



Administration for Children and Families

Office of Child Support Enforcement

National Child Support Noncustodial Parent Employment Demonstration Projects

HHS-2012-ACF-OCSE-FD-0297

Application Due Date: 07/27/2012

National Child Support Noncustodial Parent Employment Demonstration Projects

HHS-2012-ACF-OCSE-FD-0297

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

Program Office: Office of Child Support Enforcement
Funding Opportunity Title: National Child Support Noncustodial Parent Employment Demonstration Projects
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-OCSE-FD-0297
CFDA Number: 93.564
Due Date for Applications: **07/27/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE) invites eligible applicants to submit competitive grant applications to develop and implement programs that provide employment services to noncustodial parents in the child support system as part of a national demonstration framework. The national demonstration project will examine the efficacy of child support-led employment programs for noncustodial parents that consist of the following components: 1) case management; 2) employment-oriented services that include job placement and retention services; 3) fatherhood/parenting activities using peer support; and 4) child support procedures including the review and appropriate adjustment of child support orders and programs to reduce child support debt owed to the state. Incentives to encourage noncustodial parents to work and pay child support are also of interest. Over the five year grant period, the first year will be a planning year devoted to start-up and development of the program design, enrollment into services will last for a three year period, and the final year will focus on evaluation, close-out, and sustainability work. Grantees will not be required to conduct their own evaluation but must fully participate in an OCSE cross-site evaluation; random assignment of potential participants into treatment and control groups will be required.

Section 1115 grant funds awarded to each project will represent 34 percent of the total project costs. The grant funds will be treated as state expenditures under Title IV-D that, for purposes of the demonstration project, will be reimbursed by the regular Title IV-D federal financial participation (FFP) match of 66 percent. The total approved cost of the project is the sum of the ACF grant award under Section 1115 and regular FFP. Grantees do not need to provide matching funds.

I. Funding Opportunity Description

Statutory Authority

Section 1115 of the Social Security Act (the Act) authorizes funds for experimental, pilot, or demonstration projects that are likely to assist in promoting the objectives of Part D of Title IV. Section 1115 provides that "the project - 1) must be designed to improve the financial well-being of children or otherwise improve the operation of the child support program; 2) may not permit modifications in the child support program which would have the effect of disadvantaging children in need of support; and 3) must not result in increased cost to the Federal Government under part A of such title."

The principal purpose is to carry out the public purpose of implementing a demonstration project that is likely to "improve the financial well-being of children or otherwise improve the operation of the child support program" as stated in the statutory authority. Any responsibility to the federal government is a condition for receiving the grant, but not a principal purpose.

Description

A. Background

The Child Support (CS) Program, authorized under Title IV-D of the Social Security Act, has an impressive record of success and continuous program improvement. Since the passage of welfare reform in 1996, annual child support collections have nearly tripled from \$11 billion to \$30 billion. The program removes about one million people from poverty each year, and provides 10 percent of income for all poor custodial families and 40 percent of income for those poor custodial families who receive child support. Child support receipt is also associated with other improvements to child well-being, such as better cognitive development among young children and better academic achievement among older children.

The goal of the CS program is that every child can rely on steady financial and emotional support from both of their parents throughout childhood as they grow into adults. Stable child support collections depend on the economic stability of the noncustodial parent. In fact, two-thirds of child support collections are made through wage withholding by employers. So while the child support program works well for those parents who have steady incomes through regular employment or other means, it has been less effective for the 20 to 30 percent of noncustodial parents who have a limited ability to pay child support because of their limited earnings. For example, 70 percent of unpaid child support debt is owed by parents with no or low reported earnings.

Noncustodial fathers care about their children and want to take care of them. Many poor noncustodial fathers, however, have little or no connection to the formal labor market and therefore cannot pay consistent support, increasing the likelihood that they and their children are poor. These parents face multiple employment barriers, nearly 90 percent have a high school education or less, and 40 percent do not work at all in a given year. Criminal records are common among this population, further reducing their employment prospects. Many also have health problems, substance abuse issues, unstable housing arrangements, and limited access to private transportation, all of which make it difficult to get and keep a job.

Despite these daunting challenges, there are few social services aimed at improving noncustodial parents capacity to support their children. Some suggest that the child support program is uniquely positioned to be effective in managing the delivery of these services and assuring results for children. The program serves more than four out of five poor noncustodial parents and, to meet CS program goals, has a strong stake in their success. Under §42 U.S.C. 666(a)(15), states are required to have procedures under which the state has the authority to issue an order that requires an individual owing overdue support with respect to a child receiving assistance under the Temporary Assistance for Needy Families (TANF) program to pay child support or participate in work activities (as defined in section 407(d) of the Social Security Act) in accordance with a plan as the court or child support agency deems appropriate.

