

Funding Opportunity Number: HHS-2010-ACF-OCS-ET-0008
Funding Opportunity Title: Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Program: National Risk Mitigation and Quality Improvement T/TA Center
Program Office: Office of Community Services
Drafter: Danielle Williams
DGP Contact: Karen Shields

Special Instructions:

Gray shaded text denotes standardized language that is required content in every announcement.

Gray shaded underlined text denotes optional standard language where users can opt to include certain text when appropriate.

Summary:

System Generated Number: ACF-2101
Funding Opportunity Number: HHS-2010-ACF-OCS-ET-0008
Funding Opportunity Title: Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Program: National Risk Mitigation and Quality Improvement T/TA Center
FOA FY Processing Year: 2010
Fiscal Year: 2010
Program Office: OCS
GATES Program Acronym: ET
Program Funding Type: Discretionary - Competitive
Funding Activity Category: Income Security and Social Services
Recovery Act: No
Funding Instrument Type: Cooperative Agreement
Code(s):
Primary CFDA Number: 93.569

Award / Funding information:

Cost Sharing / Matching Requirement: N
Percentage of Cost Sharing / Matching Requirement: 0
Expected Number of Awards: 1
Estimated Total Funding: \$2,100,000
Estimated Award Ceiling: \$700,000 Per Budget Period
Estimated Award Floor: \$0 Per Budget Period
Length of Project Periods: 36-month project with three 12-month budget periods
Length of Project Periods
Explanation of Other:

Project Period | Expected Duration in Months: 36
Project Type: Other

Eligibility:

Eligibility Category: Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility (2000 character limit):

Eligible applicants are Community Services Block Grant eligible entities, consisting of statewide or local organizations or associations, and non-profit organizations with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities, and knowledge of and experience with the Community Services Network.

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

Individuals and foreign entities are not eligible for awards made under this announcement.

Grants.gov Synopsis/HHS Forecast Description (4000 character limit):

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that applications will be accepted to fund one award supporting the coordination of nationwide training and technical assistance focused on risk assessment, risk mitigation, quality improvement, and capacity development among CSBG-eligible entities in the Community Services Block Grant (CSBG) program. The grantee will create a national T/TA center that identifies, coordinates, and disseminates T/TA resources in the areas of risk mitigation, quality improvement, and capacity development throughout the Community Action Network. The grantee will also refer State CSBG Lead Agencies and CSBG-eligible entities to individuals and organizations that can provide relevant risk mitigation, quality improvement support, and capacity-building T/TA services and activities at specific local agencies and assist with the implementation of corrective actions where necessary.

Administrative Policies

Administrative Match Requirement: No

Administrative Match Percentage:

Composition of the Administrative Match:

Explanation of Administrative Match Composition:

Non-Competing: No
Non-Competing Description:
Single Source Justification:
Limited Competition: No
Additional Disqualification Factors: N

FOA History

New Opportunity?: Yes
Previously Published Fiscal Year: 0
Previously Published Funding Opportunity Number:

PRA Information Collection

Expected Number of Applications: 40
OMB-Approved Information Collection? No

Estimated Milestone Dates

Submit Initial Forecast (to OA): 09/30/2009
Submit Initial FOA Draft (to OA): 02/12/2010
Estimated Post Date: 04/13/2010
Estimated Application Due Date: 06/12/2010
Application Due Date Explanation: Applications must be received no later than 4:30 p.m., eastern time, on the due date referenced above.
Estimated Award Date: 09/29/2010
Estimated Project Start Date: 09/30/2010

**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) Program: National Risk Mitigation and Quality Improvement T/TA Center
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-OCS-ET-0008
CFDA Number: 93.569
Due Date for Applications: **06/28/2010**

Executive Summary:

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for a new cooperative agreement to expand the existing Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Network to support an enhanced nationwide T/TA strategy for risk mitigation and quality improvement for the CSBG program.

This three-year cooperative agreement will fund one CSBG National Risk Mitigation and Quality Improvement T/TA Center (Center) to provide T/TA to State governments and CSBG-eligible entities. The primary mission of the Center is to support the National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation, which is designed to stimulate and strengthen accountability within the CSBG program. The core functions of the Center are *Training and Continuing Education Coordination; Training Curricula and Resource Development; T/TA Request and Tracking System Development; Region-Specific T/TA Coordination; and Information Dissemination*. The T/TA will emphasize three major areas, including **Risk Mitigation, Quality Improvement Support, and Capacity Development**.

