



**Administration for Children and Families**

Office of Community Services

Assets for Independence Demonstration Program

HHS-2015-ACF-OCS-EI-1005

Application Due Date: 12/15/2015

**Due Date for Applications:**

**FY 2015:** June 15, 2015

**FY 2016:** December 15, 2015 and May 13, 2016

**FY 2017:** October 11, 2016 and April 3, 2017

Assets for Independence Demonstration Program

HHS-2015-ACF-OCS-EI-1005

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

**Program Office:** Office of Community Services  
**Funding Opportunity Title:** Assets for Independence Demonstration Program  
**Announcement Type:** Modification  
**Funding Opportunity Number:** HHS-2015-ACF-OCS-EI-1005  
**Primary CFDA Number:** 93.602

**Due Date for Applications:**

**FY 2015:** June 15, 2015

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### Executive Summary

*Notices:*

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

*This announcement has been modified to remove Puerto Rico from the list of "Unserved States and Territories", and replace the language "FY 2016" with "5-year grant period" in the appropriate places within the announcement. On 10/15/2015, a modification was done to change the application due date to 12/15/2015.*

The Administration for Children and Families (ACF) Office of Community Services (OCS) will be accepting applications for grants to administer projects for the Assets for Independence (AFI) demonstration program.

AFI grantees administer projects that provide individual development accounts (IDAs) and related services to low-income individuals. Participants open an IDA and save earned income that is matched by project funds. The combined participant savings and project matching funds will be used for an allowable asset: a first home, a business, or post-secondary education or training. Projects also assist participants in obtaining the skills and information necessary to achieve economic self-sufficiency. Grantees are encouraged to tailor the

strategies and services they offer to the needs of their project participants and the opportunities in their community. Examples of activities in this area include financial education, asset-specific training, financial coaching, credit-building services, credit/debt counseling, and assistance with tax credits and tax preparation.

AFI projects must be funded with a combination of the federal AFI grant and cash from non-federal sources. The amount of cash from non-federal sources must be at least equal to the federal AFI grant amount. Applicants must provide documentation of commitment of non-federal funds in their application, and specific requirements for this documentation are included in *Section IV.2. The Project Description, Budget and Budget Justification*. For additional information on the cost sharing requirement, see *Section III.2. Cost Sharing or Matching*.

ACF seeks to fund eligible entities that have the highest capacity to implement innovative and successful AFI projects. Additionally, ACF would like to broaden the reach of the AFI program, to provide more low-income individuals with the opportunity to purchase an asset and move toward economic self-sufficiency.

This is a standing announcement. It will be effective until cancelled or changed by the Director of OCS.

## **I. Program Description**

### **Statutory Authority**

The Assets for Independence Act, Title IV of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended, Pub.L. 105-285, (42 U.S.C. § 604 note).

### **Description**

#### **PROGRAM OVERVIEW**

The statutory purposes for the AFI program, as stated in Section 403 of the AFI Act, are to provide for the establishment of demonstration projects designed to determine: (1) the social, civic, psychological, and economic effects of providing to individuals and families with limited means an incentive to accumulate assets by saving a portion of their earned income; (2) the extent to which an asset-based policy that promotes saving for post-secondary education, homeownership, and microenterprise development may be used to enable individuals and families with limited means to increase their economic self-sufficiency; and (3) the extent to which an asset-based policy stabilizes and improves families and the community in which the families live.

To achieve these purposes, the AFI program awards grants for local demonstration projects that provide special-purpose, matched savings accounts called IDAs to eligible individuals. Every dollar of earned income that an AFI project participant deposits into their IDA is matched (from \$1 to \$8 in combined federal and non-federal funds) by the AFI project. AFI participants use their IDAs and project matching funds for one of three allowable assets: purchase a first home; capitalize or expand a business; or fund post-secondary education or training.

AFI grantees also assist participants in obtaining the skills and information necessary to achieve economic self-sufficiency. Grantees are encouraged to tailor the strategies and services they offer to the needs of their project participants and the opportunities in their community. Examples of activities in this area include financial education, asset-specific training, financial coaching, credit-building services, credit/debt counseling, and assistance with tax credits and tax preparation. AFI projects may also provide other supportive services for participants. Grantees often work with a variety of partners (e.g., financial institutions, community-based organizations, etc.) in order to implement their project successfully.

The AFI program website at <https://www.acf.hhs.gov/programs/ocs/programs/afi> provides information about the program, including Information Memoranda (IMs). The AFI Resource Center website at <http://www.idaresources.acf.hhs.gov> contains technical assistance resources for AFI program grantees and potential applicants. ACF offers webinars and other activities throughout the year for organizations that are interested in applying for an AFI grant. Information about these events is posted on the AFI Resource Center calendar at <http://idaresources.acf.hhs.gov/Calendar>. To receive email updates from the AFI Resource Center, send an email to [info@idaresources.org](mailto:info@idaresources.org) (or call 1-866-778-6037) and indicate interest as a potential AFI applicant.

## **PROGRAM REQUIREMENTS**

AFI projects must comply with the Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended, Pub. L. 105-285, 42 U.S.C. 604 note) and the HHS regulation for the Assets for Independence program at 45 CFR Part 1000. The AFI Act is available online at <http://www.acf.hhs.gov/programs/ocs/resource/afi-legislation-0>. The Code of Federal Regulations (CFR), including 45 CFR Part 1000, is available online at <http://www.ecfr.gov>.

**NOTE:** Entities deemed eligible under Section 405(g) of the AFI Act, specifically the Indiana Housing and Community Development Authority and the Pennsylvania Department of Community and Economic Development, may be exempt from certain requirements in Sections 407 through 411 due to inconsistency with their respective state statute at the time of enactment of the AFI Act (October 27, 1998).

**Cost Sharing.** Per Sections 405, 406, 407, and 410 of the AFI Act, grantees are required to finance their projects with a combination of the federal AFI grant and cash from one or more non-federal source(s). Please see *Section III.2. Cost Sharing or Matching* in this announcement for the specific cost sharing requirements.

