



Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) - State Exemplary  
Practices Projects (EPPs) Supported by the American Recovery and Reinvestment Act of 2009  
HHS-2010-ACF-OCS-SQ-0077

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) - State Exemplary  
Practices Projects (EPPs) Supported by the American Recovery and Reinvestment Act of 2009

HHS-2010-ACF-OCS-SQ-0077

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

**Program Office:** Office of Community Services  
**Funding Opportunity Title:** Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) - State Exemplary Practices Projects (EPPs)  
Supported by the American Recovery and Reinvestment Act of 2009  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2010-ACF-OCS-SQ-0077  
**CFDA Number:** 93.710  
**Due Date for Applications:** [Insert 45 days from date of publication]

**Executive Summary:**

This grant opportunity is being made available under the American Recovery and Reinvestment Act of 2009 (Pub.L. 111-5) and Section 674(b)(2)(A) of the Community Services Block Grant (CSBG) Act, as amended (42 U.S.C. § 9903(b)(2)(A)).

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for new cooperative agreements to identify and document exemplary practice models that focus on implementation, dissemination, and sustainability projects for employment-related services, coordination of benefits enrollment activities, and community economic development activities and services. This one-year cooperative agreement will fund up to 22 State Exemplary Practices Projects (EPPs) supported by the American Recovery and Reinvestment Act of 2009 (ARRA) that document one, or any combination of exemplary practice models focused on: **1) Job Creation and Green Jobs; 2) Benefits Enrollment Coordination; or 3) Community Economic Development.** Resources provided through this cooperative agreement may support State EPPs, as well as the creation of an enhanced infrastructure to help OCS prepare to address long-term training and technical assistance (T/TA) needs of the Community Action Network.

The focus on Green Jobs by ACF in this FOA directly correlates with policy issues addressed by the Administration. One of the Guiding Principles of President Obama's Energy and Environment agenda has been *Investing in the Clean Energy Jobs of the Future*, which includes "Creating new Jobs in the Clean Energy Economy. Drive the development of new, green jobs that pay well and cannot be outsourced." (<http://www.whitehouse.gov/issues/energy-and-environment>)

ACF's focus on Green Jobs will also support the *National Training and Technical Assistance Strategy for Promoting Exemplary Practices and Risk Mitigation for the Community Services Block Grant (CSBG) program*, a strategic plan presented in the context of T/TA funding priorities designed to stimulate and strengthen accountability within the CSBG program.

As part of the National T/TA Strategy for CSBG, OCS identified exemplary practices workgroups to align with CSBG priorities, as well as with the Administration's policies. Four focus areas are identified as critical to the success of ARRA, including *Job Creation and Green Jobs*. The *Job Creation and Green Jobs* workgroup has as one of its objectives "to provide training and disseminate information and program approaches based on the exemplary practices" identified by other CSBG Network partners. The focus on Green Jobs in this FOA and as a component of State EPPs is designed to complement current CSBG T/TA efforts. This includes activities associated with the Job Creation and Green Jobs workgroup.

Successful applicants will be subject to reporting requirements consistent with ARRA and with current CSBG regulations.

## **I. Funding Opportunity Description**

### **Statutory Authority**

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

### **Description**

#### **Background**

This funding announcement is intended to support State EPPs for purposes of identifying and documenting exemplary practice models related to activities and services funded by the CSBG and the American Recovery and Reinvestment Act of 2009 (Recovery Act).

The Recovery Act, signed into law by President Obama on February 17, 2009, is intended to create and save jobs, stimulate economic growth, and build a foundation for long-term economic growth. The Act includes measures to modernize the nation's infrastructure, enhance America's energy independence, expand educational opportunities, increase access to health care, provide tax relief, and protect those in greatest need.

The Recovery Act includes an appropriation of \$1 billion for the CSBG program, which is available for obligation in Fiscal Years 2009 and 2010. Of this amount, \$985 million (98.5% of the total appropriation) will be allocated in block grants to States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and to Federal and State-recognized Indian Tribes and Tribal organizations. States are required to reserve one (1) percent of the funds for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs. All remaining funds allocated to States (99 percent) will be distributed to eligible community services entities that receive funding through CSBG.

Remaining CSBG Recovery Act funds (\$15 million or 1.5% of the total appropriation) are reserved at the Federal level for training and technical assistance (T/TA), planning, evaluation, investigations, assistance to States in carrying out corrective action, monitoring, reporting and data collection, and development of performance measurement systems.

