

Michelle: Good afternoon. Welcome to the pre-application call for fiscal year 2012, Section 1115, Funding Opportunity Announcements offered by the Office of Child Support Enforcement or OCSE for short. The purpose of this call is to clarify the information provided in our Section 1115 Funding Opportunity Announcement. Please note that this call is being recorded. After the call ends a transcript and recording will be placed on the OCSE Grants webpage at www.acf.hhs.gov/programs/cse/grants. Thank you for taking the time to listen in and learn more about our OCSE Grant Program.

Before we begin I'd like to introduce myself and my colleague who will be on the line today. My name is Michelle Jadcak and I'm OCSE's Program Development Branch Chief. OCSE's Program Development Branch maintains responsibility for the administration of OCSE's discretionary grants and will coordinate the competitive award process administrations and evaluations of the Section 1115 grants awarded under the funding opportunity announcements we will discuss today. With me is Lauren Antelo who serves as the Lead Specialist for the Section 1115 Employment Demonstration Program. Lauren and I will take turns presenting information on today's call. We've designed the call to conform with the HHS, Administration for Children and Family's Grant Policy Requirements.

The Section 1115 grants programs are competitive discretionary grant programs and as such OCSE is cautious to assure that no applicant receives no information that provide a potential disadvantage over any other applicant. Given this, Lauren and other OCSE staff have worked incredibly hard to provide all the information that is necessary and pertinent to the grant program in the funding opportunity announcements. Today's call simply seeks to better clarify these announcements. Given this, you will find much of the information we present will directly reference the open funding opportunity announcements. I encourage you to keep the announcements handy during this call and to spend ample time reading and re-reading them if you intend to prepare an application.

Along these same lines I would like to take this opportunity to let you know that you should be cautious and selective about the information you receive about our grant opportunities. I realize that many potential applicants are likely to have existing relationships with the staff and others in the child support field. And you may consider looking to these individuals for guidance as you prepare your application. Please be cautious about asking questions or accepting information from anyone

other than Lauren Antelo or myself about these announcements. We are the individuals directly responsible for administering the grant award process for these announcements and have purposely determined what information is okay to clarify and share based on information already provided in the funding announcements.

So as you may know, OCSE has two fiscal year 2012 funding opportunity announcements that are currently open for application. We will begin today's call by discussing the funding opportunity announcement for the National Child Support Non-Custodial Parent Employment Demonstration Project. At or around 3:45 p.m. we will begin discussion of the second section of 1115, funding announcement opportunity entitled, "Evaluation of the National Child Support Non-Custodial Parent Employment Demonstration Project." We will first walk through some of the frequently asked questions about the grant opportunities and provide responses that we have researched in advance of today's call. After we share the FAQ's we will then open up the phone line and take any further questions you may have. We will provide further information on how the Q&A Session will work later.

But for now, on with the show. I am now going to hand the call over to Lauren Antelo to share the Frequently Asked Questions or FAQs about the National Child Support Non-Custodial Parent Employment Demonstration Project.

Lauren: Thank you, Michelle. I will read through each of our FAQ's and indicate the question and the OCSE response. The questions range from basic grant information to more complex, programmatic questions so please listen carefully.

First question, how do I submit an application? Please see Page 11, Section 4, Application and Submission Information. All applications must be submitted electronically at www.grants.gov. ACF will no longer accept paper applications unless the applicant has requested and received an exemption in advance from ACF.

Question: What will the grants fund? Please see Page 1, Executive Summary. OCSE plans to fund awards to develop and implement programs that provide employment services to non-custodial parents in a child support system as part of the national demonstration framework.

Question: What kinds of applicant organizations are eligible to apply? Please see Pages 7 and 8, Section 3, Eligibility Information. "Including the District of Columbia, Guam, Puerto Rico and the Virgin Islands, Title 4D

agencies or the umbrella agency of the 4D program are eligible to receive awards under this funding opportunity announcement.” The FOA does not include 501(c)(3) agencies, [inaudible] space and community organizations or universities as eligible entities.

Question: Are travel titled 4D agencies and comprehensive tribal programs eligible to apply? No. By law, OCSE’s Section 1115 grants may only be made for states. For many years the administration has purposed that Congress extend this to include tribal 4D programs. And this proposal is made again in the present fiscal year 2013 budget which was released on February 6, 2012. OCSE is working to identify existing grant opportunities and to explore developing new competitive grant opportunities tailored to facilitate innovations and tribal 4D programs. OCSE’s development of these opportunities will include collaborating with tribes to get their feedback on opportunities that would be meaningful and useful to them.

