Administration for Children and Families

Office of Planning, Research and Evaluation

Self-Sufficiency Research Clearinghouse
HHS-2011-ACF-OPRE-PD-0184
Application Due Date: 07/18/2011

Self-Sufficiency Research Clearinghouse

HHS-2011-ACF-OPRE-PD-0184

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Department of Health & Human Services
Administration for Children & Families

Program Office:	Office of Planning, Research and Evaluation
Funding Opportunity Title:	Self-Sufficiency Research Clearinghouse
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2011-ACF-OPRE-PD-0184
CFDA Number:	93.647
Due Date for Applications:	**07/18/2011**

Executive Summary:

The Office of Planning, Research and Evaluation (OPRE) within the Administration for Children and Families (ACF) announces the availability of funds to support the launch and maintenance of a web-based clearinghouse for high-quality research and evaluation studies on Temporary Assistance for Needy Families (TANF) and low-income populations, focusing on economic self-sufficiency, employment, and family and child well-being.

The clearinghouse is intended to serve researchers, policymakers, and practitioners, assisting all three groups in accessing and using high-quality research, while enhancing communication across groups. The clearinghouse structure will be built on a design framework that has been developed over the previous 2 years, which considered how to engage and serve the needs of these three user groups, while also developing approaches to research standards and categorization.

I. Funding Opportunity Description

Statutory Authority

This cooperative agreement is authorized under Section 413 of the Social Security Act, 42 U.S.C. 613, as reauthorized by Pub.L. 111-291, the Claims Resolution Act of 2010.

Description

The primary goal of this cooperative agreement is to launch and maintain the Self-Sufficiency Research Clearinghouse (SSRC), a new interactive web-based clearinghouse that serves as a "one-stop" resource for researchers, policymakers, and practitioners to find high-quality research and resources in an accessible format. The topics to be covered by the clearinghouse include research and evaluation on TANF and low-income populations in the areas of economic self-sufficiency, employment, and family and child well-being.

To accomplish this, the recipient will build on the design work performed under a separate cooperative agreement with ICF International over the previous 2 years. In order to generate high-quality proposals, key material from the design phase can be accessed at http://stratcom.icfwebservices.com /OPRESSRC /. The recipient of the cooperative agreement in this announcement will have access to all work products from the current cooperative agreement with ICF International. The design phase agreement included the creation of a technical working group (TWG) to advise the project, as well as engagement with a broad stakeholder network. It will be up to the recipient of the award in this announcement to decide whether to maintain the TWG and stakeholder network in their current form, though it is expected that the recipient will work to maintain engagement with and solicit feedback from users and potential users in some manner.

The work of the design phase has included: 1) identifying sources of relevant research, e.g., academic journals, Federal agencies, university research centers, private research firms, etc.; 2) soliciting input from a wide range of stakeholders on how they use research and what they would like from a clearinghouse; 3) developing criteria for inclusion of studies, reports, and articles in the clearinghouse; 4) identifying and organizing specific topical areas of research to be included on the website; 5) assessing the state of current research in the areas identified; 6) creating and beginning to implement a research collection strategy; 7) creating prototypes for the visual appearance, search interface, and other features of the website; 8) proposing approaches to assist website users in understanding and using research; 9) proposing website elements to promote communication among researchers, practitioners, and policymakers; 10) conducting user testing on early drafts of the web design and editing the design based on feedback; and 11) reserving a domain name.

The recipient of this cooperative agreement will not be bound to continue all of those decisions, but at the same time, the expectation of the government is that the site will be launched in a timely manner. Thus, any redesign will have to take place quickly. Upon award of the cooperative agreement, the recipient will be expected to move quickly to launch the SSRC website. All appropriate steps should be taken to publicize the launch and to build the clearinghouse's user base from the start. The recipient should detail a targeted plan for engagement of different groups of potential users and tailored dissemination of materials of interest to them. This may include attendance at relevant conferences such as the National Association for Welfare Research and Statistics, the ACF Annual Welfare Research and Evaluation Conference, and the Association for Public Policy Analysis and Management.

