



Administration for Children and Families

Administration on Developmental Disabilities

National Autism Resource and Information Center
HHS-2010-ACF-ADD-DN-0135

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

Program Office: Administration on Developmental Disabilities
Funding Opportunity Title: National Autism Resource and Information Center
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-ADD-DN-0135
CFDA Number: 93.631
Due Date for Applications: **[Insert 45 days from date of publication]**

Executive Summary:

The Administration on Developmental Disabilities (ADD) within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), announces the availability of Fiscal Year (FY) 2010 funds to award a cooperative agreement to plan and implement one National Autism Resource and Information Center.

This funding opportunity will establish a national resource and information center on the Autism Spectrum Disorder (ASD) and other developmental disabilities. Guided by the principles of inclusion, integration, independence, and self-determination, the center will gather, organize, and provide diverse stakeholders, including people with ASD and other developmental disabilities, families, guardians, advocates, researchers, practitioners, trainers, and policy-makers, with readily accessible, high-quality resources and information related to community-based services that support independent living and self-determination, treatment protocols that promote community-based experiences (e.g., education, employment, recreation, transportation, early intervention and child care), and evidence-based interventions. The purpose of the Center does not include communication, outreach or support for development of subjective opinions about ASD and other disabilities, including opinions regarding the etiology of autism.

I. Funding Opportunity Description

Statutory Authority

The legislative authority for this funding opportunity is Title I, Subtitle E of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. §§ 15081-15083).

Description

Background

The DD Act of 2000 authorizes support and assistance to State; public agencies; and private, non-profit organizations, including faith-based and community organizations, to assure that individuals with developmental disabilities and their families participate in the design of and have access to culturally competent services, supports, and other assistance and opportunities that promote independence, productivity, integration, and inclusion into the community.

The term "developmental disabilities" is defined in 42 U.S.C. § 15002(8) as a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments that are manifested before the individual attains age 22 and are likely to continue indefinitely. Developmental disabilities result in substantial limitations in three or more of the following functional areas:

self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and capacity for economic self-sufficiency, and reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated. Developmental disabilities also relate to an individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria previously described, if the individual, without services and supports, has a high probability of meeting those criteria later in life. It is estimated that four million people in America have developmental disabilities. Many people with ASD are considered to be among those with developmental disabilities.

The work carried out under this Center shall be aligned with the ADD mission and the principles in the DD Act. Although intended primarily to provide resources and information for people with ASD and their families, the Center will be designed in an inclusive manner to be responsive to needs of all people with developmental disabilities, including those with ASD. As such, the Center will utilize the following principles in the DD Act (42 U.S.C. 15001 § 101; 42 U.S.C. 15092 § 202):

- Individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of self-determination, independence, productivity, integration, and inclusion in all facets of community life, but often require the provision of community services, individualized supports, and other forms of assistance;
- Individuals with developmental disabilities and their families have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of such individuals;
- Individuals with developmental disabilities and their families are the primary decision makers regarding the services and supports such individuals and their families receive, including choosing where the individuals live from available options, and play decision-making roles in policies and programs that affect the lives of such individuals and their families;
- Services, supports, and other assistance should be provided in a manner that demonstrates respect for individual dignity, personal preferences, and cultural differences;
- Specific efforts must be made to ensure that individuals with developmental disabilities from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families;
- Recruitment efforts from disciplines related to developmental disabilities in pre-service training, community training, practice, administration, and policymaking must focus on bringing larger numbers of racial and ethnic minorities into the disciplines in order to provide appropriate skills, knowledge, role models, and sufficient personnel to address the growing needs of an increasingly diverse population;
- With education and support, communities can be accessible to and responsive to the needs of individuals with developmental disabilities and their families, and are enriched by full and active participation in community activities and contributions by individuals with developmental disabilities and their families;
- Individuals with developmental disabilities have access to opportunities and the necessary support to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, States, and the Nation;
- Efforts undertaken to maintain or expand community-based living options for individuals with disabilities should be monitored in order to determine and report to appropriate individuals and entities the extent of access by individuals with developmental disabilities to those options and the extent of compliance by entities providing those options with quality assurance standards;

- Families of children with developmental disabilities need to have access to and use of safe and appropriate child care, and before-school and after-school programs in the most integrated settings in order to enrich the participation of the children in community life;
- Individuals with developmental disabilities need to have access to and use of public transportation in order to be independent and directly contribute to and participate in all facets of community life; and
- Individuals with developmental disabilities need to have access to and use of recreational, leisure, and social opportunities in the most integrated settings, in order to enrich their participation in community life.

