



**Administration for Children and Families**

Administration on Children, Youth, & Families

Mentoring Children of Prisoners Statewide Projects

HHS-2010-ACF-ACYF-CV-0083

Application Due Date: 07/30/2010

Mentoring Children of Prisoners Statewide Projects  
HHS-2010-ACF-ACYF-CV-0083  
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**Department of Health & Human Services  
Administration for Children & Families**

**Program Office:** Administration on Children, Youth, & Families - Family & Youth Services Bureau  
**Funding Opportunity Title:** Mentoring Children of Prisoners Statewide Projects  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2010-ACF-ACYF-CV-0083  
**CFDA Number:** 93.616  
**Due Date for Applications:** **07/30/2010**

**Executive Summary:**

The Administration for Children and Families' (ACF) Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) is accepting applications for the Mentoring Children of Prisoners (MCP) program. This program supports the creation and maintenance of one-on-one mentoring relationships between children of incarcerated parents and caring, supportive adult volunteer mentors. The intent of this program is to support the establishment or expansion and operation of mentoring programs, using a network of public and private community entities, in areas with substantial numbers of children of incarcerated parents. Within ACF, FYSB is developing integrated service delivery capacities (interoperability) among ACF-funded human services programs, including planned collaborations with the Children's Bureau and the Office of Family Assistance, to identify MCP-eligible youth in order to expand the delivery of mentoring services and maximize positive outcomes for children, families and communities. The MCP program is designed to be a community-based mentoring program in which a child or youth age four up to age 18 is appropriately matched with an adult mentor, who has been screened and trained, for a one-on-one (one mentor/one youth), friendship-oriented (non curriculum-based) mentoring relationship.

## I. Funding Opportunity Description

### Statutory Authority

Section 439 of the Social Security Act (available at <http://www.acf.hhs.gov/programs/fysb/content/aboutfysb/documents.htm>) authorizes the Secretary of Health and Human Services (HHS) to award grants for the purpose of supporting the establishment or expansion and operation of community-based programs to provide one-on-one mentoring relationships between a child of incarcerated parent(s) and a caring, supportive adult mentor under the MCP program.

### Description

Nearly two million children in the United States experience the detrimental economic, social, and emotional effects of having an incarcerated parent. These children may experience the trauma of multiple changes in caregivers and living arrangements. They often succumb to depression and drug usage, and statistics indicate that, without intervention, many of these children will follow the footsteps of their parent(s) into the criminal justice system.

A quality, enduring mentoring relationship with a caring adult can be a promising intervention for children of prisoners (mentees). Research indicates that mentoring can reduce mentee risk behaviors and thus may also reduce the likelihood of the mentee's future involvement in the criminal justice system.

Applicants must target multiple communities within one of the fifteen targeted states that has a substantial number of children of incarcerated parents. Proposed statewide projects should seek to strengthen the targeted neighborhoods and communities by establishing or expanding mentoring services in those areas. Applicants must describe a clear need for the proposed project through a discussion of information received, for example, from community needs assessments, which detail the conditions of youth and families to be served by the project.

Applicants must include a plan to develop partnerships and collaborations that initiate or expand the delivery of mentoring services and integrate available community services and resources to support the match partners and enhance the likelihood for long lasting mentor/mentee relationships.

The targeted States include **only**: California, Texas, Florida, New York, Georgia, Ohio, Pennsylvania, Michigan, Illinois, Arizona, North Carolina, Louisiana, Virginia, Alabama and Missouri.

All non-tribal applicants must propose statewide mentoring projects in **one** of the 15 States with the highest numbers of incarcerated persons.

Native American tribes and tribal entities may propose statewide and/or regional projects that include one or more of the 15 targeted States and may also include other non-targeted states with high numbers of incarcerated Native Americans.

(Note: An applicant's organizational headquarters is not required to be located in the State in which the proposed project is located.)

In Fiscal Year (FY) 2009, \$9 million in funding was awarded to a total of 54 organizations (grantees) including faith-based and community organizations, State and local governments, and Tribes to operate these community-based mentoring programs.

FYSB will sponsor pre-award webinars for all parties interested in applying for Mentoring Children of Prisoners funding. The purpose of the webinar is to respond to questions and increase awareness of the requirements and expectations for developing effective applications that reflect evidence-based components and to respond to questions about the funding opportunity announcement. Please refer to the MCP Support Center website for updated information. The MCP Support Center website: <http://www.mcpsupportcenter.com>.

The MCP Support Center is a one-stop resource that provides an extensive list of information, tools and resources centered around the Mentoring Children of Prisoners Program, including promising practices, grant acquisition and program planning/evaluation.

## **Purpose**

The purpose of the MCP program is to create quality, lasting, one-on-one relationships that provide young people with caring role models for future success. In collaboration with networks of public and private entities, MCP grantees match a child, age four up to age 18, with a screened and trained adult volunteer for a one-on-one (one adult matched with one youth) mentoring relationship. Caring adult mentors interact with mentees on a regular and consistent basis to provide support, encouragement, and advice; providing opportunities for mentees to gain new skills and interests and expand their experiences beyond their families, schools, and neighborhoods. Successful mentors do not try to take the role of parent or teacher, but act as a trusted friend, guide, and role model for mentees.

## **Scope of Services**

Organizations funded under this announcement are used to create and support mentoring relationships.

Qualified staff recruit, screen, and train potential volunteer mentors; identify and recruit eligible children of prisoners in their communities; and match each mentor with a mentee based on the interests and preferences of the mentor, mentee, and caregiver(s). MCP grantees facilitate the match between the mentor and mentee and continue to monitor the relationship to ensure that the needs and expectations of the mentor, the mentee, and the mentee's caregiver(s) are being met so that the match continues successfully.

