

**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 to Support Data Analysis of Arrearage

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-OCSE-FD-0019

CFDA Number: 93.564

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

Executive Summary:

The Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE), invites applications from State Title IV-D agencies for Fiscal Year (FY) 2009 funding of demonstration activities intended to add to the knowledge and to promote the objectives of the Child Support Enforcement Program under Section 1115 and Title IV-D of the Social Security Act. Only State Title IV-D agencies or the umbrella agencies of which they are a part are eligible to apply for these grants.

OCSE invites eligible applicants to propose 17-month projects dedicated to arrears stratification.

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 to Support Data Analysis of Arrearage

Under this grant solicitation, grantees would develop a data analysis project that focuses on arrearages in the IV-D caseload. Applicants may propose projects that provide an analysis of the entire statewide system, or they may focus on the arrearage characteristics of specific urban jurisdictions. The goal of this grant is to perform a thorough analysis of the arrearage in the selected caseload so that the IV-D agency can not only understand the nature of the debt, but can begin plans on how to best address reducing the arrearage if appropriate and allowable. Examples of projects include, but are not limited to those that:

- Identify and analyze the arrears owed in IV-D cases by noncustodial parents (NCPs) prior to a custodial parent (CP) applying for IV-D services.
- Identify and analyze the arrears owed by NCPs receiving public benefits such as Temporary Disability Insurance, Supplemental Security Income, Social Security Disability Insurance, General Assistance, Food Stamps, Temporary Assistance for Needy Families, etc., and determine to whom the debt is owed, such as the CP or as a reimbursement to the State.
- Identify and analyze arrears associated with incarceration. This may also entail analyzing arrears associated with NCPs who have barriers to employment due to past incarceration since a criminal record may affect earning potential and the ability to pay support as ordered. Determine to whom the debt is owed, such as the CP or as a reimbursement to the State.
- Identify and analyze arrears by the age of debt, i.e., what percentage of debt is older than 10 years, 20 years, etc. Determine to whom the debt is owed, such as the CP or as a reimbursement to the State.
- Identify and analyze arrears due to imputed income, default orders, retroactive orders, etc. Determine to whom the debt is owed, such as the CP or as a reimbursement to the State.

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

Applicants are encouraged to view materials such as Action Transmittals, Information Memoranda, Dear Colleague Letters, recent publications and annual reports posted on the OCSE website to help formulate their proposals: <http://www.acf.hhs.gov/programs/cse/>. Applicants are also encouraged to review current OCSE grant activity and findings from previous grant work at this website: <http://www.acf.hhs.gov/programs/cse/grants/> Applicants may also wish to review work performed under the Project to Avoid Increasing Delinquencies on the OCSE website: <http://www.acf.hhs.gov/programs/cse/resources/paid/>.

Cost Sharing and Matching:

All grant awards are subject to the availability of appropriated funds. Section 1115 funds awarded can be used to reduce the State share of the total project costs. Grantees must provide at least 5 percent of the total approved cost of the project. Section 1115 funds, together with the 5 percent in State funds, provides the 34 percent share that is required to obtain the regular 66 percent Federal matching funds. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Federal match of 66 percent of expenditures for Title IV-D administrative activities. Thus, the total approved cost of the project is the sum of the ACF grant award under Section 1115, regular Title IV-D Federal Financial Participation (FFP), and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.2, Content and Form of Application Submission*.

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.

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

OCSE is interested in funding projects that ultimately can be implemented statewide and replicated in other States. Applicants should, to the extent possible, identify how their project can benefit other IV-D agencies. Additionally, OCSE is interested in projects that, if successful, can be sustained after the grant funding expires.

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.

II. AWARD INFORMATION

| | |
|--|-----------------------------|
| Funding Instrument Type: | Grant |
| Estimated Total Program Funding: | \$240,000 |
| Expected Number of Awards: | 4 |
| Ceiling on Amount of Individual Awards: | \$60,000 per project period |

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$60,000 per project period

Length of Project Periods: 17-month project and budget period

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

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 agencies or the umbrella agencies of the IV-D program.

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 \$206,896, in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least \$10,344, which is 5 percent of total approved project cost of \$206,896. 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.