To carry out their responsibilities under §42 U.S.C. 666(a)(15) and to improve child support outcomes for

children with unemployed or underemployed noncustodial parents, many state and local child support programs have already developed partnerships to provide employment services for parents using a variety of funding streams, often including child support case management and other wraparound services. Currently at least 28 states and the District of Columbia are operating state or local work-oriented programs for non-custodial parents with active child support agency involvement. Many of these programs are associated with better child support and employment outcomes, and evaluations show they can lead to increased support payments.

These programs build on a long history of national demonstrations providing employment services to noncustodial parents. The Parents' Fair Share (PFS) demonstration in the 1990s tested a comprehensive employment program designed to improve child support payments and other outcomes for unemployed noncustodial parents with children receiving public assistance. PFS raised the share of clients paying support by about 20 percent. It also increased the earnings of the most disadvantaged men and increased father involvement among the least involved fathers. In addition, by giving attention to child support cases that had not been intensively managed, the PFS also raised child support payments by identifying unreported earnings and income, the so-called smoke out effect. Other demonstrations or initiatives include the OCSE Responsible Fatherhood Programs (1998-2000), Partners for Fragile Families (2000-2003), Welfare-to-Work funded programs (1998-2004), and the Fathers at Work Demonstration (2003-2007). All of these programs aimed at increasing low-income fathers earnings and their involvement in their children's lives, as well as their child support payments. Some of the programs appeared to generate appreciable gains in mens child support payments and earnings, but clients outcomes were rarely compared to those for comparable men not in the program, so their impact is unclear.

More recently, two large-scale employment programs for noncustodial parents conducted in New York and Texas have been evaluated using rigorous non-experimental methods to identify a comparison group. In New York, the *Strengthening Families Through Stronger Fathers Initiative* piloted a 3 year employment program serving 3,700 noncustodial parents. The evaluation found that during the year after enrollment, participants earned 22 percent more and paid 38 percent more in child support than a comparable group of fathers who did not receive the intervention. Texas *Noncustodial Parent (NCP) Choices* program provides job services and enhanced child support monitoring for noncustodial parents who have fallen behind on child support payments. In 2010, the average child support collection was \$3,150 per participant at a program cost of \$1,000 per participant. The evaluation of this program found that participants paid 50 percent more child support than a matched comparison group and that they continued to pay more child support more often and more consistently over time even 2 to 4 years after participation in the program. Custodial parents were less likely to receive TANF benefits even 2 to 4 years after the program.

Based on this research, it appears that if employment programs for noncustodial parents are going to be successful they must include individualized case management and intensive employment services that include job placement and retention services. Job search assistance and job readiness training are not enough. Recruitment methods can vary, as court-based mandatory and court-based referral programs have worked as well as strictly voluntary programs.

Experience from these programs also shows that fully integrating responsive child support practices into employment interventions for noncustodial parents is critical; in fact, programs led by child support agencies have had better outcomes. Setting child support orders based on the noncustodial parents real earnings so that s/he can support his/her children and self, and quickly modifying orders as income changes promotes steady payment, as does intervening early when there is a disruption in child support payment in order to address any barriers and prevent debt build-up. Small-scale studies also find that reducing state-owed debt in exchange for more reliable current support payments works noncustodial parents do pay their child support more reliably. Research also shows that paying child support to families rather than having the state retain it also increases child support payments.

Most of the earlier demonstrations of employment programs for noncustodial parents included a fatherhood component. There are three reasons for including this component. First, research suggests that noncustodial parents can help their children through responsible and constructive involvement in their lives. Second, most noncustodial parents express a strong desire to be involved parents. Given the modest increase in co-parenting conflict observed in PFS and other demonstrations that work with both parents, it is critical that programs include effective policies and protocols for addressing family safety and domestic violence. Finally, research suggests that greater involvement in childrens lives may be a motivating factor behind greater financial support. The fatherhood component has varied, but the most successful model appears to be a peer support model used by PFS, Partners for Fragile Families, and more recently by NCP Choices. Recently, a random assignment evaluation of the fatherhood component in NCP Choices found that participants who received both the peer support and employment services were more likely to pay child support than participants who only received the employment services.

B. Program Purpose and Objectives

Based on the promising evaluation results described in *Section I, Funding Opportunity Description, Background* and the direct link to child support program performance, the OCSE National Child Support Noncustodial Parent Employment Demonstration Projects will provide states with the opportunity to implement a child support-led model that provides a comprehensive set of services that have previously been associated with successful outcomes as part of a rigorous experimental evaluation in order to learn how to improve child support payments among underemployed or unemployed noncustodial parents.