MCP grantee staff must have the capacity to assess the needs of the match partners (mentor, mentee and caregiver) and arrange, coordinate, monitor, evaluate and advocate within the grantee's own organization or externally by linking the match partner with supportive systems in the community to provide needed services, resources and opportunities to address the identified needs and preserve the match relationship.

The MCP program is a one-on-one mentoring program. Group mentoring (one mentor meeting with more than one mentee at the same time) and team mentoring (multiple mentors meeting with multiple mentees at the same time) are not the intent of this program. Group activities, in which multiple mentors and mentees meet together, may supplement, but not take the place of, regular one-on-one activities. The MCP program is not based on an academic or life-skills curriculum. Mentees involved in this program may experience improved academic performance, develop personal goals, and improve social competencies as an indirect result of the supportive mentoring relationship and the presence of an additional caring adult in their lives.

*All* project activities funded under this announcement work toward the goal of creating high-quality mentoring relationships, and reflect a comprehensive approach, as defined in the following Program Requirements, to addressing the needs of the match partners to enhance the likelihood for lasting duration.

Agencies must comprehensively address the individual strengths and needs of youth as well as be gender specific (interventions that are sensitive to the diverse experiences of male, female and transgender youth), language applicable and culturally sensitive and respectful of the complex identities of youth.

## **Program Requirements**

Applicants must utilize evidence-based components of effective mentoring programs when designing their projects. Some examples of evidence-based components would include ensuring mentor/mentee matches last twelve months or longer, providing training for the match partners (mentor, mentee and caregiver) that supports the development of long lasting matches, intensively supporting match support and taking a holistic approach for case management that supports the development of lasting mentor/mentee relationships.

### **1. Statewide Mentoring Initiative**

All non-tribal applicants must propose statewide mentoring projects in **one** of the 15 States with the highest numbers of incarcerated persons.

Native American tribes and tribal entities may propose statewide and/or regional projects. In either event, the projects must include one or more of the 15 targeted States and may also include other non-targeted States with high numbers of incarcerated Native Americans.

(Note: An applicant's organizational headquarters is not required to be located in the State in which the proposed project is located.)

The targeted States include **only**: California, Texas, Florida, New York, Georgia, Ohio, Pennsylvania, Michigan, Illinois, Arizona, North Carolina, Louisiana, Virginia, Alabama and Missouri.

Applicants must target multiple communities within one of the 15 targeted States that has a substantial number of children of incarcerated parents. Proposed statewide projects should seek to strengthen the targeted neighborhoods and communities by establishing or expanding mentoring services in those areas.

Applicants must describe a clear need for the proposed project through a discussion of information received, for example, from community needs assessments, which detail the conditions of youth and families to be served by the project.

Applicants must include a plan to develop partnerships and collaborations that initiate or expand the delivery of mentoring services and integrate available community services and resources to support the match partners and enhance the likelihood for long lasting mentor/mentee relationships.

## **2. Community-Based Mentoring Approach**

While the scope of the project is "statewide" every mentoring organization involved in the applicant's proposed project must provide a community-based mentoring approach. A community-based approach refers to a mentoring program that has a community presence and that can connect the youth receiving services with the social fabric of the community, e.g., geography, class, ethnic composition, employment, education and values. Traditionally, a community-based approach encourages mentors and mentees to meet independently of the mentoring organization. For example, mentoring activities could take place at a variety of locations including the zoo, a museum, or at the mentee's house where the mentor and mentee engage in community activities, service or friendship.

Applicants must include a plan to pursue working relationships with local ACF-funded programs, including, but not limited to foster care and Temporary Assistance for Needy Families (TANF) in order to identify and enroll MCP-eligible youth. FYSB is developing integrated service delivery capacities (interoperability) among ACF-funded human services programs, including planned collaborations with the Children's Bureau and the Office of Family Assistance, to identify MCP-eligible youth in order to expand the delivery of mentoring services and maximize positive outcomes for children, families and communities.

Mentoring programs may find that geography, transportation, or safety issues, among others, make it difficult for mentors and mentees to meet independently. Under these special circumstances, applicants may also propose a community-based mentoring approach that is location-specific. A justification or data that supports this need should be provided. Some examples of location-specific mentoring programs are:

- A mentoring program that is located at a community center where mentors and mentees meet weekly for different activities as selected by each mentor and mentee or just to spend time together.
- A mentoring program that is located at a local school where mentors and mentees engage in mutually determined activities, such as playing on playground facilities, reading together, or talking.

Please note: A site-based mentoring approach to this program is not an allowable approach. A program is considered to have a site-based approach when both the location's and mentoring relationship's goals are inherently similar. Examples of these could include, but are not limited to:

- A curriculum-based mentoring program at a local school where the intent of the mentoring relationship is to improve the mentee's school and academic performance.
- A mentoring program based at a local social service agency where the intent of the mentoring relationship is to assist the mentee in creating and adhering to a life development plan or developing specific competencies.

## **3. Volunteer Management**

Evidence-based findings have shown that youth in mentoring relationships that last for a year or more accrue the greatest amount of positive benefits, whereas youth in mentoring relationships that terminate early (in the first three-to-six months of the relationship) actually suffer declines in their feelings of self-worth and perceived scholastic competence. Relationships that end quickly may reinforce children's feelings that they

cannot depend on or trust adults for love and support.

To ensure high quality, long lasting mentor/mentee relationships, applicants must develop processes to recruit, screen and train volunteer adult mentors so that they are available, able, willing and prepared to commit to one-on-one mentoring relationships that meet on a regular, consistent basis **for 12 months or longer**.

Accordingly, applicants must recruit, screen, and train volunteer adult mentors who are able to commit to one-on-one mentoring relationships that meet on a regular, consistent basis **for at least 12 months**.