Question: What is the total budget for this five year cooperative agreement? Please see Page 1, Executive Summary. It states, “The total cost of the project is the sum of the ACF Grant Award under Section 1115 and regular SSP.” Page 8, Section 2, Award Information provides more details on the expected five year budget. The actually indicates the following amount as estimated award ceiling for each fiscal year of the five year cooperative agreement. In fiscal year 2012 the estimated award ceiling is \$200,000. In fiscal year 2013 the estimated award ceiling is \$200,000. In fiscal year 2014 the estimated award ceiling is \$150,000. In fiscal year 2015 the estimated award ceiling is \$125,000. And in fiscal year 2016 the estimated award ceiling is \$100,000. Over the course of five years that totals \$775,000 in federal funds. This cooperative agreement will allow the selected agency to use this federal grant award and the federal financial participation for SSP associated with these grant funds. The initial award will be for fiscal year 2012 which is the first 12 months of the grants project period. This period will begin October 1, 2012 and end September 30, 2013. Continuation awards for the subsequent 12 month budget period will be subject to the availability of funds, satisfactory progress by the recipient and is a determination of continued funding would be in the best interest of the federal government.

Question: Is there a cost sharing or match requirement from State? No.

Question: Can grant funds not obligated or spent for planning purposes in year one be used by direct services in the year two? Yes. Pursuancy availability of federal funds for subsequent years of the grant, funds can

be carried over to subsequent budget periods with prior approval from ACF. Recipients who wish to carry over grant funds from one budget period to the next must provide OCSE with carryover request package in accordance with ACF's grant policy requirements.

Question: What are the application requirements? Please see Pages 12-31, Section 4.2, Content and Form of Application Submission. This section states the project summary, abstract is limited to one page, single spaced. It also says that the project description is limited to 70 pages, double spaced, 12 point font. This must include in order one - table of contents, two - approach, three - evaluation, four - organizational capacity. Appendices are limited to 70 pages and must include in order one - organizational chart, two - letters of support. The budget of specification is limited to 10 pages of 12 point font but may be single spaced.

Question: Will I be penalized if the full project description in my application is shorter than 70 pages? Please see Page 20, Section 4.2, General Expectations and Instructions. It states, "Project descriptions are evaluated on the basis of substance and measurable outcome, not blank."

Question: How will applicants be evaluated? Please see Page 35, Section 5.1, Review Criteria. Applications will be evaluated based on three categories of review criteria. One - understanding of technical approach with the maximum of 50 points, two - personality experience and capacity with a maximum of 40 points and three - budget [inaudible] with a maximum of 10 points.

Question: Are the required personnel positions listed in the grant announcements require all five years of the project? Yes. The grantee requirements outlines in the announcements are required for all five years subject to the continuation of the grants and the availability of federal funds.

Question: Must the grantee ensure that individuals selected or purposed to fill the personnel positions listed in the grant announcements be employees of the state or the agency? Please see Page 6, Section 1B, Project Management. This section states, "OCSC anticipates that the local Child Support Office or the Employment Program as located will provide project management for the demonstration project. The primary task of the project manager is to ensure that the project is carried out successfully. This will require face to face contact with the staff providing services and thus proximity is important. Grantees may purpose

alternative approaches to project management but they must be fully justified.” Additionally on Page 21, Section 5.2, Content and Form of Application Submission Project Description, under the Section, Approach it states, “Case management services may be offered by the Child Support Program or partnering agencies such as a fatherhood or workforce development program.” And that it is expected that at least one child support worker will be assigned to provide child support procedures to participants.

Question: Can grantees use SFP funds or provide matching funds from other sources including state child support funding to fund project activities, personnel and other required project elements? Yes. Grantees are eligible to receive matching SFP funds for these grants. Additionally, grantees are permitted to purpose matching funds from other sources to supplement this grant project. If using federal sources supplementing funds must be authorized by statutory authorities, however please note that matching funds are not required. An applicant who purposes to use matching funds will not receive any additional points when the application is scored. If an applicant intends to provide matching funds for project activities, personnel or other elements then the application should note these funds as part of the overall project budget so that reviewers can ensure that required project elements are present in the grant budget.