OCS has determined that a key T/TA need includes documenting consistently applied activities or service delivery mechanisms that make meaningful and measurable progress toward alleviating the causes and conditions of poverty.

The Recovery Act projects supported through this announcement are a part of the Federal government's overall support for T/TA activities. As specified by the CSBG Act, T/TA activities may support improved financial management practices, program performance measurement, information and reporting systems, and ensuring responsiveness to locally identified community needs. T/TA assistance activities may also support coordination between fragmented State and local programs.

The focus of State EPPs supported through this grant will be on assisting States in providing guidance to CSBG-eligible entities that need or have the desire to enhance current community service programs. These funds should be used to identify and document exemplary practice models that focus on implementation, dissemination, and sustainability projects for employment-related services, coordination of benefits enrollment, and community economic development activities and services.

## Definitions of Terms

The following definitions apply:

*Benefits Enrollment Coordination* - Activities that relate to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.

*Community Economic Development (CED)* - A process by which a community uses resources to attract capital and increase physical, commercial, and business development and job opportunities for its residents.

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

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

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

*Green Job*- Any job that contribute(s) substantially to preserving or enhancing environmental quality through a range of industries, including energy efficient building, construction and retrofits, renewable electric power, energy efficient vehicles, biofuels, and manufacturing that produces sustainable products and uses sustainable processes and materials.

*Job Creation* - New full-time, full-year jobs (i.e. a non-seasonal position requiring at least 30 hours of culturally competent work per week. An aggregate of part-time positions to full-time equivalents are not considered full-time positions.) that did not exist prior to the start of the project and came about as a result of the start of the project. The training and placement of individuals in already existing jobs, even jobs guaranteed to low-income individuals through a formal agreement with an employer, is not considered job creation.

**Special Note:** The Office of Management and Budget (OMB) released *Updated Guidance on the American Recovery and Reinvestment Act - Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates*, M-10-08. The new guidance provides additional specificity on jobs to be counted in the 1512 reporting process; it replaces M-09-21 Section 5 and includes the final revisions to new guidance on jobs and data quality **for purposes of 1512 reporting**. The OMB guidance is available at the following website: ([http://www.whitehouse.gov/omb/assets/memoranda\\_2010/m10-08.pdf](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf))

*Job Placement* - Placing an individual in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity.

*Performance Measurement* - A tool used to assess how a program is accomplishing its mission through the delivery of products, services and activities.

*Self-Sufficiency* - A state of being or status of an individual or family whereby reason of employment or eligibility for public assistance is replaced by the ability to meet all basic needs.

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

*State Community Action Agency Associations* - organizations that provide training and technical assistance designed to increase the capacity of local CSBG-eligible entities to carry out the mandate of the CSBG Act and measure results.

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

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

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

## **Program Scope**

The role of OCS is to provide assistance to States and local communities working through a network of CSBG-eligible entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become self-sufficient. CSBG provides States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and Federal and State-recognized Indian Tribes and tribal organizations, CSBG-eligible entities, migrant and seasonal farmworkers or other organizations designated by the States, funds to alleviate the causes and conditions of poverty in communities. The funds provide a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants and the elderly. Grant amounts are determined by a formula based on each State's and Indian Tribe's poverty population. Grantees receiving funds under the CSBG program are required to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health issues.

## **Program Purpose**

The successful grantee under this announcement will work in partnership with OCS, State CSBG Lead Agencies, CSBG-eligible entities and leading national organizations associated with the CSBG program to identify and document implementation, dissemination, and sustainability projects for one, or any combination of exemplary practice models focused on: **1) Job Creation and Green Jobs; 2) Benefits Enrollment Coordination; or 3) Community Economic Development.**

Resources provided through this cooperative agreement may support State EPPs as well as creation of an enhanced infrastructure to help OCS prepare to address long-term T/TA needs of the Community Action Network.

Of specific interest to OCS are current exemplary practice models that State CSBG Lead Agencies and CSBG service providers can adopt and/or adapt to: **1) formalize community service approaches; 2) enhance existing CSBG activities and services; and 3) develop improved strategic plans based on CSBG national goals and measures.**

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

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

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

### *General*

1. What is currently known and what knowledge gaps exist regarding exemplary practice models related to implementation, dissemination, and sustainability projects for employment-related services, coordination of benefits enrollment activities, and community economic development activities and services?
2. What are the most successful practice models that address the unique circumstances and needs of rural and urban communities and diverse populations?
3. Do these practices help to ensure program resources reach the intended beneficiaries and address the program's purpose of reducing poverty, revitalizing low-income communities, empowering low-income families, and assisting individuals to become self-sufficient? If so, what methods or processes are used to do so?
4. What are the most successful practice models that address cultural sensitivity and competency issues? What models have had success in meeting the needs of diverse populations (e.g. ESL, physical, mental, and developmental disabilities, etc.)?