The other key task during the first year will be to build the clearinghouse's collection of articles, reports, and other research products. It will be crucial to draft and implement a specific plan to reach a "critical mass" of resources. The recipient will be expected to have a system in place to determine whether research products are of sufficient quality for inclusion and to apply this system while updating the collection in a timely manner. After the initial "ramp-up" phase in the first year, continued expansion and deepening of the resources available through the clearinghouse will continue throughout the project. The recipient should present a plan for ongoing updating and maintenance of the collection.

Throughout the term of the cooperative agreement, though particularly after the first year, the recipient will be expected to design and implement features that further the goal of encouraging dialogue between researchers, policymakers, and practitioners. Most of these enhancements will be web-based. The recipient will also be asked to be prepared to modify the site in order for it to interact collaboratively with other web-based initiatives such as Welfare PEERTA.

Throughout the course of the cooperative agreement, the recipient should be actively engaged with users of the clearinghouse in order to hone and improve the users' experience. This may include activities such as the collection and analysis of web analytics, as well as active surveys, user-testing, and soliciting ideas for new features.

Throughout there will be periodic reports on progress, consultations with OPRE on proposed elements and features, periodic conference calls with OPRE, and other communication as necessary.

A. Background

One of the major responsibilities of OPRE is to fund and manage research and evaluation in areas related to any and all aspects of the TANF program, including economic self-sufficiency, employment, and family and child well-being. This includes research regarding TANF policy and the implementation and impacts of TANF programs. OPRE funds a wide range of research and evaluation studies, with topics ranging from program impacts to implementation, and methods ranging from randomized experiments to descriptive studies. The primary purposes of these research and evaluation projects are to inform decision makers at all levels of government, including the Federal, State, and local levels, on the effects of TANF policy and programs and on questions of economic self-sufficiency, employment, and family and child well-being. Given these purposes, OPRE has an interest in: 1) disseminating the studies it funds, as well as disseminating high quality studies on similar topics produced by other entities; 2) introducing and promoting high-quality research, including that sponsored by ACF, to a wider audience of interested users; and 3) facilitating an ongoing dialogue among researchers, policymakers, and practitioners on a broad range of issues.

OPRE engages in a wide range of activities to foster dissemination of the research that it generates and funds. These include the annual Welfare Research and Evaluation0 Conference, the Child Care and Early Education Research Connections website, an ongoing study of dissemination science and its application to the office's work, and a number of other projects. The SSRC is meant to be an important part of this effort, and to work in coordination with other efforts. In addition, the ACF Office of Family Assistance (OFA) currently funds the Welfare Peer Technical Assistance Network (PEERTA) to facilitate the sharing of information between and among States, counties, localities, Tribal organizations, and community-based organizations working with TANF programs. This network is also a prime venue for possible collaboration with the SSRC.

Over the previous 2 years, OPRE has funded the development of a design framework for the SSRC. This work has included an assessment of the state of research on topics related to economic self-sufficiency, refinement of the topical scope and quality standards for the SSRC's collection, creation of a strategy for collection, extensive interviews with stakeholders and potential users of the network, the drafting of an organizational framework for website content, the creation of website wireframes and search functions, and the proposal of multiple features to facilitate communication among clearinghouse users. This work was completed under a cooperative agreement with ICF International, and the products of this development phase will be available to the recipient of this award. In order to generate high quality proposals, key material from the design phase can be accessed at http:// stratcom.icfwebservices.com /OPRESSRC /.

B. Purpose

The purpose of this Funding Opportunity Announcement is to support a cooperative agreement to launch, build, and maintain an interactive SSRC website populated with a wide variety of high-quality research and evaluation products. The SSRC will serve as an on-line resource through which to find research and evaluation studies that are directly pertinent to economic self-sufficiency, employment, and family and child well-being for TANF recipients and other low-income populations. The users of the website are intended to be social science researchers; policy makers at all levels of Federal, State and local government; and administrators and staff of government agencies and private organizations providing services in support of TANF recipients or other low-income individuals and families.