Question: What services are required to be provided as part of this demonstration? Please see Page 5, Section 1, Funding Opportunity Description. Child Support procedures employment oriented services fatherhood/parenting activities is in peer support and family violence safeguard for an approved domestic violence plan are all services that are required to be provided as part of the system demonstration.

Question: Page 5 states that short term services can be provided but that these non-custodial parents cannot be enrolled. What does this mean? Short term services may be provided to all non-custodial parents to access their eligibility and to prepare them for enrollment for example to establish paternity. However, for the purpose of this demonstration project and the evaluation only non-custodial parents who has established paternity and are in a Title 4D program may be enrolled.

Question: Why does the state does not forgive arrears? Please see Page 22, Section 4.2, Approach. “States are also encouraged though not required to reduce or ascend state owed debt in return for successful program outcomes.” Additionally please see Page 25, Section 5.1, Criteria. Under this section header, Understanding of Technical Approach

the criteria instructs reviewers to award two points to an applicant for purposing a process for reducing child support debt owed to the state. As you can see the language in this funding opportunity announcement does not require reduction or suspension of state owed debt as location factor for award. Successful applicants who cannot or do not purpose to reduce or suspend state owed debt are still eligible to receive a grant, however such applicants are not eligible to receive these two points when their applications are scored.

Question: Do states need to have an MIS or other system in place to participate? Please see Page 4, Section 1, Funding Opportunity Description. "Set of collection efforts will be supported by a management information system, otherwise known of MIS that will be designated by OCSE after award."

Question: If we need to request a waiver, should that be noted in the application? No. Indicating that an applicant needs to request a waiver is not a requirement of application and is not listed as a component for which applicants will be judged in a criteria section of the announcement.

Question: Do we have to identify a father/parenting education curriculum or format at the time of application? No. Please see Page 22, Section 4.2, Approach Fatherhood or Parenting Activities with Peer Support. It states that, "the specific curriculum and format is not required."

Question: Do we have to identify project partners at the time of application? Please see Page 35, Section 5.1, Criteria. It states that applications will be evaluated on the degree to which the applicant demonstrates and/or provides information about partnership which will enhance and contribute to program outcome and a sound plan to make partnership effective. Additionally, reviewers will evaluate applications on the degree to which the applicant provides MOU's, memorandums of understanding or letters of intent from their partners that describe their role in the project. Eight points are assigned to this criteria. Additionally, reviewers will also evaluate prior experience of partner organizations pertinent to their role in the project.

Question: There are some program components which require OCSE approval such as the domestic violence plan and the incentive. Should I still provide that information in my application? Please see Page 23, Section 4.2, Approach: Domestic Violence Plan, Paragraph 3. Applicant may choose to include this information in their application, however please note that this is a cooperative agreement and OCSE reserves the

right to work with grantees after award.

Question: The FOA asks applicants to provide a narrative addressing how the conduct of the project and its results will be evaluated. It then states that applicants do not need to describe the evaluation process. Which one is it? Please see Page 24, Section 4.2, Evaluation. Applicants are asked to explain how they will recruit at least 1500 participants as well as support the works of the evaluator selected through the companion announcement HHS-2012-ACF-OCSC-SC-BUREAU537. We will provide information on frequently asked questions about this announcement later in today's call.

Question: Can a grantee conduct a phone evaluation? Please see Page 7, grantees are not permitted to extend grant funds for their own evaluation. Please note that applications will be judged during the objective review by the criteria listed in Section 5.1, Criteria starting on Page 34.

We are now going to move onto the live question and answer session. But before we do so I would like to read a statement that was providing to us by the ACF Division of Grants Policies which state, "ACF does not provide guidance or instruction in a development of an applicant's project design or in writing their application. Applicants should use their best judgment in determining whether they are able to meet the requirements contained in the FOA. Whether they're able to develop an application they believe to be responsive to the FOA and the designing and writing their application. Applications will be reviewed and evaluated by objective review panels using the criteria described in Section 5.1 of the FOA. The review panels will use the FOA as their principal guidance available to them in the same way that it is the principal guidance for applicants."

We are now going to open the line for questions. We invite anyone with a question to ask and we will first collect all of the questions and then we will address them one by one. When you ask a question please do not state your name, state or organization, rather simply share your question. I am now going to unmute the line and open it up to questions.

