



**Administration for Children and Families**

Office of Community Services

Community Economic Development (CED) Projects

HHS-2012-ACF-OCS-EE-0274

Application Due Date: 06/05/2012

Community Economic Development (CED) Projects

HHS-2012-ACF-OCS-EE-0274

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

**Program Office:** Office of Community Services  
**Funding Opportunity Title:** Community Economic Development (CED) Projects  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2012-ACF-OCS-EE-0274  
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*Notice:* On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov) for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

**Executive Summary:**

For Fiscal Year (FY) 2012, the Department of Health and Human Services (HHS), Community and Economic Development (CED) program, administered by the Office of Community Services (OCS) in the Administration for Children and Families (ACF), will provide approximately \$27 million in grants (\$800,000 maximum per project) to Community Development Corporations (CDCs) for projects designed to address the economic needs of low-income individuals and families through the creation of employment and business opportunities.

CED funding may be used to provide technical and financial assistance in order to create sustainable new employment and business opportunities for recipients of Temporary Assistance for Needy Families (TANF) and other low-income individuals whose income level does not exceed 125 percent of the Federal poverty level ( <http://aspe.hhs.gov/poverty>).

This year, in coordination with the Healthy Food Financing Initiative (HFFI), the CED program will provide up to \$10 million of this funding to CDCs for CED projects located in food deserts and designed to improve access to healthy, affordable foods. HFFI is the first time the Federal government has coordinated its efforts to eliminate food deserts around the country. Together, the U.S. Department of Agriculture (USDA), the U.S. Department of Treasury (Treasury) and HHS have created the Healthy Food Financing Working Group (Working Group).

Information about the CED program may be found at <http://www.acf.hhs.gov/programs/ocs/ced/index.html>.

## **I. Funding Opportunity Description**

### **Statutory Authority**

Section 680(a)(2) of the Community Services Block Grant (CSBG) Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Pub. L.105-285), authorizes the Secretary of the Department of Health and Human Services to make grants on a competitive basis to private, nonprofit organizations that are community development corporations to provide technical and financial assistance for economic development activities designed to address the economic needs of low-income individuals and families by creating employment and business development opportunities. The Consolidated Appropriations Act of 2012 (Pub. L.112-74) appropriates up to \$10 million for the Healthy Food Financing Initiative within the CED program.

## **Description**

### ***Outline of CED Program***

The purpose of the Community Economic Development (CED) program is to create employment and business development opportunities for low-income individuals in other words, to create jobs that did not exist before. It is expected that CED grantees will use the CED funds, along with other leveraged funds, to conduct activities that will lead to this job creation. For example, a CED grantee could make a loan to a small manufacturing business that would then use the funds to expand its facility physically and purchase additional equipment. This increase in capacity would allow the business to hire additional workers.

ACF expects to see a return on its investment of CED funds in the number of jobs created. It is a requirement of the program that the more CED funds awarded to a project, the more jobs ACF expects to be created. Applicants must agree to create at least a minimum number of jobs based on the following formula:

**[Total Amount of Federal CED Funds Awarded] divided by [\$25,000 for construction projects or \$20,000 for non-construction projects] = [Minimum Number of Jobs to be Created].**

For example, if a grantee is awarded \$800,000 in Federal CED funds, it must use that money to conduct activities that will create at least 40 jobs ( $\$800,000 \div \$20,000 = 40$ ). If the grantee is using a strategy that involves construction, the project must create at least 32 jobs ( $\$800,000 \div \$25,000 = 32$ ). For a table with examples of the minimum number of jobs based on specific award amounts, see the "*Appendix A: Sample Chart of Jobs Created*" at the end of this announcement.

While the focus of the program is on the creation of jobs for low-income individuals, ACF does not expect that 100 percent of the created jobs will necessarily be filled by low-income individuals. Often when a business is created or expanded, there is a need to hire high level managers or other content experts with unique skills and/or experiences that may be more difficult to identify and recruit. For this reason, ACF only requires that a minimum of 75 percent of the newly created jobs be filled by low-income individuals.

### ***CED Program Overview***

For Fiscal Year (FY) 2012, the CED program, administered by the Office of Community Services (OCS) at the Administration for Children and Families (ACF) in the Department of Health and Human Services (HHS), will provide approximately \$27 million in grants (\$800,000 maximum per project) to Community Development Corporations (CDCs) for projects designed to address the economic needs of low-income individuals and families through the creation of employment and business opportunities.

The CED program provides funding for projects aimed at business development opportunities and creating employment for low-income individuals located in geographic areas with a demonstrated need for the proposed project. To accomplish this, the program requires that all businesses and positions created support a service area with unemployment and poverty rates that are at or above the State or national levels. The CED program also seeks to fund projects that address the personal and community barriers that must be overcome to help low-income individuals become self-sufficient.

CED-funded projects can be non-construction or construction projects. The grant period for non-construction projects is 3 years; for construction projects, the grant period is 5 years. The CED program permits facility construction as needed to support business creation, business expansion, and/or job creation. However, it is important to note that short-term construction jobs associated with preparing for business startup or expansion are not counted when determining the number of jobs created under the CED program as they are designed to be temporary in nature.

The CED program also allows for the use of funds for business start-up or business expansion activities, as consistent with the cost principles in the Office of Management and Budget (OMB) Circular A-122, as implemented in 2 CFR Section 230, and other applicable rules, provided that the expenditures result in the creation of positions that can be filled with low-income individuals. The CED program's objective is to support businesses that develop new products, services, and other commercial activities that result in the creation of new positions for low-income individuals within a low-income service area.

For FY 2012, OCS will not support microenterprise Business Training and Technical Assistance Centers with CED funds. Incubator development is allowable as long as the focus of the incubator is on substantial and specific job creation for low-income individuals. CED funds cannot be used exclusively for projects that are designed to primarily support training and technical assistance centers as a means to create jobs.

### ***Healthy Food Financing Initiative Overview***

For FY 2012, the CED program will provide up to \$10 million of CED funding to CDCs for a variety of projects designed to increase access to fresh, affordable, nutritious food to residents of food deserts by developing retail outlets (*e.g.*, grocery stores, small retailers, corner stores, farmers markets, etc.) and by building or expanding healthy food infrastructure (*e.g.*, enhanced supply chains, food hubs, etc.) that will make fresh, affordable, nutritious food available in these areas. The CED program will give preference to healthy Food access projects up to \$10 million per the Consolidated Appropriations Act of 2012 (Pub. L. 112-74).

Under the Obama Administration's Healthy Food Financing Initiative (HFFI) and within the framework of the CED program, OCS seeks to fund projects that will implement innovative strategies for revitalizing communities and eliminating food deserts while achieving sustainable employment and business opportunities for low-income individuals. The HFFI represents the Federal Government's first coordinated step to eliminate food deserts in urban and rural areas in the United States with limited access to affordable and nutritious food, particularly areas composed of predominantly lower-income neighborhoods and communities by promoting a wide range of interventions that expand the supply of and demand for nutritious foods, including increasing the distribution of agricultural products, developing and equipping grocery stores, and strengthening the producer-to-consumer relationship. Importantly, the HFFI also seeks to support the elimination of food deserts in the context of the broader neighborhood revitalization efforts of a community. More specifically, the HFFI aims to achieve the following:

- Bring healthy food choices to communities that are in food deserts through the establishment of new healthy food retail outlets or by supporting the offering of a significant number of healthy food choices at an existing retail outlet that lacks such choices;
- Develop and enhance distribution systems to increase the amount of healthy food going to healthy food retail outlets in food deserts; and
- Develop strategies that promote or encourage the purchase of healthy foods, including outreach and education to consumers in food deserts about healthy food choices and how they can be integrated into their diets.

In addition to the CED program, the HFFI includes: The Community Development Financial Institutions (CDFI) program and New Markets Tax Credit (NMTC) program within the Treasury; and several USDA programs, including the Business and Industry program and the Intermediary Re-lending Program.

In coordinating the resources available through HHS, USDA, and the Treasury and strategically aligning the three agencies' efforts, a more effective and impactful neighborhood revitalization, including local economic stimulation, is expected to result. In the context of the CED program, the HFFI supports creation of quality jobs and promotes comprehensive community development strategies to revitalize distressed neighborhoods into healthy and vibrant communities of opportunity.

### ***Federal Evaluation***

ACF plans to implement a Federally sponsored evaluation strategy to assess the success of approved CED demonstration projects. As such, grant funds awarded to CDCs should not be used to support external evaluations.

The Federal evaluation strategy will include grantee-level documentation of activities, outputs, and outcomes. As a condition of acceptance of a grant award, all funded grantees are required to agree to participate fully in Federal evaluations, if selected, and to follow all evaluation protocols established by ACF or its designee contractor. Fully participating in a Federal evaluation may include (but is not limited to) supporting and complying with special data collection requirements; providing additional administrative data on program participation or service receipt; facilitating on-site meetings and observations, including interviews with program and partner managers and staff as well as participants; and incorporating planned variation into program strategies.