### *Model CSBG-eligible entities*

1. What are the characteristics of CSBG-eligible entities that effectively develop, implement, and maintain exemplary practice models?
2. How, if at all, do these CSBG-eligible entities differ from other CSBG service providers (e.g. board member involvement, staff expertise, agency operations, to include administrative, program, and financial)? Do they have a positive collaborative relationship with their State CSBG Lead Agency, State Community Action Agency Association, and other CSBG national partners?

### *Exemplary Practice Models Related to Implementation, Dissemination, and Sustainability Projects Focused on Job Creation and Green Jobs, Benefits Enrollment Coordination, and Community Economic Development*

#### **Job Creation and Green Jobs**

1. What are the most successful practice models being used regarding job creation and green jobs? Why are they the most successful? What key factors influence their success?
2. What are the effective screening and referral processes used to identify and match individuals with existing and new sustainable employment opportunities? What impact do these models have on future collaborations with local businesses and other job placement sites?
3. What service delivery or intervention models are being utilized to help ensure job retention and reemployment if circumstances change (e.g. layoffs)?
4. What are the current mechanisms used to establish and maintain collaborative relationships with potential job placement sites? How often are they used? How effective are these mechanisms? What referral and system linkage processes are in place?

## **Benefits Enrollment Coordination**

1. What are the most successful practice models being used to coordinate benefits enrollment activities? Why are they the most successful? What key factors influence their success?
2. What effective outreach strategies are being used to inform the public and to target "first-time" benefit enrollees?
3. What mechanisms are employed to educate the public on the eligibility requirements for the various benefits programs? What service delivery or intervention models are being utilized to simplify the process of identifying and enrolling individuals and families eligible for benefit programs?
4. What are the effective screening and assessment processes used to direct individuals and families to the most appropriate benefits program?
5. How do these models account for individuals and families whose initial contact is through CSBG-eligible entities or other non-State agencies?
6. What effective tracking processes are used to avoid losing individuals and families before, during and after the referral process?

## **Community Economic Development**

1. What are the most successful practice models related to community economic development being used? Why are they the most successful? What key factors influence their success?
2. What effective strategies are used to establish and maintain collaborative relationships that contribute to successful community revitalization efforts?
3. What effective strategies are used to secure jobs that pay a livable wage, provide employee benefits, and offer career progression opportunities?
4. What are the most successful practice models used to address community barriers to self-sufficiency and ensure long-lasting benefits to the community? Examples of community barriers that might be addressed include lack of public transportation; inadequate social services such as employment service, child care, or job training; high incidence of crime; and inadequate health care.

## ***Program Implementation***

1. What are the critical factors that support or hinder the integration and replication of exemplary practice models related to implementation, dissemination, and sustainability projects focused on projects for employment-related services, coordination of benefits enrollment activities, and community economic development activities and services?
2. What are the organizational characteristics used to determine the appropriateness of implementing a particular practice model (e.g. size of the CSBG-eligible entities and workforce, knowledge base and expertise of current staff, geographic location, community demographics, etc.)?
3. How are successfully implemented practice models reassessed to ensure they continue to meet the needs of individuals, families, and communities? What is the process for adapting a practice model to address changes in their needs?
4. What mechanisms for collaboration are in place between State CSBG Lead Agencies and CSBG-eligible entities?
5. What service gaps within the community are highlighted based upon the performance of current implementation, dissemination, and sustainability projects? How can these gaps hinder the implementation of exemplary practice models?

## ***Discontinued Practice Models***

1. What practice models or initiatives have been discontinued after implementation? What are the key characteristics of these models? How do they differ from those models that remain operational?
2. What aspects of the practice model(s) proved unsatisfactory?



## *Program Outcomes*

1. What goals and objectives are typically the focus of exemplary practice models related to implementation, dissemination, and sustainability projects focused on employment-related services, coordination of benefits enrollment activities, and community economic development activities and services?
2. To date, have these goals and objectives been measured? Do particular measures show up frequently in these assessments/evaluations?
3. To date, what are the strengths and weaknesses of these goals and objectives? Can these weaknesses be addressed through improved T/TA available within the Community Action Network?