Female: Hi, I had a question.

Lauren: Sure, go ahead.

Female: I had a question regarding the funding and is it able to roll over from year to year?

Lauren: Okay. Next question.

Female: Can we partner with Tribal 40 programs?

Lauren: Okay. Any other questions?

Female: I have a question--

Female: Do you know about the evaluator coordinator position what is meant by part time and will there be any negative consequences for purposing it to be a full time position? Will the grant pay for a full time evaluation coordinator?

Lauren: Can you repeat that one more time please?

Female: More detail about the evaluation coordinator position and its part time status. What is meant by part time, is it a 20 hour a week position? Will there be negative consequences for purposing that it be a full time position? And if it's purposed to be a full time position, will the grant pay for full time evaluation coordinator? Thank you.

Lauren: Next question.

Male: I have a question regarding required staffing. Per page 25 applicants must provide a full time project manager, a full time child support case coordinator, a part time evaluation coordinator, all of who must be employees of the Child Support agency. If a project is conducted in multiple sites can the required staffing levels for project management child support case coordinator and evaluation coordinator be divided across the sites as long as the total equals at least 2.5 FTE.

Lauren: Thank you, next question.

Female: I have a question in regards to if you could touch again on who may and may not apply for this funding.

Lauren: Okay.

Male: I have three questions, one is I'm unclear from the announcement about the first year ceiling. I did get in late on this call. Secondly can the grant funding be used partially to provide wages to participants? Thirdly, does the service area have to be contiguous?

- Lauren: Can you repeat the last part of your question?
- Male: Yes, does the service area for the project have to be contiguous, in other words if it's in different parts of the state does different parts have to touch each other or can they be like five counties over here and five counties over there?
- Lauren: Thank you for that clarification.
- Female: Can you also clarify about the final report in the companion evaluation demonstration? I'm sorry, in the companion evaluation it says that the evaluator will write the final report and disseminate it. It also says so in the employment demonstration grant. Is this the final evaluation report? Because also in the employment demonstration grant it does say that grantees are required to produce a final report. So could you clarify the final report requirement?
- Male: I have a question with regards to the use of staff versus consultants for program management data. The H4 of the FOA states that the grant funds should be used to support compilation and analysis of [inaudible] for purposes of effective management and oversight or program operations. [Inaudible] that the part time evaluation coordinator will perform this function. The coordinator with the [inaudible] evaluation contractor or should that data analysis role be performed by a separate individual and/or contractor?
- Michelle: Before we go on with the questions, this is Michelle, I want to let you know that have a expediency of line capacity so even though anyone who wasn't able to get in that would like to call in you can inform them that they can do so at this point. And then if the gentleman who just stated his question, could you please restate it?
- Male: Certainly. Page 4 of the FOA states that grant funds should be used to support complication and analyses of [inaudible] performance data for purposes of effective management and oversight of program operations. Is it expected that the part time evaluation coordinator will perform this function in addition to coordinating the crossight evaluation contractor or should that data analysis role be performed by a separate individual and/or contractor?
- Male: I have a quick question. My question is who are acceptable personnel to lead the peer support group dealing with fatherhood? The FOA states that child support staff will not provide the employment or peer support components and employment staff provide the fatherhood components

and must be provided by an established fatherhood provider.

Lauren: Okay, thank you.

Female: I have another question.

Female: A follow up question to that, can funding be provided to partner agencies such as fatherhood programs for services they provide?

Lauren: Okay.

Female: I have a question. Given the required dynamic interaction between the evaluator and the demonstration project grantee, what would a [inaudible] applications project task list look like beyond year one?

Female: Can you explain the exact funding for the fifth year is my first question. My second question is can you elaborate on the domestic violence component, what is meant by regular staff training and who is included in that staff training for the domestic violence component? And my last question is can you explain what is meant by having an onsite provider for the domestic violence component?

Lauren: Thank you.

Female: Also on Page 5 under Recruitment, Item number two it states the strongest applications will purpose to recruit 1500 non-custodial parents and describe the intended procedures to recruit that number. But considering that we don't have to describe a procedure for random assignment, that seems to be contradictory. Could you elaborate on that and clarify that please?

Lauren: Thank you.

Female: Can you also explain [inaudible] that are needed, who exactly are the partner agencies specific personnel that you would need resumes from?

Female: They don't know how to answer that simple question.