**Reserve Fund.** Per Section 407 of the AFI Act and 45 CFR Part 1000.2, grantees other than a state or local government agency or a tribal government must establish and maintain a project Reserve Fund that holds the federal AFI grant funds and the required non-federal funds and from which funds for project implementation are expended. All project funds must be deposited in the project Reserve Fund as soon after receipt as is practicable. As non-profits with 501(c)(3) status must comply with this requirement, projects administered jointly by governmental entities and non-profits with 501(c)(3) status are required to adhere to the Reserve Fund requirements established in Section 407 of the AFI Act. In order to draw down AFI grant funds, grantees must deposit into the Reserve Fund an amount of non-federal funds at least equal to the amount of AFI grant funds that will be drawn down.

**Limitations on Uses of Funds.** The AFI Act specifies limitations on the uses of AFI grant funds. See *Section IV.6. Funding Restrictions* for details on these limitations.

**Skills and Information for Economic Self-Sufficiency.** Per Section 407(c)(1)(A) of the AFI Act, AFI projects must assist participants in the demonstration project in obtaining the skills and information necessary to achieve economic self-sufficiency. Grantees are encouraged to tailor the strategies and services they offer to the needs of their project participants and the opportunities in their community. Examples of activities in this area include financial education, financial coaching, credit-building services, credit/debt counseling, assistance with tax credits and tax preparation, and asset-specific training.

**Participant Eligibility.** Grantees are required to determine whether prospective participants meet the federal eligibility requirements for participation in the AFI projects prior to enrollment in the project. Section 408 of the AFI Act limits eligibility for participation in AFI-funded projects as follows:

1. Any individual who is a member of a household that is eligible for assistance under their state's Temporary Assistance for Needy Families (TANF) program established under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).  
**or**
2. Any individual who is a member of a household that meets **both** of the following requirements:
  - *Income Test* - The adjusted gross income of the household is equal to or less than 200 percent of the federal poverty line (based on the annual HHS Poverty Guidelines) or the earned income amount described in section 32 of the Internal Revenue Code of 1986, i.e., the federal Earned Income Tax Credit limits, (taking into account the size of the household).
  - *Net Worth Test* - The net worth of the household, as of the end of the calendar year preceding the determination of eligibility, does not exceed \$10,000. For purposes of determining the net worth of a household, grantees calculate the aggregate market value of all assets that are owned in whole or in part by any member of the household, excluding the primary dwelling unit and one motor vehicle owned by a member of the household, and then subtract the obligations or debts of any member of the household.

**Participant Savings Match.** Per Section 410 of the AFI Act, grantees must match participants' earned income deposits with project funds (equal contributions of federal and non-federal funds) at rates ranging from a minimum of \$1 to a maximum of \$8 for each dollar saved by a participant. Not less than once every 3 months, grantees must deposit these matching contributions in the participant's IDA or into a parallel account maintained by the grantee. Any one individual may not receive more than \$2,000 in AFI federal funds from an AFI grant, and any one household may not receive more than \$4,000 in AFI federal funds from an AFI grant.

**Withdrawals for Qualified Expenses (Asset Purchases).** Section 410(d) of the AFI Act requires that grantees must approve withdrawal requests in writing and that participants may not withdraw funds from their IDA earlier than 6 months after the initial IDA deposit. Qualified expenses are limited to post-secondary education and training that meets the requirements of Section 404(8)(A), first-home purchase that meets the requirements of

Section 404(8)(B), business capitalization that meets the requirements of Section 404(8)(C), and transfers to IDAs of family members that meet the requirements of Section 404(8)(D). Definitions for each qualified expense are included in the *Definition of Terms*.

**Withdrawals for Emergencies.** Emergency withdrawals must meet the requirements of Sections 404(3) and 410(e) of the AFI Act. Definitions for each qualified expense are included in the *Definition of Terms*.

**Evaluation Activities.** Per Sections 407 and 412 of the AFI Act, grantees must provide data and other information requested on project progress to support ACF's evaluation of the AFI program. Grantees are encouraged to engage in other research and evaluation activities as well.

**NOTE:** Consistent with the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, OCS will not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act, unless it displays a currently valid Office of Management and Budget (OMB) control number. OCS will be seeking approval of its AFI program performance indicators through the OMB Office of Information and Regulatory Affairs. OCS will not request this information if these data points are not approved at the time that reports are due.

**Administrative Requirements and Reporting.** Grantees are required to comply with the Department of Health and Human Services (HHS) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR Part 75. The Code of Federal Regulations (CFR), including 45 CFR, is available online at <http://www.ecfr.gov>. Under Subpart D—Post Federal Award Requirements, grantees are required to maintain financial and programmatic records, including supporting documentation, in accordance with federal requirements and with the organization's written internal policies and procedures. Key records for AFI projects include those documenting determination of participant eligibility, emergency withdrawals, and qualified expenses for asset purchases. Grantees with partners engaged in project implementation are required to monitor their partners to ensure compliance across the full AFI project. Grantees must submit performance progress reports and federal financial reports. See *Section VI.2. Administrative and National Policy Requirements* and *Section VI.3. Reporting* for additional information.

**Recognition of Same-Sex Marriages.** Grantees must comply with the AFI program guidance on the federal recognition of same-sex marriages in IM 2014-01: <http://www.acf.hhs.gov/programs/ocs/resource/afi-im-federal-recognition-of-same-sex-spouses>.

## **PROJECT DESIGN**

While the AFI Act has many specific requirements for projects, there are also several areas in which grantees have some flexibility to design their AFI projects based on the needs and opportunities in their community. For example, grantees must determine which of the allowable assets to offer in their AFI project, and they must select the match rate(s) for participant savings within the range established by the AFI Act. An organization serving an area with an expensive housing market or very low housing stock may find that first-home purchase is not a practical asset for their project, and choose to focus on post-secondary education and business capitalization instead.

Potential grantees must also determine the geographic service area for their AFI project. AFI projects can range both in geographic and population size. In addition to the statutory eligibility requirements, grantees may set criteria for selecting participants for their AFI project, such as residency in the project service area.