The goal of the demonstration projects is to improve the reliable payment of child support, thereby improving child well-being and avoiding public costs. The federal initiative will also examine the effect of employment services on child support and related outcomes, including the benefits and costs of employment services for noncustodial parents. To accomplish these goals, grantees will administer a package of child support, employment, and fatherhood services for noncustodial parents, and collect and report data on participants and those assigned to the control group, as agreed upon with OCSE.

C. Program Design

Grantees will be part of a national demonstration framework that will include a cross-site random assignment evaluation to assess the impact of these programs in order to inform their successful replication nationwide. A cooperative agreement for evaluation of the demonstration program will be awarded under companion funding opportunity announcement, Evaluation of National Child Support Noncustodial Parent Employment Demonstration Projects, HHS-2012-ACF-OCSE-FD-0537.

The evaluation will be conducted by an independent evaluator; grantees will need to implement a random assignment model with guidance from the evaluator, and actively contribute to all aspects of participant and programmatic data collection. Additionally, the evaluation will include an implementation study component (e.g., documenting the characteristics of the demonstration programs, participants, and management structures and practices; experiences of staff and participants; and challenges and lessons learned), and a benefit and cost analysis. The evaluator will provide evaluation-related guidance and assistance to the demonstration grantees (e.g., methods to recruit and retain adequate numbers of eligible noncustodial parents as required for evaluation; feedback and input to ensure treatments under the demonstrations are substantially different than the services control group members may access; etc.).

Grantees must collect and report any data participant or program - required to support the evaluation so that ultimately child support agencies will benefit by learning how to use noncustodial parent employment programs to improve reliable child support payments and other program outcomes. Data collection efforts will be supported by a Management Information System (MIS) that will be designated by OCSE after award, and grantees must use the MIS to collect and report all data required by the program evaluator. Grantees will not need to conduct their own program evaluation and may not use grant funds to pay for a separate evaluation; however, grant funds should be used to support compilation and analyses of program performance data for purposes of effective management and oversight of program operations,

progress towards goals, and implementation of corrective actions where needed. *Please reference Section I, Funding Opportunity Description, Evaluation Design* for further information.

The following sections provide details about program design elements, including the required and elective service elements of the demonstration program:

1. **Target Population:** Grant services shall be targeted to noncustodial parents who are not regularly paying child support or who are expected to have trouble making regular child support payments because they are not regularly employed. Programs may provide short-term case management, customized child support services, and monitored referrals to prepare noncustodial parents who are not ready for participation in employment services because they need to establish paternity or are not yet participating in the Title IV-D Child Support Program or for some other reason, such as the parent needs a referral to substance abuse treatment first. However, only noncustodial parents who have established paternity and are in the Title IV-D Program may be enrolled in the demonstration.
2. **Recruitment:** Grantees must have the capacity to enroll a total of 1,000 to 1,500 noncustodial parents; this may be across multiple sites within the state. Grantees must assign 500 to 750 noncustodial parents to receive grant program services, and assign an equal number of noncustodial parents to a control group that will receive child support services normally available, according to procedures developed by the national evaluator in consultation with grantee sites. The strongest applications will propose to recruit 1,500 noncustodial parents, and describe the intended procedures to recruit that number. The number of proposed noncustodial parents in the control and treatment groups will be associated with the score received by the grant application (*see Section V, Application Review Information for more information*).
3. **Timeline:** Over the 5-year project period of these employment demonstration programs, it is expected that the first year will be devoted to start-up and development of the program design and pilot testing; the second, third, and fourth years will provide program enrollment and services; and the final year will be devoted primarily to continued services for those already enrolled, grant close-out, and sustainability work. New enrollees may be served in the final year, but they likely will not be included in the evaluation.
4. **Services:** Demonstrations will be led by the child support program, and measuring child support outcomes are paramount. Grantees may employ a variety of delivery models, including partnerships with fatherhood programs, employment programs, and other social service organizations. Service models may vary along dimensions such as partnership structure, the service delivery model, voluntary or mandatory participation, and an early intervention or problem-focused target audience.

These demonstration projects will provide the following services to unemployed or underemployed noncustodial parents:

- Child support procedures;
- Employment oriented services;
- Fatherhood/parenting activities using peer support;
- Family violence safeguards per an approved domestic violence plan; and
- Participation incentives (optional).

OCSE anticipates that the grantee will partner with other agencies and programs to provide the employment services, peer support, and possibly the case management components of this program. Experience shows that programs work best if each partner focuses upon their core competencies. The child support program is expected to be the fiscal agent, manage the

day-to-day operation of the program, and provide the child support services, but OCSE does not anticipate that child support staff will provide the peer support or employment components of this program since these are not the child support programs core competencies. These services will be paid for by the grant, but in most instances they will be delivered by partnering agencies. However, even though most grantees will have multiple partners, the grantee must develop a program that fully integrates all four key services into a single package for the participant. Projects may include access to other support services listed in the following section.