## *Linkages and Collaboration*

How do CSBG-eligible entities work effectively with State CSBG Lead Agencies, local businesses, non-profit agencies, and other Community Action Network organizations to best serve and engage individuals, families, and communities when using practice models related to implementation, dissemination, and sustainability projects?

## **Program Enhancements**

There may be general themes throughout CSBG services and activities provided through the Community Services Network. It is hoped that documenting exemplary practice models related to implementation, dissemination, and sustainability projects for employment-related services, coordination of benefits enrollment activities, and community economic development activities and services will lead to:

- An increase in the body of knowledge (i.e. exemplary practices) available to State CSBG Lead Agencies that enhances their ability to provide guidance to CSBG-eligible entities who need or have the desire to enhance current community service programs;
  - A stronger planning and coordination effort that is more responsive to local needs and conditions and unique problems of low-income individuals, families, and communities;
  - An increase in the development of activities and services that maximize the resources of CSBG-eligible entities;
  - An increase in the use of innovative and effective community-based approaches to attack the causes and effects of poverty and of community breakdown;
  - An increase in the number of individuals and families who achieve and maintain self-sufficiency without the need for public assistance; and
  - A comprehensive clearinghouse of exemplary practice models that effectively help to advance the efforts of State CSBG Lead Agencies and CSBG-eligible entities to carry out the mandate of the CSBG Act and measure results. These models would include a catalogue of practices and denote their level of reliability (e.g. **research validated** - A program, activity or strategy that has the highest degree of proven effectiveness, supported by objective and comprehensive research and evaluation; field tested - A program, activity or strategy that has been shown to work effectively and produce successful outcomes and is supported to some degree by subjective and objective data sources; and **promising practice** - One with at least preliminary evidence of effectiveness in small-scale interventions, or for which there is potential for generating data that will be useful for making decisions about taking the intervention to scale the results diverse populations and settings).
- (1)

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

- Analytical projects to identify and assess practice models that focus on implementation,

- dissemination, and sustainability for employment-related services, coordination of benefits enrollment activities, and community economic development activities and services;
- Information projects to compile and document exemplary practice models and recommend strategies and methods for reassessing these models; and
- Development of strategic plans and recommendations to OCS regarding ongoing T/TA needs.

Applicants must demonstrate the capacity to identify and assess the quality of practice models (i.e. process of verification) and recommend whether they warrant dissemination throughout the Community Action Network. Applicants must demonstrate a clear understanding of the needs of State CSBG Lead Agencies and CSBG-eligible entities as they relate to implementation, dissemination, and sustainability projects and key programmatic components of the focus area(s) selected for the project (i.e. job creation and green jobs, benefits enrollment coordination, and community economic development).

While the primary focus of T/TA efforts supported through this cooperative agreement is identifying and documenting exemplary practice models, an enhanced national strategy will include a framework to help OCS prepare to address the long-term T/TA needs of the Community Action Network. As a block grant to States, the CSBG statute speaks to OCS' role with States and States' role with CSBG-eligible entities.

The States' role of oversight and accountability is key to the administration and success of this program. In addition, many States utilize discretionary resources available to States through CSBG to support extensive T/TA efforts. A key focus for the successful grantee under this announcement will be to recommend strategies and methods for reassessing exemplary practices models. This reassessment process will help to ensure the practice model maintains its relevance and continues to be regarded as exemplary during the time of dissemination across the Community Action Network, and thereafter.

## Other Project Requirements

**The acceptance of funds for projects responsive to this announcement will signify the applicant's assurance that it will comply with the following requirements:**

- A brief profile of any organization(s) for which the applicant identifies and documents an exemplary practice model(s). The applicant must submit the profile in the recommended format (to be provided).
- An abstract narrative (one page limit) and comprehensive description of the exemplary practice model(s) taking into account the questions in *Section I. "Questions of Interest to the Office of Community Services."*

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

## II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,300,000
Expected Number of Awards:	22
Award Ceiling:	\$150,000 Per Budget Period

Award Floor: \$0 Per Budget Period  
Average Projected Award Amount: \$150,000 Per Budget Period

**Length of Project Periods:**

12-month project and budget period

**Additional Information on Awards:**

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

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

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

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

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

### III. Eligibility Information

#### III.1. Eligible Applicants

This is a Limited competition FOA; it restricts the types of organizations that may compete for, and receive, awards under an announcement.

