



**Administration for Children and Families**

Office of Community Services

Community Services Block Grant Training and Technical Assistance Program - National Training for  
Financial Management and Administrative Governance

HHS-2010-ACF-OCS-ET-0010

Application Due Date: 06/17/2010

Community Services Block Grant Training and Technical Assistance Program - National Training for  
Financial Management and Administrative Governance

HHS-2010-ACF-OCS-ET-0010

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

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

**Program Office:** Office of Community Services  
**Funding Opportunity Title:** Community Services Block Grant Training and Technical Assistance Program - National Training for Financial Management and Administrative Governance  
**Announcement Type:** Modification  
**Funding Opportunity Number:** HHS-2010-ACF-OCS-ET-0010  
**CFDA Number:** 93.569  
**Due Date for Applications:** **06/17/2010**

**Executive Summary:**

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for a new cooperative agreement to create an enhanced nationwide training and technical assistance strategy for community-level financial management and administrative governance among eligible entities in the Community Services Block Grant (CSBG) program.

This two-year cooperative agreement will support a national technical assistance strategy to help CSBG-eligible entities deal with fiscal and administrative issues, especially those that have been shown to significantly impact agencies funded under the CSBG program. The cooperative agreement will address CSBG-eligible entities' needs in four major focus areas: **1) Organizational Stabilization and Support** for CSBG-eligible entities experiencing significant fiscal or organizational challenges; **2) Capacity-Building** to ensure ongoing high quality program management among eligible entities adapting to changing community needs; **3) Promotion of Exemplary Financial Management and Administrative Governance Practices and Policies** by identifying and disseminating innovative service approaches and models that have been successful in addressing specific community needs related to the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient; and **4) Knowledge Management and Sustainability** guidance, activities, and resources to assist CSBG-eligible entities with integrating and maintaining innovative service approaches and models that are applicable to the organization's specific community needs related to the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.

## I. Funding Opportunity Description

### Statutory Authority

The legislative authority for this cooperative agreement is provided in Sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. §§ 9903(b)(2)(A) and 9913).

### Description

## Background

This program announcement is intended to support a two-year effort in the CSBG program to contribute to an enhanced nationwide training and technical assistance strategy for community-level financial management and administrative governance among CSBG-eligible entities in the CSBG program.

These funds should be used for efforts to help CSBG-eligible entities build their capacity to understand, manage, and address fiscal and administrative issues and enhance their ability to implement innovative service approaches and models that have been successful in addressing specific community needs related to the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.

Successful applicants will be subject to reporting requirements as provided in 45 C.F.R. § 96.17.

### **National Training and Technical Assistance Strategy for Promoting Exemplary Practices and Risk Mitigation for the Community Services Block Grant**

The National Training and Technical Assistance (T/TA) Strategy for Promoting Exemplary Practices and Risk Mitigation for the CSBG program is a strategic plan presented in the context of T/TA funding priorities designed to stimulate and strengthen accountability within the CSBG program.

#### **The goals of the CSBG National T/TA Strategy are to:**

- Mitigate risk associated with the use of CSBG and CSBG American Recovery and Reinvestment Act grant funds;
- Promote exemplary practices and innovative programming that stimulate the creation and sharing of information and knowledge in the CSBG network;
- Measure and document performance in accordance with CSBG reporting requirements;
- Work with States to help ensure eligible entity boards know, understand, and meet their fiduciary responsibilities to the CSBG program (i.e. participation in the development, planning, implementation, and evaluation of CSBG-funded activities and services); and
- Ensure the management and delivery of CSBG-funded services create and strengthen sustainable economic resources in communities.

#### **The five CSBG T/TA funding priorities:**

1. **Fiscal Integrity and Program Accountability** to ensure CSBG-eligible entities have viable fiscal management controls and accountability mechanisms;
2. **Exemplary Practices and Innovative Programming** to promote Green Jobs, weatherization projects, and other employment-related activities and services;
3. **Expenditure and Performance Reporting** to ensure States meet CSBG reporting requirements;
4. **Capacity-Building** to promote ongoing high quality program management among CSBG-eligible entities adaptation to changing community needs; and
5. **Organizational Stability and Support** to provide guidance and T/TA for assisting CSBG-eligible entities experiencing significant fiscal or organizational challenges.