5. **Partnerships:** OCSE expects grantees to partner with other agencies with core competencies in providing employment services and peer support.

Examples of partnerships include, but are not limited to:

- Corrections/reentry programs,
- Fatherhood programs,
- Access and Visitation grantees,
- Courts, including administrative offices,
- Legal aid societies,
- Substance abuse/mental health providers,
- Domestic violence programs,
- Medicaid/CHIP/Exchanges,
- Faith and community-based groups,
- Community action agencies,
- Universities,
- TANF providers,
- SNAP providers, and
- Public housing authorities.

D. Project Management

Demonstrations will be led by the child support program and child support outcomes are paramount. OCSE anticipates that the local child support office where the employment program is located will provide project management for the demonstration project.

The primary task of the project manager is to ensure that the project is carried out successfully. This will require face-to-face contact with the staff providing services and thus proximity is important. OCSE expects that the project manager will hold regular meetings with project staff (across all partners) to discuss any challenges or barriers that they may be facing and attempt to resolve those challenges and barriers as quickly and effectively as possible. The project manager will also be responsible for ensuring that management records are created and updated as required by the evaluator. Grantees may propose alternative approaches to project management, but they must be fully justified.

The primary task of the child support procedures coordinator will be to manage the child support procedures and services for treatment group participants. These services must include expedited review and, if appropriate, adjustment of orders; expedited establishment of wage withholding orders; and temporary suspension of discretionary enforcement tools that are designed to collect arrears. Additionally, this person will be responsible for working with participants to reduce or suspend state-owed debt in states that provide a process for doing so.

The primary task of the evaluation coordinator is to ensure that the evaluation is implemented successfully. The evaluation coordinator is responsible for coordination of evaluation implementation by working collaboratively with the third-party evaluation (*for more information, see Section I, Funding Opportunity Description, Evaluation Design*), supporting data collection, and sharing information with the

evaluation contractor.

OCSE will sponsor an annual workshop each year of the project for grantees in Washington, DC, to support effective project management. The annual workshop will promote coordination, information and resource sharing, troubleshooting, training, and learning opportunities. Grantees are required to send at least two key staff to this conference each year, including their project manager.

E. Evaluation Design

This demonstration is intended to generate the best evidence-based knowledge and information possible so that state and federal policymakers and program administrators can determine whether child support-led employment programs for noncustodial parents are effective. Given that a number of employment programs for noncustodial parents have already been evaluated using non-experimental methods and these studies have routinely found positive child support and employment effects, these demonstrations will utilize the gold standard in evaluation design, namely a random assignment methodology to select treatment and control groups. Although its shortcomings and challenges are well-documented, random assignment is widely recognized as the best way to isolate the true effects of any one program or treatment on the desired outcomes. Therefore, policymakers now regularly demand this level of evidence in order to make decisions regarding programs in which to invest.

This demonstration project will test the efficacy of child support-led, noncustodial parent employment programs in improving the stability of child support payments. The national evaluation will look at the impact of the demonstration projects on factors such as the amount and regularity of child support payments, child support debt, the smoke out of unreported employment and resulting payments, noncustodial parent employment and earnings, and public assistance usage by custodial families, and noncustodial parent incarceration and recidivism. Noncustodial parent-child contact and other measures of child well-being may also be included. The short and long term benefits and costs of the demonstrations will also be analyzed.

Demonstration projects will participate in a national, cross-site evaluation through an independent third-party evaluator. Awarded sites do not need to conduct their own evaluations and are not permitted to expend grant funds on their own evaluation; however, they must support and fully participate in the national evaluation. Grantees are also expected to use program data for performance analysis to monitor program implementation and make corrections as needed.

OCSE and the evaluator will provide extensive technical assistance to demonstration projects, including, but not limited to, MIS operation, data collection, and use of a random assignment program model.

The evaluation, which will be awarded under a separate funding opportunity announcement, HHS-2012-ACF-OCSE-FD-0537, will use an experimental research design and randomly assign potential participants into treatment and control groups. It may include implementation analysis (with interviews with program staff and stakeholders), analysis of participant impacts using participant and service data from an MIS as well as administrative data such as wage and corrections records and survey data, and a benefit-cost analysis. OCSE reserves the right to amend all particulars of the evaluation design and implementation to best meet the goals of the demonstration.

At the close of the grant projects and after the evaluation is complete, the evaluator will disseminate the final report and host a remote forum on the evaluation results for the program grantees and the general public. OCSE will support dissemination by posting the final report and advertising the remote forum discussion on the OCSE website

F. Waiver Requirements

The applicant may need to request a waiver of certain provisions of the Act. Section 1115(a)(1) of the Act allows the Secretary of Health and Human Services to waive a state plan requirement in Section 454, and Section 1115(a)(2)(A) allows the Secretary to treat certain unallowable expenditures as allowable state expenditures for purposes of the demonstration project. Here are examples of activities funded under

waivers approved in previous demonstration projects:

- Employment services;
- Fatherhood programs;
- Intensive case management to include individualized case plans for employment, housing, transportation, health, and parenthood needs; and
- Wrap-around services, including GED, legal services, domestic violence and incentives.