Through this cooperative agreement, OPRE aims to advance its interests in disseminating high-quality self-sufficiency research and evaluation, in supporting and furthering the uses of its research and evaluation, and in understanding how to increase the knowledge and use of self-sufficiency-related research and evaluation. The topics to be covered by the clearinghouse include research and evaluation on TANF and low-income populations in the areas of economic self-sufficiency, employment, and family and child well-being.

C. Goals of the Self Sufficiency Research Clearinghouse

The goals of the SSRC are:

1. To disseminate high-quality research and evaluation products related to the topics of interest for the purposes of: a) informing decisions related to program performance and improvement and policy development; b) informing decisions related to the implementation of programs; and c) informing further research and evaluation in relevant topic areas.

2. To serve as an accessible and unbiased source of a wide range of high-quality research and evaluation products that relate to the topics of interest.

3. To facilitate ongoing communication among researchers, policymakers, and practitioners on a broad range of issues concerning the research placed in the clearinghouse.

DESCRIPTION

D. Self Sufficiency Research Clearinghouse Requirements

The applicant will include in its budget costs for: 1) communication with OPRE staff; 2) development, launch, and maintenance of an interactive SSRC website; 3) initial build-up of a research collection along with continued monitoring and maintenance to keep the collection current and comprehensive; 4) evaluation of research in order to determine whether it should be included based on content relevance and quality; 5) creation of additional resources for users; 6) ongoing solicitation and incorporation of user feedback; and 7) ongoing promotion of the clearinghouse to different groups of current and potential users.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$1,000,000
Expected Number of Awards:	1
Award Ceiling:	$1,000,000 Per Budget Period
Award Floor:	$0 Per Budget Period
Average Projected Award Amount:	$1,000,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

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

The recipient will be awarded up to $1,000,000 for the first 12-month budget period, and up to $1,000,000 for four subsequent 12-month budget periods for the duration of this cooperative agreement.

The initial award will be made for the first 12-month period. Continuation awards for the subsequent 12-month budget periods will be subject to funds availability, satisfactory progress by the recipient, and a determination that continued funding would be in the best interest of the Federal Government. The need for a 60-month project period should be identified in Item 17 on the Standard Form (SF) 424, in the project narrative, and in the budget. Applicants will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period.

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

A cooperative agreement is Federal assistance in which substantial Federal involvement in project activities is anticipated. Responsibilities of Federal staff and the successful applicant are reviewed prior to award.

OPRE and the grantee will work collaboratively on the development of products such as work plans, the research collection, website elements, and other matters. OPRE will also work closely with the grantee to promote partnerships among contributors to this effort. OPRE involvement will include periodic phone conversations with the recipient, and review, comment, and approval of major project decisions, written products, website innovations, and the general content of the collection. The involvement of the recipient of the award will include the launch of the clearinghouse, the development of the collection, web-based elements, and other products, and regular consultation with and updates to OPRE.

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

III. Eligibility Information

III.1. Eligible Applicants

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations, other than small businesses
- Small businesses
- Others (see "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

All entities of the types listed above are eligible to apply, including:

(a) Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. § 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, P.L. 95-471, Title II (25 U.S.C. § 640a);

(b) Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended; and 10 of 36 "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended; and

(c) Hispanic Serving Institutions (HSIs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1101a(a)(5), and that are institutions who satisfy Section 502(a)(5) of the Higher Education Act of 1965, as amended.

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 competitive review or 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 competitive review or 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 competitive review or funding under this announcement.

- Electronically-submitted applications that fail the checks and validations at 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 competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the Grants.gov Forms Repository website.

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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

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. 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 item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

Applications should be a maximum of 100 pages, not including Standard forms or CVs of key personnel.

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

Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior to award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due 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.
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.
Central Contractor Registration (CCR)	Required for all applicants.	Required for all applicants.
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.

SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .

Additional Assurances and/or Certifications
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.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq*., requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

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/notices.html#policy.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS 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 DUNS number may be acquired at no cost online at http://fedgov.dnb.com/webform. To acquire a DUNS 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 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:
Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity:
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

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.

