

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

**Program Office:** Office of Family Assistance

**Funding Opportunity Title:** Healthy Marriage Demonstration Grants

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2006-ACF-OFA-FE-0033

**CFDA Number:** 93.086

**Due Date For Letter of Intent:** 05/30/2006

**Due Date for Applications:** 06/30/2006

**Executive Summary:**

The Administration for Children and Families (ACF), Office of Family Assistance (OFA), announces the availability of funds for Healthy Marriage Demonstration Grants. These grants will support innovative, projects designed to strengthen existing marriages and to prepare unmarried couples for successful healthy marriages. Under this grant program, ACF will fund healthy marriage education and enrichment activities, public awareness and education campaigns that promote the benefits and elements of healthy marriage, and teen programs that explore positive relationship models and that teach the core skills necessary for healthy marriages.

The Deficit Reduction Act of 2005 (P.L.109-171), amends Title IV, Section 403(a)(2) of the Social Security Act (42 U.S.C. 603(a)(2)). This legislation authorizes competitive funding for demonstration projects that implement any of the allowable healthy marriage activities cited in the Act.

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**I. FUNDING OPPORTUNITY DESCRIPTION**

**Legislative Authority**

The Deficit Reduction Act of 2005 (P.L. 109-171), amends Title IV, Section 403(a)(2) of the Social Security Act (42 U.S.C. 603(a)(2) and authorizes competitive funding for demonstration projects that promote healthy marriages through any of the following programs or allowable activities:

1. Public advertising campaigns on the value of marriage and the skills needed to increase marital stability and health.
2. Education in high schools on the value of marriage, relationship skills, and budgeting.
3. Marriage education, marriage skills, and relationship skills programs that may include parenting skills, financial management, conflict resolution, and job and career advancement for non-married pregnant women and non-married expectant fathers.
4. Pre-marital education and marriage skills training for engaged couples and for couples or persons interested in marriage.
5. Marriage enhancement and marriage skills training programs for married couples.
6. Divorce reduction programs that teach relationship skills.
7. Marriage mentoring programs, which use married couples as role models and mentors in at-risk communities.
8. Programs to reduce the disincentives to marriage in means-tested aid programs if offered in conjunction with any of the other seven activities.

Eligible applicants may submit one or more applications in response to this announcement. This program announcement has eight Priority Areas:

(1) Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 1;

(2) Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 2;

(3) Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 3;

(4) Healthy Marriage Grants to Serve Low-Income Married Couples: Level 1;

(5) Healthy Marriage Grants to Serve Low-Income Married Couples: Level 2;

(6) Healthy Marriage Grants to Serve Low-Income Unwed Expectant or New Parents: Level 1;

(7) Healthy Marriage Grants to Serve Low-Income Unwed Expectant or New Parents: Level 2; and

(8) Healthy Marriage Grants to Implement Any Allowable Activity.

Applications in each priority area will be evaluated against the criteria as set forth in this program announcement. Qualified public and private entities are eligible to apply. This includes, but is not limited, to States, Indian Tribes and Tribal Organizations, local government entities, faith-based and community organizations, and for-profit and non-profit organizations.

## **Background**

Healthy marriages are important to the well-being of adults, children, and society. On average, men and women in healthy marriages live longer, healthier, and happier lives. They are also more likely to be better off financially than their single or cohabiting peers. Children raised by happily married parents are less likely to engage in substance abuse, criminal activity, or to commit suicide. They are also less likely to suffer from emotional disorders and mental illness, poverty, child abuse, and neglect. These children generally do better in school and in the workplace. In addition, communities with higher proportions of healthy marriages are generally safer and experience fewer social problems than those communities with lower rates of healthy marriages.

Research indicates that what separates stable and healthy marriages from unstable and unhealthy ones is not the frequency of conflict, but how couples manage conflict. Couples able to listen to each other with respect and who solve conflict in healthy productive ways report higher levels of marital satisfaction and are less likely to divorce than those who are not able to do so. We can teach problem solving and communication skills to singles and couples to increase the likelihood that they will form and sustain healthy marriages that benefit their lives, the lives of any children they parent, and society.

Because being raised by happily married parents has such a profoundly positive effect on a child's well-being, Congress specified "the formation and maintenance of two-parent families" as one of the primary goals of the Temporary Assistance for Needy Families (TANF) program when TANF was signed into law in 1996. However, over the last ten years, States have placed significantly more effort on

promoting work than on healthy marriages, in part due to limited information about how best to effectively assist parents in forming and maintaining healthy marriages, particularly in working with low-income families using the TANF program.

## **Purpose**

The mission of ACF's Healthy Marriage Initiative is to help couples that choose to marry gain greater access to marriage education services that enable them to acquire the skills and knowledge necessary to form and sustain healthy marriages. ACF is particularly interested in supporting marriage education and marriage enrichment projects specifically designed for couples. This includes, but is not limited to, married couples, engaged couples, and couples interested in marriage.

The Healthy Marriage Demonstration Grants are part of ACF's efforts to reach more broadly across ages and into communities throughout the country. This funding opportunity will help communities develop and test the effectiveness of healthy marriage initiatives for individuals, couples, youth, or other target groups (e.g., immigrant families, low-income families, families with special needs). These grants will help to identify what works and what does not work in building and sustaining healthy marriages.

## **Program Scope**

ACF will fund innovative projects that take a unique approach to delivering healthy marriage activities and services. These projects might test whether a program or service that has proven successful in one setting can work in a different context. They might test a theory, idea, or method that reflects a new way of thinking about healthy marriage service delivery. The scope of these projects can be broad and comprehensive or narrow and targeted to specific populations.

While existing research has demonstrated the effectiveness of healthy marriage education much remains to be learned about transferring skills and knowledge across diverse populations and generations. ACF is seeking applicants who, through their own experiences with this grant award, will teach the Federal Government, grantees, and others those strategies that produce the best and most lasting results in promoting healthy marriage across diverse populations.

ACF is also particularly interested in funding projects that have had successful experience with delivering skills-based marriage education services. Applicants that can demonstrate such experience have the

opportunity to earn up to five bonus points. (See Additional Evaluation Criteria for information on bonus points.)

### **Program Priority Areas**

This grant program will strategically fund an array of efforts from small to large and across a wide range of communities. Listed in this section are the eight program priority areas that will receive grant awards. Applicants should carefully review both the eight priority areas and the eight allowable grant activities. Several priority areas require the integration of five or more allowable activities into the design of the proposed program; others require only one or two. The decision as to how many activities an applicant proposes to integrate determines, in some cases, the funding level for which they can apply. Applicants must demonstrate the capacity to utilize the funding level sought.