A request to waive state-wideness and other state plan requirements that facilitate the conduct of the project or enable the state to accomplish the purposes of the project may also be needed.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$1,600,000
Expected Number of Awards:	8
Award Ceiling:	\$200,000 Per Budget Period
Award Floor:	\$195,000 Per Budget Period
Average Projected Award Amount:	\$200,000 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.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

In FY 2013, the estimated award ceiling is \$200,000. In FY 2014, the estimated award ceiling is \$150,000. In FY 2015, the estimated award ceiling is \$125,000. In FY 2016, the estimated award ceiling is \$100,000.

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

ACF anticipates substantial involvement in the following activities:

- Promoting collaborative relationships and facilitating the exchange of information (e.g., identifying technical assistance and training needs, emerging issues, research findings, available resources, model programs) among funded state projects and other entities or organizations engaged by ACF for purposes related to this new program;
- Providing consultation to each recipient state with regard to the development and implementation of program design, approaches to address problems that arise, and identification of areas needing

- technical assistance;
- Facilitating and guiding the accurate, uniform data collection and application of the random assignment model required to effectively execute a cross-site national evaluation, including technical assistance as needed;
 - Providing timely review, comments, and decisions on inquiries and documents submitted by recipient states;
 - Sponsoring a workshop for grantees in Washington, DC, one time for each year the grant program is funded to promote coordination, information sharing, and access to resources, training, and learning opportunities; and
 - Sponsoring teleconferences and/or webinars among recipients funded under the National Child Support Noncustodial Parent Employment Demonstration Projects to promote coordination, information sharing, and access to resources, training and learning opportunities; and
 - Working together to address issues or problems identified by the recipient state, ACF, or others with regard to the state program’s ability to carry out the full range of activities included in the approved application in the most efficient and effective manner.

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

III. Eligibility Information

III.1. Eligible Applicants

Eligibility Category:

- State governments
- Others

State (including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Title IV-D agencies or the umbrella agency of the IV-D program are eligible to receive awards under this funding opportunity announcement.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

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

All applicants and subrecipients must have a DUNS number at the time of application in order to be

considered for a grant or cooperative agreement. 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., CST

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

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is 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.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or 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.

ACF is prohibited from making an award 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, ACF:

- 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. 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 are strongly encouraged to register at the CCR well in advance of the application due date.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project

period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Required Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Lauren Antelo
Department of Health and Human Services
Administration for Children and Families
Office of Child Support Enforcement
370 L'Enfant Promenade, SW.
4th Floor West
Washington, DC 20447
Phone: (202) 401-5602
Email: lauren.antelo@acf.hhs.gov

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

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

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An 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.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

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.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper

format. See Section IV.2. Application Submission Options.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.

Appendices	Page Limitations and included items are listed later in this section.
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The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. 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.

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the

application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, 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.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

The Project Description is limited to 70 pages and must include the following in this order:

- Table of Contents
- Approach
- Evaluation
- Geographic Location
- Organizational Capacity

The Appendices are limited to 70 pages and must include the following in this order:

- Organizational Charts
- Letters of Support

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. 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
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<p>SF-424 - Application for Federal Assistance</p> <p>and</p> <p>SF-P/PSL - Project/Performance Site Location(s)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>Certification Regarding Lobbying</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission of this Certification is required for all applications.</p>
<p>Maintenance of Effort (MOE) Certification</p>	<p>Submission required for all applicants. A copy of a standard MOE is available at http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm.</p>	<p>Required for all applications.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>	<p>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</p>

		Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

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.

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.I.* 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.

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 other approaches. 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 outcomes 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.

This section provides information to applicants about what they must include in their applications to address each of the program design elements required in the funding opportunity announcement.

1) Case Management

Coordinating child support, employment, and fatherhood strategies through intensive case management is critical to the success of the project. The required case management activities will assure that noncustodial parents are receiving the right mix of services to overcome any barriers to full participation in the program and achieve economic stability, that their child support obligations are realistic and up-to-date, and that they are held accountable for meeting their child support responsibilities. Coordinating child support enforcement strategies, such as wage withholding, in close concert with employment services and milestones is essential. Specialized case management is particularly important for parents with a history of incarceration or where family violence is present. Case management services may be offered by the child support program or a partnering agency, such as a fatherhood or workforce development program.

