



**DELAWARE HEALTH
AND SOCIAL SERVICES**

CHILD SUPPORT ENFORCEMENT

OFFICE OF THE DIRECTOR

MEMORANDUM

TO: Jennifer Carlson
Office of Management and Budget

FROM: Charles E. Hayward *CEH*
Director, DCSE

DATE: August 10, 2009

RE: FFY 2009/10 Federal ARRA Grant Application
SAI Number: 09-08-04-01
DUNS Number: 134635585

Enclosed is the original FFY 2009/10 Federal Child Support Enforcement ARRA Grant Application package for the Division of Child Support Enforcement. We respectfully request that the Clearinghouse Hearing is scheduled as soon as possible.

If you have any questions or concerns regarding any of these documents, please contact Heather Morton at (302) 395-6660. Thank you.

Enclosures

cc: Valerie Merritt, OCSE
Melissa Isbell, DMS
Robert James, DMS
Midge Holland
Heather Morton

STATE OF DELAWARE
SINGLE POINT OF CONTACT – SPOC
INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
Office of Management and Budget
 Haslet Building, 3rd Floor, Dover, Delaware 19901
 (302) 739-4206

1. STATE APPLICATION IDENTIFIER: <i>09-08-04-01</i>	SPOC use ONLY	Month	Reviewer	CC's
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2. Applicant Project Title: Child Support Enforcement (ARRA only)

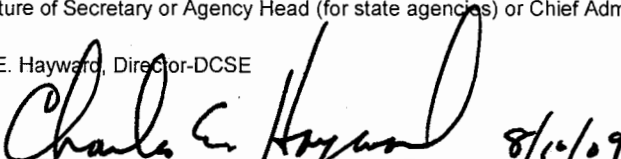
3. Applicant Department: Delaware Health and Social Services	4. Applicant Division/APU: Division of Child Support Enforcement
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5. Applicant Address: 84-A Christiana Road, Churchman's Corp. Ctr., New Castle, DE 19720

6. Contact Person: Heather Morton	7. Contact Person's Phone Number: 302-395-6660
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8. Signature of Secretary or Agency Head (for state agencies) or Chief Administrator (for all other applicants)

Charles E. Hayward, Director-DCSE



9. Federal Grantor Department: Health and Human Services	10. Federal Sub-Agency: Adm. For Children & Families- Office of Child Support Enforcement
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11. Federal Contact Person: Valerie Merritt, CSE Program Specialist	12. Phone Number: 215-861-4066
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13. Address: Office of Child Support Enforcement – Region III, 150 S. Independence Mall West, Suite 864, Philadelphia, PA 19106

14. Federal Program Title: <i>Title IV-D</i>	15. FEDERAL CATALOG NO: (CFDA) <i>93 563</i>
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16. Project Description:

The mission of the Division of Child Support Enforcement (DCSE) is to promote family independence by reducing the dependency of single parent households through the collection of monetary child support payments and medical support from non-custodial parents. This mission is achieved through the effective use of paternity establishment programs, aggressive case processing and enforcement techniques, efficient collection, and prompt distribution of support payments.

17. Will funds be utilized for any technology initiatives? Yes No If so, Business Case Number and brief project summary:

20070972 01 01 DACSES Replacement Project (formerly 20040421) BCS for the replacement of DCSE core Information System.

20071001 01 01 Stored Value Card-- No Cost contract to allow for DCSE to disburse previously unbankable funds to stored value cards for our clients.

20070269 01 01 -- DACSES Maintenance Contract

18. Measurable Objectives:

a. What were last year's objectives?

See Attachment

b. Were these objectives met? (If not, please explain why)

See Attachment

c. What are this year's objectives?

See Attachment

(If more space is needed, please attach a separate sheet of paper)

19. Grant Period: From: <i>October 1, 2009</i> To: <i>September 30, 2011</i>	20. How many years has this project been funded: <i>0</i>	21. If the project was funded last year, how much federal money was awarded? <i>\$0</i>
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22. Source of funding for this application:	Dollars
a. Federal grant	<i>\$3,481,987</i>
b. Other federal funds (Specify source of funding) <i>Federal Incentive Income award on the OCSE Performance Measures achieved</i>	<i>1,793,751</i>
c. Required state contribution (Specify source of funding) <i>DCSE – 35-10-01 (Includes Dev. Funding)</i>	<i>0</i>
d. Discretionary state contribution (Specify source of funding)	<i>0</i>
e. Required local contribution (Specify source of funding)	<i>0</i>
f. Other non- federal funds (Specify source of funding) <i>State Share of TANF collections</i>	<i>0</i>
TOTAL	<i>\$5,275,738</i>

23. Budget by cost category and source:	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits	<i>1,563,290</i>	<i>0</i>	<i>805,331</i>	<i>2,368,621</i>
Personal or Contractual Services	<i>1,654,845</i>	<i>0</i>	<i>852,496</i>	<i>2,507,341</i>
Travel	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Supplies & Materials	<i>13,200</i>	<i>0</i>	<i>6,800</i>	<i>20,000</i>
Capital Expenditures	<i>55,324</i>	<i>0</i>	<i>28,500</i>	<i>83,824</i>
Audit Fees	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Indirect Costs	<i>195,328</i>	<i>0</i>	<i>100,624</i>	<i>295,952</i>
Other (Energy and Recoupment)	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
TOTAL	<i>3,481,987</i>	<i>0</i>	<i>1,793,751</i>	<i>5,275,738</i>