*1. Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 1* Successful project concepts will integrate varied methods that support healthy marriages community-wide. In addition, projects must implement five or more of the eight allowable activities simultaneously and reach a broad audience identified by the applicant. At Level 1, we intend to make up to five awards to a diverse set of the most competitive applications requesting \$1,500,000 to \$5,000,000.

*2. Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 2* - At Level 2, we intend to make up to 10 awards to a diverse set of the most competitive applications requesting \$900,000 to \$1,100,000.

*3. Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 3* - At Level 3, we intend to make up to 15 awards to a diverse set of the most competitive applications requesting \$450,000 to \$550,000.

*4. Healthy Marriage Grants to Serve Low-Income Married Couples: Level 1* - These projects will have as its primary target audience low-income married couples (allowable activity #5). At Level 1, we intend to make up to 10 awards to a diverse set of the most competitive applications requesting \$450,000 to \$550,000.

*5. Healthy Marriage Grants to Serve Low-Income Married Couples: Level 2* - At Level 2, we intend to make up to 20 awards to a diverse set of the most competitive applications requesting \$225,000 to \$275,000.

*6. Healthy Marriage Grants to Serve Low-Income Unwed Expectant or New Parents: Level 1* - These projects will have as its primary target audience low-income unwed expectant or new parents (allowable activity #3). At Level 1, we intend to make up to five awards to a diverse set of the most competitive applications requesting \$900,000 to \$1,100,000.

*7. Healthy Marriage Grants to Serve Low-Income Unwed Expectant or New Parents: Level 2* - At Level 2, we intend to make 25 awards to a diverse set of the most competitive applications requesting \$450,000 to \$550,000.

*8. Healthy Marriage Grants to Implement Any Allowable Activity* - These projects will use a particular allowable activity to reach a primary target audience, both to be identified by the applicant. Projects shall implement one or two of the eight allowable activities. We intend to make 45 awards to a diverse set of the most competitive applications requesting \$450,000 to \$550,000.

### **General Program Requirements**

As they apply specifically to all or some proposed grant activities, the following requirements must be met to be considered for these competitive grants. Please, review the requirements carefully.

#### Project Description

The project proposal must provide a thorough description of how the applicant will implement its programs, including reasonable plans for project marketing and outreach, participant recruitment, the type of marriage education skills and services to be offered, staffing and training, partnering relationships with other organizations, and any specific tailored programs designed to meet specific needs of prospective participants or populations.

#### Voluntary Assurances

If an applicant includes allowable activities #2 - #7 in its proposed project activities, participation in those activities must be voluntary. Applications including activities #2 - 7 must describe plans for ensuring that the activities are voluntary, including clearly informing potential participants that their participation is voluntary. Failure to comply with this requirement will result in a score of "0" under the evaluation criteria, "Approach."

#### Consultation Assurances

Applications must include evidence of a commitment for consultation with one or more experts on domestic violence prevention or with domestic violence coalitions in developing activities or materials. Applicants must describe how the proposed programs or activities will address issues of domestic violence. Failure to comply with this requirement will result in a score of "0" under the evaluation criteria, "Approach."

#### Use of Funds

Applications must include a commitment not to use funds for any purpose other than the eight allowable activities. Failure to comply with this requirement will result in a score of "0" under the evaluation criteria, "Approach."

#### Program Access

Successful applicants must provide services to all eligible persons, regardless of a potential participant's race, gender, age, disability or religion. Applicants cannot, on the basis of race, gender, age, disability or religion, treat one person differently from another in determining eligibility, benefits or services provided, or applicable rules. For example, grant activities must be available to fathers and expectant fathers who could benefit from the same activities that would benefit mothers and expectant mothers.

#### Marriage Skills-Training Curriculum

Grant activities that implement marriage education services must include skills-based interventions specifically designed to increase the likelihood that healthy marriages will form, or existing marriages will experience measurable long-term marital satisfaction and stability. Participants must experience a minimum of eight hours of instruction delivered over time, or the number of instructional hours and days commensurate with the established guidelines required by the author of the model used. The curriculum used must be designed to help couples learn and apply skills that will:

- Improve communication between couples,
- Improve the couple's ability to resolve their conflicts, and
- Strengthen the couple's commitment to increasing marital stability.

#### Start-Up

Successful applicants must begin operating programs within 90 days of receiving the Federal award.

### **Additional Requirements for All Successful Applicants**

All grantees must make themselves available for three specific sets of learning experiences:

- Quantitative and Qualitative Evaluation
- Entrance and Annual Peer Meetings
- On-site ACF-sponsored technical assistance

#### Quantitative and Qualitative Evaluation

All grantees will participate fully in *quantitative or monitoring activities* that capture measurable indicators and outcomes. ACF will require a consistent measuring system across all funded programs. Before finalizing that system, ACF will gather suggestions from grantees and the public, create a format, and seek approval from the Office of Management and Budget (OMB). At that point, grantees will be informed of the measurements to be used.

Because ACF believes grantee activities can increase our national knowledge about what works in healthy marriage programs, some approved grantees will be selected to participate in a more *in-depth evaluation study*.

These grantees will be selected after grant awards are made. Therefore, all approved applicants must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations. Involvement may include allowing for a random assignment of participants to either grant program activities or control groups who don't receive grantee services. It might include access to more detailed project-related information and data, including but not limited to, information about access, attendance, and outcome measures. Grantees selected for the evaluation study will likely participate in interviews, surveys, and on-site observations by evaluators.

#### Entrance and Annual Peer Meetings

A *grantee entrance conference* will be held within the first three months of the official award date. Grantees are also expected to attend each *annual grantee meeting* in Washington, DC during the grant period. Finally, grantees must attend each *annual ACF-sponsored technical assistance event*.

Both the project director and the key staff person responsible for tracking and documenting progress toward project milestones and outcomes must attend all meetings. Applicants must allocate sufficient funding in their proposed program budget for travel, to cover transportation and per diem expenses for each of these two- to three-day meetings in the event they receive a grant award. Additional funds for travel expenses will not be made available once grants are awarded.

### Technical Assistance

Grantees must agree to work cooperatively with ACF-sponsored technical assistance providers. In addition to attending the annual technical assistance meetings, grantees must allow ACF to observe program activities and participate in full partner staff meetings designed to guide the fulfillment of the applicant's project objectives, as well as the objectives of the Healthy Marriage Demonstration Grants Program.