I. Funding Opportunity Description

Statutory Authority

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

Description

This program announcement is intended to support a three-year effort in the CSBG program to coordinate nationwide T/TA focusing on risk mitigation, quality improvement support, and capacity development for CSBG State Lead Agencies and CSBG-eligible entities. The Center will work to improve the quality and quantity of T/TA information and resources available to CSBG-eligible entities to help achieve the CSBG program purpose to alleviate the causes and conditions of poverty in communities. The goals of this project are:

1. To create a national resource center that identifies local and regional individuals and organizations with relevant expertise in T/TA focused on risk mitigation, quality improvement support, and capacity development and refers CSBG State Lead Agencies and CSBG-eligible entities to these resources;
2. To employ innovative T/TA strategies focused on risk mitigation, quality improvement, and capacity

development that help CSBG-eligible entities enhance CSBG activities and services and improve the outcomes for low-income individuals, families, and communities;

3. To promote practices and procedures that help to ensure organizational stability and sustainability by maintaining existing and newly acquired information (e.g. knowledge management); and
4. To disseminate T/TA resources and promising practices in the areas of risk mitigation, quality improvement, and capacity development throughout the Community Action Network.

These funds should be used for efforts to establish a CSBG National Risk Mitigation and Quality Improvement T/TA Center with an emphasis on risk mitigation, quality improvement support, and capacity development among CSBG-eligible entities in support of the National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation for CSBG.

National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation for the Community Services Block Grant

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

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

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

The five CSBG T/TA funding priorities are:

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

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

- Collaborate with other T/TA providers to help maximize CSBG resources;
- Communicate with other T/TA providers to help ensure the seamless provision of T/TA to States and

CSBG-eligible entities;

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

ACF makes one reference to Green Jobs in this Funding Opportunity Announcement (FOA). Green Jobs is identified as a component of one of the five CSBG T/TA funding priorities, *Exemplary Practices and Innovative Programming*. The CSBG T/TA funding priorities support the *National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation for the CSBG program*. The reference to Green Jobs is just one example of some of the focus areas included in the CSBG T/TA funding priorities. The T/TA efforts of this FOA emphasize **Risk Mitigation, Quality Improvement Support, and Capacity Development**

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

"This publication was created by [grantee name] in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number #90XXXXXX. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families."

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

Definitions of Terms

The following definitions apply:

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

Community Action Network - The various organizations involved in planning and implementing programs funded through CSBG. The network includes local CSBG-eligible entities; CSBG Lead Agencies and their national association; State Community Action Agency 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.

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

Fiscal Integrity - The ability of an organization to spend funds appropriately and in accordance with Federal

and State CSBG requirements. Activities that support this effort may include overseeing organizational risk assessment and reviewing internal controls.

Knowledge Management - The process of gathering, classifying, analyzing and sharing information so that an organization can collectively pursue its objectives efficiently. Components of Knowledge Management include People, Processes and Technology. The process of KM should be supported by an appropriate investment in training and technology. (1)

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

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

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

State Community Action Agency Associations - organizations that provide T/TA 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, Community Action Agencies, migrant and seasonal farmworkers or other organizations designated by the States, funds to alleviate the causes and conditions of poverty in communities. The funds provide a range of services and activities to assist the needs of low-income individuals including the homeless, migrants and the elderly. Grant amounts are determined by a formula based on each State's and Indian Tribe's poverty population. Grantees receiving funds under the CSBG program are required to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

Program Purpose

The successful grantee under this announcement will establish a CSBG National Risk Mitigation and Quality Improvement T/TA Center to expand the CSBG T/TA Network and enhance its ability to support CSBG-eligible entities. In support of the National T/TA Strategy for Promoting Exemplary Practices and

Risk Mitigation, grantees will work with OCS and leading national organizations associated with the CSBG program to address both specific and broad T/TA issues focused on three major areas:

1. **Risk Mitigation** in partnership with State CSBG Lead Agencies to assess management and financial challenges at specific CSBG-eligible entities and provide recommendations for the development and implementation of corrective action plans.
2. **Quality Improvement Support** in partnership with State CSBG Lead Agencies for CSBG-eligible entities experiencing significant fiscal or organizational challenges that may threaten the ability of the organization to continue operations.
3. **Capacity Development** in partnership with State CSBG Lead Agencies to enhance critical capacity-building strategies for specific CSBG-eligible entities, with particular attention given to board and leadership, development, strategic planning, fiscal management, program development, evaluation, and sustainability.