Applicants eligible to receive an award under this announcement are organizations that applied for and received an award under funding opportunity HHS-2009-ACF-OCS-EQ-0037. Applicants must submit proof of award for funding opportunity HHS-2009-ACF-OCS-EQ-0037 in the form of a copy of the Financial Assistance Award (FAA) with their application and by the application due date.

This FOA has an abbreviated project period, as ARRA-funded services must be provided on or before September 30, 2010. Adherence to high standards of accountability requires consistently applied ARRA-funded activities or service delivery mechanisms and the rapid implementation of activities related to this FOA. Organizations who received an award under HHS-2009-ACF-OCS-EQ-0037 are currently engaged in CSBG-funded Statewide capacity-building technical assistance and statewide collaborations toward ARRA-funded strategic planning and coordination between fragmented State and local programs. Furthermore, the Office of management and Budget (OMB) approved training and technical assistance implementation plan for CSBG ARRA includes only supplements to existing grants. Organizations who received an award under HHS-2009-ACF-OCS-EQ-0037 are the only available organizations whose current T/TA activities allow for the rapid implementation of activities related to this FOA.

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

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

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

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

### **III.3. Other**

#### **Disqualification Factors**

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

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

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

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

## **Section IV. Application and Submission Information**

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

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)

Standard Forms are also available at the Grants.gov Forms Repository website at

<http://apply07.grants.gov/apply/FormLinks?family=15>.

Seth Hassett

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### **Federal Relay Service:**

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

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

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

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

The application limit is 65 pages total including all forms and attachments. Pages over this page limit will be removed from the application and will not be reviewed. Pages should be numbered and a table of contents should be included for easy reference.

To be considered for funding, each application must be submitted with the Standard Federal Forms or through the electronic links provided at the end of this announcement and follow the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

The application must be typed, double-spaced, printed on only one side, with at least 1 inch margins on each side and 1 inch at the top and bottom, using a standard 12-point font (such as Times New Roman or Courier). Pages must be numbered.

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

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

**Tips for Preparing a Competitive Application.** It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the

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

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

All required Standard Forms are available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### Forms, Assurances, and Certifications

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

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

SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Proof of Grant Award	A copy of the applicant's Financial Assistance Award (FAA)	Organizations applying for funding are required to submit proof of grant award for funding opportunity HHS-2009-ACF-OCS-EQ-0037 by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	By date of award.

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.

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

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



## **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](https://www.grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

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

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

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

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

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

## **The Project Description**

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

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **Part II: General Instructions for Preparing a Full Project Description**



## **Introduction**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

## **Table of Contents**

List the contents of the application including corresponding page numbers.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

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

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

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## **Outcomes Expected**

Identify the outcomes to be derived from the project.

For example, describe in detail how the proposed project will meet T/TA needs on a nationwide basis. Describe how proposed activities will help address immediate T/TA needs as well as the ways in which creation of an enhanced infrastructure will help OCS address long-term T/TA needs of the Community Action Network.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

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

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

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

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

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

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

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

## **Proof of Non-Profit Status**

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

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

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

## **Logic Model**

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

## **Organizational Capacity**

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Names of bond carriers
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

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

### **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

### **Third-Party Agreements**

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

### **Budget and Budget Justification**

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

Provide a narrative budget justification for the proposed project that is being fully funded (the budget period and project period are the same). The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

### **Personnel**

Description: Costs of employee salaries and wages.

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

## **Fringe Benefits**

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

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

## **Travel**

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

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

## **Equipment**

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

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

## **Supplies**

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

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

## **Contractual**

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C.

403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

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

### **Other**

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

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

### **Indirect Charges**

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

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

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **Application Submission Options**

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

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

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

## Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

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

### IV.3. Submission Dates and Times

Due Date for Applications: **[Insert 45 days from date of publication]**

#### Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

#### Mailed Applications

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

#### Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

#### Electronically-Submitted Applications

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

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

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



## Late Applications

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

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

## Extension/Waiver of Due Date and Receipt Time

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

## Acknowledgement of Received Application

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

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

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

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

## IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

## IV.5. Funding Restrictions

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

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

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

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

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracting for specific services or activities that are needed to conduct the project.

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

Submit applications to one of the following addresses:

### **Submission By Mail**

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

### **Hand Delivery**

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

## Electronic Submission

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

For all submissions, see *Section IV.3* for information on due dates and times.