Each grantee will receive technical assistance from either ACF staff or contractors. Available technical assistance services might support financial planning, program planning, interpreting and applying regulations or legislation, marketing, and other management challenges. Other primary areas of technical assistance include:

- Strategic Planning: Identifying goals and objectives, then developing corresponding action plans;
- Protocol Development: Creating strategies to address domestic violence;
- Coalition Building: Strategies for public-private partnerships and "how-to" guidance;
- Sharing Best Practices: Coordinating consultations with contractors and providers; and
- Data Collection: Developing measurement tools and appropriate forms.

### **Priority Areas - Full Descriptions**

**There are eight priority areas in this announcement. *Sections IV-VIII* of this announcement apply to all priority areas and appears at the end of the explanation of Priority Area 8.**

## **Priority Area 1:**

Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 1

### **Description**

ACF has designated \$7,500,000 for Community Healthy Marriage Grants to implement multiple allowable activities. These grants will use various methods to support healthy marriages community-wide. These projects must implement five or more of the eight allowable activities simultaneously and reach a broad audience identified by the applicant.

Community approaches must involve stakeholders from diverse community sectors (e.g., government, schools, faith-based organizations such as churches, temples, or mosques, businesses, healthcare, etc.). Further, community approaches shall offer services that reach as many interested participants as possible. As an example, a community approach might implement the following activities:

- Launching a media campaign to raise the awareness of the benefits of healthy marriage and the benefits of marriage education. This campaign may disseminate information that explains how marriage education can enhance a couple's ability to form and sustain a healthy marriage and describes the benefits to children being raised in healthy, married two parent households.
- Teaching teens the value of healthy marriage and ways of improving relationship and communication skills in an elective after-school activity or as part of an existing course.
- Offering a marriage education course that incorporates information on financial literacy and parenting skills to expectant non-married couples.
- Using non-profit organizations to coordinate the delivery of pre-marital inventories at multiple locations; the inventories serve as a tool to help interested individuals and couples determine if future marriage education is desired.
- Providing marriage enrichment weekends.

- Using marriage educators to develop relationship skill paths for struggling couples who have children and are facing the possibility of divorce.
- Conducting a series of interactive seminars on building strong families by pairing mentor married couples with young couples interested in healthy marriage.
- Providing pre-marital education services to couples who have applied to receive a marriage license.
- Using a lead non-profit organization to organize a coalition of small faith-based and community organizations and sub-awards funds to those partners to support a community-wide healthy marriage initiative.

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. Applicants are encouraged to be innovative in their approaches to accomplishing the objectives of this initiative, while remembering that they must simultaneously implement five or more of the allowable activities.

All applicants must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of couples to healthy marriage program or control groups and providing access to project related information and data, including, but not limited to, data on participants and on their attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$7,500,000
<b>Anticipated Number of Awards:</b>	2 to 5
<b>Ceiling on Amount of Individual</b>	\$5,000,000 per budget period

**Awards:**

**Floor on Amount of Individual Awards:** \$1,500,000 per budget period

**Average Projected Award Amount:** \$1,500,000 per budget period

**Length of Project Periods:** 60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$5,000,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a non-competitive basis for years two through five subject to the satisfactory progress of the grantee, availability of funds, and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

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

- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

## **3. Other:**

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* will be deemed non-responsive and will not be considered for funding under this announcement.

### **Priority Area 2:**

Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 2

#### **Description**

ACF has designated \$10,000,000 for Community Healthy Marriage Grants to implement multiple allowable activities. These grants will use various methods to support healthy marriages community-wide. These projects must implement five or more of the eight allowable activities simultaneously and reach a broad audience identified by the applicant. Community approaches must involve stakeholders from diverse community sectors (e.g., government, schools, faith-based organizations such as churches, temples, or mosques, businesses, healthcare, etc.). Further, community approaches shall offer services that reach as many interested participants as possible. As an example, a community approach might implement the following activities:

- Launching a media campaign to raise the awareness of the benefits of healthy marriage and the benefits of marriage education. This campaign may disseminate information that explains how marriage education can enhance a couple's ability to form and sustain a healthy marriage and describes the benefits to children being raised in healthy, married two parent households.
- Teaching teens the value of healthy marriage and ways of improving relationship and communication skills in an elective after-school activity or as part of an existing course.
- Offering a marriage education course that incorporates information on financial literacy and parenting skills to expectant non-married couples.
- Using non-profit organizations to coordinate the delivery of pre-marital inventories at multiple locations; the inventories serve as

a tool to help interested individuals and couples determine if future marriage education is desired.

- Providing marriage enrichment weekends.
- Using marriage educators to develop relationship skill paths for struggling couples who have children and are facing the possibility of divorce.
- Conducting a series of interactive seminars on building strong families by pairing mentor married couples with young couples interested in marriage.
- Providing pre-marital education services to couples who have applied to receive a marriage license.
- Using a lead non-profit organization to organize a coalition of small faith-based and community organizations and sub-awards funds to those partners to support a community-wide healthy marriage initiative.

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. Applicants are encouraged to be innovative in their approaches to accomplishing the objectives of this initiative, while remembering that they must simultaneously implement five or more of the allowable activities.

All applicants must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of couples to healthy marriage program or control groups and providing access to project related information and data, including, but not limited to, data on participants and on their attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees.

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## **II. AWARD INFORMATION**

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area</b>	\$10,000,000

## **Funding:**

<b>Anticipated Number of Awards:</b>	8 to 10
<b>Ceiling on Amount of Individual Awards:</b>	\$1,100,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$900,000 per budget period
<b>Average Projected Award Amount:</b>	\$1,000,000 per budget period
<b>Length of Project Periods:</b>	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$1,100,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a non-competitive basis for years two through five subject to the satisfactory progress of the grantee, availability of funds, and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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## **III. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants:**

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts

- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

## **3. Other:**

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal

grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey*

on Ensuring Equal Opportunity for Applicants, at:  
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* will be deemed non-responsive and will not be considered for funding under this announcement.

### **Priority Area 3:**

Community Healthy Marriage Grants to Implement Multiple Allowable Activities: Level 3

### **Description**

ACF has designated \$7,500,000 for Community Healthy Marriage Grants to implement multiple allowable activities. These grants will use various methods to support healthy marriages community-wide. These projects must implement five or more of the eight allowable activities simultaneously and reach a broad audience identified by the applicant.