Male: You might want to mute before you make comments like that. I have a question. On page 25 that talks about the staffing, applicants must provide the following staff and it lists two full time and one part time staff is acceptable for a state's purpose an alternative staffing plan as long as there's justification demonstrating the capacity to manage the project as described.

Female: Another question, on page 35 under Personnel Experience and Capacity in the first bullet, [inaudible] are given for qualified personnel including the full time project manager, a full time child support procedures coordinator and a part time evaluation coordinator. But under budget details on the third bullet points are given for the inclusion of only a full time project manager and part time evaluation coordinator, no child support procedure coordinators mentioned here. Is that just an accidental omission?

Michelle: Okay at this time what we're going to do is we're going to take a minute to try to combine some of these questions so that we can make sure that we address as many as possible. I'm going to put the line on mute for about a minute and come right back on and address all of them.

Male: I've got a quick question.

Michelle: Sure.

Male: Are we going to be afforded the option to continue to ask questions or submit them in writing?

Michele: You do have my contact information in the funding opportunity announcement and so please feel free to use that and contact me after the call. And again, as we said when we started off this call we are limited in what we can say, but I will do my best to provide you with a response.

Male: Thank you.

Michelle: If you are not speaking you should hit *6 to mute your phone, I can hear individual conversations. All right good afternoon. I'm going to reopen the line at this point for us to speak only, all participants are muted. This is Michelle Jadzak, I'm the Program Development Branch Chief for the Office of Child Support Enforcement. Thank you very much for all of your questions, I can tell that many of you have been thinking a lot about your possible program design and we're very exciting to read your applications. Unfortunately many of the questions that you purposed were directly related to program design and we are not allowed by grants policy and by law to answer programs that would guide an applicant, provide direct guidance or instruction in the development of an applicant's project design or in writing their application. And that goes back to the statement that Lauren read before we began open question and answer session. And as you know that we expanded in the middle of

that, I want to start the answer section of this by going back and re-reading that statement.

ACF does not provide direct guidance or instruction in the development of applicant's project design or in writing their applications. Applicants should use their best judgment in determining whether they're able to meet the requirements contained in the funding opportunity announcements. When they're able to develop an application they believe to be responsive to the funding opportunity announcement and in designing and writing their application. Applications will be reviewed and evaluated by a respective review panel using the criteria described in Section 5.1 of the funding opportunity announcement. The review panels will use the funding review opportunity announcement as their principle guidance available to them in the same way that is the principle guidance for potential applicants.

So again the reason I re-read that is because a vast majority of the questions we received were asking about how can we design our project. They weren't actually asking for clarification on things that were already in the funding opportunity announcement necessarily. So I will go back and we are going to begin answering some of the questions that we do think is appropriate. Some of this may be information that we have already stated, a couple of individuals asked us to restate. So I will begin with the question that was asked, it was actually the first question that was asked about funding and whether or not funding is permitted to roll over from year to year.

And Lauren is going to go back and read that for you.

Lauren: So the answer to that question is yes. Pursuant to the availability of federal funds for subsequent years of the grant funds can be carried over to subsequent budget periods with prior approval to ATF. Recipients who wish to carry over grant funds from one budget period to the next must provide OCSE with carry over request packages in accordance with HSS grant policy requirements.

Michelle: Thank you Lauren. We also had a question asking us to again clarify who may and may not apply.

Lauren: So by law OCSE Section 11 states grant funds can only go to states including District of Columbia, Guam, Puerto Rico and the Virgin Islands, Title 4D agencies or the umbrella agency of the 4D program. This does not include 501(c)(3) organizations or community based organizations or tribal programs.