## V. Application Review Information

### V.1. Criteria

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

Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

#### ORGANIZATIONAL PROFILES

**Maximum Points: 10**

- (1) The extent to which the applicant demonstrates that it has experience and a successful record of accomplishment relevant to the specific activities it proposes to accomplish.
- (2) The extent to which the applicant details the organization's ability to identify, assess, and document exemplary practice models regarding implementation, dissemination, and sustainability projects that focus on employment-related services, coordination of benefits enrollment activities, and community economic development activities and services. If applicable, information provided by the applicant may also address the related achievements and competence of each cooperating or sponsoring organization.
- (3) The extent to which the applicant describes, for example in a resume, the experience and skills of the proposed project director and primary staff members and demonstrates specific qualifications and professional experiences that are relevant to the successful implementation of the proposed project.
- (4) If sub-contractors are proposed, the extent to which the applicant documents the willingness and capacity of the subcontracting organization(s) to participate as described.

#### OUTCOMES EXPECTED

**Maximum Points: 15**

- (1) The extent to which the applicant describes how the project will ensure long-term program and management improvements for CSBG-eligible entities, State CSBG Lead Agency, State Community Action Agency Associations and/or other local providers of CSBG services and activities.
- (2) The extent to which the applicant indicates the number of organizations and/or staff members who will benefit from T/TA services.
- (3) The extent to which the applicant describes how the project will contribute to and promote exemplary practice models that State CSBG Lead Agencies and other CSBG Network members can reference for

guidance, insight, and possible replication.

## **OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 20**

- (1) The extent to which the application documents that the proposed project addresses vital needs related to the program purposes and provides statistics and other data and information in support of its contention.
- (2) The extent to which the application provides current supporting documentation or other testimonies regarding needs from State CSBG Directors, State Community Action Agency Associations and local service providers.
- (3) The extent to which the applicant demonstrates an awareness and knowledge of current literature and understanding of practice models that focus on implementation, dissemination, and sustainability projects for employment-related services, coordination of benefits enrollment activities, and community economic development activities and services. The discussion must address the range of issues related to one, or any combination of, the focus area(s) selected by the applicant for the project.
- (4) The extent to which the applicant demonstrates an understanding of the challenges facing the State CSBG Lead Agencies and CSBG-eligible entities and the current status of existing services. This discussion must include issues related to formalizing community service approaches, enhancing existing CSBG activities and services, and developing improved strategic plans based on CSBG national goals and measures.
- (5) The extent to which the applicant demonstrates a thorough understanding of the need for identifying and documenting knowledge about implementation, dissemination, and sustainability projects focused on employment-related services, coordination of benefits enrollment activities, and community economic development activities and services, through exemplary practice models.

## **APPROACH**

**Maximum Points: 50**

- (1) The extent to which the applicant clearly documents which of the three practice models, or combination thereof they are applying for, and justifies their selection in terms of history of involvement, documented experience and areas of expertise in specified project goals and objectives.
- (2) The extent to which the applicant proposes strategies that demonstrate an understanding of implementation, dissemination, and sustainability projects and the key components of these topics.
- (3) The extent to which the applicant describes a clear one-year plan of work that includes the method and set of criteria for identifying, assessing, and documenting exemplary practice models regarding implementation, dissemination, and sustainability projects that focus on **Job Creation and Green Jobs; Benefits Enrollment Coordination; and/or Community Economic Development**.
- (4) The extent to which the applicant's one-year work plan is appropriate, reasonable, and likely to: a) result in a comprehensive assessment of the practice models; b) identify exemplary practice models related to implementation, dissemination, and sustainability projects that focus on employment-related services, coordination of benefits enrollment coordination, and community economic development activities and services; c) identify knowledge gaps; d) identify strategies and methods for reassessing exemplary practice models; and e) lend itself to an enhanced infrastructure for the long-term T/TA needs of the Community Action Network.
- (5) The extent to which the applicant's proposed logic model demonstrates a linkage between project objectives, the proposed project approach, and expected results.

- (6) The extent to which the applicant describes a work program that is results-oriented and related to the legislative mandate for CSBG.
- (7) The extent to which the applicant addresses specific outcomes to be achieved and performance targets that the project is committed to achieving, including a discussion of how the project will verify the achievement of these targets.
- (8) The extent to which the applicant describes specific national, State, and local organizations that will be involved in identifying and documenting exemplary practice models, as well as assessing their relevance.
- (9) If the applicant proposes to facilitate conference calls, meetings, etc., the application will be evaluated on the extent to which it identifies the number and types of beneficiaries.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 5**

- (1) The extent to which the resources requested are reasonable and adequate to accomplish the project.
- (2) The extent to which the total costs of the project are reasonable and consistent with anticipated results.

