

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

**Program Office:** Family and Youth Services Bureau

**Funding Opportunity Title:** Mentoring Children of Prisoners

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2009-ACF-ACYF-CV-0022

**CFDA Number:** 93.616

**Due Date for Applications:** **06/19/2009**

**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. The MCP program is designed to be a community-based mentoring program in which children and youth ages four up to age 18, are 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.

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**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>), the original law authorizing the Promoting Safe and Stable

Families Program Amendments of 2001 (P.L. 107-133) and the reauthorizing law as amended by the Child and Family Services Improvement Act of 2006 (P.L. 109-288), 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.

In Fiscal Year (FY) 2008, \$45 million in funding was awarded to a total of 215 organizations (grantees) including faith-based and community organizations, State and local governments, and Tribes to operate these community-based mentoring programs.

## **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 children, ages 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 program 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.

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 program announcement work toward the goal of creating high-quality, lasting mentoring relationships, and activities that fall outside the scope of this task, or do not directly support the mentoring relationship, are not supported by FYSB grant funds or grantee match funds (for example, family emergency funds, job search services, or mental health counseling).

## **Program Requirements**

Applicants should take special note of the following when designing their projects:

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

Applicants 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 social fabric of a community with a youth receiving services. 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.

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 the location and the goals of the mentoring relationship 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.

## **2. Volunteer Management**

Applicants must recruit, screen, and train volunteer adult mentors who are able to commit to a lasting one-on-one mentoring relationship that meets on a regular and consistent basis.

Research has 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. 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.

### **3. Background Checks**

By submitting an application, the applicant agrees 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 mentee's. All results shall be stored in a secured area under lock.

### **4. 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.

## **5. 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 and evaluation efforts sponsored by ACF. The applicant also agrees to track and report data required by FYSB's Online Data Collection System.

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

## **6. Training and Technical Assistance**

A. Attendance and budgeting for training events. MCP legislation has provisions for Technical Assistance and as such, Applicants are encouraged to attend FYSB-sponsored MCP training events, meetings and conferences. It is further encouraged that Applicants send two representative(s) to the designated conferences and meetings. Applicants should budget for a minimum of at least twelve 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 held annually in Washington, DC; 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.

## **7. Measuring Program Success**

FYSB is committed to fulfilling the objectives of its governing statutory authorities set forth in section 439 of the Social Security Act., by providing community-based one-on-one mentoring services between caring adults and children of prisoners.

The presence of caring adults is imperative to a child's success in life and their ability to develop a healthy and positive outlook. In addition, for children of prisoners, mentoring relationships may 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 in regards to their number of mentoring matches, the duration of mentoring matches, the frequency of match meetings, and other measures, through the OMB-approved Online Data Collection (OLDC) instrument. OLDC provides extensive technical support to assist grantees providing these reports.

Since relationships that terminate prematurely can be troubling to young children, FYSB is committed to reducing to 17 percent by 2009 the percentage of matches that terminate at three months or less as a percentage of matches ending within 12 months.

To assess the dynamics of the mentor/mentee relationships, the Relationship Quality Survey Instrument (RQI) is utilized. This instrument assesses: mentee satisfaction with the mentoring relationships; the extent to which mentors have helped mentees cope with problems; how happy mentees feel when they are with their mentors; and whether there is evidence of trust in the mentoring relationships. These surveys are currently being conducted among all youth (ages nine and above) engaged in long-term mentoring relationships through the MCP program. Every year, FYSB will collect and analyze this data to measure the quality of mentoring relationships, and is committed to an annual two percent increase in the percentage of mentees surveyed whose responses to the survey indicate positive relationships.

Additionally, the MCP program requires organizations to recruit adults who are able to commit to regular and consistent meetings with their mentees, to properly 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 such factors as:

- A. The average number of days that a child is on the waitlist for a mentor;
- B. The number of hours that children met with their mentors over the course of the reporting period;
- C. The average number of hours in pre-training/orientation that mentors received and the average number of hours in post-training that mentors received; and
- D. The number of staff contacts with mentors to address mentor skills or critical issues.

