Administration for Children and Families

Office of Community Services

Social Services and Income Maintenance Benefits Enrollment Coordination Grants
HHS-2010-ACF-OCS-IB-0111

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Department of Health & Human Services
Administration for Children & Families

Program Office:	Office of Community Services
Funding Opportunity Title:	Social Services and Income Maintenance Benefits Enrollment Coordination Grants
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2010-ACF-OCS-IB-0111
CFDA Number:	93.091
Due Date for Applications:	**[Insert 45 days from date of publication]**

Executive Summary:

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that applications will be accepted to fund up to five one-year grants for social services and income maintenance benefits enrollment coordination. These grants will carry out three core functions: 1) utilizing existing community access points for the benefits enrollment coordination process for under served residents; 2) combining technology and expert analysis to accurately assess individual and family eligibility for multiple benefits and services of government entities; and, 3) providing mechanisms for sustaining collaboration between community nonprofit organizations and government agencies for benefits determination and eligibility.

Under this Funding Opportunity Announcement (FOA), applicants will submit proposals for the three core functions mentioned above, which comprise elements of a strong system of services to support more effective and efficient benefits enrollment coordination programs.

I. Funding Opportunity Description

Statutory Authority

Section 1110 of the Social Security Act, 42 U.S.C. § 1310, see also Consolidated Appropriations Act, 2010, div. D, tit. II, Pub. L. No. 111-117, 123 Stat. 3250-52 (2009); H. Rep. No. 111-366, at 1038 (2009).

Description

The purpose of this funding announcement is to support demonstration projects to develop and implement evidence-based and innovative programming in the area of benefits enrollment coordination outreach and assistance. A secondary purpose is to identify benefits enrollment coordination models that could be strengthened, adapted, and assessed for impact and results in communities nationwide.

Applicants should include consistently applied activities or service delivery mechanisms, which make meaningful and measurable progress toward assessing individual and family needs for a comprehensive determination of benefits eligibility, including all ACF programs, such as Temporary Assistance for Needy Families (TANF), Child Support Enforcement Program, Head Start, Low Income Home Energy Assistance Program (LIHEAP), Community Services Block Grant (CSBG) services, as well as health benefits, such as State Child Health Insurance Program (SCHIP), Medicare, Medicaid, job training, and employment supports, and tax benefits such as the Earned Income Tax Credit (EITC). Preference will be given to innovative and comprehensive projects that work beyond just one particular social service area to provide support to vulnerable individuals and families. Demonstration projects should aid in effecting coordination of planning

between private and public welfare agencies or help improve the administration and effectiveness of programs carried on or assisted under the Social Security Act.

Applicants must clearly state the three core functions and must justify their selection in terms of documented experience and areas of expertise in project goals and objectives. Grantees will develop these projects and tangible resources with the goal that communities seeking to implement innovative programs can look to them for guidance, insight, and possible replication.

The following definitions apply:

Definitions of Terms

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

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.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	$1,750,000
Expected Number of Awards:	5
Award Ceiling:	$350,000 Per Budget Period
Award Floor:	$350,000 Per Budget Period
Average Projected Award Amount:	$350,000 Per Budget Period

Length of Project Periods:
12-month project and budget period

Additional Information on Awards:
Awards made under this announcement are subject to the availability of Federal funds.

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 States and public and other organizations and agencies, as identified in Section 1110 of the Social Security Act [Sec.1110.{42 U.S.C. 1310}(a)(1)].

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
Operations Center
1515 Wilson Boulevard
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 must be numbered and a table of contents should be included for easy reference. The application must be typed, double-spaced, printed on only one side, with at least one (1) inch margins on each side and one (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 <u>separate subsections</u> of the application, including supporting documentation; however, each <u>complete</u> 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-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 "*Survey on Ensuring Equal Opportunity for Applicants*" 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.
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.

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?

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.

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 current barriers or challenges related to benefits enrollment for the identified population or community. Include a description of specific barriers challenges related to individual programs included in the benefits enrollment coordination model (e.g. differing eligibility criteria, documentation needs, applications, or enrollment sites), as well as a description of challenges specific to the population or community (e.g. knowledge of available benefits, access to enrollment locations, ability to provide documentation or complete multiple applications, language barriers or other cultural considerations).

Describe the proposed benefits enrollment coordination approach for the identified population and describe

how this proposed approach will address identified barriers or challenges for the identified population or community. Describe key elements of the proposed benefits enrollment coordination model including the location or locations in which individuals or families will access benefits enrollment assistance, the screening and eligibility assessment processes that will be implemented, and the types of direct assistance or coordination that will be provided (e.g. in-person consultation, telephone assistance, on-line referral), and proposed the staffing model for service delivery.

If the proposed benefits enrollment approached is modeled on a similar project implemented in another community, or is based on a benefits enrollment approach already implemented for another population within the target community, describe any adaptations or special service delivery approaches that will be undertaken to address issues unique to the target population (e.g. analysis of available benefits programs and eligibility criteria, locations of services, language or cultural adaptations).

Describe plans to document the implementation of the proposed benefits enrollment coordination model, share information on implementation with benefits enrollment providers and other key stakeholders, and sustain benefits enrollment coordination efforts beyond the period of Federal grant funding.

Provide documentation demonstrating commitment to participate from enrollment agencies for each stage of the process.

Describe how the proposed approach can be implemented within the time frame of the grant project while at the same time implements a creative and new approach to reach under served populations.

Describe effective tracking processes used to avoid losing contact with individuals and families before, during and after the referral process.

Describe the impact of new technology (e.g. software) in assessing benefits eligibility and how can these technologies be most effectively combined with in-person and consultation.