Case managers must:

- enroll noncustodial parents, assess their needs, and develop personalized service plans;
- provide individualized assistance throughout the program;
- monitor participants progress in child support payment, work, and participation in employment and fatherhood programs;
- intervene early to address child support nonpayment;
- work with noncustodial parents (and with the child support program, if the caseworker is not a child support worker) to establish appropriate orders; provide expedited review and, if appropriate, adjustment of orders; employ appropriate enforcement strategies to promote regular payment of child support, such as wage withholding; and, if possible, address child support debt;
- provide effective referrals to other agencies/programs and follow-up to ensure that participants receive appropriate services;
- assist in the application for needed services and benefits not provided by the project;
- provide case tracking and data entry related to noncustodial parents participation;
- report on participants attainment of child support and employment goals as well as other agreed upon goals in the service plan;
- screen and monitor for family violence in accordance with established domestic violence plan; and
- coordinate with other agencies working with mutual clients.*

*Case managers must provide follow-up to referrals in order to monitor noncustodial parent participation, and appropriately coordinate with partner agencies/programs working with the noncustodial parent. OCSE may require that the case manager track follow-up activities in the MIS.

2) Child Support Procedures

Child support policies and practices should promote reliable payment of current child support. The local child support agency must provide individualized child support services to program participants. It is expected that at least one child support worker will be assigned to provide these services to participants.

These services must include:

- expedited review and, if appropriate, adjustment of orders;
- child support enforcement strategies focused on steady, reliable payment of current support through

wage withholding; and

- appropriate use of discretionary arrears collection tools, including temporary suspension of these tools in order to facilitate regular payment of current support.

States are also encouraged, though not required, to reduce or suspend state-owed debt in return for successful program outcomes.

3) Employment-oriented Services

Employment-oriented services will help noncustodial parents get and maintain stable employment. These services may be offered as part of a comprehensive fatherhood program and/or in partnership with other workforce development programs.

At a minimum, these services must include:

- job search assistance;
- job readiness training;
- job placement services, including job development, ongoing engagement with employers, and post-placement services; and
- job retention services to both the noncustodial parent and the employer, and rapid re-employment services immediately following job loss.

Projects may also consider providing:

- short-term job skills training directly related to employment;
- pre-employment assessment to facilitate job placement;
- on-the-job training and associated costs;
- vocational educational training and associated costs;
- education directly related to employment and associated costs, in the case of a noncustodial parent who has not received a high school diploma or a certificate of high school equivalency;
- work supports such as transportation assistance, uniforms, and assistance with child care; and/or
- career planning and career ladder strategies.

4) Fatherhood or Parenting Activities with Peer Support

Fatherhood programs promote successful employment and child support outcomes by addressing the importance of support as a component of responsible parenting and effective co-parenting. To this end, the demonstration projects must provide fatherhood development with a strong peer support component. A specific curriculum and format will not be required, but during the planning year OCSE will provide technical assistance to help grantees select a well-established, piloted fatherhood curriculum that includes soft skills training. Grantees must select a curriculum by March 1, 2013. OCSE must approve the selected curriculum before grantees begin to use it. Programs may also provide assistance with establishing parenting plans. Facilitated conversations between parents may be part of this service, but we do not anticipate that programs will provide mediation or supervised visitation services. Referrals for these latter services are encouraged.

5) Domestic Violence Plan

Safety is a top priority. Family violence safeguards must be fully addressed, and additional safeguards will be required for programs that serve the noncustodial and custodial parent together. It is important that grantees develop ongoing partnerships and referral relationships with domestic violence service providers throughout the life of the grant to promote safe service delivery and provide effective referrals both to treat noncustodial parents who perpetrate violence as well as for parents and children who are victims of violence. Promising models for applicants to consider include cross-agency referrals, a screening tool during intake process that focuses on the safety and support of domestic violence victims, curriculum modules that focus on healthy relationships that recognize domestic violence, regular staff training on domestic violence, training on the reporting of child abuse, and integrating a domestic violence staff

provider on site.

After award, grantees must submit a domestic violence plan to OCSE for approval by June 30, 2013, or at least 60 days prior to the start of service delivery to participants, whichever comes first. **Grantees may not begin service delivery without an approved domestic violence plan.** OCSE will provide technical assistance in the development of the domestic violence plan, and will assist the grantee in securing needed services using national-level resources.