Grantees have significant flexibility with regard to setting rules for their AFI project participants, such as requiring regular deposits, financial education courses, and/or training related to the planned asset purchase. ACF encourages grantees to closely consider the population(s) that they serve when considering requirements for participants. For example, if an organization intends to serve a population that has high rates of seasonal employment, requiring every participant to make bi-weekly deposits for 12 months is probably not a good fit. ACF recommends that grantees consider the circumstances of potential participants and design their AFI project to maximize participants' opportunity to save and complete their asset purchases. Every participant that successfully purchases an asset to support their economic self-sufficiency also supports the success of that AFI project.

## **DEFINITION OF TERMS**

For the purposes of this announcement, the following definitions apply:

**Budget Period** – The period of time during which the AFI grant funds are available to the grantee. New AFI projects have a single, 5-year budget period. Due to AFI Act requirements, AFI grants are fully funded at award and do not have 12-month budget periods like many other ACF grant programs. **NOTE:** AFI grant award funds expire and are no longer available for draw down on the fifth anniversary of the award date, even if the grantee is granted approval for a no cost extension of the project period.

**Building Neighborhood Capacity Program** – A federal multi-agency place-based initiative administered by the Department of Justice's Bureau of Justice Assistance that supports communities in organizing and building capacity to pursue comprehensive community change in education, employment, safety, housing, and other key areas. Flint, Michigan; Fresno, California; Memphis, Tennessee; and Milwaukee, Wisconsin are currently the only sites for this initiative. For more information, see <http://www.buildingcommunitycapacity.org/>.

**Business Capitalization** – As discussed under *Program Requirements, Withdrawals for Qualified Expenses (Asset Purchases)*, business capitalization is defined as amounts paid from an IDA directly to a business capitalization account established in a federally insured financial institution (or in a state insured financial institution if no federally insured financial institution is available) and restricted to use solely for qualified business capitalization expenses. Qualified business capitalization expenses are qualified expenditures (including capital, plant equipment, working capital, and inventory expenses) for the capitalization of a qualified business pursuant to a qualified plan (defined below). The business capitalization account is separate and distinct from the participant's IDA. Business capitalization is a qualified expense, also known as an allowable asset purchase, under Section 404 of the AFI Act.

**Byrne Criminal Justice Innovation** – A Department of Justice Bureau of Justice Assistance program that supports place-based, community-oriented strategies to reduce crime and improve community safety as part of a comprehensive strategy to advance neighborhood revitalization goals. A complete list of Byrne Criminal Justice Innovation (BCJI) grantees is

included in the Appendix. More information about the BCJI program is available at [www.lisc.org/bcji](http://www.lisc.org/bcji).

**Choice Neighborhoods** – A Department of Housing and Urban Development (HUD) program that supports locally driven strategies to address struggling neighborhoods with distressed public or HUD-assisted housing through a comprehensive approach to neighborhood transformation. Local leaders, residents, and stakeholders, such as public housing authorities, cities, schools, police, business owners, non-profits, and private developers, come together to create and implement a plan that transforms distressed HUD housing and addresses the challenges in the surrounding neighborhood. The program is designed to catalyze critical improvements in neighborhood assets, including vacant property, housing, services, and schools. A complete list of Choice Neighborhoods grantees is included in the Appendix. More information about the Choice Neighborhoods program is available at: [www.hud.gov/cn](http://www.hud.gov/cn).

**Community Action Agencies (CAAs)** – Local private and public non-profit organizations established under the Economic Opportunity Act of 1964 to combat poverty in the United States of America. Organizations must be explicitly designated as a CAA and eligible to receive Community Services Block Grant (CSBG) program funds [as described in Section 673(1)(A) of the CSBG Act].

**Documentation of Non-federal Cash Commitment(s)** – One or more documents that detail the non-federal cash commitment(s) for the proposed AFI project from the entity responsible for the committed funds. Specific requirements for documentation of non-federal cash commitment(s) are detailed in *Section IV.2. The Project Description, Budget and Budget Justification*. **NOTE:** This documentation must be included in applications for funding. See *Section III.3. Other, Application Disqualification Factors, Failure to Provide Documentation of Non-Federal Cash Commitment* for more information.

**Eligible Educational Institution** – Per Section 404(8)(A)(ii) of the AFI Act, either an institution of higher education described in section 101 or 102 of the Higher Education Act of 1965 (<http://www2.ed.gov/policy/highered/leg/hea98/sec101.html>) or a post-secondary vocational education school that is an area vocational education school as defined in the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471(4)).

**Emergency Withdrawals** – As discussed under *Program Requirements, Withdrawals for Emergencies*, Section 404(3) of the AFI Act defines "emergency withdrawal" as a withdrawal by an eligible individual that:

(A) is a withdrawal of only those funds, or a portion of those funds, deposited by the individual in the individual development account of the individual;

(B) is permitted by a qualified entity on a case-by-case basis; and

(C) is made for:

(i) expenses for medical care or necessary to obtain medical care, for the individual or a spouse or dependent of the individual described in paragraph (8)(D);

(ii) payments necessary to prevent the eviction of the individual from the residence of the individual, or foreclosure on the mortgage for the principal residence of the individual, as defined in paragraph (8)(B); or

(iii) payments necessary to enable the individual to meet necessary living expenses

following loss of employment.

**Federally Qualified Health Centers** – Public and private non-profit health care organizations that meet certain criteria under the Medicare and Medicaid Programs [respectively, Sections 1861(aa)(4) and 1905(l)(2)(B) of the Social Security Act] and receive funds under the Health Center Program (Section 330 of the Public Health Service Act) administered by HHS’s Health Resources and Services Administration. Additional information on the Health Center Program is available at <http://bphc.hrsa.gov>.

**First-Home Purchase** – As discussed under *Program Requirements, Withdrawals for Qualified Expenses (Asset Purchases)*, first-home purchase is defined as qualified acquisition costs with respect to a principal residence for a qualified first-time homebuyer, if paid from the IDA directly to the persons to whom the amounts are due. Principal residence is a main residence for which the costs of acquiring, constructing, or reconstructing a residence do not exceed 120 percent of the average area purchase price applicable to such residence. Qualified first-time homebuyer means an individual participating in the project (and, if married, the individual's spouse) who has no present ownership interest in a principal residence during the 3-year period ending on the date on which a binding contract to acquire, construct, or reconstruct the principal residence is entered into. First-home purchase is a qualified expense, also known as an allowable asset purchase, under Section 404 of the AFI Act.