In the short and intermediate term, the project is expected to increase awareness of and access to quality research, including that produced by ACF, to practitioners, policymakers, and researchers in fields related to family self-sufficiency. It is also expected to improve dialogue and communication within and between these three main groups of users.

In the longer term, the project is expected to facilitate the use of research and evidence in self-sufficiency policy and practice, to assist researchers in building on current work, and to foster improved feedback loops between researchers, policymakers, and practitioners in order to improve coordination of the needs of all through groups.

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.

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.

Evaluation plans for this project should include (but not be limited to) web-based analytics as well as the collection and analysis of direct feedback from users.

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

- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- 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.

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, 44 U.S.C. §§ 3501-3520, 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

- 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 (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times.*
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- 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 the Grants.gov Registration Checklist.
- 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, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed

for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

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, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must 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.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at http://www.dnb.com. To acquire a DUNS 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 through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

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: **07/18/2011**

Explanation of Due Dates
The due date for receipt of applications is listed in the *Overview* and 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, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualified from competition.

Hand-Delivered Applications

Applications that are 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 the *Overview* and 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. Applications received after the stated due date and time will be designated as late and will disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the Grants.gov Registration Checklist.

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission.** The date and 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. Applications received at Grants.gov after the due date and time will be disqualified.

2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.

3. An additional email from ACF will be sent to the applicant indicating that the application has been

retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following 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 and time-stamp received by email from 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.

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 the 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.

Upon submission of an application electronically via http://www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tr** **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

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/.
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.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Tim Chappelle

Office of Grants Management

Division of Discretionary Grants

Aerospace Building, 6th Floor East

370 L'Enfant Promenade SW

Washington, DC 20447

Hand Delivery

Tim Chappelle

Office of Grants Management

Division of Discretionary Grants

Aerospace Building, 6th Floor East

901 D St. SW

Washington, DC 20447

Electronic Submission

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

For all submissions, see *Section IV.3* for information on due dates 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 the extent to which 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.

Understanding of the Project	**Maximum Points: 15**

The extent to which the applicant:

1) Demonstrates a thorough awareness and knowledge of current research and evaluation literature on TANF and low-income populations, focusing on economic self-sufficiency, employment, and family and child well-being.

2) Demonstrates a thorough understanding of the differing research needs and attitudes toward research of the clearinghouse's targeted user groups, and how the clearinghouse can best serve these different audiences.

3) Demonstrates a firm understanding of the potential benefits of improving dialogue within and across the clearinghouse's targeted user groups.

4) Discusses examples of existing clearinghouses or websites that are similar in nature to what is to be developed for this project and explains the relevance of these clearinghouses and sites for this project. This would include how the clearinghouse developed for this project may be similar to existing clearinghouses, how it might be different, and how the SSRC will add value to the field.

Technical Approach	**Maximum Points: 40**

The extent to which the applicant's technical approach:

A) Design and Conceptual Issues:

1) Presents insightful, practical criteria to be used in determining whether to place a research product on the site considering the topics of interest that are to be covered by the clearinghouse. High priority must be given to research and evaluation that informs ACF programs, especially TANF and other economic self-sufficiency, employment, and family and child well-being initiatives. Criteria should ensure that the collection maintains a minimum quality standard while including a wide range of research methods.

2) Describes relevant sources for research to be placed in the clearinghouse, as well as a practical plan for effectively partnering with other research and evaluation clearinghouses and related websites and information systems and other relevant bodies whose members represent target users of the SSRC.

3) Describes specific topics to be covered in the clearinghouse within the overall focus of family self-sufficiency in a way that shows thorough knowledge of the topic and is in accordance with the project focus laid out in this FOA.

4) Presents a design plan that offers the most user-friendly and accessible website possible, including search functions, library design, interactive components, and promotion of new content. These design

questions should take into account the multiple perspectives and different research consumption habits of the main SSRC audience groups (researchers, policymakers, and practitioners) and address the different needs of those groups.

5) Carefully discusses plans for organizing products in the collection, with an organizational scheme that maximizes the accessibility of products to a range of users, including through a search function.