Community approaches must involve stakeholders from diverse community sectors (e.g., government, schools, faith-based organizations, such as churches, temples, or mosques, businesses, healthcare, etc.). Further, community approaches shall offer services that reach as many interested participants as possible. As an example, a community approach might implement the following activities:

- Launching a media campaign to raise the awareness of the benefits of healthy marriage and the benefits of marriage education. This campaign may disseminate information that explains how marriage education can enhance a couple's ability to form and sustain a healthy marriage and describes the benefits to children being raised in healthy married two parent households.
- Teaching teens the value of healthy marriage and ways of improving relationship and communication skills in an elective after-school activity or as part of an existing course.

- Offering a marriage education course that incorporates information on financial literacy and parenting skills to expectant non-married couples.
- Using non-profit organizations to coordinate the delivery of pre-marital inventories at multiple locations; the inventories serve as a tool to help interested individuals and couples determine if future marriage education is desired.
- Providing marriage enrichment weekends.
- Using marriage educators to develop relationship skill paths for struggling couples who have children and are facing the possibility of divorce.
- Conducting a series of interactive seminars on building strong families by pairing mentor married couples with young couples interested in marriage.
- Providing pre-marital education services to couples who have applied to receive a marriage license.
- Using a lead non-profit organization to organize a coalition of small faith-based and community organizations and sub-awards funds to those partners to support a community-wide healthy marriage initiative.

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. Applicants are encouraged to be innovative in their approaches to accomplishing the objectives of this initiative, while remembering that they must simultaneously implement five or more of the allowable activities.

All applicants must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of couples to healthy marriage program or control groups and providing access to project related information and data, including, but not limited to, data on participants and on their attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$7,500,000
<b>Anticipated Number of Awards:</b>	12 to 15
<b>Ceiling on Amount of Individual Awards:</b>	\$550,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$450,000 per budget period
<b>Average Projected Award Amount:</b>	\$500,000 per budget period
<b>Length of Project Periods:</b>	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$550,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a noncompetitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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## III. ELIGIBILITY INFORMATION

### 1. Eligible Applicants:

- State governments

- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Individuals
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

## **3. Other:**

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* will be deemed non-responsive and will not be considered for funding under this announcement.

### **Priority Area 4:**

Healthy Marriage Grants to Serve Low-Income Married Couples: Level 1

#### **Description**

ACF has designated \$5,000,000 for Healthy Marriage Grants to be awarded to public and private entities that implement marriage enhancement and marriage skills training activities for low-income married couples. (Allowable activity number five).

Low-income couples face unique challenges to maintaining healthy marriages and have higher divorce rates compared to couples with higher incomes. Consequently, the children of low-income families are less likely to receive the benefits of healthy marriage. Thus, ACF will fund applications that provide marriage education skills to low-income married couples. Funded programs must:

- Help couples to apply the marriage skills that are taught;
- Keep couples engaged and participating in the program through completion; and/or
- Offer opportunities for "booster" sessions and similar approaches to introduce new information, reinforce previous information, and provide opportunities for social support.

Projects funded under this priority area shall be targeted exclusively to low-income couples for whom allowable activity number five is appropriate.

The following examples highlight some different approaches applicants might consider in implementing their healthy marriage programs that target low-income couples:

- A non-profit community agency implements a marriage education curriculum for young married low-income couples that improves relationship and communication skills and promotes the value of healthy marriage.
- A faith-based organization provides marriage enrichment education to low-income married couples.
- A State government provides marriage education services to low-income married couples who are participants in, or have been referred from, other services, (e.g., Head Start, the Women, Infants and Children Program (WIC), or employment services).

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. The examples are offered merely to provide a vision of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

ACF is supporting an evaluation of demonstration projects for low-income married couples, the Supporting Healthy Marriage (SHM) project. Approved applicants under this priority area may be selected to participate in this national evaluation. The evaluation will assess the impacts of the targeted healthy marriage approach on a range of measures, including marital stability and satisfaction, as well as child well-being measures. Evaluators will compare participants in the SHM program group to couples in the control group, who will not receive SHM services. This work is being conducted for ACF by Manpower Demonstration Research Corporation (MDRC).

All funded applicants selected to participate in the SHM Evaluation Project must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of couples to healthy marriage program or control groups and providing access to project related information and data, including, but not limited to, data on participants and on their attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$5,000,000
<b>Anticipated Number of Awards:</b>	8 to 10
<b>Ceiling on Amount of Individual Awards:</b>	\$550,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$450,000 per budget period
<b>Average Projected Award Amount:</b>	\$500,000 per budget period
<b>Length of Project Periods:</b>	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$550,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a non-competitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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## III. ELIGIBILITY INFORMATION

## 1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

## 2. Cost Sharing or Matching: Yes

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

### **3. Other:**

#### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

#### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* will be deemed non-responsive and will not be considered for funding under this announcement.

### **Priority Area 5:**

Healthy Marriage Grants to Serve Low-Income Married Couples: Level 2

### **Description**

ACF has designated \$5,000,000 for Healthy Marriage Grants to be awarded to public and private entities that implement marriage enhancement and marriage skills training activities for low-income married couples. (Allowable activity number five).

Low-income couples face unique challenges to maintaining healthy marriages and have higher divorce rates compared to couples with higher incomes. Consequently, the children of low-income families are less likely to receive the benefits of healthy marriage. Thus, ACF will fund applications that provide marriage education skills to low-income married couples. Funded programs must:

- Help couples to apply the marriage skills that are taught;
- Keep couples engaged and participating in the program through completion; and/or
- Offer opportunities for "booster" sessions and similar approaches to introduce new information, reinforce previous information, and provide opportunities for social support.

Projects under this priority area shall be targeted exclusively to low-income couples for whom allowable activity number five is appropriate.

The following examples highlight some different approaches applicants might consider in implementing their healthy marriage programs that target low-income couples:

- A non-profit community agency implements a marriage education curriculum for young married low-income couples that improves relationship and communication skills and promotes the value of healthy marriage.
- A faith-based organization provides marriage enrichment education to low-income married couples.
- A State government provides marriage education services to low-income married couples who are participants in, or have been referred from, other services, (e.g., Head Start, the Women, Infants and Children Program (WIC), or employment services).

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. The examples are offered merely to provide a vision of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

ACF is supporting an evaluation of demonstration projects for low-income married couples, the Supporting Healthy Marriage (SHM) project. Approved applicants under this priority area may be selected to participate in this national evaluation. The evaluation will assess the impacts of the targeted healthy marriage approach on a range of measures, including marital stability and satisfaction, as well as child well-being measures. Evaluators will compare participants in the SHM program group to couples in the control group, who will not receive SHM services. This work is being conducted for ACF by Manpower Demonstration Research Corporation (MDRC).