CSBG National Risk Mitigation and Quality Improvement T/TA Center

The primary role of the Center is to serve as the central coordinator for T/TA focused on risk mitigation, quality improvement, and capacity development. The Center is responsible for: 1) identifying local and regional individuals and organizations to provide T/TA activities and services; 2) providing State CSBG Lead Agencies and CSBG-eligible entities T/TA information, resources, and referrals; and 3) operationalizing a T/TA approach for risk mitigation, quality improvement support, and capacity development that:

- Addresses risk assessment, internal controls, and financial review elements specific to CSBG;
- Utilizes a cadre of individuals and organizations with relevant expertise and skills to provide T/TA in risk assessment, stabilization planning, and on-site support for struggling organizations in the CSBG network;
- Promotes peer-to-peer networking such as workgroups, meetings, and conference calls through Region-Specific T/TA Coordination efforts;
- Provides intensive, coordinated, and individualized T/TA to State CSBG Lead Agencies and CSBG-eligible entities that promotes an ongoing and integrated process for assessing and addressing organizational risk and sustainability issues; and
- Strengthens the ability of State CSBG Lead Agencies and CSBG-eligible entities to make sound decisions to improve administrative, financial, and program operations.

The core functions of the Center are:

- **Training and Continuing Education Coordination** includes the preparation and continuing education of State CSBG Lead Agency Program Contacts and relevant staff; CSBG eligible-entity staff and leadership, including board members; and other CSBG Network Partners to strengthen their capacity to assess and mitigate risk as well as increase the likelihood of establishing and maintaining organizational stability. Training and Continuing Education Coordination efforts are designed to ensure participants receive T/TA in a structured environment, such as conferences, webinars, conference calls, and online training sessions and (a) include risk identification and analysis activities; (b) prepare participants to identify and implement processes that address issues related to risk mitigation, quality improvement, and capacity development; (c) address organization-specific T/TA needs applicable to a cross-section of staff and leadership; (d) provide toolkits, guides, online training modules, etc., to help participants facilitate the process of changing organizational culture and responsiveness to risk mitigation, quality improvement, and capacity development issues; (e) include continuing education T/TA opportunities that prepare participants to provide peer-to-peer

support; and (f) use a cadre of consultants that are geographically disbursed to allow for ongoing assistance throughout the CSBG Network.