Grantees selected to be in a Federal evaluation will receive technical assistance and other support in meeting evaluation requirements. Grantees included in a Federal evaluation must also meet regular grant reporting requirements specified in this announcement (See *Section VI.3. Reporting*).

### ***Underserved Areas***

OCS is particularly interested in making grants to organizations in states and territories where there is no currently active CED-funded project. These states and territories are Alaska, Colorado, Connecticut, Delaware, Idaho, Kansas, Mississippi, New Hampshire, Utah, Wyoming, Vermont, West Virginia, American Samoa, Island of Guam, Northern Mariana Islands (CNMI), Puerto Rico and the U. S. Virgin Islands.

### ***Definitions of Terms***

The following definitions apply throughout this announcement and applicants are strongly encouraged to review these carefully prior to submitting an application.

NOTE: The italicized words that appear in the following definitions are terms that are defined elsewhere in this list of definitions.

**ALTERATION AND RENOVATION (A&R)** - For this opportunity, A&R of *real property* is defined as work required to change the interior arrangements or installed equipment in an existing facility to more effectively utilize the facility for its current or planned business purpose consistent with the *job creation* requirements of the CED program. The work may be categorized as improvement, conversion, rearrangement, rehabilitation, remodeling, or modernization, but it does not include expansion, new construction, development or repair of parking lots, or activities that would change the "footprint" of an existing facility. OCS grant funds expended for the A&R costs of grantee-owned facilities that total more than \$150,000 or 25 percent of the total direct cost for the funded project require the filing of a *Notice of Federal Interest (NFI)*. (See also *Major Alteration and Renovation*.)

**BENEFICIARY** - A *low-income individual* who will directly benefit from the *project*.

**BUDGET PERIOD** - Projects under CED awards are not divided into the typical 12-month intervals known as budget periods. All CED projects have only a single budget period, which is equal in length to the *project period*.

**CASH CONTRIBUTIONS** - The grantee's cash outlay, including the outlay of money contributed by the

grantee's *equity* investors or donors for budgeted costs of the *project*.

**COMMITMENT LETTER**- A signed letter of commitment that describes the level of financial support for the project made by a third-party (e.g., a lender, investor, donor, or other grantor). Such commitment letters are required if the applicant proposes a project for which non-CED funds (e.g., loans, municipal or State tax credits, equity stock investments, etc.) will be required in order to successfully create the proposed jobs and create and/or expand the proposed business(es). Commitment letters must be signed, specific, and conditioned only on the receipt of the grant award.

**COMMUNITY** - Any geographic area defined by specific boundaries and the residents, businesses, and institutions within that geographical area.

**COMMUNITY BARRIERS** - Conditions in a *community* that impede success in employment or *self-employment* of *low-income individuals*. Such conditions may include: lack of *employment education and training programs*; lack of public transportation; lack of markets; unavailability of financing, insurance, or bonding; inadequate social services such as employment service, child care, or job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dumpsites or leaking underground tanks.

**COMMUNITY DEVELOPMENT CORPORATION (CDC)** - To be eligible for the CED program, an applicant must be a community development corporation (CDC). To be a CDC, an organization must meet three conditions:

- The organization must be a private, nonprofit with 501(c)(3) or non-501(c)(3) status;
- The organization must have articles of incorporation, bylaws, or other official documents demonstrating that the CDC has a principal purpose of planning, developing, or managing low-income housing or community development activities; and
- The Board of Directors of the organization must have representation from community residents, business leaders, and civic leaders.

Note: The CDC designation does not need to be specified on any official documents as long as the three requirements stated above are met.

**COMMUNITY ECONOMIC DEVELOPMENT (CED)** - A process by which a *community* organizes its resources and capacities to attract capital to invest in physical, commercial, and business development in order to create job opportunities for its residents.

**COMMUNITY LETTER** - A signed letter of support that describes government and/or *community* support for the *project*, the specific relationship to the applicant, and knowledge of the applicant's experience and qualifications in business and *job creation*.

**CONSTRUCTION** - *Projects* that involve the initial building or large scale modernization or permanent improvement of a facility. Note: A grantee must file a *Notice of Federal Interest (NFI)* if it uses CED funding for *hard costs* or *major alteration and renovation of real property* to construct or provide major alterations and renovations or for acquisition of a facility or land for the *project*. See also the definition of *Reversionary Interest*.

**CONTRACT** - A contract refers to the procurement of goods and services purchased by a grantee for its own use in carrying out the *project*. The term does not apply to financial assistance awarded to a third-party for the third-party's benefit. (See also *Subaward*.)

**ELIGIBLE ACTIVITIES** - Activities that contribute to creation or expansion of sustainable businesses and *full-time, full-year positions* within a *service area* consistent with the cost principles in OMB Circular A-122, as implemented by 2 CFR Section 230, and any other applicable rules, provided that the expenditures result in *job creation* for *low-income individuals*.

**EMPLOYMENT EDUCATION AND TRAINING PROGRAM** - A program that provides employment directed education and/or training to *low-income individuals*, including *Temporary Assistance*

for *Needy Families (TANF)* recipients, at-risk youth, public housing residents, displaced workers, persons who are homeless, and other low-income individuals.

**EQUIPMENT** - Tangible, non-expendable personal property, including exempt property, acquired with CED grant funds, having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

**EQUITY INVESTMENT** - The provision of capital to a for-profit business entity for a specified purpose in return for a share of ownership evidenced by a formal *equity investment agreement*. This may involve the issuance of stock as in an equity stock investment. An equity investment may be either in a subsidiary for-profit corporation of the applicant or in an unaffiliated business.

**EQUITY INVESTMENT AGREEMENT** - A written agreement that documents a capital investment by a grantee in a business to achieve the purposes of the *project* as defined in the application. The agreement sets forth the grantee's share of ownership in the business, the terms and conditions related to the use of the invested funds, the rights of the grantee as an equity owner, including, if the business is a corporation, representation on the board of directors, and any provisions for liquidation of the investment.

**FAITH-BASED ORGANIZATION** - An organization that has a religious character.

**FINANCIAL STRATEGIES** - That component of the business plan demonstrating the way(s) in which the applicant will access program capital to fully implement the project at the time of the award, as well as the way the applicant will manage, monitor, and utilize capital resources to successfully create jobs. It encompasses the quality of systems and skills for accounting, budgeting, financial management, cash and credit management, and control over purchase and inventory.

**FINANCIAL VIABILITY** - That component of the business plan demonstrating the financial ability of the applicant to achieve the project's goals of the creation of permanent full-time jobs for low-income people over the project period.

**FOOD DESERT** - Low-income communities where a substantial number or share of residents has low access to affordable and healthy food retailers. Healthy food options in these communities are hard to find or are unaffordable. ACF will give funding priority to projects and interventions designed to increase access to fresh, affordable, nutritious food to residents of food deserts. To qualify as a food desert, a community must either:

- Be a census tract determined to be a food desert by the US Department of Agriculture, as identified in USDAs Food Desert Locator Tool; OR
- Be a Geographic Unit (*i.e.*, county (or equivalent area), minor civil division that is a unit of local government, incorporated place, census tract, block numbering area, block group, or American Indian or Alaska Native area), which has unemployment and poverty rates that are at or above the State or national levels and which has been identified as having low access to a supermarket or grocery store through a methodology that has been adopted for use by another governmental or philanthropic healthy food initiative.

**FULL-TIME, FULL-YEAR POSITION** - A non-seasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to a full-time equivalent is not considered a full-time position.

**GRANT AWARD** - The funding made available to an eligible organization after a competitive grant application process.

**GRANT TERMS AND CONDITIONS** - A statement of HHS and ACF regulations and policies, pursuant to Federal law, that is attached to the Notice of Award and that sets forth the standard terms and conditions with which grantees are required to comply. Applicants are expected to provisionally sign the Statement of Grant Terms and Conditions as an acknowledgement that the official submitting an application for OCS funding has read and understands the terms and conditions applicable to the project, if

awarded funding.

**HARD COSTS** - Capital costs related to the acquisition, *construction*, and/or *alteration and renovation of real property*, exclusive of related *soft costs* such as appraisals, environmental studies, and architectural and engineering services.

**HEALTHY FOOD** - Whole foods such as fruits, vegetables, whole grains, fat-free or low-fat dairy, and lean meats that are perishable (fresh, refrigerated, or frozen) or canned, as well as nutrient-dense foods and beverages encouraged by the 2010 Dietary Guidelines for Americans.

**HEALTHY FOOD PRODUCER** - An individual, group of individuals, or entity that produces healthy agricultural commodities or adds value to such commodities to create *healthy food* products.

**HEALTHY FOOD RETAIL OUTLET** - For-profit or non-profit sellers of fruits, vegetables, and other foods recommended in the 2010 Dietary Guidelines for Americans and can include, but are not limited to, a grocery store, mobile food retailer, farmers market, cooperative, corner store, bodega, or a store that sells other food and non-food items, including an existing retail store that upgrades to offer a full range of *healthy food* choices.