Employing the five funding priorities requires significant strategic planning and coordination efforts. The Office of Community Services (OCS) considers CSBG T/TA providers an integral part of the National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation for CSBG. To help ensure the CSBG program achieves sustainable and systemic change that improves the overall administration of the CSBG program by State CSBG Lead Agencies, CSBG-eligible entities, and other CSBG Network partners, each CSBG T/TA provider is expected to:

- Collaborate with other T/TA providers to help maximize CSBG resources;
- Communicate with other T/TA providers to help ensure the seamless provision of T/TA to States and CSBG-eligible entities;
- Consult with appropriate T/TA provider(s) and OCS, as needed, to be responsive to the needs of States and CSBG-eligible entities;
- Coordinate T/TA efforts so that project activities complement one another; and
- Support the goals of the National T/TA Strategy for the CSBG program.

Whenever T/TA projects are either entirely or partially supported by CSBG funds, the CSBG T/TA provider (grantee) must clearly identify the associated activities, services, or resources as: 1) free of charge to CSBG grantees and 2) part of the National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation for the CSBG program. Furthermore, the grantee should include a certification statement as follows:

*"This publication was created by [grantee name] in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number #90XXXXXX.*

*Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families."*

## **Definitions of Terms**

The following definitions apply:

*Capacity-Building* - Activities that assist CSBG-eligible entities to improve or enhance their overall or specific capability to plan, deliver, manage and evaluate programs efficiently and effectively to produce intended results for low-income individuals. This may include upgrading internal financial management or computer systems, establishing new external linkages with other organizations, improving board functioning, adding or refining a program component or replicating techniques or programs piloted in another local community, or making other cost-effective improvements.

*Community Action Network* -The various organizations involved in planning and implementing programs funded through CSBG. The network includes CSBG-eligible entities; State CSBG Lead Agencies and their national association; and related organizations that collaborate and participate with CSBG-eligible entities in their efforts on behalf of low-income people.

*Cooperative Agreement* - An award instrument of financial assistance used when substantial involvement is anticipated between the awarding office (the Federal Government) and the recipient during performance of the contemplated project. Substantial involvement may include collaboration or participation by OCS staff in activities specified in the award and, as appropriate, decision-making at specified milestones related to performance. The involvement may range from joint conduct of a project to OCS approval.

*Exemplary Practice Model* - An innovative and consistently applied policy, process, practice, or procedure that takes a comprehensive approach to developing and implementing activities using strategies that are related to the intended service recipients and community. This practice model is culturally competent, data-driven, measurable, and replicable and incorporates a method for documenting programmatic results. (1)

*Expenditure Reporting* - An accounting of funds spent, including those funds spent on administrative costs and the direct delivery of T/TA activities and services.

*Fiscal Integrity* - The ability of an organization to spend funds appropriately and in accordance with Federal and State CSBG requirements. Activities that support this effort may include overseeing organizational risk

assessment and reviewing internal controls.

*Knowledge Management* - The process of gathering, classifying, analyzing and sharing information so that an organization can collectively pursue its objectives efficiently. Components of Knowledge Management (KM) include People, Processes and Technology. The process of KM should be supported by an appropriate investment in training and technology. (2)

*Performance Reporting* -An accounting of activities and services provided, including those activities related to the direct delivery of T/TA activities and services.

*Program Accountability* - The ability of an organization to meet program objectives and provide program services in accordance with Federal and State CSBG requirements. Activities that support this effort may include ongoing internal monitoring and evaluations of programmatic activities (i.e. development, planning, and implementation).

*State Community Action Agency Associations* - organizations that provide T/TA designed to increase the capacity of CSBG-eligible entities to carry out the mandate of the CSBG Act and measure results.

*State CSBG Lead Agency* - The agency designated by the Governor or Chief Executive Officer of a State to submit the State's official CSBG plan, monitor the activities of eligible entities, and assure compliance with all statutory and regulatory requirements for the CSBG program.

*Sustainability*- The ability of an eligible entity (or one of its programs) to continue to meet the needs of the community on an ongoing basis - beyond the life of specific grants or with diminishing support.

*Technical Assistance* - An activity, generally utilizing the services of an expert (often a peer), aimed at enhancing capacity, improving programs and systems, or solving specific problems. Such services may be provided proactively to improve systems or as an intervention to solve specific problems.

*Training* - An educational activity or event that is designed to impart knowledge and understanding or increase the development of skills. Such training activities may be in the form of assembled events such as workshops, seminars, conferences or programs of self-instructional activities.

---

(1) No single standardized definition exists for what constitutes a "best practice" or "exemplary practice model" regarding the development, implementation, and evaluation of social and community services. Different organizations use different criteria for identifying a best practice. However, making a distinction between the different types of practices can be useful. For purposes of this grant, the references can be considered general working definitions.

(2) *Knowledge Management White Paper: Maximizing Human Potential and Organizational Performance*. Early Childhood Learning and Knowledge Center (ECLKC), Department of Health and Human Services (HHS)/Administration for Children and Families (ACF)/Office of Head Start (OHS), 2006.