- Michelle: The next question that we will answer is someone stated they were unclear about the first year funding ceiling.
- Lauren: First year funding ceiling for fiscal year 2012 is \$200,000.
- Michelle: All right, someone else asked a question about I think the phrasing was I think who are acceptable personnel to lead fatherhood programs. Well that leads toward program design. We did answer a question about what was required if somebody had to provide a fatherhood curriculum. And we will just restate that as well.
- Lauren: On Page 22, Section 4.2, Approach Fatherhood of Parenting Activities of Peer Support is states that a specific curriculum or format is not required.
- Michelle: Okay. We had another question that asked us to explain the funding for the fifth year and I believe Lauren just read an answer that clarifies the funding for each year but we will go back and make this specifically clear.
- Lauren: Again this is pursuant to the availability of federal funds but in the fiscal year 2016 the estimated award ceiling is \$100,000.
- Michelle: All right at this point those are the questions that we are able to answer. I would like to remind everyone on the line that in the funding opportunity announcement Lauren's contact information is provided and you can send questions to her. She will get back to you on individual questions as it is appropriate for us to respond. At this point in time it is also 3:45 and so we will transition to the next section of our call today which is about our other funding opportunity announcement which is the evaluation of the National Child Support Non-Custodial Parent Demonstration Project. Thank you very much Lauren for facilitating this first section and thank you all for sharing your questions. I'm going to mute the line for just a moment while we prepare for the next section.
- Okay at this point I will provide information about frequently asked questions in regards to the National Child Support Non-Custodial Parent Employment Demonstration Project. This discussion will follow the same format that we used for the prior FAQ session. I know you're all very excited to get this information so let's get started.
- The first question is: How do I submit an application? Please see Page 10 in Section 4, Application and Submission information. All applications must be submitted electronically at www.grants.gov. ACF will no longer accept paper applications unless the applicant has received an exception

in advance from ACF.

Question: What will the grant fund? Please see Page 2, Section 1A, Background. OCSE plans to fund one award for a state child support agency to enter into a cooperative agreement with OCSE to manage independent third party evaluation of non-custodial parent employment demonstrations funded by OCSC. Please note that the SOA states the award will be made to the state child support agency based on their capacity to manage the evaluation. OCSE will not enter into a cooperative agreement with a third party evaluator based on their purposed evaluation strategy.

Before I continue with the questions/answer I would like to let you know that someone's line is unmuted. I'm unsure why because we've tried to mute all the lines from this but please make sure because we're hearing individual conversations. Thank you all, thank you.

Question: What kind of applicant organizations are eligible to apply? Please see Pages 7-8, Section 3, Eligibility Information. States including the District of Columbia, Guam, Puerto Rico and the Virgin Islands, Title 4D agencies or the umbrella agency of the 4D program are eligible to receive awards under the funding opportunity announcement. The FOA does not include 501(c)(3) agencies, community organizations, university or research firms as eligible entities.

Question: Are tribal 4D agencies and comprehensive tribal programs eligible to apply? No. By law OCSC Section 1115 grants may only be made to states. For many years the administration has purposed that Congress extend this to include tribal 4D programs and this proposal is made again in the present fiscal year 2013 budget which was released on February 6, 2012. OCSE is working to identify existing grant opportunities and to explore developing new competitive grant opportunities tailored to facilitate innovations in the tribal 4D programs. OCSE's development of these opportunities will include collaborating with tribes to get their feedback on opportunities that would be meaningful and useful to them.

Question: What is the total budget for this five year cooperative agreement? Please see Page 1, Executive Summary. It states, "This cooperative agreement will allow the state agency to use this federal grant award and the federal financial participation, SSP associated with these grant funds to support an evaluation through an independent third party evaluator. Page 6, Section 2, Award Information provides more information on the expected five year budget. The SOA indicates the following amounts are estimated award ceiling for each fiscal year of the

five year cooperative agreement. In fiscal year 2012 the estimated award ceiling is \$1,600,000. In fiscal year 2013 the estimated award ceiling is \$2,000,000. In fiscal year 2014 the estimated award ceiling is \$300,000. In fiscal year 2015 the estimated award ceiling is \$300,000. And in fiscal year 2016 the estimated award ceiling is \$300,000. Over the course of five years that totals \$4.5 million in federal funds. This cooperative agreement will allow the selective state agency to use this federal grant award and the federal financial participation associated with these grant funds. The initial award will be for fiscal year 2012 which is the first 12 months of the grants project period. This period will begin on October 1, 2012 and end September 30, 2013. Continuation awards for the subsequent 12 month budget periods will be subject to the availability of funds, satisfactory progress by the recipient and is a determination that continued funding would be in the best interest of the federal government.

Question: Is there a cross sharing and match requirement for the state?
No.

Question: Can grant funds not obligated or spent in year one be used by in the year two? Yes. Pursuancy availability of federal funds for subsequent years of the grant, funds can be carried over to subsequent budget periods with prior approval from ACF. Recipients who wish to carry over grant funds from one budget period to the next must provide OCSE with a carryover request package in accordance with HSF's grant policy requirements.