Frequent and consistent meetings, generally consisting of weekly or bi-weekly scheduled meetings, over the course of the mentoring relationship are necessary for the mentor and mentee to develop trust and friendship. For these reasons, it is important that mentoring organizations carefully define the responsibilities of mentors, convey program expectations to potential mentors, and train mentors appropriately, both prior to and during the match such as regularly scheduled on-going mentor training, one-to-one coaching and guidance for individual mentors on an as-needed basis, and other forms of supervision and oversight.

#### **4. Background Checks**

By submitting an application, the applicant must indicate their agreement and willingness to conduct background checks on all staff, mentors, and volunteers using available State and local criminal records (<http://apps.mentoring.org/safetynet/factsheet.adp>) and the national sex offender registry(<http://www.casenet.org/program-management/volunteer-manage/criminal-bkg-check.htm>).

Additionally, where available, successful applicants must consult their State child abuse central registry. The above websites are provided as recommendations and are not to be considered all-inclusive. Grantees will also identify and utilize additional appropriate record sources for their background checks. All staff, mentor and volunteer background check results are to remain confidential and shall be used for the sole purpose of ensuring the safety of mentees. All results shall be stored in a secured area under lock.

#### **5. Mentor/Mentee Match Support**

MCP grantees are required to present a comprehensive plan to address match support, including the addition of staff resources as the project increases its number of active mentor/mentee matches. This plan must include, but is not limited to, ongoing training and support, methods and frequency of contact with the match partners, and identification of issues that could undermine the duration of the match. Match support must include the applicant's plan for intervention when problems occur and one or more of the match partners have challenges. Some examples of possible problems could include scheduling conflicts, personal or family issues, lack of commitment from one of the match partners and match incompatibility. Applicants must identify a project employee that can be contacted by any of the match partners when circumstances so warrant to include such traumatic events as maltreatment, emotional, physical and sexual abuse and emotional and physical neglect. Applicant must include the contact information for the identified employee and provide this information to the match partners during initial training. Applicants must also define their match closure policies for matches that terminate prematurely (prior to 12 months).

#### **6. Positive Youth Development (PYD)**

FYSB has worked to promote a PYD framework for all its funded grant programs and activities. Therefore, applicants are encouraged to develop their project descriptions with the PYD framework in mind as discussed below.

The PYD approach is predicated on the understanding that all young people need support, guidance, and

opportunities during adolescence, a time of rapid growth and change. With this support, they can develop self-assurance and create a healthy, successful life. Key elements of PYD are:

- Healthy messages to adolescents about their bodies, their behaviors and their interactions;
- Safe and structured places for teens to study, recreate and socialize;
- Strengthened relationships with adult role models, such as parents, mentors, coaches or community leaders;
- Skill development in literacy, competence, work readiness and social skills; and
- Opportunities to serve others and build self-esteem.

If these factors are being addressed, young people can become not just "problem-free" but "fully prepared" and engaged constructively in their communities and society. These key elements result in the following PYD outcomes:

- Increased opportunities and avenues for positive use of time;
- Increased opportunities for positive self-expression; and
- Increased opportunities for youth participation and civic engagement.

## **7. Record Keeping**

Applicants must agree to keep adequate statistical records for profiling the youth and families served under this Federal grant. This information is required by program legislation. By submitting an application, the applicant agrees to cooperate with any research, evaluation and data collection efforts sponsored by ACF and include a staff position(s) in the budget in the "Personnel" line item to meet this requirement. The applicant also agrees to track and report data required by FYSB's Online Data Collection System.

The applicable OMB PRA clearance numbers are OMB Control Number #0970-0266 and OMB Control Number # 0970-0308.

Please reference *Section VI.3* for additional information on reporting.

## **8. Evaluation**

Grantees are allowed to use grant funds and/or non-Federal share (NFS) for process evaluation, but evaluating the overall impact of the MCP program is the responsibility of the Division of Research and Evaluation in the FYSB headquarters. For example, this latter type of evaluation could be determining if MCP is having a positive effect on the lives of the children being served by the program. Grantees who wish to do this type of evaluation may do so but may not use FYSB Mentoring Children of Prisoners Federal grant funds or non-Federal share for this purpose.

Examples of allowable process evaluation could include programmatic components like how you find, recruit, enroll and train mentors.

## **9. Training and Technical Assistance**

A. Attendance and budgeting for training events. MCP legislation has provisions for technical assistance and, as such, grantees are required to attend FYSB-sponsored MCP training events, meetings and conferences. Grantees must send two representatives to the MCP National Conference and one representative to regional training opportunities made available through the MCP Support Center. Additionally, grantees may be required to attend trainings selected for them by their Federal project officer. Applicants should budget for a minimum of 12 conference days (six days for two people) and travel costs per budget year. This is based on the estimate that two people from each grantee agency will attend the following conferences and meetings: a three-day National MCP Conference and a two-day Regional MCP



Meeting (location to be determined). Applicants will also have the option of attending non-required training events that are not included in this estimate.

B. Technical assistance. As MCP legislation has provisions for technical assistance, applicants are encouraged to receive and participate in technical assistance efforts as recommended by Federal staff.

## **10. Measuring Program Success**

FYSB is committed to fulfilling the objectives of its governing statutory authority, set forth in section 439 of the Social Security Act, by providing opportunities for children of prisoners to enter into community-based, one-on-one mentoring relationships with carefully selected and trained adults.

Research confirms that the presence of caring adults is imperative for a child's success in life and his or her ability to develop a healthy and positive outlook. In addition, for children of prisoners, mentoring relationships can be a successful intervention strategy to reduce risky behaviors and potential involvement in the criminal justice system. FYSB collects quarterly information from MCP program grantees regarding the number of their mentoring matches, the duration of matches, the frequency of match meetings and other measures, through the OMB-approved OLDC instrument. FYSB and the OLDC Help Desk provide extensive technical support to assist grantees in reporting this critical information.