The principles of the DD Act protect the rights of individuals with developmental disabilities, including those with ASD, who are often marginalized in society. Such individuals regularly encounter discrimination, including in the provision of critical services. They are at a greater risk than the general population to experience abuse, neglect, financial and sexual exploitation, and the violation of their legal and human rights. A substantial portion of individuals with developmental disabilities, including those with ASD and their families, do not have access to appropriate supports and services from generic and specialized service systems. Many remain unserved or underserved. Access to assistive technology, and to environments utilizing the principles of universal design, remains limited in many communities.

Individuals with developmental disabilities, including those with ASD, often require lifelong community services, individualized supports, and other forms of assistance that are most effective when provided in a coordinated manner. Moreover, there is a need to ensure that services, supports, and other assistance are provided in a culturally competent manner that ensures individuals from racial and ethnic minority backgrounds are fully included in all activities.

Many service delivery systems and communities have limited capacity to meet the needs of individuals with developmental disabilities, including those with ASD and their families. As such, in almost every State, individuals with developmental disabilities, including those with ASD, are waiting for appropriate home and community-based services.

The public needs access to high-quality, accurate resources and information on evidence-based interventions, services and supports to enhance independence, integration and participation in the community, and to improve outcomes for individuals with developmental disabilities, including ASD, and their families.

ADD, like other programs in ACF, promotes the economic and social well-being of families, children, individuals and communities. ACF and ADD envision:

- Families and individuals empowered to increase their own economic independence and productivity;
- Strong, healthy, supportive communities having a positive impact on the quality of life for all community members;
- Partnerships with individuals, front-line service providers, communities, States, and Congress that enable solutions that transcend traditional agency boundaries;
- Services planned and integrated to improve access to programs and supports for individuals and families;
- A strong commitment to working with unserved and underserved persons with developmental disabilities and their families;
- A community-based approach that recognizes and expands on the resources and benefits of diversity; and
- A recognition of the power and effectiveness of public-private partnerships, including collaboration among a variety of community groups and government agencies, such as coalitions that include non-profits, faith-based organizations, grassroots groups, families, and public agencies to address community needs.

There are four programs authorized by the DD Act of 2000:

- (1) State Councils on Developmental Disabilities (Subtitle B);
- (2) Protection and Advocacy Systems (Subtitle C);
- (3) University Centers for Excellence in Developmental Disabilities Education, Research, and Service (Subtitle D); and
- (4) Projects of National Significance (Subtitle E).

Each of these programs engages in systemic change, capacity building, and advocacy activities both as a collaborative network and as independent entities to improve the lives of individuals with developmental disabilities and their families and enhance participation in community life in the State.

This funding opportunity announcement provides information about funding within the Projects of National Significance (PNS) program.

National Autism Resource and Information Center

Autism is recognized as a group of syndromes referred to as Autism Spectrum Disorder (ASD). Autism is a highly variable neurodevelopmental disorder that can first be observed during early childhood and generally follows a steady course throughout a person's life. ASD is observed as a constellation of characteristics that impact social interaction, cognitive function, communication, and a person's range of interests and behavior. Some people with ASD also have a range of medical conditions, including, but not limited to motor and sensory impairments, seizures, immunological and metabolic abnormalities, sleep problems, and gastrointestinal symptoms.

The diagnosis of ASD has increased in recent years, partly due to changes in diagnostic practice. It remains unclear whether actual prevalence has increased. Most recent Centers for Disease Control and Prevention (CDC) prevalence estimates of ASD for children are 1 in 110 (CDC, 2009). These estimates represent a ten-fold increase over the past two decades.