<http://eclkc.ohs.acf.hhs.gov/hslc/Professional%20Development/Organizational%20Development/Cultivating%20a%20Learning%20Organization/KnowledgeManagem.htm>

## **Program Scope**

The role of OCS is to provide assistance to States and local communities working through a network of CSBG-eligible entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become self-sufficient. CSBG provides States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and Federal and State-recognized Indian Tribes and tribal organizations, CSBG-eligible entities, migrant and seasonal farmworkers or other

organizations designated by the States, funds to alleviate the causes and conditions of poverty in communities. The funds provide a range of services and activities to assist the needs of low-income individuals including the homeless, migrants and the elderly. Grant amounts are determined by a formula based on each State's and Indian Tribe's poverty population. Grantees receiving funds under the CSBG program are required to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

## **Program Purpose**

The successful grantee under this announcement will work in partnership with OCS and leading national organizations associated with the CSBG program to develop a coordinated T/TA strategy focused on financial management and administrative governance and needs for the Community Action Network in four major areas:

- 1) Organizational Stabilization and Support** for CSBG-eligible entities experiencing significant fiscal or organizational challenges that may threaten the ability of the organization to continue operations.
- 2) Capacity-Building** to ensure ongoing high quality program management among CSBG-eligible entities that require assistance in adapting to changing community needs, responding to new Federal or State requirements, or addressing specific organizational needs such as recruitment and training of key staff, ensuring effective oversight by tripartite governing boards, strengthening financial management, and conducting high quality organizational needs assessments.
- 3) Promotion of Exemplary Financial Management and Administrative Governance Practices and Policies** by identifying and disseminating innovative service approaches and models that have been successful in addressing specific community needs, as well as developing and disseminating toolkits (e.g. self-assessment tools), to assure organizational practices and policies promote financial management and administrative governance accountability and innovative approaches related to the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.
- 4) Knowledge Management and Sustainability** to stimulate the creation and sharing of information and knowledge among all State CSBG Lead Agencies and CSBG-eligible entities to help ensure the integration of enhanced or newly acquired innovative service approaches and models with the goal of protecting and maintaining both tangible and intangible knowledge of resources for and resolutions to financial management and administrative governance challenges related to the CSBG program.

Resources provided through this cooperative agreement may support direct T/TA projects for CSBG-eligible entities as well as creation of an enhanced infrastructure to help OCS prepare to address long-term T/TA needs of CSBG-eligible entities.

Of specific interest to OCS are, current exemplary financial management and administrative governance practices and policies that State CSBG Lead Agencies and CSBG service providers can adopt and/or adapt to: **1) identify potential financial management and administrative governance risks; 2) assess and respond to financial management and administrative governance challenges; 3) implement innovative activities and services that align with the CSBG national goals and measures; 4) enhance administrative, financial, and program operations; and 5) improve the effectiveness and accountability of CSBG-eligible entities leadership, including Executive Directors and tripartite boards.**

**OCS also promotes policy guidance and activities that include, but are not limited to, the following:**

- Enhancing the knowledge and abilities of State CSBG Lead Agencies to assist CSBG-eligible entities

with financial management and administrative governance issues that help to ensure agencies administer the most effective and efficient CSBG-funded activities and services;

- Promoting the active involvement of State CSBG Lead Agencies and CSBG-eligible entities in all aspects of activities related to the development and implementation of a corrective action plan designed to address financial management and administrative governance challenges;
- Developing and promote the use of self-assessment tools and activities that address financial management and administrative governance challenges that delay the systemic change and improvement of fiscal and administrative activities impacted by financial management and administrative governance issues.

### **Questions of Interest to the Office of Community Services (OCS)**

The beneficiaries of CSBG activities and services are low-income individuals that may be unemployed or receiving public assistance, including Temporary Assistance for Needy Families (TANF), at-risk youth, custodial and non-custodial parents, residents of public housing, persons with disabilities, persons who are homeless, and individuals transitioning from incarceration into the community.

The following list is not intended to be exclusive, and applicants are encouraged to propose additional questions and justify their relevance. However, questions of interest to OCS include, but are not limited to, the following:

#### *General*

1. What is currently known and what knowledge gaps exist regarding exemplary practices and policies that strengthen and expand the capacity and ability of CSBG-eligible entities to deal with fiscal and administrative issues, especially those that have been shown to significantly impact the financial management and administrative governance activities of these agencies?
2. What are the most successful financial management and administrative governance practices and policies that address the unique structure and characteristics of CSBG-eligible entities (e.g. agency size and resources, staff expertise, population(s) served)?
3. Do these practices and policies help to promote innovation, accountability, and responsiveness to specific community needs related to the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient? If so, what practices and policies are implemented to do so?
4. What are the successful practices and policies that have addressed key areas (e.g. cultural awareness, knowledge acquisition, skill development, inductive learning) considered critical to establishing a framework for incorporating culturally and ethnically diverse service approaches and models that better meet the needs of diverse populations (e.g. English as a Second Language (ESL), citizenship status, physical, mental, and developmental disabilities, etc.)?