**INCUBATOR** - A program to help start-up businesses flourish by providing support, resources, and business services and advice, normally in one physical location. Incubators that are established without walls are not supported by this announcement.

**INDIRECT COSTS** - Overhead costs of an organization that have been approved by HHS or other Federal agencies for use in applying for Federal funds.

**INELIGIBLE ACTIVITIES** - Grant funds cannot be used to create Microenterprise Business Training and Technical Assistance Centers nor can they be used primarily for creation of job training and *job placement* programs. Limited job training and job placement activities can be supported in the context of modest training that may be provided specifically for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job training and placement program.

**INTANGIBLE PROPERTY** - Trademarks, copyrights, patents and patent applications, and such property as loans, notes, and other debt instruments, lease agreements, stock and other personal property ownership, acquired with grant funds.

**INTANGIBLE PROPERTY AND DEBT INSTRUMENTS** - Trademarks, copyrights, patents and patent applications, and such property as loans, notes, and other debt instruments, lease agreements, stock and other personal property ownership, whether tangible or intangible. Note: Grantees who use Federal funding to purchase or create intangible property or debt instruments must report to the Federal Government on the continued use of such funds up to 12 years after the end of the project.

**INTERVENTION** - Any planned activity within a *project* that is intended to reduce *personal barriers* or *community barriers* to employment and can be formally evaluated. For example, job readiness training is an intervention.

**JOB CREATION** - New *full-time, full-year positions* that did not exist prior to the start of the *project* and came about as a direct result of the investment of OCS funds in *project* activities, such as development of new business ventures, the expansion of existing businesses, or the development of new products and services. The training and placement of individuals in positions existing prior to the start of the *project*, even positions guaranteed to *low-income individuals* through a formal agreement with an employer, is not considered job creation.

**JOB PLACEMENT** - Placing an individual in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity. All jobs supported by the *project* must meet the definition of new *job creation*, not job placement.

**JOBS FOR LOW-INCOME INDIVIDUALS (JOLI) PROGRAM** - The Job Opportunities for Low-Income Individuals (JOLI) program is authorized under Section 505 of the Family Support Act of 1988, Public Law 100-485, as amended by Section 112 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law, 104-193. The purpose of the JOLI program is to create new jobs to be filled by *low-income individuals*. JOLI grantees create jobs through business plans and the provision of technical and/or financial assistance to private employers in the *community*. The ultimate goal of the JOLI program is economic self-sufficiency for the *targeted populations*.

**LOAN** - Money provided to finance an eligible business borrower evidenced by a promissory note and loan agreement for a specified purpose to be repaid, with a stated rate of interest and within a specified period. Loans made to eligible businesses must be at or below market rate (or what commercial lenders would offer).

**LOW-INCOME INDIVIDUAL** - An individual whose household income level does not exceed 125 percent of the official poverty guidelines as found in the most recent revision of the HHS Poverty Guidelines published by HHS. These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml>.

**MAJOR ALTERATION AND RENOVATION** - *Alteration and renovation* activities for which the aggregate of expenditure of OCS funds by the grantee is greater than \$150,000 or 25 percent of the total direct cost for the *project*. For the CED program, a *Notice of Federal Interest (NFI)* must be filed when grant-funded *construction* or major alteration and renovation begins or when an existing facility or land is acquired with grant funds.

**MICROENTERPRISE** - A commercial business with five or fewer employees, at least one of whom is the owner.

**MORE EXPERIENCED PARTNER** - A *project partner* that successfully meets all of the following requirements: completed two or more *CED* or *JOLI* economic development *projects*; completed one or more projects involving activities similar to the proposed project; and has experience with collaborative programming.

**NON-CASH CONTRIBUTIONS** - Synonymous with "in-kind" contributions, the contributions may be in the form of *real property*, *equipment*, supplies and/or other expendable property, or goods and services provided by non-governmental sources directly benefiting and specifically allocated to the *project*.

**NON-PROFIT ORGANIZATION**- Any corporation, trust, association, cooperative, or other organization that: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes colleges and universities; hospitals; State, local, and Federally recognized Indian tribal governments; and those non-profit organizations listed in Attachment C of OMB Circular No. A-122.

**NOTICE OF FEDERAL INTEREST (NFI)** - A lien or other notice of public record that a grantee must file if it directly expends Federal grant funds for acquisition, *construction*, or *major alteration and renovation* of *real property*. See also the definition of *Reversionary Interest*.

**PERSONAL BARRIERS**- Those aspects of an individual's personal situation that may impede success in obtaining and retaining employment. Barriers may include factors such as limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.

**POVERTY INCOME GUIDELINES** - Guidelines published annually by HHS that establish the level of poverty defined as low-income for individuals and their families. The guideline information is posted on the Internet at the following address: <http://aspe.hhs.gov/poverty/index.shtml>.

**PROGRAM INCOME** - Income earned by a grantee from Federally funded activities. Program income may not be used to meet the non-CED funding needs for implementation of the *project* in the *project* design. (E.g., It may not be used as equity in the project to demonstrate that the non-CED funding needs

for implementation have been met.)

**PROJECT** - The scope of OCS activities described in the application for Federal grant funds pursuant to this announcement.

**PROJECT PARTNER** - Any individual, organization, or business entity participating in the *project* that is not the direct recipient of CED grant funds. Typical project partners include the following: equity investors, donors, a *more experienced partner*, a wholly owned subsidiary, or a business entity to which the grantee makes an *equity investment* or capitalizes a *loan* in support of grant purposes. Note: CED grantees must play a substantive role in the project. A grantee working with a project partner must actively monitor the project and ensure compliance with CED program requirements.

**PROJECT PARTNER AGREEMENT** - A written and signed agreement entered into by the grantee and *project partners* such as investors, donors, a *more experienced partner*, a wholly owned subsidiary, or a business entity to which the grantee makes an *equity investment* in support of grant purposes. A *loan* commitment from a financial institution or memorandum of understanding with a project partner committing resources or capital is a typical *project partner agreement*.

**PROJECT PERIOD** - The total time for which Federal support has been programmatically approved as shown in the Notice of Award (NOA). Non-construction projects will have a 3-year project period. Projects that involve *construction* will have a 5-year project period.

**PUBLIC AGENCY PARTNER** - Public assistance and other agencies responsible for administering child support enforcement, *Temporary Aid to Needy Families (TANF)*, and *employment education and training programs* (for example, the Department of Labor's ETA-funded One-Stop Career Centers).

**REAL PROPERTY** - Land, including land improvements, structures, and appurtenances (excludes movable machinery and equipment). Note: Grantees using Federal funding for *construction, major alterations and renovations*, or to acquire a facility or land for the *project* must file a *Notice of Federal Interest (NFI)*. See also the definition of *Reversionary Interest*.

**REVERSIONARY INTEREST** - The Federal Government's ongoing interest in certain types of property acquired or improved with Federal grant funds expended by grantees who are funded under this announcement. *Reversionary Interest* is triggered when such property is no longer needed for the original authorized purpose or in an event of grantee default. Property funded in whole or in part with Federal funds revert to the Federal Government whenever the property is no longer being used for purposes consistent with the Federal program. In this case, the term "property" includes *real property, intangible property and debt instruments, and equipment*.

**REVOLVING LOAN FUND** - A distinct loan fund established exclusively for CED projects as a resource for *loans*, to finance eligible business development and operational activities that, when principal is repaid, is used to make new loans that support a similar purpose. Interest accrued on CED funds in a revolving loan fund must be used to continue or expand the activities of the approved *project*. See also the definition of *Reversionary Interest*.

**SELF-EMPLOYMENT** - The employment status of an individual who owns and operates a for-profit business.

**SELF-SUFFICIENCY** - A state of being or status of an individual or family where, by reason of employment, eligibility for public assistance is replaced by the financial capacity to meet all basic needs.

**SERVICE AREA** - The *community* to be served by the funded *project*.

**SITE CONTROL** - Documented proof of the applicant's ownership or control of the property where grant activities will be conducted. Proof of site control includes all of the following documentation: documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; and documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property,

square footage, use of space for project).

**SOFT COSTS** - Capital costs related to the acquisition and/or *alteration and renovation of real property* such as appraisals, environmental studies, and architectural and engineering services.

**SOURCES AND USES OF FUNDS STATEMENT** - A statement that identifies the committed sources of debt and equity financing and the specific categories of uses of funds associated with each of the sources for the *project*.

**STOCK** - A share of ownership in a for-profit company. Stocks are sold to investors by a for-profit corporation to raise capital for the start-up and/or expansion of the business. Stock purchases by the grantee are *equity investments*. Such investments may be made by grantees in affiliated and non-affiliated businesses.

**SUBAWARD** - Subawards are not permitted under this announcement. A subaward is an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a *contract*, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "award" in this section. (Note: *Equity investments* and *loan* transactions are not subawards; these qualify as *intangible property and debt instruments*.)