All grant awards are subject to the availability of appropriated funds. Section 1115 funds awarded to each project will represent 29 percent

of the total project costs. Grantees must provide at least 5 percent of the total approved cost of the project. For the purposes of the demonstration project, the total expenditures will be treated as State expenditures under Title IV-D that will be reimbursed by the regular Title IV-D FFP match of 66 percent. The total approved cost of the project is the sum of the ACF grant award under Section 1115, regular FFP, and the State share. Applicants must prepare a formal budget on the required forms, as listed in *Section IV.2, Content and Form of Application Submission*.

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

3. Other:

Disqualification Factors

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

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

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

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 length of the application, excluding the table of contents, application forms, 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, certifications and resumes) to determine the total length. If submitting electronically, the downloaded copy must meet the standards listed above. The reviewers will determine the strengths and weaknesses of each application using each element of the evaluation criteria listed in *Section V, Application Review Information*, 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. Both the budget period and the project period are 17 months. As such, Sections D, E, and F of the 424-A 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 the entire 17-month project period
- Line 1, Column f: State share (5%) and Federal title IV-D (66%) amounts combined for the entire 17-month project 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 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 the 17-month project period
- Line 8, Column c: leave blank
- Line 8, Column d: enter Federal title IV-D amount (66%) for the 17-month project 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.

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.

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

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

(a) Duplicate automated data processing and information retrieval system requirements/enhancements and associated tasks that are specified in the Social Security Act; or

(b) Cover costs for routine activities that would normally be reimbursed under the Child Support Enforcement (CSE) Program, e.g., adding staff positions to perform routine CSE tasks, or by other Federal funding sources. Proposals and their accompanying budgets will be reviewed from this perspective.

6. Other Submission Requirements:

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 - 25 points

The applicant should identify the problem or issue requiring a solution and demonstrate the need for addressing the problem. The applicant should state the goals and principle and subordinate objectives of the project. The applicant should provide data on the current arrearage in the IV-D caseload for the entire State or the jurisdiction it wishes to focus on for the grant.

Approach - 20 points

The applicant should outline a sound and workable plan of action and timeline, and provide details on how the proposed work will be accomplished. Describe the approach in detail and point out specific aspects of the arrearage upon which the project will focus. Discuss the attributes of the caseload to be examined. The application should identify the kinds of data to be collected and maintained. Describe the steps required to conduct the analysis. Cite factors that might accelerate or delay this approach. Describe and support any unusual features of the project.

Evaluation - 20 points

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 the applicant will determine the extent to which the project has achieved its stated objectives. Discuss how findings from the project will be used to further the goals of the IV-D program.

Independent evaluations are the normal and preferred evaluation arrangements for all projects. An independent evaluation contractor is an entity independent of the executive branch of State government (not including State universities, which may be considered as independent for the purpose of conducting evaluations). Entities that provide services for the grantee under contract are not deemed to be

sufficiently independent of the project and must not perform the evaluation.

Budget - 15 points

The applicant proposes reasonable project costs and allocates sufficient funds appropriately across activities to accomplish the objectives. The description of activities to be conducted under the contract must provide, for each person, detail of the level of person-hours of each position and their annual salary and the cost for this contract, and a delineation of the costs for the same categories listed in item six (Object Class Categories) of SF-424A.

In accordance with the general rule stated in *Section IV.2* under the heading TRAVEL, applicants should include funds in their budget for one trip to an OCSE conference or training session in Washington, D.C., budgeting for two-and-one-half days for two people. If OCSE requests other travel, it will reimburse the grantee.

Staffing - 20 points

The applicant should identify the educational and professional background of the project director and key project staff and the experience of the organization to demonstrate the applicant's ability to administer and implement the project effectively and efficiently. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks.

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.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the OCSE Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding

because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; previous program performance of applicants; compliance with grant terms under previous HHS grants; audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE may consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

Approved but Unfunded Applications

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

3. Anticipated Announcement and Award Dates:

Not Applicable.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

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

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

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

Notice of Possible Cross-site Evaluation

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

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. |
| 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-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. |
| 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 |

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| | | IV.3. |
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Date: 02/24/2009

Donna J. Bonar
Acting Commissioner
Office of Child Support Enforcement