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 and tell the story of this program's ongoing progress.

### **Definitions**

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

**Children of Prisoners (Also Referred to as the Mentee)** - Children with one or both parents incarcerated in a Federal, State, or local correctional facility. 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 4th birthday and prior to the child's 18th birthday,

And

- The match process is initiated while one or both of the incarcerated parent(s) is serving a sentence in a Federal, State, or local correctional facility.



**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 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.

**New Match** - a newly created match or a re-match of the mentor (or of the mentee after their previous match is terminated).

**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).

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Estimated Total Program Funding:</b>	\$9,000,000
<b>Expected Number of Awards:</b>	70
<b>Ceiling on Amount of Individual Awards:</b>	\$1,000,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	None
<b>Average Projected Award Amount:</b>	\$211,163 per budget period
<b>Length of Project Periods:</b>	36-month project with three 12-month budget periods

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

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

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### **III. ELIGIBILITY INFORMATION**

#### **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

- Others (See below)
- Special district governments
- Tribally Controlled Colleges and Universities

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

- Faith-Based Organizations
- Community-Based Organizations

Non-profit or for-profit organizations which are neither faith-based organizations nor community-based organizations are ineligible for funding under this announcement.

Current MCP grantees may only apply for a new competitive MCP grant under this announcement if they are targeting a completely new service area. These grantees will receive instructions from their Federal project officers on the procedures for applying for non-competitive continuation grants.

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 two subsequent years subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the Federal Government.

Foreign entities are not eligible under this announcement.

Faith-based and community organizations are eligible to apply under this announcement.

## **2. Cost Sharing or Matching: Yes**

Grantees are required to meet a non-Federal share (NFS) of the project costs, 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, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements in Years One and Two, a project with a total approved project cost of \$200,000, requesting \$150,000 in ACF funds must provide a NFS of at least \$50,000 (25 percent of total approved project cost of \$200,000).

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  $(\$150,000 / 0.75) 0.25 = \$50,000$ .

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 \$150,000 in ACF funds must provide a NFS of at least \$150,000 (50 percent of total approved project cost of \$300,000).

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. Costs that are not permitted under the Federal portion of this program (for example, supportive services to mentees and families beyond mentoring, inherently religious activities, etc.) cannot be counted toward 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).

Please refer to *Section IV* for any pre-award requirements.

### **3. Other:**

#### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be

deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

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

ACYF Operations Center  
c/o The Dixon Group, Inc.  
ATTN: Mentoring Children of Prisoners Program Funding  
118 Q Street, NE.  
Washington, DC 20002-2132  
Phone: 866-796-1591  
Email: [fysb@dixongroup.com](mailto:fysb@dixongroup.com)  
URL: [www.acf.hhs.gov/programs/fysb](http://www.acf.hhs.gov/programs/fysb)

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

### **2. Content and Form of Application Submission:**

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

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 receiving over \$100,000 in federal funds.

**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 Objectives Need for assistance, Results and Benefits, Approach, Organizational Profile, Staff and Position Data, and budget justification) 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 Health and Human Services (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. One-Page Project Abstract** - Should contain the following information: Agency name, city, State; proposed service area (state, county, city, etc); amount of Federal funding requested for 12-month period; short description of program (that includes duration, frequency, and location of mentoring services); age of target population; agency point of contact (includes name, phone, and email); number of new youth to be served in each year of the grant (Year One, Year Two and Year Three). A suggested sample format is provided in *Section VIII*, Other Information.

**4. 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.1*, and be structured in a manner that addresses each of the evaluation criteria in a logical format in the following order: Objectives and Need for Assistance; Results and Benefits, Approach; Staff and Position Data; Organizational Profiles;

and Budget and Budget Justification. Applicants must title each section accordingly.

**5. 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.

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

**7. 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.

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

### **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.



## Forms

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. All required Standard Forms are available at:

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

Non-profit private organizations (not including private universities) are encouraged to submit the *"Survey on Ensuring Equal Opportunity for Applicants"* with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application. The Survey may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://www.Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>.