#### *Model CSBG-eligible entities*

1. What are the characteristics of CSBG-eligible entities that effectively develop, implement, and maintain exemplary financial management and administrative governance practices and policies?
2. How do the characteristics of these CSBG-eligible entities differ from CSBG-eligible entities that have not effectively developed, implemented or maintained exemplary financial management and administrative governance practices and policies (e.g. board member involvement, staff expertise, agency operations, etc.) to include administrative, program, and financial operations? Do these CSBG-eligible entities maintain a collaborative relationship with their State CSBG Lead Agency,

State Community Action Agency Association, and other CSBG national partners?

*Financial Management and Administrative Governance Issues Impacting Organizational Stabilization and Support; Capacity-Building; Promotion of Exemplary Practices and Policies; and Knowledge Management and Sustainability of CSBG-Eligible Entities*

### **Organizational Stabilization and Support**

1. What are the prevalent financial management and administrative governance issues that threaten the organizational stability and support, and the continued viability and effectiveness of CSBG-eligible entities?
2. What are the major financial management and administrative governance issues that hinder the identification and development of new leadership (i.e. succession planning)? What financial management and administrative governance issues concern CSBG-eligible entities, particularly the current and prospective leadership (e.g. board members, Executive Director)?
3. What are the most successful practices being used to address financial management and administrative governance issues that impact organizational stabilization and support? Why are they the most successful? What key factors impact their success?

### **Capacity-Building**

1. What are the prevalent financial management and administrative governance issues that threaten capacity-building efforts of CSBG-eligible entities?
2. What are the major financial management and administrative governance issues that hinder capacity-building efforts, including board development; personnel training; and planning, delivering, managing and evaluating program activities and services?
3. What are the most successful practices being used to address financial management and administrative governance issues that impact capacity-building efforts? Why are they the most successful? What key factors impact their success?

### **Promotion of Exemplary Financial Management and Administrative Governance Practices and Policies**

1. What are some key characteristics of exemplary financial management and administrative governance practices and policies?
2. What organizational characteristics increase the likelihood of successfully implementing exemplary financial management and administrative governance practices and policies (e.g. size of the CSBG-eligible entities and workforce, knowledge-base, and expertise of current staff)?
3. What are the critical factors that support or hinder the implementation and replication of exemplary financial management and administrative governance practice and policies related to innovative service approaches and models that have been successful in addressing specific community needs related to the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient?
4. What assessment mechanism should CSBG-eligible entities employ to ensure successfully

implemented exemplary financial management and administrative governance practices and policies continue to meet the operational needs of CSBG-eligible entities? What is the process for adapting these practices and policies to address the agency's changing needs?

### **Knowledge Management and Sustainability**

1. What fiscal and administrative issues could prove most threatening to knowledge management and sustainability efforts related to financial management and administrative governance practices and policies?
2. What exemplary financial management and administrative governance practices and policies could prove most challenging for CSBG-eligible entities to successfully translate to new staff and leadership and threaten knowledge management and sustainability efforts?

### *Discontinued Financial Management and Administrative Governance Practices and Policies*

1. What financial management and administrative governance practices and policies have been discontinued after implementation? What are the key characteristics of these practices and policies? How do they differ from those models that remain operational?
2. What aspects of the financial management and administrative governance practices and policies proved unsatisfactory?

### *Program Outcomes*

1. What goals and objectives are typically associated with fiscal and administrative issues impacting financial management and administrative governance?
2. To date, have these goals and objectives been measured? Do particular measures show up frequently in these assessments/evaluations?
3. To date, what are the strengths and weaknesses of goals and objectives? Can these weaknesses be addressed through improved T/TA available within the Community Action Network?

### *Linkages and Collaboration*

How can CSBG-eligible entities work effectively with State CSBG Lead Agencies, local businesses, non-profit agencies, and other Community Action Network organizations to use financial management and administrative governance practices and policies that support innovative service approaches and models?