All funded applicants selected to participate in the SHM Evaluation Project must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of couples to healthy marriage program or control groups and providing access to project related information and data, including, but not limited to, data on participants and on their

attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$5,000,000
<b>Anticipated Number of Awards:</b>	18 to 20
<b>Ceiling on Amount of Individual Awards:</b>	\$275,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$225,000 per budget period
<b>Average Projected Award Amount:</b>	\$250,000 per budget period
<b>Length of Project Periods:</b>	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$275,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a non-competitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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### III. ELIGIBILITY INFORMATION

#### 1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

### **3. Other:**

#### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be 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 will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

#### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* will be deemed non-responsive and will not be considered for funding under this announcement.

### **Priority Area 6:**

Healthy Marriage Grants to Serve Low-Income Unwed Expectant or New Parents: Level 1

### **Description**

ACF has designated \$5,000,000 for Healthy Marriage Grants to be awarded to public and private entities that implement healthy marriage activities for low-income, unwed expectant or new parents. At the time of their child's birth, most unwed parents are romantically involved and have high hopes of marrying each other. Through this priority area, ACF is interested in funding projects that focus on this target population of low-income, unwed expectant or new parents. New parents are defined as the biological parents of a child three months of age or younger .

ACF seeks to fund applications that focus on marriage education for low-income, unwed, expectant or new parents that include the following components:

- A project core of marriage education, tailored to the needs and circumstances of unwed parents, such as the need to work together to meet the developmental needs of their new baby;
- Family support services that will support the couples' progress toward a healthy marriage by helping them work together on issues such as financial management, parenting, and gaining access to other needed services (e.g., [employment services such as job placement, career advancement services, and job readiness, mental health treatment](#)); and
- Specialized staff that will work closely with participating couples to reinforce the skills taught, help them apply those skills in their relationships, and keep them connected with and participating in the program.

Projects under this priority shall be targeted exclusively to low-income couples for whom allowable activity number three is appropriate.

The following examples highlight some different approaches applicants might consider in implementing their healthy marriage programs that target low-income, unwed, expectant or new parents:

- A State health department develops for and offers to expectant, low-income parents enrolled in their prenatal care program, a marriage education course that includes financial management and parenting skills.
- A faith-based organization offers marriage education services to low-income, unmarried, new parents who have expressed an interest in getting married.
- A Tribal human service agency partners with a healthy marriage community group to offer marriage education classes that include financial management for low-income, unwed, new parents applying for food stamps.

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. The examples are offered merely to provide a vision of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

ACF is supporting an evaluation of demonstration for low-income non-married expectant and new parents, the Building Strong Families

(BSF) project. Approved applicants under this priority area may be selected to participate in this national evaluation. The evaluation will assess the impacts of the targeted healthy marriage approach on a range of measures, including relationship and marital stability and quality, as well as child well-being measures. Evaluators will compare participants in the BSF program group to couples in the control group, which will not receive BSF services. This work is being conducted for ACF by Mathematica Policy Research, Inc.

All funded applicants selected to participate in the BSF Evaluation Project must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of couples to healthy marriage program or control groups and providing access to project related information and data, including, but not limited to, data on participants and on their attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$5,000,000
<b>Anticipated Number of Awards:</b>	4 to 5
<b>Ceiling on Amount of Individual Awards:</b>	\$1,100,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$900,000 per budget period
<b>Average Projected Award Amount:</b>	\$1,000,000 per budget period
<b>Length of Project Periods:</b>	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$1,100,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation

grant applications will be considered on a non-competitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

## **3. Other:**

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* will be deemed non-responsive and will not be considered for funding under this announcement.

### **Priority Area 7:**

Healthy Marriage Grants to Serve Low-Income Unwed Expectant or New Parents: Level 2

### **Description**

ACF has designated \$12,500,000 for Healthy Marriage Grants to be awarded to public and private entities that implement healthy

marriage activities for low-income, unwed expectant or new parents. At the time of their child's birth, most unwed parents are romantically involved and have high hopes of marrying each other. Through this priority area, ACF is interested in funding projects that focus on this target population of low-income, unwed expectant or new parents. New parents are defined as the biological parents of a child three months of age or younger .

ACF seeks to fund applications that focus on marriage education for low-income, unwed expectant or new parents that include the following components:

- A project core of marriage education, tailored to the needs and circumstances of unwed parents, such as the need to work together to meet the developmental needs of their new baby;
- Family support services that will support the couples' progress toward a healthy marriage by helping them work together on issues such as financial management, parenting, and gaining access to other needed services (e.g., employment services such as job placement, career advancement services, and job readiness, mental health treatment); and
- Specialized staff that will work closely with participating couples to reinforce the skills taught, help them apply those skills in their relationships, and keep them connected with and participating in the program.

Projects under this priority area shall be targeted exclusively to low-income couples for whom allowable activity number three is appropriate.

The following examples highlight some different approaches applicants might consider in implementing their healthy marriage programs that target low-income, unwed expectant or new parents:

- A State health department develops for and offers to expectant, low-income parents enrolled in their prenatal care program, a marriage education course that includes financial management and parenting skills.
- A faith-based organization offers marriage education services to low-income, unwed new parents who have expressed an interest in getting married.

- A Tribal human service agency partners with a healthy marriage community group to offer marriage education classes that include financial management for low-income, unwed new parents applying for food stamps.

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. The examples are offered merely to provide a vision of how innovative and flexible applicants can be in designing programs to meet the objectives of this initiative.

ACF is supporting an evaluation of demonstration for low-income non-married expectant and new parents, the Building Strong Families (BSF) project. Approved applicants under this priority area may be selected to participate in this national evaluation. The evaluation will assess the impacts of the targeted healthy marriage approach on a range of measures, including relationship and marital stability and quality, as well as child well-being measures. Evaluators will compare participants in the BSF program group to couples in the control group, which will not receive BSF services. This work is being conducted for ACF by Mathematica Policy Research, Inc.

All funded applicants selected to participate in the BSF Evaluation Project must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of couples to healthy marriage program or control groups and providing access to project related information and data, including, but not limited to, data on participants and on their attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$12,500,000
<b>Anticipated Number of Awards:</b>	22 to 25
<b>Ceiling on Amount of Individual Awards:</b>	\$550,000 per budget period

**Floor on Amount of Individual Awards:** \$450,000 per budget period

**Average Projected Award Amount:** \$500,000 per budget period

**Length of Project Periods:** 60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$550,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a non-competitive basis for years two through five subject to the availability of funds, the satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education

- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

## **3. Other:**

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* will be deemed non-responsive and will not be considered for funding under this announcement.