**Opportunity Youth** – Individuals ages 16-24 who are not in school or the workforce and are disconnected from life and work skills opportunities intended to promote self-sufficiency. Additional information on this population (as described by the White House Council for Community Solutions) and efforts to address their needs are available on the Council's website at <http://www.serve.gov/?q=site-page/white-house-council-community-services>.

**Post-Secondary Educational Expenses** – As discussed under *Program Requirements, Withdrawals for Qualified Expenses (Asset Purchases)*, post-secondary educational expenses—specifically tuition and fees required for the enrollment or attendance of a student at an eligible educational institution and fees, books, supplies, and equipment required for courses of instruction at an eligible educational institution—paid from an IDA directly to an eligible educational institution. Post-secondary educational expenses are a qualified expense, also known as an allowable asset purchase, under Section 404 of the AFI Act.

**Poverty Guidelines** – A simplified version of the federal poverty thresholds used for administrative purposes—for instance, determining financial eligibility for certain federal programs. They are issued each year in the Federal Register by HHS and posted online at <http://aspe.hhs.gov/poverty/index.cfm>. The poverty guidelines vary for family units of different sizes, and there are specific poverty guidelines for Alaska and Hawaii.

**Project Partner** – Any individual, organization, or other entity involved in the implementation of an AFI project other than the official applicant/grantee, excluding project participants. Typical project partners include:

- one or more financial institutions that hold the Reserve Fund, participant IDAs, and/or business capitalization accounts for the AFI project;
- a financial institution, a microenterprise development organization, or a non-profit loan fund that approves participant business plans for purposes of the business capitalization asset purchase;

- organizations that assist with recruiting participants for the AFI project; and
- organizations that provide complementary supportive services to project participants, such as down-payment assistance programs.

Some grantees work with several project partners to implement the AFI project in a large geographic area, with the partners operating in different sites. **NOTE:** Grantees are responsible for the implementation and oversight of their AFI project. AFI grantees working with one or more project partners must actively monitor the partner(s) and ensure compliance with AFI program requirements and HHS Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

**Promise Neighborhoods** – A Department of Education program that seeks to improve the educational and developmental outcomes of children and youth in distressed communities, and to transform those communities by building a complete continuum of cradle-to-career solutions of both educational programs and family and community supports, with great schools at the center. A complete list of Promise Neighborhoods grantees is included in the Appendix. More information about the Promise Neighborhoods program is available at: <http://www2.ed.gov/programs/promiseneighborhoods/index.html>.

**Promise Zones** – An initiative in which the federal government partners with and invests in communities to create jobs, leverage private investment, increase economic activity, expand educational opportunities, and improve public safety. Designation as a Promise Zone is made through a competitive process. A complete list of Promise Zone designees is included in the Appendix. An official certification form for documentation of consistency with Promise Zone goals and implementation is available as part of the Application Kit for this announcement and from HUD. More information about the Promise Zones initiative is available online at [www.hud.gov/promisezones/](http://www.hud.gov/promisezones/) and <https://www.hudexchange.info/promise-zones/>.

**Qualified Expenses** – As defined under Section 404 of the AFI Act, qualified expenses or allowable asset purchases include the following, Post-Secondary Education, First Home Purchase or Business Capitalization.

**Qualified Plan** – A business plan that is approved by a financial institution, a microenterprise development organization, or a non-profit loan fund having demonstrated fiduciary integrity. The plan includes a description of services or goods to be sold, a marketing plan, and projected financial statements that may require the eligible individual to obtain the assistance of an experienced entrepreneurial adviser. Required for Business Capitalization withdrawals.

**Refugee** – Encompasses the following Office of Refugee Resettlement (ORR) populations who are eligible for U.S. resettlement benefits and services: refugees; asylees; Cuban-Haitian entrants; certified (foreign) victims of human trafficking; certain Amerasians from Vietnam; and Special Immigrant Visa holders from Iraq and Afghanistan. For more information, see <http://www.acf.hhs.gov/programs/orr>.

**Savings Plan Agreement** – A written set of rules and responsibilities committed to by the AFI grantee and project participants. Grantees develop the savings plan agreement as part of their project policies and procedures. Elements of the agreement must adhere to the requirements of the AFI statute and may include the planned qualified expense (asset purchase), amount of the savings goal or maximum savings allowed, match rate, schedule of matching contributions and interest allocation, conditions for termination, qualified and

emergency withdrawal procedures and limitations, beneficiary in the event of a participant's demise, financial education plan, asset-specific education plan, and provisions for amendments to the agreement.

**Third-party Agreement** – Written and signed agreements between the applicant/grantee and a third-party, such as project partner, detailing roles and responsibilities of the parties to the agreement and the period of the agreement. Such agreements must be signed by persons with the authority to make commitments on behalf of the entities involved. A Memorandum of Understanding is an example of a third-party agreement. General letters of support are not considered to be third-party agreements.

**Tribal Government** – Per Section 404(11) of the AFI Act, the term "tribal government" means a tribal organization, as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) or a Native Hawaiian organization, as defined in section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912). As such:

- Tribal organization is the recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided, that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such contract or grant. See 25 U.S.C. 450b.
- Native Hawaiian organization is a private non-profit organization that: (A) serves the interests of Native Hawaiians; (B) has Native Hawaiians in substantive and policymaking positions within the organizations; and (C) is recognized by the Governor of Hawaii for the purpose of planning, conducting, or administering programs (or portions of programs) for the benefit of Native Hawaiians. See 20 U.S.C. 7912.

**Victim of Human Trafficking** – A person who has been recruited, harbored, transported, provided, or obtained for compelled labor or a commercial sex act through the use of force, fraud, or coercion. Also, a person younger than 18 years of age induced to engage in a commercial sex act is a victim of human trafficking regardless of whether there is any force, fraud, or coercion.