Describe the organizational and technical capacity, and experience of the applicant with under served populations and benefits enrollment coordination needs. Include a discussion of key principles: 1) utilizing existing infrastructure and community access points (e.g., government agencies, schools, community organizations, faith-based and non-profit organizations); 2) utilizing technology to coordinate analysis; 3) providing direct in-person support; 4) providing mechanisms for expert input from government agencies regarding benefits determination procedures, contact people, and commitments to utilize results.

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
- Contact persons and telephone numbers
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

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

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

General

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

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 provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

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

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

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

IV.4. Intergovernmental Review of Federal Programs

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

IV.5. Funding Restrictions

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

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.

Objectives and Need for Assistance	Maximum Points: 20

1) The extent to which the application documents that the proposed project addresses vital needs related to the program purposes and provides statistics and other data and information in support of its contention.

(2) The extent to which the application provides current supporting documentation or other testimonies regarding needs from local service providers.

(3) The extent to which the applicant demonstrates an awareness and knowledge of current literature and understanding of practice models that focus on coordination of benefits enrollment for low income populations receiving services from multiple Federal, State, and local benefits programs. The discussion must address the range of issues related to the focus area for the project.

(4) The extent to which the applicant demonstrates a thorough understanding of the need for identifying and documenting knowledge about implementation and dissemination projects focused on coordination of benefits enrollment activities.

(5) The extent to which the applicant clearly describes the population to be served, the range of services for which the population may be eligible, and provides evidence that the population is not currently receiving or maintaining these benefits.

(6) The extent to which the applicant describes current barriers, or impediments, to benefits enrollment, issues or challenges associated with specific benefit programs included in the proposed project.

Outcomes Expected	Maximum Points: 15

(1) The extent to which the applicant describes how the project will reach under served residents for benefits enrollment activities, and the expected improvements for the identified populations.

(2) The extent to which the applicant indicates the number of organizations and/or staff members who will benefit from benefits enrollment services that create links to government entities.

(3) The extent to which the applicant describes how the project will establish partnerships with firm commitments to sustain benefits enrollment coordination activities after the 12-month project period.

Approach	Maximum Points: 50

(1) The extent to which the applicant clearly documents and justifies their selection in terms of history of involvement, documented experience and areas of expertise in project goals and objectives.

(2) The extent to which the applicant describes a clear one-year plan of work that includes the method and set of criteria for identifying, assessing, and documenting the implementation, dissemination, and sustainability of projects that focus on benefits enrollment coordination. Applicants should include consistently applied activities or service delivery mechanisms, which make meaningful and measurable progress toward assessing individual and family needs for a comprehensive determination of benefits eligibility, including all ACF programs, such as Temporary Assistance for Needy Families (TANF), Child Support Enforcement Program, Head Start, Low Income Home Energy Assistance Program (LIHEAP), Community Services Block Grant (CSBG) services, as well as health benefits, such as State Child Health Insurance Program (SCHIP), Medicare, Medicaid, job training, and employment supports, and tax benefits such as the Earned Income Tax Credit (EITC). Preference will be given to innovative and comprehensive projects that work beyond just one particular social service area to provide support to vulnerable individuals and families.

(3) The extent to which the applicant's one-year work plan is appropriate, reasonable, and likely to: a) result

in a comprehensive assessment; b) identify exemplary practice models related to implementation and dissemination of benefits enrollment coordination; c) identify knowledge gaps; and d) identify strategies and methods for reassessing.

(4) The extent to which the applicant describes clear strategies to address identified improvements to benefits enrollment for the target population.

(5) The extent to which the applicant's proposed logic model demonstrates a linkage between project objectives, the proposed project approach, and expected results.

(6) The extent to which the applicant addresses specific outcomes to be achieved and performance targets that the project is committed to achieving, including a discussion of how the project will verify the achievement of these targets.

(7) The extent to which the applicant proposes strategies that demonstrate an understanding of implementation, dissemination, and sustainability projects and the key components of these topics.

Organizational Profiles	Maximum Points: 10

(1) The extent to which the applicant demonstrates that it has experience and a successful record of accomplishment relevant to the specific activities it proposes to accomplish.

(2) The extent to which the applicant details the organization's ability to identify, assess, and document models regarding implementation and dissemination projects that focus on coordination of benefits enrollment activities and services. If applicable, information provided by the applicant may also address the related achievements and competence of each cooperating or sponsoring organization.

(3) The extent to which the applicant describes, for example in a resume, the experience and skills of the proposed project director and primary staff members and demonstrates specific qualifications and professional experiences that are relevant to the successful implementation of the proposed project.

(4) If sub-contractors are proposed, the extent to which the applicant documents the willingness and capacity of the subcontracting organization(s) to participate as described.

(5) The extent to which the applicant demonstrates access to the identified target population.

(6) The extent to which the applicant demonstrates capacity to develop and utilize technology in combination with in-person support for benefits enrollment coordination services.

Budget and Budget Justification	Maximum Points: 5

(1) The extent to which the resources requested are reasonable and adequate to accomplish the project.

(2) The extent to which the total costs of the project are reasonable and consistent with anticipated results.

V.2. Review and Selection Process

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

Initial ACF Screening

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

Objective Review and Results

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

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

ACF may elect to not fund applicants 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.

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

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: Quarterly
Financial Reports: Quarterly

VII. Agency Contacts

Program Office Contact
Marsha Werner
Office of Community Services
Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: (800) 281-9519
Email: OCS@lcgnet.com

Office of Grants Management Contact

Katrina Morgan
Office of Community Services
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).

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.
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.

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	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. The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.	Submission due by date of award.
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	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html. Submission of this form is required if any funds have been paid, or will be	Submission due by application due date found in Overview and Section IV.3.

| | 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. | |

Signature

Date: 05/07/2010

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