

assistance, (b) the objectives of the proposed project, (c) the precise location of the proposed project, and (d) the area to be served by the proposed project.

The applicant may accomplish this best by: (a) Pinpointing the relevant physical, economic, social, financial, institutional, or other problems requiring a solution; (b) demonstrating the need for the assistance; (c) stating the principal and subordinate objectives for the proposed project; (d) providing supporting documentation and/or other testimonies from concerned individuals and groups other than the applicant; (e) providing relevant data based on research or planning studies, and (f) including maps and other graphic aids.

The following list provides the point value for each required item in this Criterion:

- 5 Points Identifies and demonstrates the need for assistance.
- 5 Points States the principal and subordinate objectives for the proposed project.
- 4 Points Provides relevant data based on research and/or planning studies.
- 4 Points Provides supporting documentation and/or testimonies from concerned individuals and groups, other than the applicant.
- 2 Points Includes maps and other graphics identifying the precise location of the proposed project.

*Criterion 3: Organization Profile (20 points)*

The application identifies the background of the project director/ principal investigator and key project staff (including name, address, training, educational background and other qualifying experience) and the experience of the organization to demonstrate the applicant's ability to effectively and efficiently administer this project. The applicant must describe the relationship between this project and other work that is planned, anticipated, or currently under way by the applicant.

This section should consist of a brief (two to three pages) background description of how the applicant organization (or the unit within the organization that will have responsibility for the project) is structured, the types and quantity of services it provides, and/or the research and management capabilities it possesses. It may include a description of any current or previous relevant experience; or it may describe the competence of the project team and its demonstrated ability to produce final products that are readily comprehensible and usable. An

organization chart showing the relationship of the project to the current organization must be included.

The following list provides the point value for each required item in this Criterion:

- 6 Points Identifies the background of key staff members.
- 6 Points Demonstrates the organization's ability to administer the proposed project.
- 6 Points Describes and discusses the role and involvement of individuals with developmental disabilities and their families in the proposed project and organization.
- 2 Points Includes an organizational chart, depicting the relationship of the project to the current organization.

*Criterion 4: Results or Benefits Expected (17 points)*

The expected results and benefits of the proposed project should be consistent with the objectives of the application. The application must state the project's anticipated contributions to policy, practice, theory and/or research. The proposed project costs should be reasonable in view of the expected results.

The following list provides the point value for each required item in this Criterion:

- 10 Points States the anticipated contributions of the proposed project to policy, practice, theory, and/or research.
- 7 Points Expected results and benefits are consistent with the proposed project's goals and objectives.

*Criterion 5: Budget and Budget Justification (8 points)*

Applicants are expected to present a budget with reasonable project costs, appropriately allocated across component areas, and sufficient to accomplish the objectives. The requested funds for the project must be fully justified and documented.

Applications must provide a narrative budget justification that describes how the categorical costs are derived and discusses the reasonableness and appropriateness of the proposed costs. Line item allocations and justification are required for both Federal and non-Federal funds. A letter of commitment for the project's non-Federal resources must be submitted with the application in order to be given credit in the review process. A fully explained non-Federal share budget must be prepared for each funding source.

Applicants have the option of omitting the Social Security Numbers and specific salary rates of the proposed

project personnel from the two copies submitted with the original application to ACF. For purposes of the outside review process, applicants may elect to summarize salary information on the copies of their application. All salary information must, however, appear on the signed original application for ACF.

The following list provides the point value for each required item in this Criterion:

- 3 Points Discusses and justifies the costs and reasonableness of the proposed project in view of the expected results and benefits.
- 3 Points Describes the fiscal controls and accounting procedures to be used.
- 2 Points Includes a fully explained non-Federal share budget and its source(s).

This year, five additional points will be added to the applicant's total in the scoring process for any project that includes partnership and collaboration with one or more of the 140 Empowerment Zones/Enterprise Communities. To receive the additional five points, the applicant must provide a clear outline for the collaboration and a discussion of how the involvement of the EZ/EC is related to the objectives and the activities of the project. Also, a letter from the appropriate representatives of the EZ/EC must accompany the application indicating its agreement to participate and describing its role in the project.

- *Project Duration:* ADD is soliciting applications for project periods up to one year (12 months) under this Priority Area. Awards, on a competitive basis, will be for a one-year budget period. Subject to the availability of funds, successful applicants for these planning grants will be eligible to compete for implementation funds in upcoming fiscal years.

- *Federal Share of Project Costs:* The maximum Federal share is not to exceed \$100,000 for the 12-month budget period.

- *Matching Requirement:* Grantees must match \$1 for every \$3 requested in Federal funding to reach 25% of the total approved cost of the project. The total approved cost of the project is the sum of the ACF/ADD share and the non-Federal share. Cash or in-kind contributions may meet the non-Federal share, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$100,000 in Federal funds must include a match of at least \$33,333 (the total project cost is \$133,333 of which \$33,333 is 25%).

- *Anticipated Number of Projects To Be Funded:* ADD anticipates funding up