

budgetary information. The main concern in this criterion is that the applicant should demonstrate a clear idea of the project's goals, objectives, and tasks to be accomplished. The plan to accomplish the goals and tasks should be set forth in a logical framework. The plan should identify what tasks are required of any contractors and specify their relevant qualifications to perform these tasks. Staff to be committed to the project (including supervisory and management staff) at the state and/or local levels must be identified by their role in the project along with their qualifications and areas of particular expertise. In addition, for any technical expertise obtained through a contract or subgrant, the desired technical expertise and skills of proposed positions should be specified in detail. The applicant should demonstrate that the skills needed to operate the project are either on board or can be obtained in a reasonable time.

**Criterion III: Evaluation (Maximum 25 points)**

The application describes how the success of this project can be measured and how the success of this project has broader application in contributing to child support enforcement policies, practices, and/or providing solutions that could be adapted by other states/jurisdictions. The application describes the specific results/products that will be achieved; as appropriate, identifies the kinds of data to be collected and maintained; describes procedures for informed consent of participants, where applicable, and discusses the criteria to be used to evaluate the results of the project. The application describes the evaluation methodology to be used to determine if the process proposed was implemented and if the project goals/objectives were achieved. Sound evaluations to determine whether or not project goals have been realized are of importance to child support enforcement policy makers and administrators. Thus, the proposal should include a process evaluation component and comparison of before/and after the project site(s)' experience, as appropriate, to demonstrate the results achieved.

**Criterion IV: Budget and Budget Justification (Maximum 10 points)**

The project costs need to be reasonable in relation to the identified tasks, including the evaluation component. A detailed budget (*e.g.*, the staff required, equipment and facilities that would be leased or purchased) should be provided identifying all agency and other resources (*i.e.*, State,

community, or other programs such as TANF or Head Start) that will be committed to the project. Grant funds cannot be used for capital improvements or the purchase of land or buildings. Explain why this project's resource requirements cannot be met by the State/local agency's regular program operating budget.

**Criterion V: Preferences (Maximum 5 points)**

Preference will be given to those grant applicants representing IV-D agencies and applicant organizations who have documented IV-D agency commitment to the project, either through a cooperative agreement or letter of commitment, which needs to be signed and attached to the application.

2. *Review and Selection Process.* Each application submitted under this program announcement will undergo a pre-review 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. It is necessary that applicants state specifically which priority area they are applying for. Applications will be screened for priority area appropriateness. If applications are found to be inappropriate for the priority area in which they are submitted, applicants will be contacted for verbal approval of redirection to a more appropriate priority area.

Applications which pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the Commissioner and OCSE 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, the number of similar types of existing grants or projects funded with OCSE funds in the last five years; comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous DHHS grants; audit reports; investigative reports; an applicant's progress in resolving any final audit disallowance on previous OCSE or other Federal agency grants. OCSE will consider the geographic distribution of funds among

States and the relative proportion of funding among rural and urban areas. 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 applications which are responsive to the evaluation criteria within the context of this program announcement.

Federal reviewers will be used for the review process.

3. *Anticipated Announcement and Award Dates.* OCSE anticipates that successful and unsuccessful applicants will be notified of the results of this grant competition within 90 days of the application deadline date identified in the "Overview Information" section under Dates.

## VI. Award Administration Information

1. *Award Notices.* Successful applicants will receive, by postal mail, a cover letter signed by the Commissioner, OCSE, attaching the official notice of award, the Financial Assistance Award (FAA) notice, which is signed by the grants management officer. As indicated in Part V.3. above, OCSE anticipates that successful and unsuccessful applicants will be notified of the results of this grant competition within 90 days of the application deadline.

2. *Administrative and National Policy Requirements.* 45 CFR part 74 and 45 CFR part 92.

3. *Reporting.* All grantees are required to submit quarterly program reports; grantees are also required to submit semi-annual expenditure reports using the required financial standard form (SF-269) which is located on the Internet at: <http://forms.psc.gov/forms/sf/SF-269.pdf>. A suggested format for the program report will be sent to all grantees after the awards are made.

## VII. Agency Contacts

For copies of forms and the announcement, contact: Jean Robinson, Program Analyst, at (202) 401-5330, Fax (202) 205-4315; email, [jrobinson@acf.dhhs.gov](mailto:jrobinson@acf.dhhs.gov).

For questions regarding application development, forms, or program concerns regarding the announcement contact: Susan A. Greenblatt, Deputy Director, Division of State, Tribal and Local Assistance, at (202) 401-4849; e-mail, [sgreenblatt@acf.dhhs.gov](mailto:sgreenblatt@acf.dhhs.gov).

For questions regarding application submittal or other grants management concerns, contact Barbara Ziegler Johnson at (202) 401-4646; e-mail, [bziegler-johns1@acf.hhs.gov](mailto:bziegler-johns1@acf.hhs.gov).