By law, FYSB reports to Congress on MCP results that can affect mentee outcomes. The research indicates that the longer a healthy mentoring relationship lasts, the more favorable the outcomes can be for most children. In its annual performance report to Congress, FYSB's national target for the lifespan of matches is at least 12 months or more. Moreover, relationships that terminate prematurely can be troubling to young children, especially within the first few months of the relationship. FYSB has set a national target that at least 80 percent or more of MCP mentoring matches which end prematurely will last longer than three months.

The Relationship Quality Survey Instrument (RQI) is utilized to assess the dynamics of mentor/mentee relationships. This instrument assesses children's satisfaction with their mentoring matches. The factors in the RQI have been field-tested to confirm their association with quality mentoring and better outcomes for mentees. These surveys are conducted among all MCP youth ages nine and above engaged in mentoring relationships that have lasted at least nine months by a given date each year. Every year, FYSB collects and analyzes these surveys. FYSB's national performance target is to maintain the percentage of mentees surveyed whose responses to the survey indicate positive relationships at 95 percent or higher.

The MCP program requires organizations to recruit adults who are able to commit to regular and consistent meetings with their mentees, to carefully screen and train mentors to work with mentees, and to develop relationships with existing service providers to provide key services to youth and their families. To measure progress towards these activities, FYSB uses the OLDC and grantee progress reports to collect caseload demographics and assess these and other factors such as:

- The average duration of matches between a child and the same mentor;
- The average number of days that a child is on the waitlist for a mentor;
- The number of hours that children met with their mentors over the course of the reporting period; and
- The average number of hours in training and orientation that mentors receive before beginning a match average number of        hours of follow-up training and support that mentors received as their matches proceed.

It is a crucial requirement of the grant program that MCP programs collect and report timely and accurate data so that FYSB can measure results such as these and tell the MCP story at the national level. FYSB and its network of support provide extensive technical assistance to grantees to support their efforts to provide

safe, long-lasting, and high quality mentoring relationships to children of prisoners.

## **Definitions**

**Caregiver** - A parent or legal guardian charged with the responsibility of caring for a child while one or both parents are incarcerated.

**Case Management** - The coordination of various services through a collaborative process that assesses the needs of the match partners (mentor, mentee and caregiver) and arranges, coordinates, monitors, evaluates and advocates within the grantee's own organization or externally by linking the match partner with supportive systems in the community to access needed services, resources and opportunities to address the identified needs and preserve the match relationship.

**Children of Prisoners (Also Referred to as the Mentee)** - Children with one or both parents incarcerated in a Federal or State correctional facility or in a local correctional facility if remanded there by a Federal or State court. The term is deemed to include children who are in an ongoing mentoring relationship in this program at the time of their parents' release from prison, for purposes of continued participation in the program.

For the purposes of this grant program, a child of a prisoner is eligible for services if:

- The match process is initiated after the child's fourth birthday and prior to the child's eighteenth birthday,
- and
- The match process is initiated while one or both of the incarcerated parent(s) is serving a sentence in a Federal or State correctional facility or in a local correctional facility if remanded there by a Federal or State court.

**Community Based Approach** - A community-based approach refers to a mentoring program that has a community presence and that can connect the youth receiving services with the social fabric of the community, e.g., geography, class, ethnic composition, employment, education and values. Traditionally, a community-based approach encourages mentors and mentees to meet independently of the mentoring organization.

**Jail** - A detention facility for those awaiting trial or convicted of minor offenses.

**Mentor** - An adult volunteer (age 18 and older) who is willing to serve as a trusted guide to a youth mentee. A successful mentor is viewed by a mentee as a friend, rather than as a parent or teacher. Mentors may not receive financial compensation for providing mentoring services.

**Mentoring** - A structured, managed program in which children are appropriately matched with screened and trained adult volunteers (age 18 or older) for one-on-one relationships, involving meetings and activities on a regular basis, intended to meet, in part, the child's need for involvement with a caring and supportive adult who provides a positive role model.

**Mentoring Network** - A network of public and private community entities working together to provide mentoring services for children of prisoners.

**Mentoring Services** - Those services and activities that support a structured, managed program of mentoring, including the management by trained personnel of outreach to, and screening of, eligible children; outreach to, education and training of, and liaison with sponsoring local organizations; screening and training

of adult volunteers; matching of children with suitable adult volunteer mentors; support and oversight of the mentoring relationship; and establishment of goals and evaluation of outcomes for mentored children.

**Mentor/Mentee Match** - The matching of an adult volunteer mentor with a child ages four to 18 who has an incarcerated parent.

**Mentor/Mentee Match Support** - Match support is the process by which the grantee organization, via match support staff, actively and consistently provides support, supervision and assistance to all match partners. Match support takes the form of personal visits, telephone conversations, training, referral to resources and regular documentation of observations. The two key purposes of match support are to ensure the safety of the child and ensure the success and longevity of the match.

**Non-Federal Share** - represents contributions that are allowable, reasonable and necessary to a MCP program from a non-Federal source. Non-Federal share contributions may be in cash or in-kind. "In-Kind" is described as anything owned by the MCP grantee that would have ordinarily been paid for and is an allowable expense; such as donated time, materials, services, fees, space, etc.

**Total Approved Project Cost** - sum of the ACF share and the non-Federal share (NFS).

## II. Award Information

|                                 |                               |
|---------------------------------|-------------------------------|
| Funding Instrument Type:        | Grant                         |
| Estimated Total Funding:        | \$15,000,000                  |
| Expected Number of Awards:      | 8                             |
| Award Ceiling:                  | \$2,000,000 Per Budget Period |
| Award Floor:                    | \$1,500,000 Per Budget Period |
| Average Projected Award Amount: | \$1,875,000 Per Budget Period |

### Length of Project Periods:

36-month project with three 12-month budget periods

### Additional Information on Awards:

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

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

- State governments
- County governments
- Local governments
- City or township governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribal organizations (other than Federally recognized)

- Indian/Native American Tribally Designated Organizations
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Alaska Native and Native Hawaiian Serving Institutions
- Special district governments
- Tribally controlled colleges and universities
- Faith-Based organizations
- Community-Based organizations

All non-tribal applicants must propose statewide mentoring projects in **one** of the 15 States with the highest numbers of incarcerated persons.