## **V.2. Review and Selection Process**

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

*Initial ACF Screening:* Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

### **Objective Review and Results**

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

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

ACF may elect to not fund applicants that have management or financial problems, which would indicate an inability to successfully complete the proposed project. Successful applicants may be funded at an amount lower than that requested.

### *OCS Evaluation of Applications*

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

The evaluation criteria enable the review panel to assess the quality of a proposed project and determine the

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

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

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

### **Approved but Unfunded Applications**

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

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

Not Applicable.

## **VI. Award Administration Information**

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

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

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

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

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

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

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

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

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

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

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

### **HHS Grants Policy Statement**

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

## **VI.3. Reporting**



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

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

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

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

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

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

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

#### Recovery Act Reporting Requirements

Recipients of Federal awards from funds appropriated by Division A of the ARRA must comply with all requirements specified in Division A of the ARRA (Pub.L. 111-5), including reporting requirements outlined in Section 1512 of the Act. For purposes of reporting, ARRA recipients must report on ARRA sub-recipient (sub-grantee and sub-contractor) activities as specified below.

Not later than 10 days after the end of each calendar quarter, starting with the quarter ending June 30, 2010, and reporting by July 10, 2010, the recipient must submit quarterly reports to Department of Health and Human Services (HHS) that will posted to Recovery.gov, containing the following information:

- a. The total amount of ARRA funds under this award;
- b. The amount of ARRA funds received under this award that were obligated and expended to projects or activities;
- c. The amount of unobligated award balances;
- d. A detailed list of all projects or activities for which ARRA funds under this award were obligated and expended, including
  - The name of the project or activity;
  - A description of the project or activity;
  - An evaluation of the completion status of the project or activity;
  - An estimate of the number of jobs created and the number of jobs retained by the project or



activity; and

- For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and the name of the person to contact at the agency if there are concerns with the infrastructure investment.

e. Detailed information on any sub-awards (sub-contracts or sub-grants) made by the grant recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282).

For any sub-award equal to or larger than \$25,000, the following information:

- The name of the entity receiving the sub-award;
- The amount of the sub-award;
- The transaction type;
- The North American Industry Classification System code or Catalog of Federal Domestic Assistance (CFDA) number;
- Program source;
- An award title descriptive of the purpose of each funding action;
- The location of the entity receiving the award;
- The primary location of performance under the award, including the city, State, congressional district, and country; and
- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.

f. All sub-awards less than \$25,000, or to individuals may be reported in the aggregate, as prescribed by HHS.

g. Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted.

h. Recipients must account for each ARRA award separately by referencing the assigned CFDA number for each award.

The definition of terms and data elements, as well as any specific instructions for reporting, including required formats, will be provided in subsequent guidance issued by HHS.

(See **Standard Terms and Conditions, American Recovery and Reinvestment Act of 2009, Division A Funds** as Attachment 1 at the end of this announcement.)

## VII. Agency Contacts

### Program Office Contact

J. Janelle George  
Administration for Children and Families  
Office of Community Services  
Division of State Assistance  
Aerospace Building  
901 D Street, SW  
Washington, DC 20447

Phone: (202) 401-4830

Fax: (202) 401-5718

Email: [jolleen.george@ACF.hhs.gov](mailto:jolleen.george@ACF.hhs.gov)

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

Katrina Morgan

Administration for Children and Families

Division of Discretionary Grants

Office of Community Services Operations Center

1515 Wilson Blvd., Suite 100

Arlington, VA 22209

Phone: (800) 281-9519

Email: [OCS@lcgnet.com](mailto:OCS@lcgnet.com)

### **Federal Relay Service:**

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

## **VIII. Other Information**

### **Reference Websites**

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

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

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

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

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

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

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

Additional information about the American Recovery and Reinvestment Act of 2009 can be located on the following website: <http://www.recovery.gov>.

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

## Checklist

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

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

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

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

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

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

Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	By date of award.
Proof of Grant Award	A copy of the applicant's Financial Assistance Award (FAA).	Organizations applying for funding are required to submit proof of grant award for funding opportunity HHS-2009-ACF-OCS-EQ-0037 by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by date of award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

Logic Model	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	Submission due by date of award.