There may be financial management and administrative governance challenges of varying themes impacting the Community Action Network. It is hoped that strengthening and expanding the capacity and ability of CSBG-eligible entities to deal with fiscal and administrative issues, especially those that have been shown to significantly impact agencies funded under the CSBG program will lead to:

- An increase in the body of knowledge (i.e. exemplary financial management and administrative governance practices and policies) available to the Community Action Network that enhances the ability of State CSBG Lead Agencies to identify and respond to fiscal and administrative challenges, and State CSBG Lead Agencies' ability to support these efforts;
- Stronger planning and coordination that is more responsive to financial management and administrative governance challenges that hinder efforts to effectively address the local needs and

conditions of low-income individuals, families, and communities;

- The development, improvement, or creation of activities and services that maximize the resources of CSBG-eligible entities;
- An increase in the use of innovative, effective, and sound financial management and administrative governance practices and policies that support efforts to attack the causes and effects of poverty and community breakdown; and
- The collection of a comprehensive clearinghouse of exemplary financial management and administrative governance practices and policies that increase accountability and effectively help to advance the efforts of State CSBG Lead Agencies and CSBG-eligible entities to carry out the mandate of the CSBG Act while measuring results.

**Activities allowed under this grant include, but are not limited to, the following:**

- Development of educational materials and T/TA documents such as "toolkits" used to address specific governance issues or concerns;
- Workshops and training events;
- Webinars and T/TA conference calls;
- Analytical projects to review governance issues affecting CSBG-eligible entities; and
- Development of strategic plans and recommendations to OCS regarding ongoing T/TA needs in the community action networks.

Applicants must demonstrate the capacity to provide nationwide T/TA to the Community Action Network, and must demonstrate a clear understanding of the fiscal and administrative and needs of CSBG-eligible entities.

The process for determining the T/TA and capacity-building activities to be carried out must ensure that the needs of CSBG-eligible entities and programs related to improving program quality, including financial management practices, are addressed to the maximum extent feasible. The process must also incorporate mechanisms to ensure responsiveness to local needs, including an ongoing procedure for obtaining input from State and national networks of CSBG-eligible entities.

While the primary focus of T/TA efforts supported through this cooperative agreement is on addressing fiscal and administrative needs at local community levels, an enhanced national strategy will include strong coordination with State CSBG Lead Agencies and State Community Action Agency Associations. As a block grant to States, the CSBG statute speaks to OCS' role with States and States' role with CSBG-eligible entities. The States' role of oversight and accountability is key to the administration and success of this program. In addition, many States utilize discretionary resources available to States through CSBG to support extensive T/TA efforts. A key focus for the successful grantee under this announcement will be to recommend strategies for enhanced coordination of T/TA supported at Federal, State, and community levels to ensure coordination of organizational stabilization and support, capacity development, exemplary financial management and administrative governance practices and policies, and knowledge management and stabilization across the Community Action Network.

**Other Project Requirements**

**The acceptance of funds for projects responsive to this announcement will signify the applicant's**

**assurance that it will comply with and complete the following requirements:**

- A brief profile of any organization(s) for which the applicant identifies and documents exemplary financial management and administrative governance practices and policies. The applicant must submit the profile in the recommended format (to be provided).
- An abstract narrative (one-page limit) and comprehensive description of the exemplary practices and policies taking into account the questions from the "Questions of Interest to the Office of Community Services" section of this announcement.
- Identify and compile fiscal and administrative issues and risk factors related to risk mitigation and organizational stabilization and statutory and regulatory citations that address these fiscal and administrative issues.
- Develop training tools to support T/TA efforts that address fiscal and administrative issues including, but not limited to, a web-accessible guidebook that focuses on *Exemplary Financial Management and Administrative Governance Practices*. At a minimum, the guidebook must address the critical questions as identified in the "Questions of Interest to the Office of Community Services" section of this announcement, and include applicable citations to Federal statutory requirements and regulations (e.g. CSBG Act, Office of Management and Budget (OMB) Circulars).

**II. Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$500,000
Expected Number of Awards:	1
Award Ceiling:	\$250,000 Per Budget Period
Award Floor:	\$250,000 Per Budget Period
Average Projected Award Amount:	\$250,000 Per Budget Period

**Length of Project Periods:**

24-month project with two 12-month budget periods

**Additional Information on Awards:**

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

**Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

In order to ensure that OCS meets its compliance and T/TA responsibilities for the CSBG program and continues its partnership with the Community Action Network, grants awarded under this priority area will be funded in the form of Cooperative Agreements. Federal involvement may include the following:

- Convening in-person planning and coordination meetings involving CSBG T/TA providers, to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects.
- Convening routine (e.g. monthly) conference calls among CSBG T/TA providers and other key stakeholder organizations; reviewing recommendations and work plans for T/TA projects to assure coordination with other CSBG T/TA projects and activities.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