Native American tribes and tribal entities may propose statewide and/or regional projects. In either event, the projects must include one or more of the 15 targeted States and may also include other non-targeted States with high numbers of incarcerated Native Americans.

(Note: An applicant's organizational headquarters is not required to be located in the State in which the proposed project is located.)

The 15 targeted States, as shown in The Bureau of Justice Statistics 2008 Prison Population, include California, Texas, Florida, New York, Georgia, Ohio, Pennsylvania, Michigan, Illinois, Arizona, North Carolina, Louisiana, Virginia, Alabama and Missouri.

The initial grant award is for a 12-month budget period. A non-competitive application is required for a 12-month continuation grant to be awarded in each of the two subsequent years subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

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: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **section 439(e) of the Social Security Act**

Grantees must provide:

- At least 25 percent of the **total approved cost** of the project in Years One and Two of the grant, and
- At least 50 percent of the **total approved cost** of the project in Year Three of the grant.

**The total approved cost of the project is the sum of the ACF share and the NFS.** The NFS may be met by cash or in-kind contributions. For example, in order to meet the match requirements in Years One and Two, a project with a total approved project cost of \$2,666,667, requesting \$2,000,000 in ACF funds, must provide a NFS of at least \$666,667 (25 percent of total approved project cost of \$2,666,667).

A useful formula to calculate the appropriate NFS of project costs in Years One and Two, as based on the Federal share of the project cost is:  $(\text{The amount of Federal funds requested}/0.75) 0.25 = \text{NFS}$ . Using the example above this would be  $(\$2,000,000/0.75)0.25 = \$666,667$ .

**The Federal share of the project cost will remain the same for each 12-month budget period in the 36-month grant causing the total project cost to increase in Year Three.** Therefore, to meet the match requirements in Year Three, a project with a Federal share of \$2,000,000 in ACF funds must provide a NFS of at least \$2,000,000 (50 percent of total approved project cost of \$4,000,000).

Grantees will be held accountable for commitments of non-Federal resources that they have made in their applications even if the committed amount of non-Federal resources exceeds the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation of non-Federal share at the time of application will not exclude the application from competitive review.

Activities that do not initiate, support, or maintain the one-on-one mentoring relationship cannot be counted towards the NFS. **Mentor volunteer hours cannot be counted as in-kind donation under the NFS requirement. Other Federal grants or services such as AmeriCorp or VISTA employees cannot be counted under the NFS requirement). Costs associated with inherently religious activities are not allowed**

Refer to *Section IV.2* for information on pre-application submissions.

### III.3. Other

Applications from non-tribal entities that do not propose projects **within only one** of the 15 targeted States will be deemed non-responsive and will not be considered under this announcement.

Applications from Native American tribes and tribal entities that do not include one or more of the 15 targeted States will be deemed non-responsive and will not be considered under this announcement.

#### **Disqualification Factors**

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

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

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

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and

will not be considered for competition.

- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

**IMPORTANT NOTE:** Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.**

## Section IV. Application and Submission Information

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

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

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

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

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

ACYF Operations Center

c/o Master Key Consulting

ATTN: Mentoring Children of Prisoners Program Funding

4915 St. Elmo Avenue, Suite 101

Bethesda, MD 20814

Phone: (866) 796-1591

Email: [fysb@luxcg.com](mailto:fysb@luxcg.com)

URL: [www.acf.hhs.gov/programs/fysb](http://www.acf.hhs.gov/programs/fysb)

#### **Federal Relay Service:**

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

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

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

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via [www.grants.gov](http://www.grants.gov) need not provide additional copies of their application materials. The original signature of the Authorized Organization

Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Do not staple the application or any section of the application.

**The length of the entire application package must not exceed 90 pages.** This includes the required Federal Standard Forms (SF)/certifications (SF-424, SF-424A, SF-424B, The Certification Regarding Lobbying and SF-LLL), table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of sub-grants and contracts, and letters of agreement.

Please note that the SF-LLL, "Disclosure Form to Report Lobbying" is a separate form from the "Certification Regarding Lobbying". The SF-LLL is only needed if the applicant is engaging in lobbying activities. The Certification Regarding Lobbying is needed for all applicants.

**All** pages of the application package must be sequentially numbered beginning with page one. The required Federal forms will be counted towards the total number of pages. All pages of each application will be counted to determine the total length. All pages exceeding the **90-page limit** will be removed and will not be considered in the reviewing process. A cover letter is not required. Applicants are reminded that if a cover letter is submitted, it will count towards the 90-page limit.

**The project description must be typed and double-spaced on a single-side of 8 1/2 x 11 inch plain white paper with at least 1/2 inch margins on all sides, using black print with 12-point size Times New Roman font.**

**Applicants that do not adhere to the prescribed format will have points deducted from the overall total after the grant review:**

- **Program narrative (which includes Staff and Position Data, Approach, Budget and Budget Justification, Objectives and Need for Assistance, Results and Benefits Expected, and Organizational Profiles) is not double spaced: deduction of 5 points**
- **Margins less than 1/2 inch: deduction of 3 points**
- **Font is not at least 12-point size or Times New Roman: deduction of 2 points**

**For charts, budget tables, supplemental letters, and support documents, applicants may use a different point size and font, but no less than 10-point size and single-spaced. Points will not be deducted for these items. Applicants that deviate from this format risk having their application not reviewed in its entirety. A final decision will be made by the Office of Grants Management on whether applications that deviate from the prescribed format will be reviewed in their entirety.**

The application package should include the following and be in the following order:

**1. The Required Federal Forms/Certifications** - See below for description. Each application must be submitted by the individual who acts as the applicant's chief executive officer (regardless of his or her official title).