Question: What are the application requirements? Please see Pages 11-25, Section 4.2, Content and Form of Application Submission. This section states that the project summary, abstract is limited to one page, single spaced. The project description is limited to 70 pages, double spaced, 12 point font. This must include in order one - table of contents, two - approach, three - evaluation, four - organizational capacity. Appendices are limited to 70 pages and must include in order organizational chart, letter of support. The budget of specification is limited to 10 pages of 12 point font but may be single spaced.

Question: Will I be penalized if the full project description in my application is shorter than 70 pages? Please see Page 18, Section 4.2, General Expectations and Instructions. It states, "Project descriptions are evaluated on the basis of substance and measurable outcome, not blank."

Question: How will applications be evaluated? Please see Page 29,

Section 5.1, Criteria. Applications will be evaluated based on four categories of review criteria. One - understanding of the technical approach, maximum of 40 points, two - personnel and resources, maximum of 30 points and three - experience and capacity, maximum, 20 points, four - budget details, maximum 10 points.

Question: Are the required personnel positions listed in the FOA require all five years of the project? Yes. The grantee requirements outlined in the announcement are required for all five years subject to continuation of the grants and the availability of federal funds.

Question: Must the grantee ensure that the persons selected are purposed to fill the evaluation manager position listed in the grant announcements be an employee of the state or the agency? The announcement does not require that this individual be a State 40 employee. However, please see Page 30, Section 5.1, Criteria. This section states that the application will be evaluated on the degree to which it purposes qualified personnel with relevant experience and resources adequate to plan, manage and complete the project. And personnel to work with the evaluator on monitoring the evaluator's performance including major [inaudible].

Question: Can grantees use SFP funds or provide matching funds from other sources including state child support funding to fund project activities, personnel and other required project elements? Yes. Grantees are eligible to receive matching SFP funds for these grants. Additionally, grantees are permitted to purpose matching funds from other sources to supplement this grant project. If using federal sources supplementing funds must be authorized by statutory authorities, however please note that matching funds are not required. An applicant who purposes to use matching funds will not receive any additional points when the application is scored. If an applicant intends to provide matching funds for project activities, personnel or other elements then the applicant should note these funds as part of the overall project budget so that reviewers can ensure their required project elements are present in the grant budget.

Question: Do applicants need to include an evaluation plan in their application? Please see Section 4.2. This is where the application requirements are listed.

Question: The funding opportunity announcement says that the recipient state agency is required to develop a consultation with OCSC, a solicitation to secure an independent third party evaluation. This may

require the state agency to develop a request for proposal or similar mechanism to procure the services of an evaluator.

Question: Does the procurement process need to be competitive? The successful grantee needs to adhere to 45 [inaudible] federal regulation 92.36. This is the driving CFR for state recipients of federal funds and would determine what kind of procurement process must be used.

Question: What kind of mechanisms may be used to procure the services of an evaluator? Again, this is determined in adherence to 45 CFR, 9236.

We will now open the line for questions and we'll offer the question/answer period in the same way that we did previously. As a reminder we will first collect all the questions and then we will address them one by one as appropriate. Please do not state your state, state organization and rather simply share your questions. Before we open the line again I would like to state that we do not provide program design instruction. So if your question is about how to design your program we actually will not be able to answer it. I'm now going to open the line, please hold just a minute while we wait for all the lines to open and then we will take the questions. Thank you.

Male: Can you hear me?

Michelle: All right, it looks like all the lines are unmuted now so we'll do the same thing. Please let me know what your questions are at this time.

Female: For the evaluation can states apply in partnership with an evaluator prior to the application process?

Male: The rating scale for this scale gives 15 points for personnel with relevant experience in resources adequate to plan management complete the project. Must the personnel listed to show relevant experience be satisfied exclusively with state CSC employees or can that include independent contractors, consultants, university personnel that the state works with currently and contractors, consultants and university personnel that the state will work with after the procurement process for the solicitation?

Michelle: Thank you.

Male: I have another question. The announcement asks for letters of support, who should the state, seek letters of support from? On page 18 of the announcement states are asked to provide a list of organizations,

cooperating entities, consultants and other key individuals who will work on the project. Does this mean that a state should describe its evaluation team if it has one selected? Should this be advisors to the state other than members of the evaluation team?

Female: Can you acknowledge whether you heard the first question about whether or not a state can apply in partnership with an evaluator prior to the application process?