### **Priority Area 8:**

#### Healthy Marriage Grants to Implement Any Allowable Activity

##### **Description**

ACF has designated \$22,500,000 for Community Healthy Marriage Grants to implement any allowable activity. These grants will use a particular allowable activity to reach a primary target audience, both to be identified by the applicant. Projects shall implement one or two of the eight allowable activities.

These projects are likely to involve a select group of stakeholders. Further, approaches for these Community Healthy Marriage Grants might aim to serve specific segments of the community that are interested in healthy marriage activities or programs. The following list provides a few possible examples:

- A community-based organization, using mentor couples as role models, might develop and implement a marriage education curriculum designed to reach low-income populations.
- A county family services program seeking to prevent divorce might reach out to distressed couples and teach them marriage and relationship skills (allowable activity #6).
- A school might propose to teach healthy relationship skills and deliver Relationship-Style Inventories to all tenth- through twelfth-grade students enrolled in home economics or health classes (allowable activity #2).

The examples above are by no means exhaustive nor are they a standard for what programs ACF intends to fund. Applicants are encouraged to be innovative in their approaches to accomplishing the objectives of this initiative.

All applicants must agree to work cooperatively with, ACF and with contractors hired by ACF, to conduct evaluations, including agreeing to the random assignment of individuals or couples to healthy marriage

program or control groups and providing access to project related information and data, including but not limited to, data on participants and on their attendance and outcomes. ACF and its contractors must have access to participants and staff for interviews, surveys, and on-site observations. This requirement for cooperation extends to sub-grantees.

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$22,500,000
<b>Anticipated Number of Awards:</b>	40 to 45
<b>Ceiling on Amount of Individual Awards:</b>	\$550,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	\$450,000 per budget period
<b>Average Projected Award Amount:</b>	\$500,000 per budget period
<b>Length of Project Periods:</b>	60-month project with five 12-month budget periods

This announcement invites applications for five-year project periods (up to \$550,000 per year for five years). In the first year of the project, grants will be awarded on a competitive basis. Continuation grant applications will be considered on a non-competitive basis for years two through five subject to availability of funds, the satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Applicants should note that any program income generated through this grant must be added to the Federal funds committed to the project and used to further the objectives of the project as outlined in 45 CFR 74.24(b).

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

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### III. ELIGIBILITY INFORMATION

#### 1. Eligible Applicants:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Others (See below)

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

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

Grantees must provide at least ten percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share 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, a project with a total approved project cost of **\$1,000,000** requesting **\$900,000** in ACF funds, must provide a non-Federal share of at least **\$100,000**, ten percent of the total approved project cost of **\$1,000,000**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed 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 at the time of application will not exclude the application from competitive review.

### **3. Other:**

#### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be 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 will be 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, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number 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 on-line at <http://www.dnb.com>.

#### **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, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount 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* 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:**

OFA Operations Center  
c/o The Dixon Group  
Attention: Office of Family Assistance  
118 Q Street, NE  
Washington, DC 20002  
Phone: 1-866-779-8458  
Email: [ofa@dixongroup.com](mailto:ofa@dixongroup.com)

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

#### **Letters of Intent**

Applicants are strongly encouraged to notify the OFA Operations Center at The Dixon Group by postal mail at 118 Q Street, NE, Washington, DC 20002 or via e-mail, [ofa@dixongroup.com](mailto:ofa@dixongroup.com), of their

intentions to submit applications under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

The letter of intent should include the number and title of this announcement, your organizational name and address, two to three sentences describing your proposed project, a statement indicating that your organization intends to submit an application for funding, and the contact person's name, phone number, fax number, and email address.

OFA uses letter of intent information to determine the number of expert reviewers needed to evaluate applications. Failure to submit a letter of intent will **not** affect eligibility to submit an application and will **not** disqualify an application from competitive review.

### **Application Content**

Each application must include the following components in the following order:

- Table of Contents
- Project Abstract: A very brief description not to exceed 250 words. The abstract would be suitable for use in an announcement that the application has been selected for a grant award and identifies the type of project, the target population, and the major elements of the work plan. Please, use plain language that is easy for non-experts to understand.
- Project Description: A narrative description that addresses the criteria described in *Section V.1* Criteria.
- Budget Narrative/Justification: A narrative that addresses criteria described in *Section V.1* Criteria.
- Standard Forms and Certifications: The required standard forms (SF) include an Application for Federal Assistance (SF-424) and Budget Information for Non-Construction Programs (SF-424A). An official of the organization applying for the grant who has the authority to obligate the organization legally must complete and sign the SF-424A. For a complete list of required forms and certifications see Standard Forms and Certifications below.
- Support Documents: These may include organizational charts, financial statements, letters of support, third-party agreements

and resumes of key staff. The content to include in the supporting documents is described in *Section V.1* Criteria.

### **Page Limitation**

The application package, including sections for the Table of Contents, Project Abstract, SF-424 and SF-424A, and Project and Budget Narratives, must not exceed 60 pages. **This includes all standard forms, certifications, and supporting documents (e.g. resumes, letters of support, etc).** The total length of the application must not exceed 60 pages in length. Any pages exceeding this limit will be removed and not provided to panel reviewers.

### **Application Format**

Please note the following if you plan to submit your application in paper format:

- Submit application materials on white 8.5 x 11 inch paper only. Do not use colored, oversized, or folded materials.
- Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.
- A standard font such as Times New Roman must be used. The font size must not be smaller than 12-point. The margins must be at least one inch on all sides. Project and budget narrative sections must be double-spaced.
- Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one. All application pages including government forms and attachments should be numbered.
- Arrange all materials in the order listed in the *Application Content* section above.
- Applicants are encouraged to use job titles and not specific names in developing the application budget. However, the application budget must include specific salary rates or amounts for staff positions identified.
- Support documents (letters of support, third-party agreements, resumes, etc.) should follow the same general guidelines but may be single-spaced. Letters of support may use the supporting organizations' letterhead. If copies of third-party

agreements are lengthy, the applicant may substitute an annotated list of those agreements briefly summarizing with whom the agreement is, the scope of work to be performed, work schedules and remuneration, and any other core aspects of the agreement that define the nature of the relationship.

## **Forms and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, 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 application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the

instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you 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. ACF will not accept grant applications via facsimile or email.

**IMPORTANT NOTE:** Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, 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, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the

downloadable application package by utilizing the Grants.gov FIND function.

- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at

[support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.

- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

### **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.

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

**Due Date For Letter of Intent:** 05/30/2006

**Due Date for Applications:** 06/30/2006

### **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.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

## **Checklist**

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

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
Letter of Intent	See Section IV.2	Found in Section IV.2	05/30/2006
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By application due date.

Support Documents	See IV.2 and V.1	Found in Section IV.2 and V. These may include organizational charts, financial statements, letters of support, third-party agreements and resumes.	By application due date.
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### Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

## 4. Intergovernmental Review:

### State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 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 Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this

submission (or the date of contact if no submission is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the 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., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

## **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

### **Sub-Contracting or Delegating Projects**

ACF will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracting for specific services or activities needed to conduct the project.

### **Profits**

Subpart E - Special Provisions for Awards to Commercial Organizations (45 CFR 74.81) provides that, except for awards under the Small

Business Innovation Research (SBIR) and Small Business Technology Transfer Research (STTR) programs, no Department of Health and Human Services (HHS) funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

Thus, Federal funds received as a result of this announcement cannot be paid as profit to grantees or sub-grantees, i.e., any amount in excess of allowable direct and indirect costs of the recipient (45 CFR 74.81).

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

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

OFA Operations Center  
c/o The Dixon Group  
Attention: Office of Family Assistance  
118 Q Street, NE  
Washington, DC 20002  
E-mail - [ofa@dixongroup.com](mailto:ofa@dixongroup.com)  
Telephone 1-866-779-8458

### **Hand Delivery**

OFA Operations Center  
c/o The Dixon Group  
Attention: Office of Family Assistance  
118 Q Street, NE  
Washington, DC 20002  
E-mail - [ofa@dixongroup.com](mailto:ofa@dixongroup.com)  
Telephone 1-866-779-8458

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

**The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information 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 is approved under OMB control number 0970-0139, which expires 4/30/2007.

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.

## **1. Criteria:**

### 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.

Pages should be numbered and a table of contents should be included for easy reference.

### 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.

## 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.

## 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 the 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.

## EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## 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.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) 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 accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items 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.

#### THIRD-PARTY AGREEMENTS

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

#### LETTERS OF SUPPORT

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

#### BUDGET AND BUDGET JUSTIFICATION

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

#### 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. 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.

#### **EVALUATION CRITERIA:**

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

#### **APPROACH - 40 points**

##### **1. Timeline, action plan, and activities. 18 Points**

- The activities in the action plan reflect a highly innovative, cutting-edge approach that directly supports the allowable activities selected to be included in the project. *(4 points)*
- The action plan is well-designed and specifies what will be done, who (individuals and organizations) will do it, and when it will be

accomplished. The plan describes how the program will document the accomplishment of project milestones and other outcomes. To the extent that the approach reflects a collaborative effort between the applicant and other organizations, the plan describes the nature of the collaboration in sufficient detail and states how the role and function of each organization will support the overall mission of the project to promote healthy marriage. *(7 points)*

- The timeline for implementing the proposed project and any sub-projects is reasonable. The timeline lists the proposed activities in chronological order, gives a reasonable schedule of project milestones and target dates, and discusses any factors that may accelerate or decelerate the work. This timeline must include a schedule that will have the program activities up and running within 90 days of the award date. *(7 points)*

2. Project rationale and strategies to overcome barriers. 16 Points

- The proposed activities are logical given the characteristics and needs of the target population(s), the outcomes to be achieved, and the priority area chosen. The rationale for the approach is based on the demonstrated effectiveness of the proposed activity or activities similar to that proposed. *(6 points)*
- The approaches for recruiting and retaining participants reflect a good understanding of the target population and are appropriate given the allowable activities to be included in the project. These approaches identify potential barriers that would prevent individuals and couples from taking advantage of the services offered and include strategies for overcoming those barriers. *(4 points)*
- There is a clear and reasonable plan for how to refer individuals to appropriate services when the nature of their problems (job training, mental illness, severe marital distress, drug and alcohol abuse, etc.) is beyond the scope of this grant. *(4 points)*
- Proposed healthy marriage education activities include opportunities for reinforcing the skills learned in those activities (e.g., "booster" sessions, individual follow-up, re-enrollment in subsequent workshops, and long-term healthy marriage programs). *(2 points)*

3. Domestic violence, voluntary nature of the program, and commitment to only implement allowable activities. ***Applicants that fail to address these evaluation criteria will receive zero points for the entire approach section.*** (6 Points)

- The applicant has consulted with experts in domestic violence prevention or with relevant community domestic violence coalitions in developing programs or activities. The applicant has provided a description of the consultation process and how it informed program development. The description of how programs or activities will address issues of domestic violence is clear and reasonable. (2 points)
- Because participation in programs or allowable activities areas two through seven must be voluntary, the applicant must give a clear and reasonable description of what it will do to ensure that participation in programs or activities is voluntary and inform potential participants that their involvement is voluntary. (2 points)
- *Applicant has provided a written commitment that funds will only be used for the eight allowable activities. (2 Point)*

#### ORGANIZATIONAL PROFILES - 20 points

1. The project narrative and supporting documents (e.g., organizational charts, financial statements, letters of support, etc.) clearly detail the applicant organization's capabilities. Successful completion of this project is realistic given the applicant's experience with the development, implementation, administration, and evaluation of similar projects. (4 points)
2. The project narrative and supporting documents (third-party agreements) clearly detail the roles and capabilities of any partner organizations. Successful completion of this project is realistic given the qualifications of any partners and the nature of their relationships to the applicant organization. In cases where the applicant has not yet selected partners, the applicant clearly describes reasonable approaches and criteria that it will use to select partners. The applicant clearly describes the financial relationships between the applicant organization and any partner and how these financial relationships will ensure proper stewardship of Federal funds. (7 points)

3. The project narrative and supporting documents (e.g., resumes) clearly detail the qualifications of key staff. Successful completion of this project is realistic given the qualifications of key staff. In cases where these positions have not been filled, the applicant clearly describes a reasonable approach and criteria to hire experienced and qualified staff. *(5 points)*
4. The qualifications of the applicant organization, any partner organizations, and key staff should demonstrate the ability to:
  - Deliver services that promote healthy marriage and directly support the allowable activities to be included in the project;
  - Implement the evaluation plan;
  - Extend program outreach by eliminating barriers to accessibility and implementing strategies to recruit and retain program participants from the target population; and
  - Incorporate project findings in plans for the continuation of services found to be effective. *(4 points)*