**TARGET POPULATION** - *Low-income individuals* residing in the project's *service area*.

**TECHNICAL ASSISTANCE** - A problem-solving service generally using the services of a specialist and specifically customized or tailored to the needs of a particular organization. Such services may be provided on-site, by telephone, or by other means of communication.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** - The Federal block grant program authorized in title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (part A of title IV under the Social Security Act), as amended.

**TRAINING** - For the purposes of this opportunity, training refers to group-based adult education and skill-building activities (*e.g.*, workshops). It does not include consultations or *technical assistance* that is specifically customized or tailored to the needs of a particular organization.

**UNDERSERVED AREAS** - For the purposes of this opportunity, underserved areas are the 17 states and territories that do not have active CED projects: Alaska, Colorado, Connecticut, Delaware, Idaho, Kansas, Mississippi, New Hampshire, Utah, Wyoming, Vermont, West Virginia, American Samoa, Island of Guam, Northern Mariana Islands(CNMI), Puerto Rico and the U. S. Virgin Islands.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$27,000,000
Expected Number of Awards:	35
Award Ceiling:	\$800,000 Per Project Period
Award Floor:	\$125,000 Per Project Period
Average Projected Award Amount:	\$750,000 Per Project Period

### Length of Project Periods:

Other

Non-construction projects will have one 36-month project and budget period. Projects that involve construction will have one 60-month project and budget period.

### **Additional Information on Awards:**

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

*Application Disqualification Factors.*

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

In accordance with the Consolidated Appropriations Act of 2012 (Pub. L. 112-74) and in coordination with the Healthy Food Financing Initiative (HFFI), the CED program will provide up to \$10 million out of the total CED funding to CDC's for projects located in food deserts and designed to improve access to healthy, affordable foods.

Expected Number of HFFI Awards: 13  
HFFI Award Ceiling: \$800,000 Per Project period  
HFFI Award Floor: \$125,000 Per Project Period  
HFFI Average Projected Award Amount: \$750,000 Per Project Period

All awards will be fully funded. For both construction and non-construction projects, the award ceiling is \$800,000.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of grant funds awarded under this announcement.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

To be eligible for the CED program, an applicant must meet three conditions:

1. Applicant must be a private, non-profit CDC with 501(c)(3) or non-501(c)(3) status;
2. Applicant must have articles of incorporation, bylaws, or other official documents demonstrating that the CDC has as a principal purpose the planning, developing, or managing of low-income housing or community development activities; and
3. The Board of Directors must have representation from each of the following: community residents, business leaders, and civic leaders.

Note: The CDC designation does not need to be specified on any official documents as long as the three requirements stated above are met.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

### **III.3. Other**

#### **DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements**

##### **DUNS Number Requirement**

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov). A DUNS number is 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. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

##### **Central Contractor Registration (CCR) Requirement**

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

## APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

### Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

### Application Submission Disqualifications

**Beginning January 1, 2012, ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov).** Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement.** That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

**Please Note:** Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a

validated application, which are transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.**

**Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission*.**

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Applicants that fail to document their CDC status will be disqualified from competitive review and from funding under this announcement.

## **Section IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Thom Campbell  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 901  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [ocsgroups@acf.hhs.gov](mailto:ocsgroups@acf.hhs.gov)

#### **Electronic Application Submission:**

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

#### **Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at

## Section IV.2. Content and Form of Application Submission

### FORMATTING ACF APPLICATIONS

#### For All ACF Applications:

##### Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov) where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

##### Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

##### Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.**

##### Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

##### Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via [www.Grants.gov](http://www.Grants.gov) or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

<b>Application Package Components</b>	<b>Page Limitations</b>
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

**ELECTRONIC APPLICATIONS SUBMITTED VIA [www.Grants.gov](http://www.Grants.gov):**

**Notice: The Administration for Children and Families has implemented required electronic application submission via [www.Grants.gov](http://www.Grants.gov). Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.**

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

**Please read this section carefully before beginning application submission.** It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

**Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See Section IV.2. Application Submission Options and Section IV.3. Submission Due Dates and Times, Explanation of Due Dates. The validation check can affect whether the application is accepted for review. Applications that fail the [www.Grants.gov](http://www.Grants.gov) validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

**Signatures**

Follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov).

**Required OMB-Approved and Standard Forms (SFs)**

[www.Grants.gov](http://www.Grants.gov) provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See Section IV.2. Required Forms, Assurances, and Certifications for required OMB-approved Standard Forms and required assurances and certifications.

## Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be submitted formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submission. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

### Applicants must follow the instructions provided in this section:

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov).**

Limit file names to 50 characters and do not use special characters (example: &,-,\*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore ( \_ ) may be used to separate a file name.

### Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and

will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do not encrypt or password protect the electronic application files!**

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

**PAPER APPLICATION SUBMISSIONS:**

**The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See Section IV.2. Request an Exemption from Required Electronic Application Submission later in this section under Application Submission Options.**

<b>Application Package Components</b>	<b>Page Limitations</b>
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

**Copies Required**

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

**Signatures**

An original signature of the AOR is required only on the original copy of hard copy application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

### **Format Requirements for Paper Applications**

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Applicants must follow the instructions provided in this section.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

### **Addresses for Submission of Paper Applications**

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

### **Page Limitations for Paper Format Application Submissions**

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

### **Page Limitations and Content of The Project Description and Appendices for All Application Formats:**

- **Page Limits for CED Applications.** CED applications are limited to 150 pages. The page limit includes the Project Description, as well as supporting materials that may be included in appendices, supplemental documentation.

**Project Description.** The project description should be organized according to the order of the evaluation criteria described in *Section V. Application Review Information* and must address each sub-criterion.

Applicants are advised to address each sub-criterion in the section where it is requested in order to facilitate reviewer evaluation of the application. The Project Description section should include as appropriate references to the material included in the appendices and together with appendices must not exceed 150 pages.

**Appendices.** Applications may include appendices with supporting documentation such as resumes, MOU's, commitment letters, pro forma, articles of incorporation, bylaws, financial documents, audits, organizational charts, Board of Directors, etc. When an appendix is used, the body of the application should summarize the key points and include a reference to the more detailed material in the appendices. The appendices together with the Project Description section must not exceed 150 pages.

### **Required Forms, Assurances, and Certifications**

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
<b>Survey on Ensuring Equal Opportunity for Applicants</b>	<b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.
<b>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</b>	Submission is required for all applicants by the application due date.	Required for all applications.

<p><b>SF-LLL - Disclosure of Lobbying Activities</b></p>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing 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 commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.</p>
<p><b>Certification Regarding Lobbying</b></p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission of this Certification is required for all applications.</p>
<p><b>SF-424A - Budget Information - Non-Construction Programs</b> and <b>SF-424B - Assurances - Non-Construction Programs</b></p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>
<p><b>SF-424C - Budget Information - Construction Programs</b> and <b>SF-424D - Assurances - Construction Programs</b></p>	<p>Submission is required for all applicants when applying for a construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a construction project. By signing and submitting the SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>

**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.

## **The Project Description**

### **The Project Description Overview**

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.

### **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 topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

#### **Table of Contents**

List the contents of the application including corresponding page numbers.

#### **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

#### **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, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely 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 or needs assessments 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 funding opportunity announcement.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

- Articles of incorporation, bylaws, or other official documents demonstrating that the CDC has as a principal purpose the planning, developing, or managing of low-income housing or community development activities.
- Documentation that the Board of Directors has representation from each of the following: community residents, business leaders, and civic leaders.

### **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, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

### **Project Sustainability Plan**

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

### **Business Plan**

When Federal grant funds will be used to support a business operation, provide a business plan. The business plan shall include:

### ***Project Implementation***

The business plan for the CED project must demonstrate that the applicant has the ability to fully implement the project as proposed (e.g., all related financial supports, site control, and necessary third-party agreements are in place) at the time of the award.

The business plan for the CED project must provide a clear overview of the nature of the project, how the business(es) will be created and/or expanded, and how the new jobs will be created. The description should discuss whether the project is construction or non-construction and whether the project involves business creation, business expansion, or equity stock or loan investment. The business plan must present a well-conceived overall approach to the project, including details demonstrating that the project will be implemented in a way that will achieve the program's goals and objectives. The business plan must include an implementation plan that provides sufficient details for a reviewer to understand how each aspect of the project will be implemented in order to demonstrate feasibility.

Such an implementation plan should include a list of milestones, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved will help document that the new positions to be created will be in place at least 1 year before the anticipated project end date.