**III. Eligibility Information**

### III.1. Eligible Applicants

Eligible applicants are eligible entities, as defined by the CSBG Act, Statewide or local organizations or associations, and non-profit organizations.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

### III.3. Other

#### Disqualification Factors

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

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

## Section IV. Application and Submission Information

### IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Seth Hassett  
Office of Community Services  
Operations Center  
1515 Wilson Boulevard, Suite 100  
Arlington, VA 22209  
Phone: (800) 281-9519  
Email: [OCS@lcn.net](mailto:OCS@lcn.net)

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

**Section IV.2. Content and Form of Application Submission**

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via [www.grants.gov](http://www.grants.gov) need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

The application limit is 65 pages total including all forms and attachments. Pages over this page limit will be removed from the application and will not be reviewed. Pages must be numbered and a table of contents should be included for easy reference. The application must be typed, double-spaced, printed on only one side, with at least 1 inch margins on each side and 1 inch at the top and bottom, using standard 12-point fonts (such as Times New Roman or Courier). Pages must be numbered.

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

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation; however, each complete copy must be stapled securely in the upper left corner. 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 the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and OCS

interest in each topic. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

The OCS website <http://www.acf.hhs.gov/programs/ocs/> provides a wide range of information and links to other relevant websites. Before preparing an application, OCS suggests the applicant learn more about the mission and programs of OCS by exploring the website.

### Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.

SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	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 the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
---	---	---

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, 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.

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

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

**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.

## **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](http://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 online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

## **The Project Description**

### **Part I: The Project Description Overview**

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 topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* 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 application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

## **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 including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely 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 or needs assessments 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.

## **Outcomes Expected**

Identify the outcomes to be derived from the project.

For example, describe in detail how the proposed project will meet technical assistance needs on a nationwide basis. Describe how proposed activities will help address immediate technical assistance needs as well as the ways in which creation of an enhanced infrastructure will help OCS address long-term technical assistance needs related to fiscal and administrative issues in the Community Action Network.

## **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. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

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

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.

Describe the proposed approach to work with OCS, State CSBG Lead Agencies, CSBG-eligible entities and leading national organizations associated with the CSBG program to identify and document implementation, dissemination, and sustainability projects for one, or any combination of, exemplary practice models focused on: 1) Organizational Stabilization and Support; 2) Benefits Enrollment Coordination; or 3) Community Economic Development.

Describe the proposed approach to identifying and documenting exemplary practice models, to include a methodology and criteria for selection.

Provide a brief profile of any organization(s) for which the applicant identifies and documents an exemplary practice model. The applicant must submit the profile in the recommended format (to be provided).

Provide an abstract narrative (one page limit) and comprehensive description of the exemplary practice(s) taking into account the questions from the "Questions of Interest to the Office of Community Services."

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."

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to 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.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

### **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.

## **Organizational Capacity**

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- 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
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

## **Third-Party Agreements**

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

## **Letters Of Support**

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

## **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe 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, Federal Insurance Contributions Act (FICA) taxes, 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 to travel out of town; 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 thirdparty 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 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

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 same supporting information referred to in these instructions.

### **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; 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.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, Pub.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 11/30/2012. 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.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.

- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.**

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. 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 hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Applications: **06/17/2010**

#### **Explanation of Due Dates**

The due date for receipt of applications is listed in this section. 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 received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

#### **Mailed Applications**

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

#### **Hand-Delivered Applications**

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between

the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

### **Electronically-Submitted Applications**

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through [www.Grants.gov](http://www.Grants.gov) may be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.  
**The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.**
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.  
**Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.**
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

### **Late Applications**

**No appeals will be considered for applications classified as late under the three cited circumstances:**

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

### **Extension/Waiver of Due Date and Receipt Time**

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

### **Acknowledgement of Received Application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

#### IV.4. Intergovernmental Review of Federal Programs

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/](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.

#### IV.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 considered unallowable costs under grants awarded under this announcement.

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.

Cooperative agreement funds may not be used to cover costs incurred in connection with any criminal, civil or administrative proceeding commenced by the Federal Government or a State or local government if the proceeding relates to a violation of, or failure to comply with, a Federal, State or local statute or regulation by the organization and results in the imposition of a monetary penalty or a final decision to debar or suspend the organization, rescind or void an award, or to terminate an award (OMB Circular A-122, Att. B, paragraph 10.2, 2 CFR Part 230, App. B, paragraph 10.b.). Moreover, costs of legal, accounting, and consultant services, and related costs, incurred "in connection with defense against Federal Government claims or appeals...or the prosecution of claims or appeals against the Federal Government, are unallowable" (OMB Circular A-122, Att. B, paragraph 10.7, 2 CFR Part 230, App. B, paragraph 10.g.).