As a highly complex condition, adequately addressing the needs of individuals with ASD often requires sophisticated educational and therapeutic approaches. A recently published randomized, controlled trial demonstrated how a comprehensive developmental behavioral intervention for toddlers with ASD led to improvements in cognitive and adaptive behavior, thereby emphasizing the importance of early identification of and intervention for young children with ASD (Dawson et al., 2010).

Few initiatives and studies have focused on providing information about the most effective services for individuals with ASD. To address this information need, the Centers for Medicare and Medicaid Services (CMS) conducted an environmental scan of the scientific evidence regarding the efficacy, effectiveness, safety, and availability of ASD-related psychosocial services and supports for children, transitioning youth, and adults with ASD with the following findings:

- Considerable evidence exists for interventions that target children, little evidence exists for interventions that target transitioning youth and adults with ASD.
- A total of 214 studies covering 31 interventions were reviewed for children. Of these 31 interventions, almost half (48 percent) were rated as evidence-based, 42 percent were rated as emerging evidence-based, and 10 percent were rated as unestablished.
- There were studies providing evidence on 15 different interventions for transitioning youth with ASD. The majority of interventions (73 percent) were rated as unestablished. Few interventions (7 percent) met the criteria for evidence-based practices.

- Nine interventions for adults with ASD were found effective based on evidence. One-third of the interventions (33 percent) were rated as evidence-based, only one intervention was rated as emerging evidence-based, and the majority (56 percent) was rated as unestablished.
- The scan highlights the need for further research into effective interventions for individuals with ASD, specifically interventions that can be successfully implemented within community settings.

The implications of ASD for affected people, families, and society is enormous. A great majority of adults with ASD struggle with ongoing and mostly unmet needs for employment, housing, services, and supports. Compounding these stressors, families with a child with autism typically lose income, possibly as a result of one parent leaving the workforce in order to care for and meet the special health and educational needs of the child (Montes & Halterman, 2008). The cost to society of ASD is currently estimated to be \$35-\$90 billion annually, the higher estimate being comparable to Alzheimer's disease (Ganz, 2007; Järbrink & Knapp, 2001).

Project Design:

ADD anticipates that the Center will:

- Assess the target audience's strengths and needs;
- Use a variety of strategies to exchange and transfer knowledge between individuals with ASD and other developmental disabilities and their families, self-advocacy groups, and other relevant organizations across the country, including State Developmental Disabilities Councils, Protection and Advocacy agencies, and University Centers for Excellence in Developmental Disabilities;
- Build upon existing resources and information, as well as develop new resources;
- Utilize a geographically diverse grassroots network of collaborators to collect and disseminate information;
- Provide individuals with ASD and other developmental disabilities with the tools to successfully advocate for themselves and others;
- Encourage and facilitate sharing of resources and ideas relevant to the target audience;
- Collaborate across regions to address common issues, improve cross-system networking, and develop relevant processes;
- Establish an infrastructure to collect, maintain, and update resource information that can be sustained and supported beyond the federal grant period;
- Work with an independent entity to evaluate the project outcomes.

The grantee shall use multiple methods to disseminate information to individuals with ASD and other developmental disabilities and other relevant parties. The information disseminated must be relevant to the target audience. The dissemination method shall be appropriate to the type of information being shared, and meet the accessibility needs of diverse populations. Such methods may include:

- Conference Calls
- Development of an interactive web-based map of relevant resources
- Development of communities of practice
- Electronic Newsletter
- Emails
- Multipoint video conferencing
- Products, such as papers and/or reports
- Real-time online discussion
- Topical pages on a website dedicated to the Center
- Web-based audio/video broadcasts
- Other strategies, as appropriate

Each such communication channel shall be dedicated to the purposes of the Center. The Federal project officer shall be included any time the grantee disseminates information to multiple members of the target audience using any of the methods listed above.

Definitions:

Target Audience - individuals with ASD and other developmental disabilities, their families, groups, organizations, agencies, and other entities interested in, committed to, or involved in supporting such individuals and families.

Unserved and Underserved -This term includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with ASD and other developmental disabilities, including individuals who require assistive technology in order to participate and contribute to community life.