## Signature

Date:

\_\_\_\_\_  
Yolanda J. Butler, Ph.D.  
Acting Director  
Office of Community Services

## Appendices

### Attachment 1

#### Standard Terms and Conditions

#### American Recovery and Reinvestment Act of 2009

#### Division A Funds

February 26, 2009

### 1. Other Standard Terms and Conditions

All other grant policy terms and conditions contained in applicable Department of Health and Human Services (HHS) Grant Policy Statements apply unless they conflict or are superseded by the following terms

and conditions implementing the American Recovery and Reinvestment Act of 2009 (ARRA) requirements below. Recipients are responsible for contacting their HHS grant/program managers for any needed clarifications.

## **2. Recipient Reporting**

Recipients of Federal awards from funds authorized under Division A of the ARRA must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act. For purposes of reporting, ARRA recipients must report on ARRA sub-recipient (sub-grantee and sub-contractor) activities as specified below.

Not later than 10 days after the end of each calendar quarter, starting with the quarter ending June 30, 2009 and reporting by July 10, 2009, the recipient must submit quarterly reports to HHS that will posted to Recovery.gov, containing the following information:

- a. The total amount of ARRA funds under this award;
- b. The amount of ARRA funds received under this award that were obligated and expended to projects or activities;
- c. The amount of unobligated award balances;
- d. A detailed list of all projects or activities for which ARRA funds under this award were obligated and expended, including

a.

- The name of the project or activity;
- A description of the project or activity;
- An evaluation of the completion status of the project or activity;
- An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
- For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and the name of the person to contact at the agency if there are concerns with the infrastructure investment.

- a. Detailed information on any sub-awards (sub-contracts or sub-grants) made by the grant recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282).

For any sub-award equal to or larger than \$25,000, the following information:

a.

- The name of the entity receiving the sub-award;
- The amount of the sub-award;
- The transaction type;
- The North American Industry Classification System code or Catalog of Federal Domestic Assistance (CFDA) number;
- Program source;
- An award title descriptive of the purpose of each funding action;
- The location of the entity receiving the award;
- The primary location of performance under the award, including the city, State, congressional district, and country; and

- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.

- a. All sub-awards less than \$25,000 or to individuals may be reported in the aggregate, as prescribed by HHS.
- b. Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted.
- c. Recipients must account for each ARRA award separately by referencing the assigned CFDA number for each award.

The definition of terms and data elements, as well as any specific instructions for reporting, including required formats, will be provided in subsequent guidance issued by HHS.

### **3. Buy American - Use of American Iron, Steel, and Manufactured Goods**

Recipients may not use any funds obligated under this award for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States unless HHS waives the application of this provision. (ARRA Sec. 1605)

### **4. Wage Rate Requirements**

*[This term and condition shall not apply to tribal contracts entered into by the Indian Health Service funded with this appropriation. (ARRA Title VII - Interior, Environment, and Related Agencies, Department of Health and Human Services, Indian Health Facilities)]*

Subject to further clarification issued by the Office of Management and Budget, and notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606)

### **5. Preference for Quick Start Activities (ARRA)**

In using funds for this award for infrastructure investment, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 days after the date of the enactment of ARRA. Recipients shall also use grant funds in a manner that maximizes job creation and economic benefit. (ARRA Sec. 1602)

### **6. Limit on Funds (ARRA)**

None of the funds appropriated or otherwise made available in ARRA may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. (ARRA Sec. 1604)

### **7. Disclosure of Fraud or Misconduct**

Each recipient or sub-recipient awarded funds made available under the ARRA shall promptly refer to the HHS Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. The HHS Office of Inspector General can be reached at <http://www.oig.hhs.gov/fraud/hotline/>

## **8. ARRA: One-Time Funding**

Unless otherwise specified, ARRA funding to existent or new awardees should be considered one-time funding.

## **9. Schedule of Expenditures of Federal Awards**

Recipients agree to separately identify the expenditures for each grant award funded under ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations." This identification on the SEFA and SF-SAC shall include the Federal award number, the Catalog of Federal Domestic Assistance (CFDA) number, and amount such that separate accountability and disclosure is provided for ARRA funds by Federal award number consistent with the recipient reports required by ARRA Section 1512(c). (2 CFR 215.26, 45 CFR 74.26, and 45 CFR 92.26)

## **10. Responsibilities for Informing Sub-recipients**

Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, any special CFDA number assigned for ARRA purposes, and amount of ARRA funds. (2 CFR 215.26, 45 CFR 74.26, and 45 CFR 92.26)