- **Training Curricula and Resource Development** includes the development of training curricula with standards, approaches, and resources to help CSBG-eligible entities systematically identify, analyze, quantify, track, and mitigate risk and increase organizational stability. Training Curricula and Resource Development serves as a vehicle for communicating information and resources and (a) operationalizes key concepts that foster an understanding of risk assessment, risk mitigation, quality improvement, and capacity development strategies; (b) reinforces Federal standards for internal controls, to include those reflected in the CSBG program Information Memorandum (IM) #112 - *Risk Assessment and Risk Mitigation Process for Fiscal Year (FY) 2009 CSBG American Recovery and Reinvestment Act (ARRA) Funds* (<http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im112.html>); (c) uses tools to assist States with identifying and categorizing potential risks; (d) includes resources and materials designed to help participants translate key concepts to relevant staff and leadership; (e) leads to measurable gains based on pre-identified training and continuing education performance outcomes; and (f) supports statutory and regulatory requirements and processes for terminating organizational eligibility or otherwise reducing the share of funding allocated to any CSBG-eligible entity as reflected in the CSBG Act and CSBG program Information Memorandum (IM) #116 - *Guidance on Corrective Action, Termination or Reduction of Funding for CSBG Eligible Entities* (<http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im116.html>).
- **T/TA Request and Tracking System Development** is a dual approach to help identify, manage, and prioritize CSBG T/TA needs related to risk mitigation, quality improvement, and capacity development and (a) includes a process for categorizing T/TA needs of CSBG-eligible entities; (b) includes a system for States and CSBG-eligible entities to request organizational-specific T/TA; and (c) includes a system for cataloguing T/TA requests, activities, and outcomes.
- **Region-Specific T/TA Coordination** includes the coordination of T/TA activities and services for CSBG-eligible entities staff and leadership, including board members, located in the same regional area. Region-specific T/TA Coordination creates a forum for identifying and discussing risk mitigation processes and procedures and quality improvement plans and (a) promotes transparency and accountability among CSBG service providers; (b) fosters support and innovation through peer-to-peer exchanges; (c) increases awareness and access to diverse T/TA approaches to risk mitigation, quality improvement, and capacity development; and (d) accounts for the diversity between and within regions, including State and local resources, working relationships between CSBG-eligible entities and State CSBG Lead Agencies, and characteristics of service recipients and communities.
- **Information Dissemination** includes the distribution of knowledge and resources that demonstrate the Center as a national resource and viable member of the CSBG T/TA Network. Information dissemination is accessible, applicable, and accountable to the diversity within the CSBG Network, including the organizational needs and circumstances of CSBG-eligible entities and (a) supports the purpose of the CSBG Act and National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation; (b) includes replicable risk mitigation, quality improvement, and capacity development plans and practice models; and (c) uses principles of universal design to ensure that products and resources are available in multiple accessible formats.

It must be emphasized that the Center will not provide direct T/TA services and activities, to include those currently performed by other CSBG T/TA service providers. The Center's distinct function is that of CSBG T/TA coordinator that will identify local and regional individuals and organizations with the relevant expertise and skills required to provide effective T/TA focused on risk mitigation, quality improvement support, and capacity development that specifically addresses the needs of State CSBG Lead Agencies and CSBG-eligible entities.

OCS also promotes the coordination of T/TA services and activities that include, but are not limited to, the following:

1. Enhancing the knowledge and abilities of State CSBG Lead Agencies to assist CSBG-eligible entities with issues regarding risk mitigation, quality improvement support, and capacity development to help ensure agencies remain productive CSBG Network members;
2. Promoting the active involvement of State CSBG Lead Agencies and CSBG-eligible entities in all aspects of activities related to the development and implementation of a corrective action plan designed to address risk mitigation and quality improvement issues; and
3. Developing and promoting the use of self-assessment tools and activities to identify risks and address challenges that may delay the systemic change and improvement of administrative, fiscal, and programmatic policies and operational procedures of CSBG-eligible entities.

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

Program Enhancements

There may be risk mitigation, quality improvement, and capacity development challenges of varying degrees affecting the Community Action Network. It is hoped that strengthening and expanding the ability of CSBG-eligible entities to deal with these issues, especially those that have been shown to significantly impact the administrative, fiscal and programmatic policies and operating procedures will lead to:

- An increase in the body of knowledge (i.e. exemplary practices and policies) available to the Community Action Network that enhances the ability of CSBG-eligible entities and State CSBG Lead Agencies' to identify and respond to risk mitigation issues and threats to organizational sustainability;
- Stronger planning and coordination that is more responsive to challenges that hinder efforts to effectively address the local needs and conditions of low-income individuals, families, and communities;
- The development, improvement, or creation of activities and services that maximize the resources of CSBG-eligible entities;
- An increase in the use of innovative, effective, and legally sound risk mitigation, quality improvement, and capacity development policies and operational procedures that support efforts to help ensure accountability and sustainability; and
- The collection of a comprehensive clearinghouse of exemplary risk mitigation and quality improvement, and capacity development practices and policies that effectively helps 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.

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

- Development of educational materials and T/TA documents such as "toolkits" for addressing specific risk mitigation and quality improvement issues or concerns;
- Workshops and training events;
- Webinars and T/TA conference calls;
- Analytical projects designed to assess risk mitigation and quality improvement issues affecting CSBG-eligible entities; and
- Development of strategic plans and recommendations to OCS regarding ongoing T/TA needs in the Community Action Network.