## PROJECT DESCRIPTION

### Part I THE PROJECT DESCRIPTION OVERVIEW

#### PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to

each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

## GENERAL EXPECTATIONS AND INSTRUCTIONS

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

## Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

### INTRODUCTION

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

### TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

### PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

### 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 must be demonstrated and the principal and subordinate objectives of the project must be clearly 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 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.

## RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, identify the number of new mentoring matches to be made annually (in Year One, Year Two, and Year Three) of the project.

## APPROACH

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

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

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.

## ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

#### ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

#### **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.

#### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

#### PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

#### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); 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; and, other pertinent information.

#### THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

#### BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes 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, FICA, 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; 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 third-party 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 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

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 required supporting information referred to in these instructions.

#### OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: 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.

#### 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: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

(As required by the **Paperwork Reduction Act of 1995, P.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 4/30/2010. 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.)

### **Certifications**

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. 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 Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Certification Regarding Lobbying may be found at:

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

When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:

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

### **Assurances**

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

The Pro-Children Act of 1994, 20 U.S.C. 7183, 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. Additional information 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).

### **Electronic Submission**

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format. To submit an application electronically, applicants must use the <http://www.Grants.gov> site. ACF will not accept applications via facsimile or email.

**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.**

**Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

If planning to submit an application electronically via <http://www.Grants.gov>:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that, if difficulties are encountered, there will still be sufficient time to submit a hard copy via express mail.
- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**
- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.
- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration process and may be found at:  
[http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)
- If any difficulties are encountered in using Grants.gov, 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. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**
- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.
- Applicants may access the electronic application and downloadable application package for this program

announcement by using the FIND function at <http://www.Grants.gov>.

- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.
- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc..
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times* of this program announcement.
- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."
- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive two emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

ACF may request that the applicant provide original signatures on forms at a later date.

The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, contact the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) for assistance.

### **Hard Copy Submission of Applications**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. 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 application submissions.

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

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

#### **Due Date for Applications: 06/19/2009**

#### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. 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 mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

#### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

### **Acknowledgement of Received Application**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

#### **4. Intergovernmental Review of Federal Programs:**

##### **State Single Point of Contact (SPOC)**

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.

#### **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 unallowable under this grant award.

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. Costs that are not permitted under the Federal portion of this program (e.g. supportive services to mentees and families beyond mentoring, inherently religious activities) cannot be counted toward the NFS requirement. Mentor volunteer hours cannot be counted as an in-kind donation under the NFS requirement.

## **6. Other Submission Requirements:**

Submit applications to one of the following addresses:

### **Submission by Mail**

ACYF Operations Center  
c/o The Dixon Group, Inc.  
ATTN: Mentoring Children of Prisoners Program Funding  
118 Q Street, NE.  
Washington, DC 20002-2132

### **Hand Delivery**

ACYF Operations Center  
c/o The Dixon Group, Inc.  
ATTN: Mentoring Children of Prisoners Program Funding  
118 Q Street, NE.  
Washington, DC 20002-2132

### **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.



## **V. APPLICATION REVIEW INFORMATION**

### **1. CRITERIA:**

#### **STAFF AND POSITION DATA - 15 points**

1. 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.
2. 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.*
3. The extent to which the application addresses the agency's policy for conducting criminal history and child abuse registry checks on staff or volunteers (other than mentors) who come into contact with children and youth served or proposed to be served by the agency.
4. 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 deal appropriately with the issues they will encounter while serving these youth. This must include, but is not limited to, understanding the effects of parental incarceration, mentoring, positive youth development (PYD), and cultural competency.

#### **APPROACH - 30 points**

1. 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*.

2. 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 1*.
3. 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.
4. 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.
5. 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.
6. 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.
7. The extent to which the application demonstrates an effective plan to screen mentors (utilizing criminal background checks and the sex offender registry) and policies and procedures to ensure the safety of youth served.
8. The extent to which the application demonstrates a plan to provide mentors with the skills or knowledge necessary to work with this population. This must include, but is not limited to, understanding the effects of parental incarceration, mentoring, positive youth development (PYD), and cultural competency.
9. 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.