Applicants must describe in the grant application how proposed program activities will ensure a comprehensive response to disclosures of domestic violence, safety planning, and referrals to appropriate assistance both before and after the screening process, and build the capacity of program staff and partners to address domestic violence, including a training plan. Applicants are required to identify in their proposals the local- or State-level domestic violence experts with whom they will consult throughout the project, including in the development and implementation of written domestic violence protocols, referral plans, and the provision of domestic violence training for key staff and consultants working with participants. They must also include how they will safeguard custodial parent information to help ensure the emotional and physical safety of these custodial parents. **A letter of support from the domestic violence experts must be included in the grant application.**

6) Incentives (optional)

Programs may also provide incentives to encourage noncustodial parents to work and pay regular child support. Some examples of incentives include:

- State noncustodial parent earned income tax credit
- Employment and self-sufficiency achievement bonuses
- Modest incentives to facilitate positive interaction with children (e.g. zoo tickets, nominal gift cards, family events)

Each incentive must be approved by OCSE in advance.

7) Partnerships

Applicants will demonstrate inclusion of partnerships and services that strengthen the overall design of the program and provide needed services for program participants. Such services may include, but are not limited to:

- Health care and health care coverage;
- Financial literacy training;
- Asset building services;
- GED classes;
- Legal services;
- Planning for future childbearing; and
- Housing.

Applicants must demonstrate that a relationship exists with these partners or that such a relationship can be established quickly because of existing connections and agreements to work together.

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.

Projects funded under this announcement must:

- Adhere to the random assignment methodology and participate in all activities related to conducting random assignment within their respective site.
- Recruit over three years 1,500 qualified program participants, approximately half of whom would receive services (applicants may propose recruiting fewer than 1,500, but they must recruit at least 1,000 qualified program participants over three years). To qualify as an eligible program participant, the person must be a noncustodial parent as defined under the target population.
- Work with the evaluator to develop a process for study enrollment and random assignment that meets the needs of the evaluation and minimizes the disruption of program operations. **Applicants do not need to describe this process in their application; it will be jointly developed by grantees and the evaluator in consultation with OCSE.*****
- Identify an Evaluation Coordinator, who will serve as primary liaison to the evaluator. This individual will coordinate site visits with the evaluator, be responsible for overseeing the random assignment process and overseeing any data collected by the grantee or its partners on study participants.
- Provide data to evaluators on treatment and control groups in required formats and via required reports/systems.
- Participate in the implementation evaluation including on-site interviews and information collection.
- Participate in and support any other evaluation activities as required by OCSE.

Applicants must explain how they will recruit eligible applicants. Successful recruitment methods may include court-referrals, child support agency referrals, TANF referrals, and referrals from high-volume, one-stop employment centers, fatherhood programs, community- or faith-based organizations, or other sources. Applicants do not have to select a single recruitment method; they can rely on a variety of methods. However, they must demonstrate that they are able to recruit the number of applicants indicated in their application. Applicants should also include the time and costs of participating in the evaluation, including data collection and a staff evaluation coordinator, in their proposed budget and program design. OCSE reserves the right to consider evaluability in the final selection of grantees.

*** The random assignment model will take all the goals of the demonstration into account and the evaluator will work with each site to develop a viable approach. The point of random assignment has not yet been determined, but will most likely occur at the time of enrollment in employment services, since the efficacy of services, rather than smoke-out effects, is the primary focus of this demonstration research. This process will include: explaining the study to potential participants, obtaining their written consent to participate in the study, collecting baseline demographic information and contact information, conducting random assignment, using a web-based application/MIS designated by the evaluator MIS (OCSE anticipates that all service providers will need to input service delivery data into the MIS to facilitate coordinated case management), informing study participants of their assignment to treatment or control groups, and ensuring that participants are treated in accordance with their assigned group. Grantee staff will carry out this process with training and support from the evaluator.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Organizational Capacity

- Organizational charts
- Contact persons and telephone numbers
- 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.

Letters Of Support

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

***Special Note:** The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for the first 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.

Applicants must provide the following staff:

- a full-time project manager;
- a full-time child support case coordinator; and
- a part-time evaluation coordinator.

Individuals selected for these positions must be employees of the child support agency.

In addition to the annual workshop in DC, grantees are permitted to use grant funds to attend trainings, conferences, and other learning development opportunities related to topics that will increase staff knowledge and organizational capacity, including, but not limited to, employment services, cross-agency service coordination, and/or evaluation. Applicants are encouraged to propose such training and knowledge enhancement opportunities in their budget.

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 third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. 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

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.
- 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.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. 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.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application; Grants.gov generates a submission receipt via email and also

sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

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.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper 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 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 paper format application submissions.

Applications submitted in paper format 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., CST.

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). 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 on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. 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* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/27/2012**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

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

and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application 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 the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of a paper format (hard copy) application's submission:

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

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 or cooperative agreements awarded under this funding opportunity 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.