Applicants must demonstrate the capacity to coordinate nationwide T/TA for the Community Action Network, and must demonstrate a clear understanding of components and strategies related to risk assessment, risk mitigation, quality improvement, and capacity development.

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

Infrastructure Development and Implementation Plan

Applicants must propose a work plan that clearly and concisely describes a strategy for infrastructure development and a vision of how the Center will operate (i.e. implementation plan). The work plan will include the process for identifying individuals and organizations with relevant expertise and skills for providing T/TA focused on risk mitigation, quality improvement, and capacity development.

Infrastructure Development

Applicants must propose a work plan that addresses the overall goals of this project as described in the Background and Program Purpose sections of this announcement including a(n):

1. systematic approach to satisfying the Center's role, responsibilities and core functions;
2. strategy for identifying local and regional individuals and organizations with relevant expertise to provide T/TA activities and services;
3. plan for operationalizing a T/TA approach focused on risk mitigation, quality improvement support, and capacity development;
4. strategy for managing resources focused on risk mitigation, quality improvement support, and capacity development;
5. method for refining the implementation plan that is feasible and appropriate;
6. approach and method for the timely development of the implementation plan; and
7. preliminary design for the implementation plan that presents a clear and comprehensive vision of how the proposed Center would operate.

Applicants must explain efforts towards infrastructure development and how the applicant will:

- a. Form a National Steering Committee that will assist in the following tasks:
 - setting goals and priorities for the Center;
 - developing the implementation plan; and
 - providing feedback on plans and activities conducted by the Center.

OCS anticipates that the National Steering Committee will consist of representatives from OCS, State CSBG Lead Agencies, and other CSBG T/TA service providers and will include professionals already working on issues related to risk mitigation, quality improvement, and capacity development.

- b. Develop a work plan that has sufficient scope and magnitude to support a comprehensive nationwide T/TA needs assessment.

c. Conduct a comprehensive needs assessment focused on risk mitigation, quality improvement, and capacity development. This assessment should include, but not be limited to, the collection and analysis of data on the following factors, as appropriate:

- Strengths and weaknesses of current risk mitigation, quality improvement, and capacity development policies and procedures at the State and local level;
- Availability of T/TA resources for CSBG-eligible entities at the State level;
- Professionals and organizations at the State and local level that are currently involved and/or providing risk mitigation, quality improvement, and capacity development services; and
- Gaps in relevant knowledge and resources at the State and local level on these focus areas.

d. Propose specific methods for conducting a T/TA needs assessment (e.g., written surveys, questionnaires, conference calls, focus groups, and unstructured telephone or in-person interviews) and realistic timelines. The activities identified in the work plan and the findings from the needs assessment should have a high probability of significantly enhancing organizational sustainability among CSBG-eligible entities.

Implementation Plan

The implementation plan should build on knowledge gained through results from the comprehensive needs assessment and input from the National Steering Committee and other sources.

Applicants must include an implementation plan that presents a clear and comprehensive vision of how the proposed Center will operate. Applicants must describe the approach and processes that they would use to develop the implementation plan and address anticipated logistical and administrative issues.

The implementation plan must include, at a minimum, the following components:

1. A process for identifying, assessing, and selecting individuals and organizations as T/TA resources for CSBG-eligible entities;
2. A plan for establishing a T/TA Request and Tracking System. The Center will be required to not only establish and maintain a process for States and CSBG-eligible entities to request organizational-specific T/TA, but also to develop a tracking system for cataloguing and monitoring T/TA requests, activities, and outcomes;
3. A description of Region-specific T/TA Coordination plans designed to promote information-sharing with and among State CSBG Lead Agencies and CSBG-eligible entities;
4. A strategy for information dissemination, including fostering and strengthening communication and coordination activities with other CSBG T/TA service providers (e.g. Community Action Partnership, National Association for Community Services Programs, Community Action Program Legal Services); and
5. A plan for the identification of linkages with appropriate individuals and organizations with relevant skills, and resources on the local, regional, State, or Federal levels that address issues pertaining to risk mitigation, quality improvement, and capacity development.