The application must demonstrate:

- That the project will create positions in a viable industry. This can be accomplished by discussing the industry's short- and long-term position outlook and identifying any critical risks relating to the industry.
- Market viability by presenting research analyzing competition; estimated market share and sales; and analyzing customer base by market segment, size, and trends.
- Market research and industry data used to support the application should come from recent (i.e. within the past 5 years) published source and should provide reference citations that include sufficient detail to allow a reviewer to obtain and verify statistics for the source data;
- That future program income is not necessary to meet the funding needs for implementation of the project design. Program income may be used to demonstrate the long-term sustainability of the project, but since CED projects should be ready for implementation at the time of the award, future program income cannot be used to meet the non-CED funding needs for project implementation.
- Evidence that a viable recruitment strategy and tracking system has been established for recruiting and working with appropriate businesses, entrepreneurs, TANF recipients, and other low-income individuals such as those who are unemployed; public assistance recipients, including TANF recipients; at-risk youth; custodial and non-custodial parents; residents of public housing; persons with disabilities; persons who are homeless; or individuals transitioning from incarceration back into the community. The applicant must explain how the applicant will go about obtaining and documenting low-income referrals obtained through memorandums of understanding with social service providers such as TANF, employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers), and local Child Support Enforcement (CSE) agencies for referral of eligible non-custodial parents.
- That a minimum of 75 percent of the new positions will be filled by low-income individuals. The application must demonstrate that the strategy will focus on the number of positions created, rather than the number of individuals hired to fill them over the course of the grant.
- That the applicant is in control of the site and/or facilities required to operate the project or that site control is conditioned only on the receipt of the grant award. Providing evidence of site control

demonstrates that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also demonstrates the grantee's readiness to undertake the project in compliance with all program requirements. Proof that the physical facility is or will be secured includes documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; and documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for project).

- That the number and types of new full-time positions that will be created are appropriate for the project. Information that will help support an assertion that a proposed position is appropriate includes position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will be offered with the position or an explanation of why no benefits are required.
- That the new full-time positions that will be created will be sustained for at least 1 year after the end of the grant period. The application must demonstrate the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant period. The application must also demonstrate the continued need for the positions after the end of the grant period.
- That any confidential and/or sensitive information that is collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, will be properly handled and safeguarded. The application must provide a description of the methods to be used to ensure confidentiality. In these instances, the application must also provide a plan for the disposition of such information at the end of the project period.

For loan or revolving loan fund projects only, the application must demonstrate:

- That the applicant has identified the specific business(es) that will receive the loan(s). In the case of a revolving loan fund, the applicant must only identify the business(es) that will receive the initial loans, not any subsequent future loans.
- Details of the initial loans to be made from the grant including the name of the specific business(es) receiving the loans; the type(s) of the business(es); the business development plan(s); and draft copies of the loan agreement(s) showing the terms and conditions of the loans, a commitment by the borrower to create new, full-time, full-year jobs - at least 75 percent of which will be filled by low-income individuals - and an interest rate to be charged that will be at or below market rate.
- How loans from the revolving loan fund will be made in compliance with all program requirements described elsewhere in this announcement. This includes strategies to ensure that loan funds go to eligible beneficiaries for business development activities; that the interest rate charged will be at or below market rate; that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants; that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally approved project during the grant period; and that any repaid principal on such loans that is no longer needed for the originally authorized purpose of the project will revert to ACF (see 45 CFR Part 74.36 for additional information pertaining to the use of intangible property).

### ***Project Viability***

The applicant will demonstrate that adequate resources will be available to implement the project as described in the business plan with or without additional project partners such as investors, donors, subsidiary organizations, entities receiving an equity investment from the grantee, or a more experienced CDC. If the applicant does not need outside resources to carry out the project, the application should clearly explain how each part of the project will be accomplished using CED funds and resources provided by the applicant only.

The application must demonstrate that the applicant has the capacity to responsibly manage the proposed

Federal funds. Evidence for this includes Financial Statements for the last 2 years showing an operating budget consistent with the amount of funds requested. The applicant must demonstrate the capacity to manage funds responsibly along with its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74 and is consistent with Generally Accepted Accounting Practices (GAAP) standards.

For projects that involve partners: If the applicant proposes to partner with organizations that will directly or indirectly spend CED funds, the application must include a partnership agreement between the applicant and the project partner that includes a description of roles and the relationship between the applicant and project partner. The agreement must be signed by all parties. The agreement should address topics such as ensuring that:

- A minimum of 75 percent of the positions created and tracked as a result of the project partner's involvement in the project will be filled by low-income individuals;
- Prospective candidates for positions to be filled by low-income individuals will be recruited and verified as eligible under the program;
- Strategies for retention of low-income individuals in the newly created positions have been established;
- Detailed records documenting appropriate expenditures of grant funds will be provided regularly;
- The grantee will play a substantive role in the project and will actively monitor the partner(s)'s activities to ensure compliance with CED program requirements;
- All parties will cooperate with Federal monitoring efforts; and
- The project partner will maintain accurate, unduplicated counts of positions created, as distinct from the number of individuals hired to fill them over the course of the grant.

The application should describe the partner's experience with all of the following types of activities:

- Two or more CED or JOLI economic development projects;
- One or more projects involving activities similar to those proposed; and
- Projects requiring collaborative programming.

The application must also demonstrate the project partner's financial viability, and include evidence that the partner has the capacity to responsibly manage the proposed Federal funds.

For a newly established entity, an official such as an executive director or board member authorized to make decisions on behalf of the organization must attest to financial viability by providing a signed statement agreeing to establish a financial management system, developed in accordance with 45 CFR Part 74, within 6 months of incorporation of the new entity, along with a signed financial statement stating that the organization is financially healthy.

For projects that will require non-CED funds: If the applicant proposes a project for which non-CED funds will be required in order to successfully create the proposed jobs and create and/or expand the proposed business(es), the application must demonstrate evidence of firm commitments for loans, municipal or State tax credits, equity stock investments, or other supporting grants. Evidence includes signed letters of commitment from lenders, investors, donors, and grantors explicitly stating their unconditional financial commitment to the project.

For equity stock investment projects only: If the applicant proposes to use any portion of the CED funds as an equity stock investment, the application should demonstrate that any equity stock investment agreement will be in compliance with 45 CFR Part 74.36 concerning intangible property. To demonstrate compliance, an equity stock investment agreement includes: the purpose(s) for which the applicant will make the equity stock investment; the type of equity stock transaction (such as stock purchase); the cost-per-share and basis on which the applicant derived the cost-per-share; the number of shares the applicant will purchase; the percentage of applicant ownership in the business; and the term or duration of the agreement.

If the grantee's equity stock investment equals 25 percent or more of the businesses' assets, the applicant should demonstrate adequate representation on the board. For example, the applicant could specify the total number of seats on the Board and the number of seats to be held by the grantee.

For loan or revolving loan fund projects only: If the applicant proposes to use any portion of the CED funds as a loan or revolving loan fund, the application should demonstrate that loan agreements will ensure compliance with 45 CFR Part 74.36 concerning intangible property. To demonstrate compliance, loan agreements include: the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and the signatures of the authorized officials of the lender and borrower.

### ***Financial Strategies***

The applicant must demonstrate:

- An acceptable financial plan for the project that demonstrates that the project will be economically feasible by the conclusion of the grant period: 3 years for non-construction and 5 years for construction projects. In addition, the plan should demonstrate that the project will remain viable for at least 1 year after the end of the grant period. For business project partners currently in existence, the applicant should evaluate the feasibility of new job creation based upon current and projected business operations as verified by market analysis.

Supporting documentation that could contribute to demonstrating financial feasibility includes profit and loss forecasts or pro forma, cash flow projections, balance sheets, and sources and uses of funds statements for all funds available to the project. Documentation is further enhanced when it includes details about both CED and non-CED funding sources (if applicable) and itemizes expenses by funding source. The financial plan should also demonstrate:

- That the financial estimates are grounded in solid assumptions. This can be accomplished by providing a narrative discussing the necessity, reasonableness, and allocation of the proposed costs. A convincing narrative would include a discussion of each line item and a calculation for each object class, along with estimation methods, quantities, unit costs, and other similar detail sufficient for verification of the calculation.
- That the applicant will agree to create at least the minimum number of jobs for the amount of the requested award equal to the ratio found by dividing the requested award amount by \$25,000 for construction projects or \$20,000 for non-construction projects. For examples of number of jobs based on specific award amounts, see the "*Appendix A: Sample Chart of Jobs Created*" at the end of this announcement.
- That future program income is not necessary to meet the funding needs for implementation of the project design. Program income may be used to demonstrate the long-term sustainability of the project, but since CED projects should be ready for implementation at the time of the award, future program income cannot be used to meet the non-CED funding needs for project implementation.
- For construction projects only: That financial plans include all construction aspects of the project, including property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.
- For loan or revolving loan fund projects only: If the applicant proposes to use the CED funds as a loan or revolving loan fund, sample loan agreements are required. Such agreements must demonstrate how the applicant will ensure compliance with all the terms of 45 CFR Part 74.36 concerning intangible property. The applicant might demonstrate this by submitting a sample agreement demonstrating how each agreement will include the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and places for the signatures of the authorized officials of the lender and borrower. The applicant should demonstrate that loans

backed with CED funding will support low-income borrowers through lower interest rates than traditional loans.