6) Offers a realistic and thorough approach to building up the research collection in the earlier part of the project period, and then maintaining a complete and current collection as the project continues and new research is produced in the field.

7) Describes comprehensively how the applicant will work with ACF to solicit feedback from others at all phases of the project concerning design and conceptual issues.

8) Discusses thoughtfully whether the applicant will maintain the current Technical Working Group (TWG), the reasons for this decision, and if so, how TWG input will be used in the development and ongoing operation of the clearinghouse.

B) Technical Issues

1) Offers thoughtful discussion of the kinds of sites to which this website will be linked, e.g. PEERTA, and the criteria to be used in making such decisions.

2) Clearly and specifically describes the proposed technical specifications of the information technology system that will be developed or sustained to support the web-based functions of the SSRC, including the type of logic to be used in searches.

3) Demonstrates a comprehensive understanding of the technical issues associated with managing a web-based clearinghouse; describes the strengths and limitations of existing approaches; and proposes effective solutions to a full range of issues. Important issues include, but are not limited to, a) technical problems associated with categorizing research and evaluation; b) how search engines would be developed; c) how material will be stored; and d) legal issues of copyright liability. Discusses background and lessons in this field concerning the development of websites and clearinghouses in the area of the social sciences and how those experiences may be relevant to this project. This discussion should describe problem areas and solutions highlighted in the literature. Discusses current issues in developing and maintaining a research literature data base including, but not limited to, topics such as the World Wide Web, access to full-text documents, dissemination strategies, liability, confidentiality, and terms-of-use agreements.

4) Provides a thorough description of the technical assistance that will be available for answering user questions. This description should anticipate problems and suggest solutions to the ongoing support of publication.

C) Dialogue Among Users

Offers creative and practical plans about how the website will be designed to facilitate an ongoing dialogue among users of the site on a broad range of issues, such as how policymakers and implementers of policy have applied the research and evaluation in their decision making processes, and how the SSRC might be improved.

D) Outreach and Publicity

Proposes a sufficient plan to develop and expand the user base of the clearinghouse and to foster repeat visits and continued engagement with those who become users.

Qualifications, Expertise, and Prior Experience of Proposed Personnel	Maximum Points: 20

The extent to which the applicant:

1) Explains how the proposed number of staff and their expertise are adequate to carry out the requirements under the program announcement on time and within budget.

2) Proposes an SSRC Director and key staff, who, when taken together as a team, have the knowledge and experience to accomplish the objectives described for this project, and describes the roles that they will play in the project.

3) Describes strong, relevant experience for each of the key staff listed above including: a) their involvement in and knowledge of family self-sufficiency research; b) their involvement in setting up a clearinghouse of the nature envisioned in this project; and c): their involvement or experience with engaging and working interactively with a research dissemination tool meant to reach multiple audiences with different questions, needs, and approaches to research.

4) Gives convincing evidence that the key staff have been involved in complex projects working with a wide variety of persons and being able to coordinate their efforts and input. Such persons would include researchers, users of research and evaluation, and developers of clearinghouses.

5) Provides in an appendix the complete resumes of the current and proposed staff, as well as job descriptions of those to be hired, that demonstrate the ability of the proposed staff to fulfill key roles. Resumes should indicate what position each individual will fill and position descriptions should specifically describe each job as it relates to the proposed SSRC.

Organizational and Management Capacity	**Maximum Points: 20**

The extent to which the applicant:

1) Provides a logical and reasonable management plan that includes: a) an organization chart of the proposed project team, including Project Director, indicating corresponding tasks/responsibilities; b) indication of lead staff for each task; c) staff levels by task, listing each staff member and estimated distribution of person hours to be spent on each task; d) proposed work schedule by task that includes a timetable for deliverables; and e) if the applicant plans to partner with consultants, other contractors, or subcontractors, the corresponding roles of each team member and a plan for providing oversight and integration of the respective work.