If applicants are developing automated tools, utilities, applications or computer programs under the cooperative agreement, OCSE funds may not be used to pay for functionality mandated for IV-D systems as a requirement for system certification as such expenses are otherwise eligible for regular FFP costs. Additionally, OCSE funds may not be used for the costs of proprietary software that is not readily available to the general public at established catalog or market prices. Grant funds, however, may

cover enhancements to IV-D mandated systems provided those enhancements do not duplicate or modify existing functionality in those system. The grantee must agree that any automated tools, utilities, applications or computer programs and all associated documentation and materials will be shared with other jurisdictions without charge. In addition, court or other agency costs not eligible for Title IV-D funding will only be covered under this grant if a Section 1115 waiver is issued, as described in *Section I, Funding Opportunity Description, Waiver Requirements*.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Daphne Weeden
Division of Discretionary Grants
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade, SW.
6th Floor East
Washington, DC 20447

Hand Delivery

Daphne Weeden
Division of Discretionary Grants
Office of Grants Management
Administration for Children and Families
901 D Street, SW., Aerospace Building
ACF Mailroom 2nd Floor - near loading dock
Washington, DC 20024

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 Content and Form of Application Submission* of this announcement.

Understanding of Technical Approach

Maximum Points: 50

Applications will be evaluated on the extent to which the proposed services to be evaluated include the types of activities described in *Section IV.2 Content and Form of Application Submission, The Project Description* of this announcement.

To what degree does the applicant demonstrate the following:

- An understanding of the unemployed and underemployed noncustodial parent population and a sound approach for recruiting and the enrollment of the required number of treatment and control group members? (10 points)
- A sound approach and a detailed plan for providing employment services to the program group? (10 points)
- A sound approach for providing responsive child support services, including setting realistic orders, expedited review and, if appropriate, modification? (8 points)
- A process for reducing child support debt owed to the state? (2 points)
- A sound approach for ensuring proper domestic violence safeguards? (5 points)
- A sound approach for providing peer support? (5 points)
- Evidence that the approaches proposed are feasible to implement in the timelines required for the project? (5 points)
- A plan for communication and coordination with OCSE? (5 points)

Personnel, Experience and Capacity

Maximum Points: 40

To what degree does the applicant demonstrate and/or provide the following:

- Qualified personnel, including a full-time project manager, a full-time child support procedures coordinator, and a part-time evaluation coordinator, with resources adequate to plan, conduct, and complete the project, including case management, employment services, and peer support as part of a fatherhood or co-parenting program? (15 points)
- Partnerships which will enhance and contribute to program outcomes and a sound plan to make partnerships effective? Does the applicant provide MOUs or letters of intent from their partners that describe their role in the project? (8 points)
- Provide a letter of support or MOU from the domestic violence experts with whom the applicant will consult to develop and implement their domestic violence plan? (2 points)
- Prior experience, including the experience of partner organizations, working with noncustodial parents, particularly on employment programs, fatherhood initiatives, and responsive child support services? (15 points)

Budget Details

Maximum Points: 10

To what degree does the applicant demonstrate and/or provide the following:

- A budget for the first year of the grant project that is detailed with explanations and justifications for the amounts requested? (4 points)
- A budget in which costs are reasonable for the project design proposed, including sufficient resources to support full participation in the national cross-site evaluation, including data collection? (4 points)
- The inclusion of a full-time project manager, part-time evaluation coordinator, and the attendance of at least two project staff at the mandatory 2-day workshop in Washington, DC? (2 points)

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 an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

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. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include 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.

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

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 reconsidered 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. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

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.gpo.gov>.

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 [Health and Human Services] 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 completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

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, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

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.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 20 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.

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 Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity 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 Program Offices 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 at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, 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 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 website at http://www.acf.hhs.gov/grants/msg_sf425.html.

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

Program Progress Reports: Quarterly

Financial Reports: Semi-Annually

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.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Lauren Antelo
Administration for Children and Families
Office of Child Support Enforcement
Division of State, Tribal and Local Assistance
370 L'Enfant Promenade, SW.
4th Floor West
Washington, DC 20447
Phone: 202-401-5602
Email: Lauren.Antelo@acf.hhs.gov

Office of Grants Management Contact

Daphne Weeden
Administration for Children and Families
Division of Discretionary Grants
Office of Grants Management
370 L'Enfant Promenade, SW.
6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Email: ACFOGME-grants@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

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>.

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.

Pre-Application Conference

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

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

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

Application Checklist

What to Submit	Where Found	When to Submit
<p>SF-424 - Application for Federal Assistance</p> <p>and</p> <p>SF-P/PSL - Project/Performance Site Location(s)</p>	<p>Referenced in <i>Section IV.2.</i> 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.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>The Project Description</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is the title for the project narrative that describes the applicant's plan for the project.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Letters of Support</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Certification Regarding Lobbying</p>	<p>Referenced in <i>Section IV.2.</i> of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>

<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
<p>Maintenance of Effort (MOE) Certification</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. An example of a standard MOE is available at Sample MOE Certification. Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Table of Contents</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting</i></p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

Appendices