## II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$11,250,000
Expected Number of Awards:	35
Award Ceiling:	\$1,000,000 Per Project Period
Award Floor:	\$10,000 Per Project Period
Average Projected Award Amount:	\$225,000 Per Project Period
Anticipated Project Start Date:	05/02/2016

### **Length of Project Periods:**

Other

Both the project and budget period are for 5 years (60 months).

### **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. Other, 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 by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

**NOTE:** Awards are made in whole dollar amounts only. Applicants should request award amounts in whole dollars.

## **III. Eligibility Information**

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

Per Sections 404(7) and 405(g) of the AFI Act, the AFI program is authorized to award grants to the following entities:

- All non-profit entities with 501(c)(3) status;
- State or local government agencies, or tribal governments, applying jointly with a non-profit with 501(c)(3) status;
- Financial institutions that are federally certified as either a Low-Income Credit Union or a Community Development Financial Institution and that demonstrate a collaborative relationship with a local community-based organization whose activities are designed to address poverty in the community and the needs of community members for economic independence and stability; and
- Entities deemed eligible under Section 405(g) of the AFI Act, specifically the Indiana Housing and Community Development Authority and the Pennsylvania Department of Community and Economic Development.

## **ADDITIONAL ELIGIBILITY INFORMATION**

**Governmental entities:** If a governmental entity applies jointly with an entity with 501(c)(3) status, either entity may be the official applicant that will be responsible for grant administration and AFI project implementation if an award is made. Regardless of which entity is the official applicant, documentation of 501(c)(3) status of the non-governmental joint applicant is required to establish eligibility.

Applications submitted by joint applicants must include a signed agreement between the government entity and the 501(c)(3) non-profit organization clearly identifying them as joint applicants for this project and detailing their respective roles and responsibilities in order to establish eligibility.

Applications submitted by a public or state institution of higher education must include documentation that supports their designation as a governmental entity (i.e., as identified in box 9 of the SF-424).

**Low-Income Credit Unions and Community Development Financial Institutions.** To establish eligibility, applicants must provide both:

- Documentation of Low-Income Credit Union (LICU) designation from the National Credit Union Administration or a Community Development Financial Institution (CDFI) designation from the U.S. Department of the Treasury, and
- A third-party agreement with a local community-based organization that describes the collaborative relationship between the applicant and the community-based organization and demonstrates that the community-based organization's activities are designed to address poverty in the community and the needs of community members for economic independence and stability.

Documentation of 501(c)(3) status is not required for either the applicant or for the community-based organization. The LICU/CDFI may be a subsidiary of or otherwise affiliated with a state, local, or tribal government, or any non-profit or for-profit organization. For information about LICUs, see <http://www.ncua.gov>. For information about CDFIs, go to <http://www.cdfifund.gov>.

**Other entities:** Other entities, including non-profits without 501(c)(3) status and for profit entities, are only eligible for AFI funding if they satisfy the requirements for either a LICU or a CDFI.

**NOTE:** This announcement has a disqualification factor for entities that are not eligible for AFI grant awards. For more information, see *Section III.3. Other, Application Disqualification Factors, Entities Not Eligible for AFI Grants*.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

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

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with The Assets for Independence Act (Title IV of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended, Pub. L. 105-285, 42 U.S.C. 604 note).

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Per Sections 405, 406, 407, and 410 of the AFI Act, grantees are required to finance their projects with a combination of the federal AFI grant and cash from one or more non-federal source(s). The federal AFI grant must comprise no more than 50 percent of the total project budget. The total budget for the project is the sum of the federal AFI grant and cash funding provided by one or more other source(s). For example, a grantee that receives \$300,000 in federal AFI grant funds must provide at least \$300,000 in cash from one or more other source(s). The grantee may provide in-kind support in addition to the required cash, but in-kind is not counted against the cost sharing requirement.

Applicants must provide documentation of a non-federal cash commitment demonstrating that the committed funds will be provided for the implementation of the AFI project if a

federal grant is awarded. Applicants should not request an AFI grant amount that exceeds the amount of non-federal cash commitment that is documented in their application. Applicants are not required to present documentation that they have the required non-federal cash match on hand at the time of application unless they are committing their own funds to the project. **NOTE:** This announcement has a disqualification factor related to non-federal cash commitment documentation. See *Section III.3. Other, Application Disqualification Factors, Failure to Provide Documentation of Non-Federal Cash Commitment* for additional information.

ACF has created specific requirements for the documentation of non-federal cash commitments that are intended to ensure that financial commitments are made by entities (organizations and individuals) with the authority to make the commitment and that the commitments are specific and clear with regard to the amount, availability, and purpose. For specific requirements for non-federal cash commitment documentation, see *Section IV.2. Content and Form of Application Submission*.

Grant recipients may use other federal funds to meet the AFI cost sharing requirement only if those federal funds have explicit statutory authority to be used to meet the matching requirements of other federal grant programs. Organizations considering using federal funds as non-federal match for an AFI grant should confirm with the federal administrators of those funds that this would be an allowable use of those funds. The approval of an application for an AFI award does not constitute an HHS determination that the applicant has met any conditions or requirements of any other federal program. It is the responsibility of the applicant/grantee to ensure that it is meeting any conditions or requirements necessary for any federal funds to be used as match for an AFI grant.

### III.3. Other

#### **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

#### **Award Ceiling Disqualification**

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for 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.

#### **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding**

**under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

**Missing the Application Deadlines (Late Applications)**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. 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.

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 [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is 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.4. 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 received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

**Failure to Provide Documentation of Non-Federal Cash Commitment**

Any application that does not include documentation of non-federal cash commitment to the proposed project will be disqualified from competitive review and from funding under this announcement.

**Entities Not Eligible for AFI Grants**

Any application received from an organization that does not qualify as an eligible entity for the AFI program will be disqualified from competitive review and from funding under this announcement.

## **Notification of Application Disqualification**

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

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

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

Vernae Martin  
OCS Grant Operations Center  
ATTN: Assets for Independence Program  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774  
Phone: 1-866-778-6037  
Fax: (202) 401-4687  
Email: [info@IDAresources.org](mailto:info@IDAresources.org)  
URL: <http://idaresources.acf.hhs.gov/apply>

### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing 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 in the Application Package available in the FOA's Grants.gov synopsis at [www.Grants.gov](http://www.Grants.gov). They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. 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 website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

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

## **FORMATTING ACF APPLICATIONS**

**In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

### ***FOR ALL APPLICATIONS:***

#### **Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

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 System for Awards Management (SAM).

