated. This letter should describe the proposed relationship between the applicant and the program to be evaluated and express commitment to participate together if the proposal is funded.
12. There is a sound plan for developing useful products during the proposed project and a reasonable schedule for developing these products. The intended audience (e.g. researchers, policymakers, and practitioners) for product dissemination is comprehensive and appropriate. The dissemination plan includes appropriate mechanisms and forums that would effectively convey the information and support successful replication by other interested agencies.

ORGANIZATIONAL PROFILES - 25 points

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

1. The applicant's organization and any partnering organizations have the experience and expertise in child abuse and neglect prevention, especially in the area of program evaluation; and in the administration, development, implementation, management of similar projects.
2. The proposed project director and key project staff demonstrate sufficient relevant knowledge, experience and capabilities (as demonstrated by a resume or C.V.) to effectively implement and manage a project of this size, scope and complexity. The roles, responsibilities and time commitments of each proposed project staff position, including consultants, subcontractors and/or partners are clearly defined and appropriate to the successful implementation of the proposed project.

3. The proposed project staff demonstrate sufficient technical training, knowledge, expertise and experience (as demonstrated by a resume or C.V) to effectively implement the proposed designed program evaluation as outlined in the application.
4. There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.

BUDGET AND BUDGET JUSTIFICATION - 5 points

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

1. The costs of the proposed project are reasonable and appropriate, in view of the activities to be conducted and expected results and benefits.
2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement and accurate accounting of funds received under this program announcement.

2. Review and Selection Process:

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

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

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

The results of the competitive review are a primary factor in making funding decisions. In addition, Federal staff conducts administrative reviews of the applications and, in light of the results of the

competitive review, will recommend applications for funding to the ACYF Commissioner. ACYF may also solicit and consider comments from ACF Regional Office staff in making funding decisions. ACYF may take into consideration the involvement (financial and/or programmatic) of the private sector, national, or State or community foundations; or the potential for high benefit from low Federal investment. ACYF may elect not to fund any applicants having known management, fiscal, reporting, programmatic, or other problems that make it unlikely that they would be able to provide effective services or effectively complete the proposed activity.

With the results of the peer review and the information from Federal staff, the Commissioner of ACYF makes the final funding decisions. The Commissioner may give special consideration to applications proposing services of special interest to the Government and to achieve geographic distributions of grant awards. Applications of special interest may include, but are not limited to, applications focusing on underserved or inadequately served clients or service areas and programs addressing diverse ethnic populations.

The Secretary either accepts the recommendations of the peer review panel or will append to the approved application a detailed explanation of the reasons relied on for approving the application and for failing to approve each pending application that is superior in merit, as indicated on the peer review panel list.

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

Approved but Unfunded Applications

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

3. Anticipated Announcement and Award Dates:

Applications will be reviewed during the Summer 2009. Grant awards will have a start date no later than September 29, 2009.

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: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Catherine Nolan
Children's Bureau
Portals Office Building, 8th Floor
1250 Maryland Avenue, SW
Washington, DC 20024
Phone: 202-260-5140
Email: catherine.nolan@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:

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

Additional information about this program and its purpose can be located on the following website:

<http://www.acf.hhs.gov/programs/cb/> . For general information regarding this announcement please contact:

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

Email: cb@dixongroup.com

Checklist

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

What to Submit	Where Found	When to Submit
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-424B	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.
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.
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.
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.
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.
Logic Model	Referenced in Sections I (Demonstration Projects), IV 2. (Content and Form of Application Submission, Project Description) and V (Review Criteria).	By application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	By date of award.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption Form	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.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants/spoc.html as indicated in Section IV.4 of this announcement.	By application due date found in Overview and Section IV.3.

Services Programs and activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.		
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Date: 02/24/2009

Maiso Bryant
Acting Commissioner
Administration on Children, Youth and Families