Travel for Conferences and Presentations

The project director and other key staff of the Center must make an oral presentation to the Federal Project Officer and other OCS staff in Washington, D.C. **or** via webinar/teleconference for the purpose of discussing details of the project work plan and cooperative agreement. The meeting will also address activities related to infrastructure development and the implementation plan.

Applicants are advised to propose having three project staff members, for up to two days, to make the presentation: the project director, the Management Information System (MIS) coordinator (i.e. T/TA request

and tracking system development), and one other key partner.

The budget for the project should include funding for the webinar/teleconference call, as well as funding for one key staff person to attend and/or present at one of the 2011 CSBG Network partner conferences (e.g. National Association for State Community Services Programs (NASCS) Fall Conference).

(1) *Knowledge Management White Paper: Maximizing Human Potential and Organizational Performance*. Early Childhood Learning and Knowledge Center (ECLKC), Department of Health and Human Services (HHS)/Administration for Children and Families (ACF)/Office of Head Start (OHS), 2006.
<http://eclkc.ohs.acf.hhs.gov/hslc/Professional%20Development/Organizational%20Development/Cultivating%20a%20Learning%20Organization/KnowledgeManagem.htm>.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$2,100,000
Expected Number of Awards:	1
Award Ceiling:	\$700,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$700,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

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

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

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

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

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

III. Eligibility Information

III.1. Eligible Applicants

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

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

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

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

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

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov 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

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

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

Seth Hassett
Office of Community Services
Administration for Children and Families
Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: (800) 281-9519
Email: 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).

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 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 following 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 standard 12-point fonts (such as Times New Roman or Courier). Pages must be numbered.

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

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

corner. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and OCS interest in each topic. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

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

Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
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.
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.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

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

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

Non-Federal Reviewers

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

D-U-N-S Requirement

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

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

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

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

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

You will need to provide the following information:

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

The Project Description

Part I: The Project Description Overview

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

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

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

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

Objectives And Need For Assistance

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

Outcomes Expected

Identify the outcomes to be derived from the project.

For example, describe in detail how the proposed project will meet 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 related to risk mitigation and quality improvement support in the Community Action Network.

Approach

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

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

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

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

Describe the proposed approach to work with OCS, State CSBG Lead Agencies, CSBG-eligible entities and leading national organizations associated with the CSBG program to provide T/TA focused on: 1) Risk Mitigation; 2) Quality Improvement Support; and 3) Capacity Development.

Areas of Interest to the Office of Community Services

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

Risk Mitigation

- Risk Assessment Processes and Procedures
- Corrective Action Plans
- Management Information Systems
- Information Technology
- Administrative Policies and Operating Procedures
- Fiscal Policies and Operating Procedures
- Programmatic Policies and Operating Procedures

Quality Improvement Support

- Board Composition and Governance
- Staff Professional and Career Development

- Succession Planning
- Collaboration and Community Engagement
- Strategic Partnerships
- Exemplary Practices Integration
- Effective Program Model Replication

Capacity Development

- Organizational Self-Assessment
- T/TA Needs Assessment
- Diverse Service Approaches
- Board and Leadership Development
- Strategic Planning
- Program Development
- Evaluation
- Sustainability

Other Project Requirements

The acceptance of funds for projects responsive to this announcement will signify the applicant's assurance that it will comply with infrastructure development and implementation plans, as described above and the following requirements:

- Develop training curricula on risk assessment, risk mitigation, internal controls, quality improvement, and financial review elements specific to CSBG.
- Develop tools for categorizing potential risks and identifying T/TA needs in specific CSBG-eligible entities taking into account the topics from the "Areas of Interest to the Office of Community Services.
- Promote T/TA that focuses on Knowledge Management for purposes of assisting CSBG-eligible entities with integrating enhanced or newly acquired information on risk mitigation, quality improvement, and capacity development into their administrative, fiscal, and programmatic policies and operational procedures.
- Collaborate with a CSBG T/TA grantee, as identified by OCS, to compile exemplary practices related to risk mitigation, quality improvement, and capacity development.
- Participate in a webinar with other CSBG T/TA service providers and facilitate the exchange of information that helps to identify common risk mitigation and quality improvement issues.
- Convene a kick-off meeting, webinar, or conference call(s) for State CSBG Lead Agencies and CSBG-eligible entities to introduce the Center and pending T/TA resources and activities.