#### **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.

#### **Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

#### **Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

#### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

### **Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

### **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.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures of the

authorized representatives.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

The overall page limitation for this announcement is 225 pages.

The **Project Description** has a suggested page limit of 75. **All items must be labeled, numbered, and organized clearly in the Project Description Table of Contents.**

- Project Description Table of Contents
- Project Summary/Abstract
- Approach - Project Design
- Approach - Work Plan
- Approach - Project Viability and Fit with AFI Program
- Approach - Project Management
- Approach - Staffing Plan
- Project Timeline and Milestones
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification

The **Appendices** have a suggested page limit of 150. **All items must be labeled, numbered, and organized clearly in the Appendices Table of Contents.**

- Appendices Table of Contents
- Documentation of Non-Federal Cash Commitment(s)
- Legal Status of Applicant Entity - Proof of Non-Profit Status (if applicable)
- Additional Eligibility Documentation - Governmental Entities (if applicable)
- Additional Eligibility Documentation - CDFIs and LICUs (if applicable)
- Documentation for Bonus Points (if applicable)
- Other Supporting Documentation

## **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are 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* for information about requesting an exemption.

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.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. **Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to

Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at [https://www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf) under "How to Apply for a Grant/Submit an Application."

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html>

**Use only file formats supported by ACF** It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** 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 are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

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

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

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

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 sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

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

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

### **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 in the Application Package posted for this funding opportunity at [www.grants.gov](http://www.grants.gov).

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	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.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	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.	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>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>	<p>Submission of the certification is required for all applicants.</p>
<p>SF-424 Key Contact Form</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>
<p>Certification of Consistency with Promise Zone Goals and Implementation</p>	<p>Submission is required for applicants proposing a project that is located in and/or will benefit the Promise Zone Initiative.</p>	<p>In order to provide evidence of alignment with the Promise Zone Initiative, the applicant is required to fill out the Certification of Consistency with Promise Zone Goals and Implementation.</p> <p>The proposed project must meet one of the following</p>

		<p>criteria:</p> <ul style="list-style-type: none"> <li>• The proposed project is solely within Promise Zone boundaries.</li> <li>• The proposed project includes the entire Promise Zone boundaries and other communities.</li> <li>• The proposed project includes a portion of the Promise Zone boundary.</li> <li>• The proposed project is outside of the Promise Zone boundaries, but specific and definable services or benefits will be delivered within the Promise Zone or to Promise Zone residents.</li> </ul>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.</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**

#### **The Project Description Overview**

##### **Purpose**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. 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**

Applicants should develop 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.

#### **Part II: General Instructions for Preparing a Full Project Description**

##### **Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

##### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

##### **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, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

### **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution. Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

**Note:** Entities deemed eligible under Section 405(g) of the AFI Act, specifically the Indiana Housing and Community Development Authority and the Pennsylvania Department of Community and Economic Development, may be exempt from certain requirements in Sections 407 through 411 due to inconsistency with their respective state statute at the time of enactment of the AFI Act (October 27, 1998). Such entities must clearly indicate in their applications which requirements do not apply to them and how their project will be administered in those areas. If available, documentation from OCS supporting the specific requirements for that entity should be included in the application.

### **PROJECT DESIGN**

Provide a specific and complete project design that complies with all AFI program requirements (see *Section I. Program Description, Program Requirements*). Applicants must clearly describe any planned variation in project design, such as differences between project sites in a multi-site project. Additional information on project design is provided in *Section I. Program Description, Project Design*.

The project design is the "what" of the application. Given the parameters set by the AFI program requirements, what is your specific project going to be? The project design must address all of the following:

- Which asset purchases (qualified expenses) will be allowed?
- What will be the match rate(s) for participant savings?

- What will be the maximum allowable match amount per participant and per household? Grantees are encouraged to use the statutory maximum of \$2000 federal plus \$2000 non-federal for a maximum individual match of \$4000. However, grantees may set lower maximum individual and household match amounts for their project.
- How many IDAs for each asset type are planned under the proposed project?
- Beyond the 6-month statutory requirement, how long will participants be allowed to or required to save? Will the project have a specific amount of time allowed for the completion of asset purchases? Some grantees design their project with a uniform time-frame for participants, whereas others allow more flexibility for individual participants to determine their savings period and complete their asset purchase, provided that it is within the scope of the project period.
- What will be required of project participants? For example, will the project require a minimum initial deposit amount, regular minimum deposits, financial education hours, etc.?
- Who are the project partners?

## **WORK PLAN**

Provide a detailed and specific work plan for the implementation of the project describing all project activities across the full 5-year project period. The work plan is the “how” of the application. Given the AFI program requirements and the specifics of your proposed project, how will you implement it?

The work plan must be consistent with all other aspects of the proposed project, such as the Project Design, the timing of non-federal funding availability as detailed in the applicant’s non-federal cash commitment documentation, and the Project Timeline and Milestones described later in this section. The work plan must include an analysis of any factors that might affect the proposed project timeline, such as difficulty meeting recruitment goals, and potential strategies for dealing with them, such as developing new partnerships or outreach strategies. If the proposed project includes project partners, their roles and activities must be clearly identified in the work plan. The work plan must also:

- Identify the office(s)/unit(s) within the applicant organization that will be responsible for implementing the project.
- Describe the activities planned for outreach to the target population and recruitment of eligible individuals.
- Describe how project participants will be selected, including determination of eligibility and ability to save earned income for an allowable asset purchase.
- Provide information on how project staff will establish savings plan agreements with participants and work with the participants to implement the plans.
- Describe how the project will assist participants in obtaining the skills and information necessary to achieve economic self-sufficiency.
- Describe planned activities and strategies for retaining participants in the project so that they make an asset purchase, such as supporting participants who have difficulty completing any project requirements or abiding with the terms of their savings plan agreement.
- Include details on any other supportive services for participants, such as tax preparation assistance, assistance with claiming refundable tax credits, or other