24. How many positions are required for the project? (Exclude casual/seasonal employees)			
Breakdown of position(s)	Authorized in State Budget	New Positions Required	Total
Paid for out of federal funds	<i>0</i>	<i>0</i>	<i>0</i>
Paid for out of General Funds	<i>0</i>	<i>0</i>	<i>0</i>
Paid for out of state special funds	<i>23.0</i>	<i>0</i>	<i>23.0</i>
Paid for out of bond/local/other funds	<i>0</i>	<i>0</i>	<i>0</i>
TOTAL	<i>23.0</i>	<i>0</i>	<i>23.0</i>

25. PLEASE NOTE: On a separate piece of paper, please give position number, grade, yearly salary and percent of funding (federal, state, local, other) and the full-time equivalent for all positions required. Please identify the new positions by placing an asterisk before the position title. If this grant funds positions within other departments, divisions and/or offices, please list them. If a position has been reallocated to or from another grant please indicate the grant source.

Delaware Health and Social Services
Division of Child Support Enforcement
SPOC Document Data – SAI 09-08-04-01
FY 2009 Title IV-D Grant Application

Section 18 – Measurable Objectives:

What were last year's objectives?

N/A

Were those objective met?

N/A

What were this year's objectives?

1. Increase Child Support Collections by at least 2.0%.
2. To increase the agency's Paternity To Establishment Ratio by at least 2.5% from 89.0% to 91.5%
3. To increase the agency's Ratio of Open Cases with a Support Order Established by at least 2.0% from 67.4% to 69.4%.
4. To increase the agency's Current Collection Due Ratio by at least 2.0% from 60.0% to 62.0%.
5. To increase the agency's Ratio of Child Support Cases Paying Towards Arrears by at least 2.0% from 62.5% to 64.5%.

Division of Child Support Enforcement (35-1001)
 Personnel Summary
 No Federal Funding
 Federal Fiscal Year 2010

Position No.	Position Title	PG	GF %	ASF %	NSF %	Cycle	Federal		Health Care	
							State Salary	Total Salary		
00005872	Sr Application Support Spec	016	0.00	1.00	0.00	2,554.66	66,421.12	-	598.34	
00066133	Operations Support Specialist	005	0.00	1.00	0.00	952.14	24,755.59	-	231.34	
00066134	Child Support Specialist I	010	0.00	1.00	0.00	1,311.70	34,104.17	-	351.67	
00066135	Child Support Specialist III	013	0.00	1.00	0.00	1,548.57	40,262.93	-	231.34	
00066136	Child Support Specialist III	013	0.00	1.00	0.00	1,543.59	40,133.39	-	478.66	
00066138	Child Support Specialist I	010	0.00	1.00	0.00	1,150.13	29,903.25	-	231.34	
00066141	Child Support Specialist III	013	0.00	1.00	0.00	1,597.90	41,545.43	-	231.34	
00066145	Child Support Specialist II	011	0.00	1.00	0.00	1,360.05	35,361.27	-	478.66	
00066171	Administrative Specialist I	007	0.00	1.00	0.00	1,067.66	27,759.07	-	231.34	
00066174	Accounting Specialist	008	0.00	1.00	0.00	1,161.06	30,187.52	-	231.34	
00067012	Accounting Specialist	008	0.00	1.00	0.00	999.50	25,987.00	-	416.67	
00067035	Child Support Specialist II	011	0.00	1.00	0.00	1,224.46	31,836.00	-	231.34	
00067037	Child Support Specialist III	013	0.00	1.00	0.00	1,548.55	40,262.26	-	231.34	
00084327	Administrative Specialist I	007	0.00	1.00	0.00	934.15	24,288.00	-	351.67	
00084329	Administrative Specialist I	007	0.00	1.00	0.00	943.95	24,542.70	-	478.66	
00084336	Child Support Supervisor	015	0.00	1.00	0.00	1,922.12	49,975.22	-	231.34	
00084343	Child Support Specialist I	010	0.00	1.00	0.00	1,296.62	33,712.23	-	231.34	
00084346	Child Support Specialist I	010	0.00	1.00	0.00	1,296.62	33,712.23	-	231.34	
00084350	Child Support Specialist II	011	0.00	1.00	0.00	1,356.74	35,275.19	-	351.67	
00084352	Child Support Specialist II	011	0.00	1.00	0.00	1,401.96	36,451.00	-	416.67	
00084353	Child Support Specialist I	010	0.00	1.00	0.00	1,273.43	33,109.06	-	231.34	
00086304	Senior Accountant	011	0.00	1.00	0.00	1,354.59	35,219.30	-	598.34	
00086311	Fiscal Administrative Officer	015	0.00	1.00	0.00	1,655.21	43,035.53	-	231.34	
	Total		-	23.00	-	31,455.36	817,839.46	-	7,528.43	
Estimated Pay Raise Factor (0%/4) 7/10-9/10							100.00%	100.00%	100.00%	100.00%
Sub-Total Wages							\$ 817,839	\$ -	\$ -	\$ 817,839
Fringe at 25.09%							\$ 205,196	\$ -	\$ -	\$ 205,196
Health Insurance							\$ 180,682	\$ -	\$ -	\$ 180,682
TOTAL							\$ 1,203,718	\$ -	\$ -	\$ 1,203,718