Each application must contain the following assurances:

- That public and private entities and community organizations, including religious organizations and Indian organizations, will be eligible to participate on an equal basis in activities funded under this

announcement;

- That the applicant will maintain such records, make such reports, and cooperate with such reviews or audits as the HHS Secretary may find necessary for purposes of project activities and expenditures; and
- That the applicant will cooperate fully with the HHS Secretary's ongoing and final evaluation of the program under the plan, by means including providing the Secretary access to the program and program-related records and documents, staff, and grantees receiving funding under the plan.

**2. Table of Contents** - Should reference the order of the application sections and provide page numbers.

**3. Project Description** - This section is a comprehensive description of the proposed project, what it will accomplish and how it will be implemented. The Project Description should address each of the categories in *Section V.I*, and be structured in a manner that addresses each of the evaluation criteria in a logical format in the following order: Staff and Position Data; Approach; Budget and Budget Justification; Objectives and Need for Assistance; Results and Benefits Expected; and Organizational Profiles. Applicants must title each section accordingly.

**4. Budget and Budget Justification** - The budget is a line-item format and must be in a worksheet, table, or spreadsheet that illustrates how calculations were derived. The budget should reflect a 12-month budget period and include the Federal and NFS of costs. Each category heading within the line-item budget should correspond with the budget categories listed in Section B of the SF-424A (e.g. Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Charges).

The budget justification is a narrative that provides a rationale for the items requested and how these items relate to the overall success of the project.

**5. Proof of Non-Profit Status** - See *Section IV.2* for acceptable documentation that must be submitted by date of award.

**6. Third-Party Agreements** - A summary of a *monetary subgrant* and/or contract must be provided as part of the application package. The summary must include a description of the project services that will be completed through the subgrant or contract using Federal funds or a non-Federal match, and the process by which the primary applicant will maintain a substantive role with the subgrant and/or contract assuring compliance with the grant requirements and project performance. If the applicant is proposing to provide services through a different agency or entity based on a *non-monetary arrangement*, a Letter of Agreement (LOA) is required and the LOA must enumerate the project services that will be completed under the agreement.

**7. Non-Federal Resources Commitment Letters** - Letters from organizations, entities, or individuals agreeing to provide non-Federal resources (cash or in-kind) to the project.

### 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-424 - Application for Federal Assistance<br><br>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<br><br>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](http://www.acf.hhs.gov/grants/grants_related.html).

SF424B must bear the same Authorized Representative signature as the SF-424 cover page.

### **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](http://Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

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

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

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

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

You will need to provide the following information:

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

## **The Project Description**

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

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

### **General Expectations and Instructions**

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

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

### **Introduction**

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

### **Table of Contents**

List the contents of the application including corresponding page numbers.

### **Project Summary/Abstract**

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

Please place the following at the top of the abstract:

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

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

### **Objectives And Need For Assistance**

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

## **Outcomes Expected**

Identify the outcomes to be derived from the project.

Research demonstrates that mentoring is a potent force for improving children's behavior across all risk behaviors affecting health and long term success. Quality, one-on-one mentoring relationships that provide young people with caring role models for future success have profound, life-changing potential. Done right, mentoring markedly advances youths' life prospects.

Expected intermediate outcomes may include greater numbers of matches that will be sustained for 12 months or longer, safe and structured places for teens to study, recreate and socialize, and strengthened relationships with adult role models, such as parents, mentors, coaches or community leaders.

## **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.

## **Geographic Location**

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

### **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.

### **Organizational Capacity**

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

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

### **Third-Party Agreements**

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

### **Letters Of Support**

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

### **Budget and Budget Justification**

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

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

### **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.

## **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

## **Commitment of Non-Federal Resources**



Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

### **Paperwork Reduction Disclaimer**

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

## **Application Submission Options**

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

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

needed for future reference.

- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

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

### **Hard Copy Submission**

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

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

## **IV.3. Submission Dates and Times**

Due Date for Applications: **07/30/2010**

### **Explanation of Due Dates**

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

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

### **Mailed Applications**

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

### **Hand-Delivered Applications**

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

### **Electronically-Submitted Applications**

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

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

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

### **Late Applications**

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

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

### **Extension/Waiver of Due Date and Receipt Time**

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

### **Acknowledgement of Received Application**

ACF will 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/](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.

Activities that do not initiate, support, or maintain the one-on-one mentoring relationship cannot be supported with Federal funds or non-Federal match funds. Mentor volunteer hours cannot be counted as an in-kind donation under the NFS requirement.

## IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

### Submission By Mail

ACYF Operations Center  
c/o Master Key Consulting  
ATTN: Mentoring Children of Prisoners Program Funding  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

### Hand Delivery

ACYF Operations Center  
c/o Master Key Consulting  
ATTN: Mentoring Children of Prisoners Program Funding  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

### 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.

### STAFF AND POSITION DATA

**Maximum Points: 15**

- The extent to which the application includes an organizational chart that demonstrates the relationship between all positions (including consultants, sub-grants and/or contractors) to be funded through this grant (Federal and non-Federal). The application must provide the name of the person employed in each position or note that the position is vacant.
- The extent to which the application provides a staffing plan that demonstrates a sound relationship between program staff responsibilities (as they relate to attainment of objectives) and the educational, professional and other experience in working with incarcerated families. It should

include a discussion of position descriptions and resumes of key staff, including consultants and partners, which correspond to the organizational chart and approach. *Note: Key Staff is defined as those staff members responsible for direct oversight, management, or implementation of the proposed project and/or direct services to youth being served.*

- The extent to which the application addresses the agency's policy for conducting background checks on **all staff and volunteers** (other than mentors) who come into contact with children and youth served or proposed to be served by the agency using available state and local criminal records, the national sex offender registry and, where available, their State's child abuse central registry.
- The extent to which the application describes a plan for training project staff in the appropriate topics to safely and effectively serve children of prisoners and to handle appropriately the issues they will encounter while serving and supporting the match and match partners in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background and language of the targeted youth and their families. This must include, but is not limited to, understanding the effects of parental incarceration, the value of mentoring, Positive Youth Development (PYD), and cultural competency.