### ***Underserved Areas***

ACF will also award bonus points to organizations in the following 17 states and territories that do not have active CED projects: Alaska, Colorado, Connecticut, Delaware, Idaho, Kansas, Mississippi, New Hampshire, Utah, Wyoming, Vermont, West Virginia, American Samoa, Island of Guam, Northern Mariana Islands(CNMI), Puerto Rico and the U. S. Virgin Islands.

### **Organizational Capacity**

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

### **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

### **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.

A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) Collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the lender and the borrower.

A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g. stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.

### **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.

## The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

***Special Note:** The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for the proposed project that is being fully funded (the budget period and project period are the same). The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

If non-CED financing is required to fully implement the project, the application must provide evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions. Such evidence should include:

- Commitment letters describing firm commitments for loans, municipal or State tax credits, equity stock investments, or other supporting grants.
- Commitment letters describing the unconditional financial commitments from investors making contributions to the project.
- The applicant's financial statement of cash available showing the ability of the applicant to contribute any non-CED cash resources that are needed for the project.
- Documentation of in-kind contributions of personal property and a demonstration of how the value of those contributions was arrived at through techniques such as an inventory valuation for equipment and/or a certified appraisal for real property.

The budget and budget justification should demonstrate that program income is not necessary for implementation of the project design. Program income may be used to demonstrate the long-term sustainability of the project, but since CED projects should be ready for implementation at the time of the award, program income cannot be used to demonstrate that the project has adequate resources to be implemented.

If the applicant does not intend to use non-CED funds to finance the project, the budget should clearly demonstrate the ability of the applicant to carry out a successful project and accomplish its goals with only CED funds.

## General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

### **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, Federal Insurance Contributions Act (FICA) taxes, 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 to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, 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 C.F.R. 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 U.S.C. § 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

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 same supporting information referred to in these instructions.

### **Construction**

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

### **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; 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.

### **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description 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 information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. 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.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- Electronic applications must be submitted to [www.Grants.gov](http://www.Grants.gov) by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the [www.Grants.gov](http://www.Grants.gov) registration process. See “Get Registered” at [http://grants.gov/applicants/get\\_registered.jsp](http://grants.gov/applicants/get_registered.jsp).
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from [www.Grants.gov](http://www.Grants.gov).
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at [www.Grants.gov](http://www.Grants.gov) is two-step process:
  - Submission by the due date and time; and
  - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and

obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.

- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### Application Validation at [www.Grants.gov](http://www.Grants.gov)

After an applicant submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "[What to Expect After Submitting](#)" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is submitted, or re-submitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application, and is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

### Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or

- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

**Please Note:** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission.*"**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that

apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

**There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

### IV.3. Submission Dates and Times

Due Date for Applications: **06/05/2012**

#### Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

#### Electronic Applications

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

#### Please note:

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

#### Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

### **Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov) of an electronic application's submission:**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a

new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at [www.Grants.gov](http://www.Grants.gov) for more information.

#### **Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

#### **Acknowledgement from ACF of a paper format (hard copy) application's submission:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

### **IV.4. Intergovernmental Review of Federal Programs**

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

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: 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., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

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

Grant awards may not be used to support external evaluations. ACF plans to implement a Federally sponsored evaluation strategy to assess the success of approved CED demonstration projects.

Subawards are not permitted under projects receiving funds under this announcement.

Grant awards may not be used to capitalize loan loss reserve funds.

#### **IV.6. Other Submission Requirements**

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

##### **Submission By Mail**

Katrina Morgan  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 901  
Arlington, VA 22209

##### **Hand Delivery**

Katrina Morgan  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 901  
Arlington, VA 22209

##### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

#### **V. Application Review Information**

##### **V.1. Criteria**

Applications will be reviewed and evaluated against the Evaluation Criteria described in detail in the following sections. Information should be stated clearly and succinctly, linking the organization's proposal to the evaluation criteria. Applicants should focus on who will be responsible for achieving the outcomes of the project, why completion of these activities will help address stated needs, how the proposed activities will be carried out, when the proposed activities will occur, and what financial and programmatic resources will ensure successful completion of the proposed activities and the overall project.

The number of points assigned to each criterion indicates the relative importance of that factor to OCS. The application should be organized to address each criterion in the section where it is requested and in the order requested to ensure that the reviewers can properly evaluate the application. Each application must demonstrate compliance with each of the program elements described in the announcement.

**Objectives and Need for Assistance****Maximum Points: 5**

In reviewing the *Objectives and Need for Assistance*, reviewers will consider wholly to extent to which:

- The application demonstrates that the project's goals and objectives for business development, job creation, and contribution to community revitalization align with the goals and objectives of the CED program.
- The application demonstrates that the project is needed to: a) create or expand businesses and create new jobs, b) provide jobs in the community that low-income people can get and keep, and c) address barriers to self-sufficiency that are insufficiently addressed by other organizations/projects in the area.
- The application identifies ways in which the project can help address personal and community barriers that prevent low-income individuals from successfully obtaining and holding jobs or creating successful businesses in the community to be served. Examples of community barriers include: lack of adequate, affordable child care; lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment services and job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dump sites or leaking underground tanks. Examples of personal barriers include: limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.
- The application demonstrates that the project will meet the program's objectives by successfully serving low-income individuals through the creation of employment and business opportunities within the project's service area. The application demonstrates a sound business plan with a solid financial strategy and a strong implementation plan.
- The application provides evidence that both the unemployment rate and the poverty rate within the project's service area are equal to or greater than the State or national level. Note: Sources include recent (published within the last 5 years) U.S. Census updates and other statistics published by Federal, State, county, city, or other government bodies.

**Business Plan - Project Implementation****Maximum Points: 20**

In reviewing the *Business Plan - Project Implementation*, reviewers will consider the extent to which the application demonstrates that the project is well planned and ready to be implemented at the time of the award. Specifically, reviewers will consider the Business Plan - Project Implementation wholly to the extent to which:

- The application provides a clear and well-conceived overall approach to the project, with a sound and feasible implementation plan that is consistent with the expectations described in this announcement and covers all years of the project, including specific milestones to be achieved.
- The application demonstrates that the project will create positions in a viable industry, discusses the industry's short- and long-term position outlook, and identifies any critical risks relating to the industry. Note: market research and industry data presented in the application should have been published within the last 5 years.
- The application includes market research indicating that the business(es) will be viable in terms of competition, anticipated market, customer base, and market trends. Note: Market research and industry data presented in the application should have been published within the last 5 years.
- The application provides a sound and feasible recruitment strategy and tracking system to obtain and document low-income referrals with social service providers such as TANF, child support agencies, and other sources and that will result in 75 percent of the new positions being filled by TANF recipients or other low-income individuals (at or below 125 percent of the Federal poverty

level for each person), as established by counting the number of positions created, not the number of individuals hired to fill them over the course of the grant.

- The application demonstrates willingness to participate fully in the Federal evaluation(s) and to allow all evaluation protocols established by ACF or its designee contractor.
- The application demonstrates that the physical facility and other equipment required to operate the project will be secured in ways that are consistent with the expectations described in this announcement.
- The application includes the number and types of new full-time positions that will be created and demonstrates that they are appropriate for the project and that they will provide starting wages, wage growth opportunities, and employee benefits that will allow families to achieve self-sufficiency.
- The application demonstrates that the positions will be sustained for at least 1 year after the end of the grant period by including the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant and provides a discussion of the continued need for the positions after the end of the grant period.
- The application describes how any confidential or sensitive information from staff (e.g., background investigations) or project participants and/or project beneficiaries will be collected and protected during the course of the project and how this information will be disposed of after the grant has ended.
- For loan/revolving loan projects the application describes the initial loan(s) to be made from the grant including the name of the specific business(es) receiving the loans; the type(s) of the business(es); the business development plan(s); and draft copies of the loan agreement(s) showing the terms and conditions of the loan(s), a commitment by the borrower(s) to create new, full-time, full-year jobs - at least 75 percent of which will be filled by low-income individuals - and an interest rate to be charged that will be at or below market rate. The application describes strategies to ensure that all loans, either initial loans or subsequent future loans, from any revolving loan fund will go to eligible recipients for business development activities; that the interest rate charged will be at or below market rate; that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants; that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally approved project during the grant period; and that any repaid principal on such loans that is no longer needed for the originally authorized purpose of the project will revert to ACF (see 45 CFR Part 74.36 for additional information pertaining to the use of intangible property).

### **Business Plan - Project Viability**

**Maximum Points: 15**

In reviewing the *Business Plan - Project Viability*, reviewers will consider the extent to which the application demonstrates that all necessary resources (e.g., facilities, personnel, financing, etc.) will be available to implement the project as described in the business plan at the time of the award.