Department of Health and Social Services
Division of Child Support Enforcement
Director's Overview
Incentive Income and ARRA Funding

The Division is slated to receive a maximum of \$3,481,967 in federal funds over Federal Fiscal Years (FFY) 2009 and 2010 for reinvestment into the Child Support Program. Our focus is to augment the current child support funding to a level prior to FFY 2008 when the matching of Incentive Income was rescinded. The federal monies (at 66% federal participation) will only be available if the state spends the incentive income by September 30, 2010. While this funding was included in the ARRA bill, this funding came about in response to significant pressure on Congress. Prior to the Deficit Reduction Act of 2005(DRA), child support agencies were provided incentive funds which were then categorized as state money. These funds could be reinvested in the child support program and states could then draw down the additional 66% federal funding. After the DRA bill was passed and Congress understood the impact, there was a move to rescind that part of the bill. The ARRA bill was the mechanism used to give back the 66% match for a two year period. While there is no guarantee that the match will continue beyond September 30, 2010, efforts continue to make this permanent.

As these funds require state match; our plan for these funds is as follows:

- ❖ Fund twenty-three FTE's that are currently authorized at 100% state participation in the State Budget.
- ❖ Expand the purchasing of equipment to replace inoperable or beyond a reasonable lifecycle.
- ❖ Invest in necessary equipment to ensure the Fiscal Unit is equipped for the implementation of First State Financials.
- ❖ Supplement any needed contractual and staff augmentation needs as it relates to the implementation of Stored Value Card program and DACSES Replacement project.
- ❖ Support the overall objectives set forth by the Title IV-D (Child Support) grant.

As of June 30, 2009, the Division spent approximately \$570,000 of the total available federal funding. These funds for used entirely for personnel costs. The funds were reverted to the general fund prior to SFY 2009 closing.

Once the ARRA funding ends on September 30, 2010, the twenty-three FTE's will revert once again to the 100% state participation estimated at \$1.2m annually. No additional fund availability for contractual and equipment purchases is projected.

CERTIFICATION REGARDING DRUG-FREE WORK PLACE REQUIREMENTS

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about –
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance program; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of the statement;
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

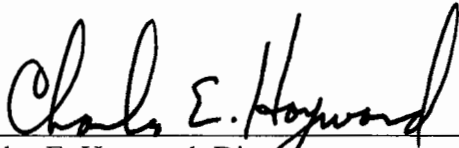
Place(s) of Performance: The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (street address, city, county, state, zip code):

- (1) 1120 Carroll's Plaza, Suite 101, Dover, Kent County, DE 19901
- (2) 9 Academy Street, Georgetown, Sussex County, DE 19947
- (3) 84A Christiana Road, New Castle, New Castle County, DE 19720
- (4) 1901 N. DuPont Hwy, Biggs Building, New Castle, New Castle County, DE 19720

Check here if there are workplaces on file that are not identified here.

Delaware Division of Child Support Enforcement
Organization Name

09-08-04-01
SAI Application Number



Charles E. Hayward, Director
Designee for Rita M. Landgraf, DHSS Secretary

8/10/2009

Date

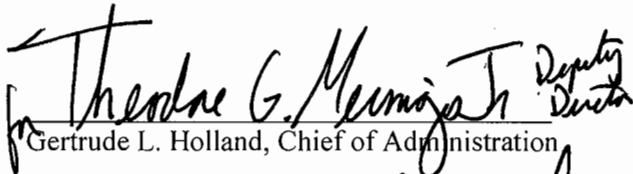
CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

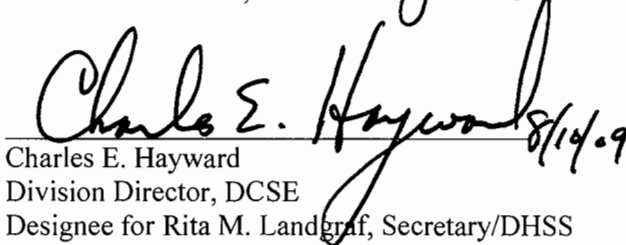
The undersigned certifies to the best of his or her knowledge and belief that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing an officer or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.


Theodore G. Meunier Jr. Deputy Director
for Gertrude L. Holland, Chief of Administration

8/10/09
Date


Charles E. Hayward 8/10/09
Division Director, DCSE
Designee for Rita M. Landgraf, Secretary/DHSS

09-08-04-01
Application or Contract Number

DE Division of Child Support Enforcement
84A Christiana Road
New Castle, DE 19720
Name and Address of Organization