Travel for Meetings, Conferences, and Presentations

Approximately four weeks after the award of the cooperative agreement, the Center's project director, the project evaluator and relevant partners will be required to attend a meeting with the Federal project officer and other Federal staff in Washington, D.C. The purpose of this meeting is to review and approve activities and planning timelines in year one of the award and to clarify expectations of the project.

The applicant's budget for the first 12-month budget period should include anticipated costs for this meeting, as well as costs for two key staff persons to participate in one ADD-sponsored meeting held in the Washington, D.C. metro area. All expenses related to this two-day meeting and the initial meeting should be included in the applicant's proposed budget.

II. Award Information

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

Length of Project Periods:

48-month project with four 12-month budget periods

Additional Information on Awards:

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

The cooperative agreement awarded will be for a project period of 48 months. Applicants are required to provide a budget requesting of up to \$2,000,000 for the first 12-month budget period and of up to \$350,000 for each of the three remaining 12-month budget periods thereafter.

The initial award will be for up to \$2,000,000 for a 12-month budget period. Continuation grants of up to \$350,000 per 12-month budget period will be awarded subject to satisfactory progress on the part of the grantee and a determination that continued funding would be in the best interest of the U.S. Federal

Government.

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

This funding opportunity announcement describes an award that will be made as a cooperative agreement. While an organization will not be conducting its project on behalf of ADD, ADD and the awardee will share work cooperatively in the development and implementation of the project's agenda. Under the cooperative agreement mechanism, ADD and the awardee will share the responsibility for planning the objectives of the projects. The awardee will have the primary responsibility for developing and implementing the activities of the project. ADD will review and approve one stage before work can begin on a subsequent stage. This will include ADD jointly participating with the awardee in such activities as clarifying the specific topic areas to be addressed through periodic briefings and ongoing consultation, sharing with the awardee its knowledge of the issues being addressed by past and current projects, and providing feedback to awardees about the usefulness to the field of written products and information sharing activities. The details of the relationship between ADD and the awardee will be set forth in the cooperative agreement to be developed and signed prior to issuance of the award.

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

42 U.S.C. §15082 (a) (DD Act at § 162(a)) authorizes grants only to "public or private nonprofit entities," which may include the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, Tribes and Tribal organizations, City, local, and county governments, institutions of higher education and other nonprofit organizations. For-profit organizations are not eligible.

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

Applicants will have had prior experience working in partnership with individuals with ASD and other developmental disabilities and their families, and other related organizations to empower such individuals.

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>.

Sharon Delaney

Administration on Developmental Disabilities

Administration for Children and Families

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Phone: (202) 690-5984

Fax: (202) 205-8037

Email: sharon.delaney@acf.hhs.gov

URL: <http://www.acf.hhs.gov/programs/add/index.html>

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 project description is a very important part of an application. It should be clear, concise, and address the specific requirements mentioned later in this section. The project description pages should be numbered, double-spaced and the type must not be smaller than 12-point. The paper size should be 8.5 x 11, and printed on one side. These requirements apply only to the project description section. The length of the application, including all attachments and required standard forms (SFs), must not exceed 100 pages. Applications that exceed the 100-page limit requirement will have the additional pages removed prior to the objective review.

Forms, Assurances, and Certifications

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

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

SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

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

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

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

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.

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.

The successful applicant will describe how the project will provide resources and information about interventions, services and supports, and protocols that are evidence-based and can assist individuals with autism and other developmental disabilities:

- In a universal manner;
- That promote independence, community inclusion, system integration, and self-determination of people with ASD and other developmental disabilities and their families; and
- That is accurate and of high quality.

While addressing the provision of resources and information, the applicant will address the digital divide and ensure provision of resources and information to individuals with limited or little access to technology. Through a website, training, technical assistance, and other complementary efforts, the Center will provide access to expert knowledge, leadership development, model policies, innovative practices, and proven strategies for systems change related to, or potentially applicable to, the target audience.

Application Requirements:

Area of Need

The applicant must indicate in its application the number of individuals with ASD and other developmental disabilities and family members that could benefit from this project. The applicant must also indicate how it will establish and maintain, or maintain and grow, a national presence.