Specifically, reviewers will consider the Business Plan - Project Viability wholly to the extent to which:

- The application demonstrates that all of the activities to be funded by the award are necessary for the success of the project and are consistent with the project's scope, scale, and projected outcomes.
- The application demonstrates that the staffing, facilities, equipment, supplies, and funding identified to support each activity are reasonable.
- The application demonstrates that all sources of the staffing, facilities, equipment, supplies, and funding necessary for the project have been identified.
- The application demonstrates that the applicant is in control of the site and facilities necessary for the success of the project or that site control is conditioned only on the receipt of the grant award as outlined in "Business Plan - Project Implementation" in *Section IV.2. Content and Form of Application Submission*.

- The application demonstrates that any competing activities that might reduce the availability of the resources for this project have been identified.
- The application demonstrates the applicant's capacity to manage responsibly the proposed Federal funds and to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74 as outlined in "Business Plan - Project Viability" in *Section IV.2. Content and Form of Application Submission*.

Reviewers will consider for projects that will require non-CED funds the extent to which:

- The application demonstrates evidence of firm commitments for loans, municipal or State tax credits, equity stock investments, or other supporting grants. Such evidence includes signed letters of commitment from lenders, investors, donors, and grantors.
- The application demonstrates that the signed letters of commitment from lenders, investors, donors, and grantors explicitly state an unconditional financial commitment to the project totaling at least the amount of non-CED funds necessary.
- The applicant demonstrates that future program income is not necessary for the implementation of the project design as outlined in "Business Plan - Project Implementation" in *Section IV.2. Content and Form of Application Submission*.

Reviewers will consider for projects that involve partners the extent to which:

- The application clearly outlines the role of the project partner and describes the relationship between the applicant and the project partner as required in "Business Plan - Project Viability" in *Section IV.2. Content and Form of Application Submission*.
- The application demonstrates that all project partners that will be responsible for directly or indirectly spending CED funds are financially viable and have the capacity to manage responsibly any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.
- The application provides a copy of the signed partnership agreement between the applicant and each project partner that includes a description of roles and the relationship between the applicant and project partner. The agreement(s) should be signed by all parties.

Reviewers will consider for projects with equity or stock investments the extent to which:

- The application demonstrates that any equity stock investment agreement will fully comply with 45 CFR Part 74.36 concerning intangible property and will demonstrate the purpose(s) for which the applicant will make the equity stock investment; the type of equity stock transaction (such as stock purchase); the cost-per-share and basis on which the applicant derived the cost-per-share; the number of shares the applicant will purchase; the percentage of applicant ownership in the business; and the term or duration of the agreement.

Reviewers will consider for projects with loans or revolving loan funds the extent to which:

- The application demonstrates that the loan agreement(s) will fully comply with 45 CFR Part 74.36 concerning intangible property. Furthermore, the application provides draft copies of the loan agreements between the applicant and the initial borrowers that demonstrate the purpose(s) for which the applicant will make the loans, the interest rates and other fees, the loan periods, the repayment schedules, the collateral security required, the default and collection procedures, and the signatures of the authorized officials of the lender and borrowers.

In reviewing the *Business Plan - Financial Strategies*, reviewers will consider the extent to which the application demonstrates sound and reasonable financial strategies that have a high likelihood of leading to the success of the project. Specifically, reviewers will consider Financial Strategies wholly to the extent to which:

- The application provides an acceptable financial plan for the project demonstrating that the project is ready to be implemented, will be economically feasible by the conclusion of the grant period, and will continue to be so for at least 1 year thereafter. The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.
- The application clearly demonstrates that the financial estimates are grounded in solid assumptions and demonstrates the necessity, reasonableness, and allocation of the proposed costs.
- The application demonstrates convincingly that the CED cost per position created is equal to the ratio found by dividing the request award amount by \$25,000 for construction projects or \$20,000 for non-construction projects. For examples of number of jobs based on specific award amounts, see the "*Appendix A: Sample Chart of Cost per Job Created*" at the end of this announcement.
- For construction projects the application demonstrates that financial plans include all construction costs and that all costs are appropriately justified as reasonable and necessary to carry out the activities proposed in the application. Note: Construction costs include: property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.
- For loan or revolving loan fund projects the application demonstrates that if loans backed with CED funds are made directly to low-income participants, interest rates on such loans must be lower than market rates loans to enable CED project viability and success. Loan agreements must demonstrate how the applicant will comply with all terms of 45 CFR Part 74.36 concerning intangible property.

<b>Organizational Capacity - Organizational Profile</b>	<b>Maximum Points: 10</b>
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In reviewing the *Organizational Capacity - Organizational Profile*, reviewers will consider the extent to which the application demonstrates that the organization, its staff, and its project partners have sufficient overall experience to successfully implement the proposed project. Specifically, reviewers will consider the Organizational Capacity - Organizational Profile wholly to the extent to which:

- The organization, its staff, and its project partners have sufficient and relevant experience and success in developing and operating businesses similar to those to be conducted under the proposed project.
- For projects with experienced partners or applicants that cannot demonstrate substantial experience with economic development projects similar to those proposed in the application, the extent to which the application provides evidence of a viable partnership with a more experienced CDC, including evidence of a workable and strategic arrangement for the more experienced CDC to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.

<b>Organizational Capacity - Past Performance with Similar Job Creation Projects</b>	<b>Maximum Points: 10</b>
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In reviewing the *Organizational Capacity - Past Performance with Similar Job Creation Projects*, reviewers will consider the extent to which the application demonstrates that the applicant and all partner organizations have the particular experience necessary to successfully carry out the proposed project. Specifically, reviewers will consider Organizational Capacity - Past Performance with Similar Job Creation Projects wholly to the extent to which:

- The application includes evidence of two business creation or business expansion projects undertaken by the applicant that are substantially similar to the project for which CED funding is being requested.
- For each of the two business creation or business expansion project examples given, the application provides a quantitative and qualitative description of the impact of these projects, including the number of jobs created; wages, benefits, and position descriptions that indicate the jobs created provided wages that allowed persons to leave public assistance programs or similar supports; and the number of years of project operation and position availability.

### **Organizational Capacity - Staff and Position Data**

**Maximum Points: 5**

In reviewing the *Organizational Capacity - Staff and Position Data*, reviewers will consider the extent to which the application demonstrates that the individuals tasked with implementing the project have sufficient qualifications, experience, skills, and abilities to successfully carry out the proposed project. Specifically, reviewers will consider the Organizational Capacity - Staff and Position Data wholly to the extent to which:

- The application demonstrates through biographical sketches, degree information, resumes, and descriptions of previous project experience that the identified staff are qualified to carry out the proposed project. Resumes should be no more than two pages in length and identify the percentage of time each staff person is available for the project.
- The application demonstrates that key staff have the appropriate time commitment available and experience in supervision, finance and business development and management, and working with the target population. The discussion of staff experience must be sufficiently detailed to allow reviewers to assess whether individuals' skills and experience demonstrate an ability to fulfill the tasks assigned to them.
- The application states clearly whether all key project staff positions are filled. In cases where a key staff person has not yet been hired, the application demonstrates that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

### **Public Support**

**Maximum Points: 10**

In reviewing the *Public Support*, reviewers will consider the extent to which the application demonstrates sufficient public support to successfully carry out the project. Specifically, reviewers will consider Public Support wholly to the extent to which:

- The application includes community letters of support describing government and/or community support for the project and any specific relationship the supporter might have to the applicant. Letters of support must demonstrate knowledge of the applicant's experience and qualifications in business and job creation.
- The application includes agreements with public agencies that:

Demonstrate established relationships between the applicant and public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers) that are adequate to support the proposed project.

Describe the roles and responsibilities the applicant and public agencies will have in support of the project.

Are formalized in the form of MOUs, partnership agreements, or letters of commitment signed and dated by both the applicant and public agency staff with signature authority.

**Budget and Budget Justification****Maximum Points: 15**

In reviewing the *Budget and Budget Justification*, reviewers will consider the extent to which the budget for the project demonstrates that the applicant has sufficient funds available (*i.e.*, conditioned only on the receipt of this grant award) and that the planned expenditures are necessary, appropriate, and reasonable for the success of the project. Specifically, reviewers will consider the Budget and Budget Justification wholly to the extent to which:

- The application demonstrates that the amount of funds available for the project (CED and non-CED) is commensurate with the level of effort necessary to accomplish the activities, goals, and objectives of the project.
- The application includes a budget and budget justification which clearly links the proposed expenditures to the proposed activities necessary for accomplishing the project. The application's budget narrative demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.
- The application demonstrates that the budget includes funds for all required items, including travel for one staff member to attend a training and technical assistance conference in Washington, DC, during each year of the grant and, if the applicant is partnering with an experienced CDC, funds to cover the costs of this support (for example, travel costs, payments to cover staff time, etc.).
- The application demonstrates that program income is not necessary for implementation of the project design.

For projects with only CED financing reviewers will consider the extent to which:

- The application demonstrates the ability of the applicant to carry out a successful project and accomplish its goals with only CED funds.