### **Sub-Contracting or Delegating Projects**

OCS will not fund any project 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-contracting for specific services or activities that are needed to conduct the project.

## **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

### **Submission By Mail**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209

### **Hand Delivery**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209

### **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 and times.

## V. Application Review Information

### V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on how well the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

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). This should include the ability to identify the specific criteria the applicant is addressing.

#### **RESULTS OR BENEFITS EXPECTED**

**Maximum Points: 15**

- (1) The extent to which the applicant describes how the project will assure long-term program and management improvements for CSBG-eligible entities, State CSBG Lead Agencies, State Community Action Agency Associations, and/or other local providers of CSBG services and activities.
- (2) The extent to which the applicant indicates the number of organizations and/or staff members that will benefit from T/TA services.
- (3) The extent to which the applicant describes how the project will contribute to promoting exemplary financial management and administrative governance practices and policies that State CSBG Lead Agencies and other CSBG Network members can refer to for guidance, insight, and possible replication.
- (4) If the applicant proposes to develop workshops or training events, the application will be evaluated on the extent to which it identifies the number and types of beneficiaries.
- (5) The extent to which the applicant describes methods of securing participant feedback and evaluations of activities.

#### **OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 15**

- (1) The extent to which the application documents that the proposed project addresses vital needs related to the program purposes and provides statistics and other data and information in support of its contention.
- (2) The extent to which the application provides current supporting documentation or other testimonies regarding needs from State CSBG Directors, State Community Action Agency Associations and other local service providers.
- (3) The extent to which the applicant demonstrates an awareness and knowledge of current literature and understanding of fiscal and administrative practices and policies that enhance financial management and administrative governance of organizations with characteristics similar to CSBG-eligible entities (e.g. local social service agencies).
- (4) The extent to which the applicant demonstrates an understanding of the fiscal and administrative

challenges facing the State CSBG Lead Agencies and CSBG-eligible entities, and the current status of existing exemplary financial management and administrative governance practices and policies. This discussion must include issues related to identifying potential financial management and administrative governance risks; assessing and responding to financial management and administrative governance challenges; implementing innovative activities and services that align with the CSBG national goals and measures; enhancing administrative, financial, and program operations; and improving the effectiveness and accountability of CSBG-eligible entities' leadership, including Executive Directors and tripartite boards.

(5) The extent to which the applicant demonstrates a thorough understanding of the need for identifying and documenting exemplary financial management and administrative governance practices and policies.

## APPROACH

Maximum Points: 50

(1) The extent to which the applicant clearly documents experience and level of expertise in specified project goals and objectives.

(2) The extent to which the applicant proposes strategies that demonstrate an understanding of concepts and key components of Organizational Stabilization and Support; Capacity-Building; Promoting Exemplary Financial Management and Administrative Governance Practices and Policies; and Knowledge Management.

(3) The extent to which the applicant describes a clear two-year plan of work that includes the method and set of criteria for identifying, assessing, and documenting exemplary financial management and administrative governance practices and policies regarding fiscal and administrative activities that support efforts related to Organizational Stabilization and Support; Capacity-Building; Promoting Exemplary Financial Management and Administrative Governance Practices and Policies, and Knowledge Management and Sustainability.

(4) The extent to which the applicant describes a clear two-year plan of work in developing infrastructure for ongoing fiscal and administrative T/TA focused on **organizational stabilization and support** for CSBG-eligible entities experiencing significant financial management and administrative governance challenges that may threaten the organization's ability to continue operating.

(5) The extent to which the applicant describes a clear two-year plan of work to develop infrastructure for ongoing fiscal and administrative T/TA focused on **capacity-building** to ensure sound financial management and administrative governance among CSBG-eligible entities that require assistance in identifying and implementing innovative service approaches and models in areas such as fiscal operations, non-profit governance, and oversight by tripartite governing boards.

(6) The extent to which the applicant describes a clear two-year plan of work to develop infrastructure for ongoing fiscal and administrative T/TA focused on the **promotion of exemplary financial management and administrative governance practices and policies** at State and CSBG-eligible entities levels, including plans for toolkits, model policies, and self-assessment tools to ensure organizational practices and policies promote accountability and innovative approaches to addressing community needs.

(7) The extent to which the applicant's two-year work plan is: a) appropriate and reasonable; b) likely to result in a comprehensive assessment of the fiscal and administrative practices and policies; c) likely to identify knowledge gaps and barriers related to Organizational Stabilization and Support, Capacity-Building, Promoting Exemplary Financial Management and Administrative Governance Practices

and Policies, and Knowledge Management and Sustainability; and d) likely to lend itself to an enhanced infrastructure for long-term T/TA needs of the Community Action Network.