Involvement and Input from ASD community

The applicant should describe how it will establish and use an advisory committee that includes members with ASD, and is primarily (greater than 50 percent) composed of individuals with ASD and other

developmental disabilities and family members. This committee will support the Center staff in making decisions on how the Federal funding will be spent on activities and outcomes for the project.

Analysis

Each applicant shall review existing State and National resources, including information on services and relevant organizations. It should also review existing State and Federal laws relating to funding streams for services and supports to the target audience, eligibility criteria relevant to the target audience, and legal and policy opportunities and barriers.

Collaboration

Throughout the project, the applicant must collaborate with individuals with ASD and other developmental disabilities, family members, and culturally and linguistically diverse populations and organizations representing such individuals. The applicant should define the roles and responsibilities of the collaborators. The applicant should also describe the process of collaboration with participating agencies, organizations, the State Developmental Disabilities Network in that State or Territory, and other relevant partners. Letters of support and the process and timeline whereby Memoranda of Understanding and policy statements will be developed should accompany the application.

Operational Components

Applicants should provide their initial best judgments related to:

- Criteria and process for selecting members of the advisory committee from the targeted audience
- Methods whereby materials are collected, developed, and disseminated
- Operations and procedures relating to:
 - Outreach to the targeted audience
 - Information and referral to relevant organizations and supports
 - Records maintenance (access to and retrieval of files, and the confidentiality of the targeted audience's personal information)
- Organizational Chart for the Center

The Administration on Developmental Disabilities will expect the grantee to engage an independent entity to conduct an evaluation of sufficient rigor to demonstrate potential linkages between project activities and improved outcomes. Guided by a logic model for the project, this evaluation will include both process and outcomes evaluation components. The process evaluation will assess the implementation of the project, as well as linkages between the collaborative partners that will help ensure that identified needs of individuals with developmental disabilities and families are met. The outcomes component will use a sufficiently rigorous approach to examine how the approaches used in this project affect key outcomes of interest. The evidence from the evaluation will support evidence-based practice and provide the Administration for Children and Families with examples of strategies that are tied to positive outcomes for individuals with developmental disabilities and families.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to

determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

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

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

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

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

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
- Information on compliance with Federal/State/local government standards
- Any other pertinent information the applicant deems relevant.

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

Protection of Sensitive and/or Confidential Information

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

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](http://www.Grants.gov), the applicant will receive three emails. The following emails will be sent to the applicant from [Grants.gov](http://www.Grants.gov):

1. An automatic acknowledgement from [Grants.gov](http://www.Grants.gov) of the application's submission that provides a [Grants.gov](http://www.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.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Tim Chappelle
Administration on Developmental Disabilities
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade S.W.

Mail Stop: Aerospace Building, 6th Floor East; ATTN: HHS-2010-ACF-ADD-DN-0135
Washington, DC 20447

Hand Delivery

Tim Chappelle

Office of Grants Management

Administration for Children and Families

U.S. Department of Health and Human Services

901 D Street S.W. Aerospace Bldg.

ACF Mailroom, Second Floor Loading Dock; ATTN: HHS-2010-ACF-ADD-DN-0135

Washington, DC 20447

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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

ABSTRACT

Maximum Points: 2

This criterion will be evaluated to the extent that the abstract is present and complete. The project abstract provides crucial project information in a concise format and is used by the independent review panel, ADD staff and the Commissioner during all phases of the review process. The project summary section of the abstract focuses on the specific purpose of the proposal.

APPROACH

Maximum Points: 40

Reviewers will consider the extent to which the applicant:

Provides evidence of a well-developed work plan that includes a clear description of the scope and detail of the proposed work; includes reference to a list of measurable and attainable goals and provides quantitative 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 to be accomplished, and provides a chronological order of approach with target dates. (**10 points**)

Identifies innovative design and methods, including the strategies for reaching out to individuals with ASD and other developmental disabilities and family members. Proposes to address the needs of unserved and underserved individuals with ASD and other developmental disabilities and their families, including those that speak languages other than or in addition to English, the geographically isolated and disadvantaged in every State and Territory. (5 points)

Describes how services, supports, and training will be provided in a way that will include the meaningful participation of individuals with ASD and other developmental disabilities and family members. (5 points)