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).

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

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

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

Third-Party Agreements

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

Letters Of Support

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

Budget and Budget Justification

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

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

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

budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

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

Other

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

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

Indirect Charges

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

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

applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

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

Application Submission Options

Electronic Submission via www.Grants.gov

- 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.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- 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 may be found at 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 is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

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

Acknowledgement of Received Application

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

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

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

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

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

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

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

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

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

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

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).

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 20

In reviewing the objectives and need for assistance, reviewers will consider:

- (1) The extent to which the applicant describes a clear and concise vision for the Center, including project objectives, and how they will address the vital T/TA needs of State CSBG Lead Agencies and CSBG-eligibility entities.
- (2) The extent to which the applicant describes how the objectives will support the successful identification, dissemination, and coordination of vital T/TA information and resources related to risk assessment, risk mitigation, quality improvement, and capacity development
- (3) The extent to which the applicant demonstrates knowledge and understanding of current literature related to risk assessment, risk mitigation, quality improvement, and capacity development and how they may enhance administrative, financial, and program operations of organizations with characteristics similar to CSBG-eligible entities (e.g. local social service agencies).
- (4) The extent to which the applicant demonstrates an understanding of the risk mitigation and quality improvement challenges facing the State CSBG Lead Agencies and CSBG-eligible entities. This discussion must include risk issues related to identifying potential fiscal and organizational risks; implementing innovative activities and services that align with the CSBG national goals and measures; enhancing administrative, financial, and program operations; and strengthening the function of local community action agency tripartite boards.

APPROACH

Maximum Points: 40

In reviewing the approach, reviewers will consider:

- (1) The extent to which the applicant clearly describes the goals and objectives of proposed project activities and how they will address the needs of State CSBG Lead Agencies and CSBG-eligibility entities.
- (2) The extent to which the applicant proposes strategies that demonstrate an understanding of the issues that influence the ability of non-profit organizations (e.g. CSBG-eligible entities) to implement risk mitigation, quality improvement, and capacity development procedures and will support the successful implementation of project activities.
- (3) The extent to which the applicant describes a sound timeline for effectively implementing the proposed

project activities, including major milestones and target dates.

(4) The extent to which the applicant describes how the proposed project activities will meet the project requirements as described in this funding announcement within the three-year project timeframe.

(5) The extent to which the applicant proposes strategies that demonstrate an understanding of key components of risk assessments; risk mitigation; quality improvement; capacity development; and knowledge management and describes how the strategies will support the project goals and objectives.

(6) The extent to which the applicant describes a clear three-year plan of work that includes the method for providing T/TA focused on risk mitigation, quality improvement, and capacity development via the core functions, including *Training and Continuing Education; Training Curricula and Resource Development; Needs Assessment and T/TA Request and Tracking System; Region-Specific T/TA Coordination; and Information Dissemination*.

(7) The extent to which the applicant describes a clear three-year plan of work that demonstrated the capacity for developing and maintaining an infrastructure for ongoing T/TA focused on:

(a) Risk Mitigation for CSBG-eligible entities, including plans for toolkits and assessment tools designed to create and/or enhance risk mitigation and quality improvement approaches that promote accountability and sustainability;

(b) Quality Improvement Support for CSBG-eligible entities experiencing significant fiscal or organizational challenges that may threaten the ability of the organization to continue operations; and

(c) Capacity Development that supports CSBG-eligible entities that require assistance in implementing capacity-building strategies, including facilitating an organizational self assessment and T/TA needs assessment, or in addressing specific capacity-building needs in the areas of board and leadership development, strategic planning, fiscal management, program development, evaluation, and sustainability.

(8) The extent to which the applicant describes a clear plan for establishing a National Steering Committee that includes: a) representatives of the key federal, national, and state organizations that are most actively working on issues related to this overall topic; b) membership that reflects the cultural and ethnic diversity of the communities to be served; and c) members who have the expertise and managerial skills appropriate to National Steering Committee membership.