- services planned to maximize participants' successful completion and asset purchase.
- If business capitalization asset purchases are included in the proposed project, describe how participants' business plans will be reviewed and approved by a financial institution, a microenterprise development organization, or a non-profit loan fund having demonstrated fiduciary integrity, as required in Section 404(8)(c)(iv) of the AFI Act.
  - Provide information on how the applicant will establish and/or maintain effective working relationships with one or more federally insured financial institution(s) that will work with the applicant to establish and maintain the project Reserve Fund, the participant IDAs, and business capitalization accounts (if applicable). If the applicant demonstrates that there are no federally insured financial institutions in the geographic service area, the applicant must specify a state-insured institution for these functions. Applicants are encouraged to establish a relationship with one or more financial institutions prior to award and to submit evidence of these relationships in the form of signed third-party agreements.
  - Include a clear description of the data management system to be used by the applicant and its partners (if applicable), as well as a process to ensure the timely completion and submission of required reports.
  - Describe how the applicant will conduct periodic internal reviews concerning project implementation, staffing, participant successes, and other issues to be addressed to ensure full expenditure of the AFI project funds.

### **PROJECT VIABILITY AND FIT WITH AFI PROGRAM**

Demonstrate that all necessary resources will be available to implement the project as described in the Work Plan upon award. Non-federal funds are a key resource for project implementation, as grantees are not able to access their federal funds without first having their non-federal funds. Applications must also demonstrate that non-financial resources will be available to implement the project upon award, including any necessary personnel and partnerships. If partners will be involved in the implementation of the project, applicants must demonstrate that project partnerships will be in place upon award. If the proposed project will be implemented by the applicant alone, the application must clearly explain how each part of the project will be accomplished using resources provided by the applicant only. All applicants must identify any competing activities that might reduce the availability of resources necessary for implementing this project, and describe how the applicant will address these challenges.

Demonstrate that there is an overall fit with the AFI program and the project's service area and target population in terms of eligibility and demand for allowable asset purchases. Applicants must describe how their project will address the particular needs and leverage the strengths of the proposed target population and service area. Provide supporting demographic and socioeconomic data on the target population and the service area, including poverty and income data, savings/assets acquisition rates, and employment rates. If the applicant is implementing an on-going AFI project serving the same target population in the same service area, the applicant must demonstrate that there is sufficient need and demand for a new AFI project. The applicant must demonstrate the viability of the proposed project with regard to the asset purchases included in the design. For example, if first-home purchases are planned under the proposed project, the applicant must demonstrate that there is available

affordable housing stock in the geographic service area or otherwise address how first-home purchases will be feasible under the project.

### **PROJECT MANAGEMENT**

Applicants must demonstrate capacity to implement and manage the project as proposed through experience administering other AFI projects or similar programs (e.g., non-AFI IDA or matched savings programs, other asset building or economic development programs for low-income populations, other social service programs, etc.). Applicants and/or project partners must demonstrate experience with activities related to first-home purchase, post-secondary education and training, and/or business capitalization, as relevant to the proposed project. If relevant to the proposed project, applicants must demonstrate capacity to develop and maintain collaborations with appropriate project partners, as well as capacity and/or experience managing project partners in an AFI project or similar program. If the proposed project involves project partners, the application must demonstrate the capacity of the project partners to successfully fulfill their role(s) and activity(ies) under the proposed project.

### **STAFFING PLAN**

Applicants will provide a plan for staffing the proposed project that is adequate and aligned with the proposed project activities. The staffing plan must include the total number of full-time equivalents (FTEs) for the project and identify the roles and responsibilities for project staff. The applicant must demonstrate the specific, relevant experience and skills of any proposed project staff, describing their specific qualifications and experience, how these qualifications and experience align with their core responsibilities, and how the proposed staff will support the successful implementation of the proposed project. Applicants may provide resumes, organizational charts, position descriptions, and other supporting documentation.

### **BONUS POINTS**

Applicants that wish to be considered for bonus points under the Federal Place-Based Initiatives and/or Unserved States and Territories criteria must specify a geographic service area consistent with those requirements of the criteria. Applicants that wish to be considered for bonus points under the Federal Place-Based Initiatives and/or Key Collaborations criteria must clearly describe in their proposed Work Plan the collaborations required for those criteria. See *Section I. Program Description, Program Requirements* and the Appendix for additional information related to bonus points.

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the

approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

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

Applicants must provide the following documentation:

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) 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 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

### **Additional Eligibility Documentation**

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

### **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

## 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 entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget 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). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Consolidated and Further Continuing Appropriations Act, 2015 (Pub.L. 113-235), enacted December 16, 2014, 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 \$183,300. Please see <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level>. This amount reflects an individual's base salary **exclusive** of fringe benefits 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 budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must provide one 5-year (60 months) budget for the entire project and budget period. The budget must include a non-federal cash contribution amount at least equal to the requested AFI grant amount. See *Section III.2. Cost Sharing or Matching* for additional information on cost sharing requirements. The budget must clearly display the allocation of both federal and non-federal funds to an object category and relevant line items. An object category may have more than one line, e.g., more than one line under personnel or under other costs. Funds allocated to participant savings match for qualified withdrawals must be included in the Other category. The narrative budget justification must provide a breakdown of project expenditures according to requirements of Section 407 and 410 of the AFI Act, as detailed in *Section IV.5. Funding Restrictions*. As stated under *Approach*, entities deemed eligible under Section 405(g) of the AFI Act must clearly indicate in their applications which requirements do not apply to them and how their project will be administered in those areas.

## **Documentation of Non-Federal Cash Commitment(s)**

As stated in *Section III.2. Cost Sharing or Matching*, applications for funding under this announcement must include documentation of the commitment of the required non-federal cash. Documentation of non-federal cash commitment(s) must meet the following universal and source-specific requirements.

### **UNIVERSAL REQUIREMENTS**

The non-federal cash commitment documentation from each source of required non-federal cash for the proposed AFI project must:

- Specify that the non-federal funds are committed as match for the grant period of this specific AFI grant application submitted by the applicant;
- State the total amount of the non-federal cash commitment; and
- Indicate when the cash will be available for the applicant to use for project implementation.