#### BUDGET AND BUDGET JUSTIFICATION - 15 points

1. The budget presentation is clear and detailed. The budget narrative clearly explains and justifies the budget information presented on SF-424 and SF-424A. *(2 points)*
2. The costs of the proposed project are reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits. *(5 points)*
3. The budget narrative clearly describes fiscal controls that will ensure the prudent use, proper disbursement, and accurate accounting of funds. *(3 points)*
4. The applicant's budget reflects appropriate plans for sub-grants or sub-contracts. *(2 points)*
5. The budget narrative clearly explains how and what sources will be used to meet the match requirement. *(2 points)*
6. The budget describes the procedures for documenting program income to ensure that it is added to the Federal funds committed

to the project and used to further the objectives of the project.  
(1 point)

The budget describes the procedures for documenting program income to ensure that it is added to the Federal funds committed to the project and used to further the objectives of the project. (1 point)

#### EVALUATION - 15 points

All applications will be evaluated using this criterion. However, if selected for inclusion in an ACF sponsored evaluation, the grantee will not be required to conduct a separate evaluation of its program.

1. Project milestones (e.g., number of couples served, number of events hosted, number of newsletters sent, number of staff trained, etc.) are clearly identified. Plans for monitoring and documenting progress toward project milestones are thorough and reasonable. Plans for monitoring progress also allow for identifying barriers and catalysts to achieving milestones and making relevant adjustments as necessary. (8 points)
2. The expected project outcomes are clearly identified. A range of project outcomes may be observed. Basic program outcomes may be measured by surveying participants to measure their satisfaction with the program or to identify what they found most helpful. Other outcomes might include participants' knowledge of and access to other social services. More advanced performance assessments may compare measures of marital status, stability, quality and satisfaction of participants at the end of the program to measures made before the program. Advanced and complex outcome measurements plans are not required for funding. The proposed approach for capturing and documenting project related outcomes for participants or communities and monitoring such documentation is thorough and reasonable. (4 points)
3. Key staff responsible for tracking progress toward project milestones and measuring the outcomes of the project possesses adequate knowledge, training, and experience. (3 points)

#### OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

1. The applicant clearly defines the problem, justifies the need for assistance, and directly relates the problem and the need for assistance to the scope of the Healthy Marriage Demonstration Grants Program. (4 points)

2. Objectives directly support the chosen set of the allowable activities to be addressed in this project. *(3 points)*
3. The applicant clearly describes the precise geographic location of the project and boundaries of the area to be served by the project. *(1 point)*
4. The applicant clearly describes the people to be served in terms of population size and demographic characteristics, including relevant marriage, divorce, and other family trends. The rationale for selecting the target group(s) is reasonable given the objectives of the project and the allowable activities to be included. *(2 points)*

**Bonus Points:** FOR DEMONSTRATED EXPERIENCE IN IMPLEMENTING MARRIAGE EDUCATION PROGRAMS AND SERVICES - 5 points

**Additional Evaluation Criterion for Demonstrated Marriage Education Experience (5 points total )**

The applicant has specific experience in implementing marriage education programs. To demonstrate this, the applicant must address the following evaluation criteria:

The extent to which the applicant has thoroughly documented previous experience in developing, implementing or managing marriage education programs, that provided skills-based interventions specifically designed to strengthen marriages. The documentation of this experience should briefly describe the curriculum used, the target population, and program outcomes. (5 points)

**2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

A panel of experts will use the project elements and review criteria presented in relevant sections of this program announcement to review and score applications that pass the initial screening. The review criteria enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant to the review criteria within the context of this program announcement.

ACF uses the reviewer scores when considering competing applications. Reviewer 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 the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example, the geographic distribution of applications, the range of target populations served (e.g., low-income, minority, immigrant, etc.), the community sectors represented, the proposed project's consistency with the eight allowable healthy marriage activities, the comments of reviewers and government staff, the amount and duration of the grant requested, the projected implementation schedule, the audit reports, the investigative reports, and the timely and proper completion by the applicant of projects previously funded with Federal funds.

Please reference *Section IV.2* 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.

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which 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 Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

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

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

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. States agencies awarded federal funds under the Healthy Marriage Demonstration Grants Program are subject to the requirements in the TANF Charitable Choice Regulations. Therefore, in accordance with TANF Charitable Choice provisions State agencies awarded funds under this program will be required to establish an alternative service provider. These Charitable Choice Regulations are contained in 45 CFR Part 260, which can be accessed at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_05/45cfr260\\_05.html](http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr260_05.html)

All entities (non-profit organizations, for-profit organizations, community organizations, institutions of higher education, etc.) awarded funds under this program are governed by the Equal Treatment for Faith-Based Organizations provisions contained in 45 CFR Part 87, which can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

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

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic 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: Semi-Annually  
Financial Reports: Semi-Annually

Grantees must submit all required reports in a timely manner, in recommended formats (to be provided). Grantees must also submit the final report on disk or electronically using a standard word-processing program.

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

#### **Tanya L. Gunn (For Priority Areas 1, 2, & 3)**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Family Assistance  
370 L' Enfant Promenade, SW, 5th Floor-East  
Washington, DC 20447  
Phone: 202-401-4561  
Fax: 202-205-5887  
Email: [tanya.gunn@acf.hhs.gov](mailto:tanya.gunn@acf.hhs.gov)

#### **James Butler (For Priority Areas 4 & 5)**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Family Assistance  
370 L' Enfant Promenade, SW, 5th Floor-East  
Washington, DC 20447  
Phone: 202-401-9284  
Fax: 202-205-5887  
Email: [james.butler@acf.hhs.gov](mailto:james.butler@acf.hhs.gov)

#### **Lisa Washington-Thomas (For Priority Areas 6, 7, & 8)**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Family Assistance  
370 L' Enfant Promenade, SW, 5th Floor-East  
Washington, DC 20447  
Phone: 202-401-5141  
Fax: 202-205-5887  
Email: [lwashington@acf.hhs.gov](mailto:lwashington@acf.hhs.gov)

### **Grants Management Office Contact:**

Sylvia Johnson  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management, Division of Discretionary Grant  
370 L' Enfant Promenade, SW, 6th Floor-West  
Washington, DC 20447  
Phone: 202-401-5513  
Email: [ACFOGME-Grants@acf.hhs.gov](mailto:ACFOGME-Grants@acf.hhs.gov)

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## VIII. OTHER INFORMATION

**Date:** 05/04/2006

Sidonie Squier  
Director  
Office of Family Assistance