Michelle: Yes, I did hear it. I have that.

Female: And then can I put a follow up question about that? So if the state cannot chose the evaluator and prior to the application, can they still work in partnership with a potential evaluator who might respond to the subsequent RFP or is that considered a conflict of interest?

Michelle: Sorry, can you repeat that?

Female: So if we cannot chose an evaluation partner prior to applying could we still work with an evaluator to develop the application knowing that this potential evaluator might respond to an RFP or would that be considered a conflict of interest for the evaluator?

Michelle: Okay, thank you.

Male: Does OCSE have a preference to work with states that use the university partnership? Will state child support agencies that currently or recently collaborated with their state university to conduct child support related research be awarded more points due to this experience?

Michelle: Can you repeat the second half of the question? I want to make sure I accurately capture it?

Male: Will state child support agencies that currently or recently collaborated with their state university to conduct child support related research be awarded more points due to this experience?

Michelle: Thank you.

Male: Another question, if a competitive bid is not required should the evaluation design be discussed at all in the proposal? On page 18 of the announcement states are asked to provide a list of organizations, cooperating entitles, consultants and other key individuals who will work on the project. Does this mean that a state should describe its evaluation

team if it has one selected? Should these be advisors to the state other than members of the evaluation team?

Michelle: Are there any other questions?

Female: Yes. On page 4 it says that the state agency is required to develop in consultation with OSC a solicitation to procure an evaluator and to get all the required evaluation requirements required in the FOA. If a state does not require a solicitation to procure a third party evaluator is it acceptable for the state to develop a scope of services rather than a RFP to fill out the evaluation duties?

Michelle: Thank you for your question. Do we have any other questions? All right at this point we're going to go ahead and mute all the participant lines again and we're going to put ourselves on mute for 1 or 2 minutes while we determine appropriate answers to your questions. Thank you.

All right thank you, hello, I'm back on the line now and I'm going to answer some of these questions. Again my name is Michelle Jadcak and I am the Program Development Branch Chief for the Office of Child Support Enforcement. Before I begin answering questions I would again like to remind you that we are not allowed to give direct statements or instructions in the development of an applicant's project design or in writing application. Again in this Q&A session some of the questions that you have asked are based on program design and we will decline to answer them. A couple however we can give somewhat of an answer to.

So let me begin with the first question. Somebody asked is states could apply in partnership with an evaluation partner selected in advance. Basically you're asking if an applicant has an existing relationship or experience with an independent third party evaluator or proposes to use one is it permissible to communicate that in the application. Please note that the SOA is silent on this and we will not answer because we will be giving program advice. The same response goes to the gentleman who asked about if OCSC has a preference to state or university partnership grants. Please refer to the criteria section of the funding opportunity announcement that will tell you where preference will be given and how applications will be scored, how points will be assigned.

Same goes for the question about letters of support. Again, please refer to the program announcement and see what it says about that, we cannot give advice about program design. Additionally I saw a question about personnel, someone asked if these can be individual selected for personnel positions could be anyone other than state employees? This is

a question that we did answer in our frequently asked questions so I'd like to go back and read it. The question that we read in our words was must the grantee ensure that the person selected or proposed to fulfill the evaluation manager position left in the [inaudible] be an employee of the state 40 agency. This does not require that this individual be a state 40 employee. However please see page 30, Section 5.1, Criteria. This section states that the application will be evaluated on their degree to which it purposes qualified personnel with relevant experience and resources adequately to plan and manage and complete the project and personnel qualified to work with the evaluator and monitor the evaluators performance including reviewing major deliverables.

At this point these are the questions that we are able to answer or that we are able to direct you back to the funding announcement on. We thank you for participating with us today and would like to remind you that this conference call will be available online. We will post a transcript of today's call and the recording after the fact. We wish you the best of luck as you prepare your grant applications and we're very excited to see your innovative product [inaudible] propose. Additionally I would like to let you know that you can contact the program leads listed in the funding opportunity announcement if you have any further questions. I believe the announcement lists both an email address as well as a phone number.

So again before we go I would like to remind you that the transcript and recording of this call will be placed on the OCSC grants webpage at www.acf.hhs.gov/program/cse/grants. This will be posted no later than June 20th. Feel free to listen to it as many times as you want. Thank you for joining us.

[End of Audio]

Duration: 1 hour, 1 minute