(9) The extent to which the applicant describes a clear T/TA needs assessment plan that has the capacity to:

(a) result in a comprehensive T/TA effort focused on risk mitigation, quality improvement support, and capacity development;

(b) identify knowledge gaps among CSBG-eligible entities regarding risk mitigation, quality improvement and capacity development; and

(c) develop an infrastructure that addresses long-term T/TA needs of the Community Action Network.

(10) The extent to which the applicant describes an implementation plan that has the capacity to:

(a) result in the timely production of a plan that is feasible and appropriate and includes input from a wide range of relevant sources;

(b) identify individuals and organizations with relevant expertise for purposes of providing T/TA focused on risk mitigation, quality improvement, and capacity development;

- (c) establish a feasible and appropriate approach to Region-specific T/TA Coordination that promotes information-sharing with and among State CSBG Lead Agencies and CSBG-eligible entities;
 - (d) employ strategies for information dissemination, including fostering and strengthening communication and coordination activities with CSBG T/TA service providers;
 - (e) identify and address the conceptual, management, and logistical issues involved in developing and implementing the Center's T/TA coordination efforts; and
 - (f) support a clear and comprehensive vision of how the proposed Center would operate once individuals and organizations with relevant expertise are selected for purposes of providing T/TA services.
- (11) The extent to which the applicant's proposed logic model demonstrates the capacity to link the project objectives, approach, and expected results.
- (12) The extent to which the applicant describes a work plan that demonstrates a results-oriented approach that supports the legislative mandate for CSBG.
- (13) The extent to which the applicant describes a work plan that demonstrates the capacity to address and achieve specific performance targets and outcomes, including a discussion of how the project will verify the achievement of these targets.
- (14) The extent to which the applicant describes a specific plan for project continuance (i.e. sustainability of project activities) beyond grant support. This sustainability plan should realistically identify potential non-Federal sources of project support and the recipient's plan to secure these throughout and after the period of the grant.

OUTCOMES EXPECTED

Maximum Points: 15

In reviewing the outcomes expected, reviewers will consider:

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

ORGANIZATIONAL PROFILES

Maximum Points: 20

In reviewing the organizational profiles, reviewers will consider:

- (1) The extent to which the applicant details the organization and/or any cooperating or sponsoring agency's ability and capacity to provide services on a nationwide basis for the proposed T/TA activities.
- (2) The extent to which the applicant describes, for example in a resume, the level of knowledge, skills, and abilities of the proposed project director and primary staff members, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities.
- (3) The extent to which the applicant demonstrates the staff assigned to this project have knowledge and expertise in risk mitigation, quality improvement, capacity development, knowledge management, and programmatic aspects of community services.
- (4) If sub-contractors are proposed, the extent to which the applicant documents the willingness and ability of the subcontracting organization(s) to provide proposed services, to include the specific qualifications and professional experiences of key staff that will perform the proposed sub-contract project activities.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 5

In reviewing the budget and budget justification, reviewers will consider:

- (1) The extent to which the applicant describes how proposed project expenditures (i.e. budget) align with proposed project activities and demonstrates that the resources requested are reasonable and adequate to accomplish the project.
- (2) The extent to which the applicant describes how the total costs of the project are reasonable and consistent with anticipated results.

V.2. Review and Selection Process

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

Initial ACF Screening

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

Objective Review and Results

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

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

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

OCS Evaluation of Applications

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

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

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

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

Approved but Unfunded Applications

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

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

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. If you are unable to access this link, please contact the

Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

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

VI.3. Reporting

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

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.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. Agency Contacts

Program Office Contact

Danielle Williams

Administration for Children and Families

Office of Community Services
Division of State Assistance
Operations Center
1515 Wilson Boulevard, Suite 100
Arlington, VA 22209
Phone: (800) 281-9519
Email: OCS@lcn.net

Office of Grants Management Contact

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

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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 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/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at 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 http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://apply07.grants.gov/apply/FormLinks?family=15 .	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 http://www.acf.hhs.gov/grants/grants_resources.html .	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.
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.
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.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	Required of all applicants for projects of three years (36 months) or more in length. By application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.

<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>
<p>This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4 of this announcement.</p>	<p>Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section</p>	<p>Submission due by date of award.</p>

	IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html .	
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Signature

Date: 05/12/2010

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