Describes the process and timeline whereby the Memoranda of Understanding and policy statements will be developed with relevant partners. (5 points)

Identifies and delineates the roles and involvement of all partners, including the participating agencies, organizations, State Developmental Disabilities Network, and other relevant partners. (5 points)

Cites factors that might accelerate or decelerate the work. (5 points)

Describes how the entity will ensure the confidentiality of personal information while protecting the safety of individuals with ASD and other developmental disabilities and family members. (5 points)

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 20

Reviewers will consider the extent to which the applicant:

Clearly identifies the need for assistance, describes the significant features and components of the program, clearly states the goals and subordinate objectives of the project, and provides a rationale for project goals in one or more selected areas of emphasis (child care, education and early intervention, employment, health, housing, recreation, transportation, and quality assurance). Maps or other graphic aids may be included. (10 points)

Provides evidence of input from individuals with ASD and other developmental disabilities and family members. Evidence includes various aspects of the planning and implementation phases. (5 points)

Provides relevant data based on research and/or planning studies. (5 points)

EVALUATION

Maximum Points: 15

Reviewers will consider the extent to which the applicant:

Provides a detailed narrative outlining how individuals with ASD and other developmental disabilities and their families will be selected and project results will be evaluated. Discusses the criteria to be used to evaluate results. (5 points)

Describes the methodology that will be used to determine the basis for developing performance measures and evaluating the extent to which the goals and objectives have been achieved. Methodology includes sound justification of its use. (5 points)

With respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discusses the impact of the project's various activities on the project's effectiveness. This could include an internal process, including the frequency for tracking program performance using internal data to make periodic program adjustments that will improve performance. (5 points)

ORGANIZATIONAL PROFILE

Maximum Points: 15

Reviewers will consider the extent to which the applicant:

Describes the role and involvement of individuals with ASD and other developmental disabilities and their families in the proposed project. This could include how the applicant does or will employ individuals with ASD and other developmental disabilities. Details methods for recruitment and retention of key staff. This could include what has been done in the past or what will be utilized in the future. The anticipated training needs of the staff are outlined. **(5 points)**

The applicant organization and its staff have sufficient experience to successfully complete the proposed project. The proposed project director and key staff possess sufficient relevant knowledge, experience and capabilities to implement and manage a project of this size, scope and complexity effectively. The roles, responsibilities and time commitments of each proposed staff position are clearly designed and appropriate to the successful implementation of the project. The applicant's history and relationship with the developmental disability community will assist in the effective implementation of the proposed project. **(10 points)**

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 8

Reviewers will consider the extent to which the applicant:

Includes a detailed line-item budget for the Federal share of project costs and demonstrates how cost estimates were derived. **(4 points)**

Demonstrates how the funds requested are necessary and essential to accomplish the project requirements. The budget clearly discusses the reasonableness and allocation of the proposed costs. **(4 points)**

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.

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

This project will be funded by September 30, 2010.

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/fbci/waisgate21.pdf>.

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

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

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. 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

Each semi-annual performance progress report will include:

- Major activities and accomplishments
- Challenges
- Significant findings and events
- Dissemination activities
- Other activities
- Activities planned for the next reporting period

VII. Agency Contacts

Program Office Contact

Ophelia McLain

Administration on Developmental Disabilities

Administration for Children and Families

U.S. Department of Health and Human Services

370 L'Enfant Promenade S.W.

Mail Stop: HHH-405D

WASHINGTON, DC 20447

Phone: (202) 690-7025

Fax: (202) 205-8037

Email: ophelia.mclain@acf.hhs.gov

URL: <http://www.acf.hhs.gov/programs/add/index.html>

Office of Grants Management Contact

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management

370 L'Enfant Promenade S.W.

Mail Stop: Aerospace Bldg. 6th Floor East

Washington, DC 20447

Phone: (202) 401-4855

Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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

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.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
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.
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.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the "Survey on Ensuring Equal Opportunity for Applicants" with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission due by date of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4 of this announcement.	Submission due to State Single Point of Contact by the application due date found in 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.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<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>	Submission due by application due date found in Overview and Section IV.3.

Signature

Date:

Sharon Lewis
 Commissioner
 Administration on Developmental Disabilities