## APPROACH

Maximum Points: 35

- The extent to which the application identifies the services that will be provided and required by the authorizing MCP legislation and FYSB program requirements as described in **Section I** of this Funding Opportunity Announcement.
- The extent to which the application describes how the proposed project will operate programmatically to provide the services required by the authorizing MCP legislation and FYSB program requirements as described in **Section I** of this Funding Opportunity Announcement.
- If the application proposes to sub-grant or contract a significant portion of the proposed project, the extent to which the application demonstrates that the grant applicant will hold a substantive role in the administration and/or delivery of services of the proposed project.
- The extent to which the application defines the duration of a mentoring relationship and frequency of mentoring activities, and demonstrates that this is sufficient to create a quality, enduring relationship between one adult and one youth.
- The extent to which the application describes an outreach plan that will attract children and families eligible for services. If the applicant is proposing to serve a subset of children or families eligible for this program (for example, youth ages 10-15 or females only), then the extent to which the application demonstrates a referral mechanism to provide services for otherwise eligible mentees outside of their targeted population.
- The extent to which the application presents a viable plan to recruit mentors. The plan should provide an implementation schedule that includes specific effective outcomes that support the applicant's approach, objectives, and community needs.
- The extent to which the application demonstrates an effective plan to screen **mentors** using available State and local criminal records, the national sex offender registry and, where available, their State's child abuse central registry and demonstrates an effective plan to maintain policies and procedures to ensure the safety of youth served.
- The extent to which the application demonstrates a plan to provide mentors with the skills or knowledge necessary to work with the target population and engage in mentoring relationships that meet regularly and have durations of 12 months at minimum and longer if possible. This must include, but is not limited to, the impact of incarceration on child development, family dynamics, cultural competency, the value of mentoring and Positive Youth Development. Additionally, the extent to which the application demonstrates a plan for regularly scheduled on-going mentor training, follow-up and guidance to increase the mentors' knowledge and expertise in working with



the target population of children of prisoners and their families.

- The extent to which the application demonstrates an effective plan to train mentees and caregivers in the steps necessary to develop mentoring relationships that last 12 months or more.
- The extent to which the application demonstrates a plan to train mentors, mentees and caregivers on the applicant's plan for intervention when problems occur and one or more of the match partners have challenges. This must include identification of a project employee that may be contacted by any of the match partners when circumstances so warrant. The plan must include the contact information for the identified employee and provide this information to the match partners during initial training. The application should discuss how problems in the course of the relationship, for example traumatic events such as maltreatment, emotional, physical and sexual abuse and emotional and physical neglect, will be monitored and detected by program staff so that they may be addressed timely and effectively.
- The extent to which the applicant (as feasible and appropriate) consults with public and private community entities, including religious organizations; Indian tribal organizations and urban Indian organizations; family members of potential clients; and Federal, State and local corrections, workforce development, and substance abuse and mental health agencies that will further the success of the project and provide a complement of services. Also, the extent to which the applicant (as feasible and appropriate) coordinates the program and activities with other Federal, State and local programs serving children and youth, including, but not limited to, foster care and TANF.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

- The extent to which a detailed line-item budget for the Federal and non-Federal share of project costs is included and demonstrates how cost estimates were derived.
- The extent to which the narrative budget justification explains how the costs in the line-item budget are necessary to implement the proposed project.
- The extent to which the non-Federal commitment letters demonstrate adequate funds to support the proposed non-Federal match and demonstrate a plan to meet non-Federal share.
- The extent to which the application provides justification for the amount of Federal funds requested for both the creation of new matches and the provision of match support for the duration of each match.

## **OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 10**

- The extent to which the application describes clear and appropriate program objectives that will fulfill the program purpose, as required by the authorizing MCP legislation and FYSB program requirements as described in **Section I**.
- The extent to which the application describes a clear need for the proposed project through a discussion of information received, for example, from community needs assessments, which details conditions of youth and families in the areas to be served.
- The extent to which the application demonstrates that the services to be provided will be located in areas that are frequented by and/or easily accessible for the population to be served, through a description of the precise geographic locations of program services. Maps or other graphic aids may be included.
- The extent to which the application provides documentation on the number of children of prisoners that are eligible to receive services through the MCP program. If such data does not exist, the application should state this fact and provide a rationale to estimate the number of children of prisoners in the target areas.

## RESULTS OR BENEFITS EXPECTED

Maximum Points: 15

- The extent to which the applicant clearly specifies the number of children of prisoners to receive mentoring services for a duration of 12 months or more. The application must specify the number of new matches expected to last 12 months or more during the three year project period.
- The extent to which the application identifies and demonstrates a sound relationship between program activities and quantitative and qualitative results for the proposed project that will lead to matches lasting for 12 months or longer as described in the authorizing MCP legislation and **Section 1**.
- The extent to which the application provides an internal process for collection and use of data to support implementation of quality mentoring services. The application should identify routine processes that are in place to track program activity against stated quantitative outcomes and to refine program design and operations making adjustments that will improve performance.