(8) The extent to which the applicant's proposed logic model demonstrates a linkage between project objectives, the proposed project approach, and expected results.

(9) The extent to which the applicant describes a work program that is results-oriented and related to the legislative mandate for CSBG.

(10) The extent to which the applicant addresses specific outcomes to be achieved and performance targets that the project is committed to achieving, including a discussion of how the project will verify the achievement of these targets.

(11) The extent to which the applicant describes specific national, State, and local organizations that will be involved in identifying and documenting exemplary financial management and administrative governance practices and policies, as well as assessing their relevance.

(12) If the applicant proposes to facilitate conference calls, meetings, etc., the application will be evaluated on the extent to which it identifies the number and types of beneficiaries.

(13) The extent to which the applicant describes methods of securing participant feedback and evaluations of activities.

## **ORGANIZATIONAL PROFILES**

**Maximum Points: 15**

(1) The extent to which the applicant demonstrates that it has experience and a successful record of accomplishment relevant to the specific activities it proposes to accomplish.

(2) For proposed T/TA, the extent to which the applicant details the organization's ability to provide those services on a nationwide basis. If applicable, information provided by the applicant may also address the related achievements and competence of each cooperating or sponsoring organization.

(3) The extent to which the applicant describes, for example in a resume, the experience and skills of the proposed project director and primary staff members and demonstrates specific qualifications and professional experiences that are relevant to the successful implementation of the proposed project.

(4) If sub-contractors are proposed, the extent to which the applicant documents the willingness and capacity of the subcontracting organization(s) to participate as described.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 5**

(1) The extent to which the resources requested are reasonable and adequate to accomplish the project.

(2) The extent to which the total costs of the project are reasonable and consistent with anticipated results.

## **V.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 award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

### *OCS Evaluation of Applications*

An objective review panel composed of non-Federal reviewers will review and rate applications that pass the initial OCS screening based on the program elements and evaluation criteria presented in relevant sections of this program announcement.

The evaluation criteria enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and the panel considers them as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant evaluation criteria within the context of this program announcement. The OCS Director and the program staff members use the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

OCS will generally consider applications in order of the average scores assigned by the review panel. Because OCS takes other important factors into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example, the timely and proper completion by the applicant of projects funded with OCS funds granted in the last five years; comments of reviewers and Government officials; staff evaluation and input; amount and duration of the cooperative agreement requested and the proposed project's consistency and harmony with OCS goals and policy; geographic distribution of applications; previous program performance of applicants; compliance with cooperative agreement terms under previous HHS cooperative agreement, audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowances on previous OCS or other Federal agency grants.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

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

### **V.3. Anticipated Announcement and Award Dates**

Not applicable.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) 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 FAA 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.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

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

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

### **Award Term and Condition for Trafficking in Persons**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **VI.3. Reporting**

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

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

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

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. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

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

## VII. Agency Contacts

### **Program Office Contact**

Seth Hassett  
Administration for Children and Families  
Department of Health and Human Services  
Office of Community Services  
Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: (800) 281-9519  
Email: [OCS@lcgnet.com](mailto:OCS@lcgnet.com)

### **Office of Grants Management Contact**

Katrina Morgan  
Administration for Children and Families  
Division of Discretionary Grants  
Office of Community Services  
Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: (800) 281-9519  
Email: [OCS@lcgnet.com](mailto:OCS@lcgnet.com)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## VIII. Other Information

## Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov)  
[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp)

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

## Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html) and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

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

The OCS website, <http://www.acf.hhs.gov/programs/ocs/>, provides a wide range of information and links to other relevant websites. Before preparing an application, OCS suggests the applicant learn more about the mission and programs of OCS by exploring the website.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http://apply07.grants.gov/apply/FormLinks?family=15</a> .	Submission due by application due date found in Overview and Section IV.3.

SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov /grants/grants_resources.html</a> .	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due 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."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due 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 "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.

<p>Certification Regarding Lobbying</p>	<p>Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission due by date of award.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> 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.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission due by date of award.</p>
<p>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 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.</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in Section IV.4 of this announcement.</p>	<p>Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.</p>
<p>Logic Model</p>	<p>Referenced in Section IV.2 of the announcement under "Project Description."</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>

<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>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.</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>
--	--	---

**Signature**

Date: 05/18/2010

---

Yolanda J. Butler, Ph.D.  
Acting Director, Office of Community Services  
Administration for Children and Families