For project that require non-CED financing to carry out the project reviewers will consider the extent to which:

- The application provides evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions.
- The application provides evidence (*e.g.*, commitment letters) of firm commitments for loans, municipal or State tax credits, equity stock investments, or other supporting grants.
- The application provides evidence (*e.g.*, commitment letters) of unconditional financial commitments from investors making contributions to the project.
- The application provides evidence (*e.g.*, a financial statement of cash available) of the applicant's ability to contribute any non-CED cash resources that are needed for the project and that the applicant has pledged in support of the project.
- The application provides evidence of in-kind contributions of personal property and a demonstration of how the value of those contributions was established through techniques such as an inventory valuation for equipment and/or a certified appraisal for real property.

**Bonus Points - Elimination of Food Deserts****Maximum Points: 10**

In considering the award of bonus points under *Elimination of Food Deserts*, reviewers will take into consideration the extent to which the proposed project addresses the lack of access to healthy, nutritious food options; identifies the community as a food desert (see definition in *Section I, Funding Opportunity Description*); and demonstrates how the project will address a food desert need (*i.e.* greater community access to fresh, affordable, nutritious food; improved food infrastructure to facilitate access; enhanced supply chain; etc.). Applications should quantify the extent to which the project will increase access to fresh, affordable, nutritious food to residents of communities that:

- Lack access to healthy food options;
- Indicate patterns of non-healthy food consumption (such as low rates of fruit and vegetable consumption);
- Suffer from poor health indicators (such as high rates of obesity, diabetes and other diet-related chronic diseases);
- Have high concentrations of persons participating in food assistance programs (for example, Supplemental Nutrition Assistance Program, Women, Infants, and Children food packages; school lunch programs); and/or
- Demonstrate other indications of need for a CED-HFFI funded project intervention.

**Bonus Points - Collaboration with Other Federal HFFI Programs and Certain Additional Federal Programs that Address Food Deserts**

**Maximum Points: 5**

In considering the award of bonus points under *Collaboration with Other Federal HFFI Programs and Certain Additional Federal Programs that Address Food Deserts*, reviewers will take into consideration the extent to which the application demonstrates evidence that the proposed healthy food access project is either:

- Benefitting directly from funding focused on healthy food access from one of the Federal programs listed below; or
- Collaborating with a project that is benefitting directly from funding focused on healthy food access from one of the Federal programs listed below.

The other Federal programs collaborating with the CED program include:

- The Department of Treasury's Community Development Financial Institutions program
- The Department of Treasury's New Markets Tax Credit program
- The following Department of Agriculture programs:
  - Business and Industry Loan Guarantee program
  - Intermediary Relending program
  - Community Facilities program
  - Rural Business Enterprise Grant program
  - Rural Business Opportunities Grant program
  - Farmers Market Promotion program
  - Community Food Projects program

In order to qualify for these bonus points, the application must demonstrate evidence of collaboration with one of these programs through either a copy of an award document from the awarding agency if the applicant is the awardee or a signed letter from a partner organization that is the awardee stating how the award will be used to collaborate with the CED applicant's proposed healthy food access project.

**Bonus Points - Underserved Areas: States or Trust Territories Without Active CED Projects**

**Maximum Points: 5**

In considering the award of bonus points under *Underserved Areas*, reviewers will take into consideration the extent to which the proposed project will be located in one of the following States or Trust Territories that do not have an active CED project:

- Alaska
- Colorado
- Connecticut
- Delaware
- Idaho

- Kansas
- Mississippi
- New Hampshire
- Utah
- Wyoming
- Vermont
- West Virginia
- American Samoa
- Island of Guam
- Northern Mariana Islands (CNMI)
- Puerto Rico
- U.S. Virgin Islands

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration ([www.ccr.gov](http://www.ccr.gov) or 1-866-606-8220).

### Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

### Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

OCS will make only one award to a successful applicant in FY 2012. No concurrent FY 2012 CED awards will be made under this announcement.

Applicants will not be provided funding to a previously funded project that is to be carried out using the same work plan in the same target area.

Each application must demonstrate compliance with each of the program elements described in the announcement.

OCS will award bonus points to CED applicants proposing Healthy Food Financing Initiative projects.

OCS will award bonus points to organizations in the following 17 states and territories that do not have active CED projects: Alaska, Colorado, Connecticut, Delaware, Idaho, Kansas, Mississippi, New Hampshire, Utah, Wyoming, Vermont, West Virginia, American Samoa, Island of Guam, Northern Mariana Islands (CNMI), Puerto Rico and the U. S. Virgin Islands.

Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. Other considerations include the timely and successful completion by the applicant of projects funded with CED funds within the last 5 years; comments of reviewers and Government officials; CED staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency and compliance with CED goals and policy; compliance with grant terms and conditions under previously awarded Department of Health and Human Services (HHS) grants; audit reports; investigative reports; and applicant's progress in resolving any final audit or other disallowance on previous CED or other Federal agency grants.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be recompeted for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

## **V.3. Anticipated Announcement and Award Dates**

Awards will be made no later than September 30, 2012.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that 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 NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head.

Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

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

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

### **Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81\_Prohibition against profit), which states that, "... no 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."

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, Understanding the Regulations

Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

### **Award Term and Condition under the Trafficking Victims Protection Act of 2000**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

### **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

### **Debarment and Suspension**

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### **Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance

order on the responsible entity.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **VI.3. Reporting**

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

#### **Performance Progress Reports (PPR)**

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

#### **Federal Financial Reports (FFR)**

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a

result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

**For budget periods ending in the months of:      The FFR (SF-425) is due to ACF on:**

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at [http://www.acf.hhs.gov/grants/msg\\_sf425.html](http://www.acf.hhs.gov/grants/msg_sf425.html).

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports:    Semi-Annually

Financial Reports:            Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

**SF-428 Tangible Property Report and SF-429 Real Property Status Report**

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that

was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

## VII. Agency Contacts

### Program Office Contact

Thom Campbell  
Administration for Children and Families  
Office of Community Services  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 901  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [OCSGRANTS@acf.hhs.gov](mailto:OCSGRANTS@acf.hhs.gov)

### Office of Grants Management Contact

Katrina Morgan  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 901  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [OCSGRANTS@acf.hhs.gov](mailto:OCSGRANTS@acf.hhs.gov)

### Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## VIII. Other Information

## Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/> .

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Grants.gov Forms Repository webpage at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp) [http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

## Application Checklist

What to Submit	Where Found	When to Submit
<p><b>Survey on Ensuring Equal Opportunity for Applicants</b></p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in Section</p>	<p><b>Submission is voluntary.</b> Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. Or, it may be submitted prior to the award of a grant.</p>

	<p>IV.2. of the announcement. The survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>The survey will not count in the page limitations.</p>	
<p><b>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</b></p>	<p>Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>SF-424C - Budget Information - Construction Programs and SF-424D - Assurances - Construction Programs</b></p>	<p>Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>Certification Regarding Lobbying</b></p>	<p>Referenced in <i>Section IV.2.</i> of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>
<p><b>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</b></p>	<p>Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>SF-LLL - Disclosure of Lobbying Activities</b></p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an</p>	<p>If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>

	employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
<b>Project Summary/Abstract</b>	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Table of Contents</b>	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>The Project Description</b>	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>The Project Budget and Budget Justification</b>	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Third-Party Agreements</b>	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the <i>Overview</i> and in Section IV.3. If not available at the time of application submission, due by the time of award.

<p><b>Letters of Support</b></p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date listed in the Overview and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p><b>Proof of Non-Profit Status</b></p>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.</p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
<p>Proof of Status as a Community Development Corporation</p>	<p>The organization must have articles of incorporation, bylaws, or other official documents demonstrating that the CDC has as a principal purpose the planning, developing, or managing of low-income housing or community development activities.</p> <p>Referenced in Section III.1. of the announcement under "Eligible Applicants."</p>	<p>Submission is due prior to award.</p>
<p><b>Executive Order 12372, "Intergovernmental Review of Federal Programs,"</b> and <b>45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"</b></p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

<b>Project Sustainability Plan</b>	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
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**Appendices**

**Appendices**

**Appendix A**

**Sample Chart of Cost per Job Created**

Applicants will agree to create at least the minimum number of jobs for the amount of the requested award equal to the ratio found by dividing the requested award amount by \$25,000 for construction projects or \$20,000 for non-construction projects. Example of cost per job created follows.

<b>Award Amount</b>	<b>Jobs for Construction Projects</b>	<b>Jobs for Non-Construction Projects</b>
100,000	At least 4 jobs	At least 5 jobs
200,000	At least 8 jobs	At least 10 jobs
300,000	At least 12 jobs	At least 15 jobs
400,000	At least 16 jobs	At least 20 jobs
500,000	At least 20 jobs	At least 25 jobs
600,000	At least 24 jobs	At least 30 jobs
700,000	At least 28 jobs	At least 35 jobs
800,000	At least 32 jobs	At least 40 jobs