## ORGANIZATIONAL PROFILES

Maximum Points: 15

- The extent to which the application demonstrates the organizational capacity necessary to oversee Federal grants and partnerships with other participating entities through a description of the organization's fiscal controls and an explanation of the organization's governance structure. The application must also include a list of existing funding sources that will support this program and the organization's plan for meeting the non-Federal share.
- If the application proposes to sub-grant and/or contract to another organization that will provide direct services to youth and their families through this grant, then the extent to which the application demonstrates how the sub-grant and/or contract will be monitored for grant compliance and project performance.
- The extent to which the application describes the organization's past experience in mentoring children of prisoners and demonstrates a sound relationship between experience and the ability to provide program services as required by the authorizing legislation and FYSB program requirements in *Section 1*. If the organization does not have direct experience mentoring children of prisoners, or proposes to sub grant or subcontract these direct services, then the extent to which the application demonstrates experience working with children of prisoners, families affected by incarceration, and/or mentoring services to at-risk youth and demonstrates a sound relationship between experience and the ability to provide program services as required by the authorizing legislation and FYSB program requirements in *Section 1*. *The application must specify the length and time the organization has provided these services.*

## 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.

Applications submitted under this program announcement will undergo a pre-review screening to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement, and (2) the applicant is eligible for funding based on the eligibility requirements in *Sections II* and *III*.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel made up of non-Federal reviewers that are experts in the field. The review panel will use the evaluation criteria listed in *Section V.1* to review and score the applications. The panels will assign a score (maximum 100) to each application and identify the application's strengths and weaknesses.

The results of these reviews will assist the ACYF Commissioner, FYSB Senior Management and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions, but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to: written comments of reviewers and government officials, staff evaluation and input, geographic distribution, previous program performance of applicants, compliance with grant terms under previous HHS grants, audit reports, investigative reports, and an applicant's progress in resolving any final audit disallowance on previous FYSB or other Federal agency grants.

The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to an application that is responsive to the evaluation criteria within the context of this program announcement.

FYSB has the authority to pass over ranking order based on geographic area (location) and capacity needs.

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**

FYSB expects that awards will be made by September 30, 2010. Unsuccessful applicants will be notified in writing subsequent to negotiations and the final determination of awards.

## **VI. Award Administration Information**

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

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

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

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

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

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

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

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other

religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbciregulations/index.html>.

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

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

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

### **HHS Grants Policy Statement**

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

### **VI.3. Reporting**

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

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

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

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

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

*Agency Contacts* of this announcement.

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

Program Progress Reports: Quarterly

Financial Reports: Semi-Annually

**OLDC System reports (quantitative data on program progress):**

OMB Control Number #0970-0266, expires 09/30/2010, 12 burden hours-per-response

Report due 30 days after the conclusion of each quarter.

**Relationship Quality Survey Instrument (qualitative data on match relationship):**

OMB Control Number # 0970-0308, expires 10/31/10, 116 burden hours-per-response

Report due annually at the end of the budget year.

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.

Electronic reporting of these data is available through ACF's OLDC system.

## VII. Agency Contacts

**Program Office Contact**

James Winton

ACF

ACYF

FYSB HQ

Portals Building

1250 Maryland Avenue SW

Washington, DC 20024

Phone: (202) 205-5961

Fax: (202) 205-9535

Email: [james.winton@acf.hhs.gov](mailto:james.winton@acf.hhs.gov)

**Office of Grants Management Contact**

Lisa Dammar, Grants Management Officer

Division of Discretionary Grants

Office of Grants Management

Administration for Children and Families

c/o Master Key Consulting  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814  
Phone: (866) 796-1591  
Email: [fysb@luxcg.com](mailto:fysb@luxcg.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)  
[http://www.grants.gov/applicants/email\\_subscription.jsp](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](http://www.acf.hhs.gov/grants/grants_resources.html) and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

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

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

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

| What to Submit | Where Found | When to Submit |
|----------------|-------------|----------------|
|----------------|-------------|----------------|

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|--|--|--|
| SF-424 - Application for Federal Assistance<br><br>SF-P/PSL - Project/Performance Site Location(s)               | Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/ grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http:// apply07.grants.gov /apply/FormLinks?family=15.</a> | Submission due by application due date found in Overview and Section IV.3.                                       |
| SF-424A - Budget Information - Non-Construction Programs<br><br>SF-424B - Assurances - Non-Construction Programs | Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/ grants/grants_resources.html.</a>   | Submission due by application due date found in Overview and Section IV.3.                                       |
| Table of Contents  | Referenced in Section IV.2 of the announcement under "Project Description."  | Submission due by application due date found in Overview and Section IV.3.                                       |
| Project Summary/Abstract   | Referenced in Section IV.2 of the announcement under "Project Description."  | Submission due by application due date found in Overview and Section IV.3.                                       |
| Project Description  | Referenced in Section IV.2 of the announcement.  | Submission due by application due date found in Overview and Section IV.3.                                       |
| Budget and Budget Justification  | Referenced in Section IV.2 of the announcement under "Project Description."  | Submission due by application due date found in Overview and Section IV.3.                                       |
| Third-Party Agreements   | Referenced in Section IV.2 of the announcement under "Project Description."  | If available, submission is due by application due date found in Overview and Section IV.3. or by time of award. |
| Letters of Support   | Referenced in Section IV.2 of the announcement under "Project Description."  | Submission due by application due date found in Overview and Section IV.3.                                       |

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| Documentation of Commitment of Non-Federal Resources  | Referenced in Section IV.2 of the announcement under "Budget and Budget Justification."  | Submission due by application due date found in Overview and Section IV.3.                                      |
| Proof of Non-Profit Status  | Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."  | Submission due by date of award.  |
| Certification Regarding Lobbying  | Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .  | Submission due by date of award.  |
| 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 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> 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. |
| SF-LLL - Disclosure of Lobbying Activities, if applicable   | <p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p> | Submission due by application due date found in Overview and Section IV.3.                                      |

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**Signature**

Date: 06/14/2010

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Bryan Samuels  
Commissioner  
Administration on Children, Youth and Families