

### III. Eligibility Information

1. *Eligible Applicants.* Eligible applicants for these special improvement project grants are State (including District of Columbia, Guam, Puerto Rico, and the Virgin Islands) Human Services Umbrella agencies, other State agencies (including State IV-D agencies), tribes and tribal organizations, local public agencies (including IV-D agencies), nonprofit organizations (including faith-based and community-based organizations and universities such as historically black colleges and universities) and consortia of State and/or local public agencies. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) 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 a 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; or any of the items referenced 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.

The Federal OCSE will provide the State CSE agency the opportunity to comment on the merits of local CSE agency applications before final award. Given that the purpose of these projects is to improve child support enforcement programs, it is critical that applicants have the cooperation of IV-D agencies to operate these projects. Preference will be given to applicants representing CSE agencies and applicant organizations which have letters of commitment or cooperative agreements with CSE agencies. All applications developed jointly by more than one agency/organization must identify a single lead organization as the official applicant. The lead organization will be the recipient of the grant award. Participating agencies and organizations can be included as co-participants, subgrantees, or subcontractors with their written authorization.

Private non-profit organizations are encouraged to submit with their

applications the survey located under "Grant Related Documents and Forms" titled "Survey for Private, Non-Profit Grant Applicants" at [www.acf.hhs.gov/programs/ofs/forms.htm](http://www.acf.hhs.gov/programs/ofs/forms.htm).

2. *Cost Sharing or Matching.* Applicants are not required to match Federal grant funds under this solicitation.

3. *Other.* None.

### IV. Application and Submission Information

1. *Address to Request Application Package.* Application kits (Forms 424, 424A-B and Certifications) to apply for a grant under this program announcement are available from the Administration for Children and Families, Office of Child Support Enforcement, Division of State, Tribal and Local Assistance, 370 L'Enfant Promenade, SW., 4th Floor, East Wing, Washington, DC 20447 (this is not the mailing address for submission of applications, see Part IV. 3.); or at OCSE's Web site ([www.acf.hhs.gov/programs/cse/](http://www.acf.hhs.gov/programs/cse/)) under new announcements; or from Jean Robinson, Program Analyst, phone (202) 401-5330, Fax (202) 205-4315; e-mail, [jrobinson@acf.hhs.gov](mailto:jrobinson@acf.hhs.gov).

For specific questions regarding the application or program concerns regarding the announcement, contact: Susan A. Greenblatt, Deputy Director, Division of State, Tribal and Local Assistance, Office of Child Support Enforcement, 370 L'Enfant Promenade, SW., 4th Floor, East Wing, Washington, DC 20447 (this is not the mailing address for submission of applications, see Part IV. 3.); phone (202) 401-4849, e-mail, [sgreenblatt@acf.hhs.gov](mailto:sgreenblatt@acf.hhs.gov).

2. *Content and Form of Application Submission.* The applicant should clearly indicate in its application(s) for which specific priority area it is applying. Applicants may submit different applications covering different priority areas or they may submit different applications for different projects under one priority area; however, **they may not submit one application for the same project covering multi-priority areas.** The length of the application, excluding the application forms, certifications, and resumes, should be about 20 pages, double-spaced format preferred. A page is a single-side of an 8½" × 11" sheet of plain white paper. (Applicants are requested not to send pamphlets, maps, brochures or other printed material along with their application as these are difficult to photocopy. These materials, if submitted, will not be included in the review process.) Each page of the application will be counted (excluding

required forms, certifications and resumes) to determine the total length. **The project description should include all the information requirements described in the specific evaluation criteria outlined in the program announcement under Part V.**

In addition to the project description, the applicant needs to complete all the standard forms required for making applications for awards under this announcement. Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications.

Applicants must disclose lobbying activities on the Standard Form LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their applications.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the application, the applicant is providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for an award. By signing and submitting the application, the applicant is providing the certification and need not mail back the certification with the application.

The forms (Forms 424, 424A-B; and Certifications including Certification Regarding Lobbying; Debarment, Suspension, etc.; Drug Free Workplace and Environmental Tobacco Smoke) may be found at: [www.acf.hhs.gov/programs/cse/](http://www.acf.hhs.gov/programs/cse/) under new announcements.

Private non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms" titled "Survey for Private, Non-Profit Grant Applicants" at [www.acf.hhs.gov/programs/ofs/forms.htm](http://www.acf.hhs.gov/programs/ofs/forms.htm).

On June 27, 2003, the Office of Management and Budget published in the **Federal Register** a new Federal policy applicable to all Federal grant applicants. The policy requires all Federal grant applicants to provide a