**BUDGET AND BUDGET JUSTIFICATION - 10 points**

1. The extent to which a detailed line-item budget for the Federal and NFS of project costs is included and demonstrates how cost estimates were derived.
2. The extent to which the narrative budget justification explains how the costs in the line-item budget are necessary to implement the proposed project.
3. 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.
4. 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 - 10 points**

1. 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*.
2. The extent to which the application describes a clear need for the proposed project through a discussion of information received, from a community needs assessment, which details conditions of youth and families in the area to be served
3. The extent to which the application demonstrates, that the services to be provided will be located in an area that is frequented by and/or easily accessible for the population to be served, through a description of the precise geographic location of program services. Maps or other graphic aids may be included.

4. 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 area.

**RESULTS OR BENEFITS EXPECTED** - 15 points

1. The extent to which the applicant clearly specifies the number of children of prisoners to be served through mentoring services. The application must specify the number of new matches to be made during each 12-month budget period (Year One, Year Two and Year Three), as well as the combined total number of new matches made over the entire project period (the sum of the three-year new matches).
2. The extent to which the application identifies and demonstrates a sound relationship between program activities and quantitative outcomes for the proposed project that will fulfill the program purpose and scope of services as described in the authorizing MCP legislation and *Section 1*. *Note: Outcomes are the expected changes that will reasonably occur amongst youth, families and communities based on the program activities. An example of a project outcome is included in Section I, Measuring Program Success.*
3. 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** - 20 points

1. 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.

2. 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.
3. 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.*

## **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 stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Each application will be screened to determine whether it was received by the closing date and time (*Section IV.3.*) and whether the requested amount exceeds the ceiling or upper range value, whichever is appropriate (*Section II.*)

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 FYSB Associate Commissioner 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.

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

Awards will be made by September 30, 2009. Unsuccessful applicants will be notified in writing after the final awards have been made.

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## **VI. AWARD ADMINISTRATION INFORMATION**

## **1. Award Notices:**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) 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 NoA 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.

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

Grantees are subject to the administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

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

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at:  
<http://www.hhs.gov/fbci/regulations/index.html>.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions, and points of contact, as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **3. Reporting Requirements:**

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

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

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



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). Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

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. of this announcement.

Program Progress Reports: Quarterly  
Financial Reports: Semi-Annually

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

OMB #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# 0970-0308, expires 08/31/2009, 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 Online Data Collection system (OLDC).

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**VII. AGENCY CONTACTS**

**Program Office Contact:**

Gloria Watkins  
Family and Youth Services Bureau  
ACYF Operations Center  
c/o The Dixon Group, Inc.  
118 Q Street, NE.

Washington, DC 20002-2132  
 Phone: 866-796-1591  
 Email: [FYSB@dixongroup.com](mailto:FYSB@dixongroup.com)

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

**Grants Management Office Contact:**

Lisa Dammar, Grants Management Officer  
 Division of Discretionary Grants  
 Office of Grants Management  
 Administration for Children and Families  
 c/o The Dixon Group, Inc.  
 118 Q Street, NE.  
 Washington, DC 20002-2132  
 Phone: 866-796-1591  
 Email: [FYSB@dixongroup.com](mailto:FYSB@dixongroup.com)

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

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**VIII. OTHER INFORMATION**

**Checklist**

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

What to Submit	Where Found	When to Submit
SF-424	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in

		Overview and Section IV.3.
SF-424B	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Documentation of Non-Federal Resources	Referenced in Section IV.2 of the announcement under "Project Description."	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."	By application due date found in Overview and Section IV.3.
Letters of Agreement or Memorandum of Understanding	Found in Section IV.2	By application due date.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	By date of award.
SF-LLL	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 under "Certifications" 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 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.	By application due date found in Overview and Section IV.3.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption Form	Referenced in Section IV.2 of the announcement under "Certifications" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	Found in Section IV.2	By application due date

**Date:** 04/14/2009

Maiso L. Bryant

Acting Commissioner

Administration on Children, Youth and Families