2) Describes past and current projects the applicant and possible subcontractors/subgrantees have completed or are currently working on that illustrate competence in two areas: a) understanding of research in TANF-related family self-sufficiency areas, and b) development of clearinghouses of the nature and scope described in this announcement. It should be clear how the projects described relate to this project and how they inform the applicant's approach to this project.

3) Provides a logical and reasonable Quality Assurance Plan that illustrates: a) Overall plan for maintaining quality across all aspects of task order; b) Evidence of the ability to have a sufficient number of the staff available to accomplish the work, including letters of commitment from consultants and/or subcontractors if utilized, percent of time for each person on the project (presented separately by year), and a detailed description of all outside commitments (listed separately by percent of time for each ongoing or proposed project and presented by year) for staff/consultants assigned to the task order who are less than full time; and c) Problems that might occur in the proposed project and a description of how these shall be resolved, including examples from previous analogous work of how such issues were managed.

4) Provides a clear and reasonable description of the applicant's plans for managing partner organizations, consultants, and/or experts assigned to the project.

5) Demonstrates that the proposal includes sufficient labor and resources to build up and maintain a

robust and complete research collection that goes beyond work published in academic journals, is vetted for quality standards, and is organized for easy searching.

6) Provides a reasonable plan for communication with the federal project officer, including justifications for the plan and why it is appropriate for the project including relevant examples from previous analogous work that describe the level of communication, frequency and amount of time devoted to communications.

Budget and Budget Justification	**Maximum Points: 5**

The extent to which the applicant:

1) Provides a narrative description and sound rationale for the budget information presented on Standard Forms 424 and 424A and related budget tables presented in the text. The description and rationale should indicate the proportion of the budget that is allotted for the key functions, which at least include: a) interactive website; b) resource collection; c) technical assistance to website users; d) ongoing feedback collection; and e) promotion and user-base development.

2) Demonstrates that costs to develop the SSRC are reasonable, adequate, and justified in terms of the proposed tasks and subtasks, as well as anticipated results and benefits.

3) Includes sound fiscal control and accounting procedures to ensure prudent use, proper and timely disbursement and accurate accounting of funds received under this program announcement.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

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 receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement.

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. They are one element in the decision-making process.

ACF may elect not to 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 preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle.

V.3. Anticipated Announcement and Award Dates

Award and disposition of applications will be announced no later than September 30, 2011.

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 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at http://www.gpoaccess.gov/cfr.

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.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 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."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

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.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at http://www.hhs.gov/fbci/regulations/index.html.

The Code of Federal Regulations (C.F.R.) is available at http://www.gpoaccess.gov/cfr.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

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. 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.

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. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the 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. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found athttp://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	**The FFR (SF-425) is due to ACF on:**
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the ACF Funding Opportunity website Forms page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Quarterly

Financial Reports: Quarterly

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's **Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement** implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Timothy Baker
Administration for Children and Families
Office of Planning, Research, and Evaluation
Division of Economic Independence
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Washington, DC 20447
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Email: Timothy.Baker@acf.hhs.gov

Office of Grants Management Contact

Tim Chappelle
Administration for Children and Families
Division of Discretionary Grants
Office of Grants Management
Aerospace Building, 6th Floor East
370 L'Enfant Promenade SW
Washington, DC 20447
Phone: (202) 401-4855
Email: Tim.Chappelle@acf.hhs.gov

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

***NOTICE:* ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.**

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 - ACF Funding Opportunities homepage http://www.acf.hhs.gov/grants/.

Catalog of Federal Domestic Assistance (C.F.D.A.) https://www.cfda.gov/.

Code of Federal Regulations (C.F.R.) http://www.gpo.gov/fdsys.

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

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

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/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp.

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.

DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp.	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html. Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If applicable, submission is due prior to award.

Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission is due prior to award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human 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.	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/ as indicated in Section IV.4. of this announcement.	Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at http://www.hhs.gov/ohrp/assurances/forms/index.html.	Submission is due prior to award.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the survey 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 the application package. Applicants applying electronically, may submit this survey along with the application. The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov /grants/grants_resources.html.	Submission is voluntary. Submission may be made with the application or prior to award.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.

Appendices