### **SOURCE-SPECIFIC REQUIREMENTS**

Documentation of non-federal cash commitment for an AFI project must meet the requirements described according to the source of those funds, as follows:

- **Third-party Organization** - Any funds committed to the project directly by a third-party organization. The documentation must be signed by an organizational representative with the authority to make a financial commitment on behalf of the organization. The documentation of non-federal cash commitment must be on the official letterhead of the organization committing the funds and indicating that non-federal funds are committed for the 5-year grant period as of the date of the application.
- **Applicant Organization** - Any funds committed to the project directly by the applicant organization. Non-federal cash commitments from applicant organizations require two-part documentation, as follows:
  - Part 1:* A document on the applicant organization's official letterhead and signed by the Authorized Representative identified in Block 21 of the SF-424 submitted with the application. This document must clearly identify the line item(s) in Part 2 that supports the commitment and indicate that non-federal funds are committed for the 5-year grant period as of the date of the application.
  - Part 2:* An audit report or agency balance sheet that demonstrates the availability of the specific funds committed to the project, such as unrestricted general funds or funds that are restricted for use as match to the proposed AFI project. This document must indicate that non-federal funds are committed for the 5-year grant period as of the date of the application
- **State, Local, or Tribal Legislative Entity** - Any funds committed to the project directly by a legislative governmental entity, such as a state legislature, or a city, county, or tribal council or other similar entity. Non-federal cash commitments from legislative entities may require two-part documentation, as follows:
  - Part 1:* Documentation of the legislative action, such as an official resolution, taken to commit funds to the project proposed in the application.
  - Part 2:* If Part 1, the legislative action documentation, does not meet all of the universal

requirements, additional documentation must be submitted to complete these requirements. This documentation must be signed by a member of the legislative entity or by a governmental representative with the authority to commit the funds in question. This documentation must be on the official letterhead of the entity committing the funds.

- **Individual** - Any funds committed to the project directly by an individual. The documentation must provide the name, mailing address, telephone number, and/or email address of the individual committing the funds. The documentation must be signed by the individual committing the funds and be notarized.
- **Funds from a source not listed** - Any funds committed to the project from a source not listed. The documentation must be in an official format from the entity with authority to commit the funds (such as on letterhead) and with at least two signatures of individuals with the authority to make the commitment on behalf of that entity.

## **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. Contractors and consultants should not be placed under this category.

## **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, and taxes.

## **Travel**

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or 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 project staff to attend ACF-sponsored workshops/conferences/grantee orientations 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 per unit 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 applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the 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. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

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 (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 75 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. 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 contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

### **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); 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.

### **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. 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.

### **Commitment of Non-Federal Resources**

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A grantee's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.I.* of this announcement.

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 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 10/31/2015. 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)**

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to [www.Grants.gov](http://www.Grants.gov), a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a

tracking number to identify the status of the application submission in the Track My Application feature.

When the the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

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

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that 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 opportunity is still open, and 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 re-submitted to [www.Grants.gov](http://www.Grants.gov), the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

**NOTE:** The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

## Grants.gov Support Center

- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Support 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 Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in Section VII. HHS Awarding Agency Contact(s) will determine whether the submission issues are due to Grants.gov system errors or user error.**

## Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [https://www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

## 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 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 that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) 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. HHS Awarding Agency Contact(s) in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

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 must request a new exemption from required electronic submission for any succeeding FFY.

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

All exemption requests must include the following information:

- 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 (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) 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.4. 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.4. Submission Dates and Times* of this announcement.

### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "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.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

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.4. Submission Dates and Times* in this announcement.

### **IV.3. Unique Entity Identifier and System for Award Management (SAM)**

All applicants must have a DUNS Number ([http:// fedgov. dnb.com /webform](http://fedgov.dnb.com/webform)) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov/SAM, [www.sam.gov](http://www.sam.gov)).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires 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 SAM prior to submitting an application or plan;
- Maintain an active SAM 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 active 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.

#### **IV.4. Submission Dates and Times**

Due Date for Applications: **12/15/2015**

**Due Date for Applications:**

**FY 2015:** June 15, 2015

**FY 2016:** December 15, 2015 and May 13, 2016

**FY 2017:** October 11, 2016 and April 3, 2017

#### **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. Other, 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).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period 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.

#### **Mailed Paper Format Applications**

The deadline for receipt of 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.7. 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.

### **Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

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 application's submission. Receipt of this email does not indicate that the application is

accepted or that it has passed the validation check.

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 receipt of a paper format application**

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

#### **IV.5. Intergovernmental Review**

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.6. 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.

**Note:** Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Per Section 407(c)(1) of the AFI Act, grantees must use project funds (both federal and non-federal) to assist project participants in obtaining the skills and information necessary to achieve economic self-sufficiency; match project participants' earned income deposits; administer the demonstration project; and provide information regarding the demonstration project that may be required for evaluation.

Per Section 407(c)(3) of the AFI Act, grantees may not spend more than 15 percent of the AFI grant funds for purposes other than matching participants' earned income deposits. Specifically:

- Not less than 2 percent of the federal AFI grant funds shall be used for the collection of data and other information required for evaluation.
- Up to 5.5 percent of federal AFI grant funds may be used for non-administrative functions as follows: assisting participants in the demonstration project in obtaining the skills and information necessary to achieve economic self-sufficiency.
- Administrative costs, including program management, reporting requirements, recruitment and enrollment of individuals, and monitoring, may be up to 7.5 percent of the federal AFI grant funds. If the non-administrative function costs are less than 5.5 percent, the excess may be used for administrative costs, provided that the combined administrative and non-administrative expenditures do not exceed 13 percent of the federal AFI grant funds.

Given that Section 410 of the AFI Act generally requires grantees to match participants' earned income deposits with equal amount of federal and non-federal funds, grantees are expected to expend at least 85 percent of non-federal funds on participant match. Both obligations and expenditures of the federal and non-federal funds for participant match must be made in a parallel manner. The portion of the non-federal funds that is not required to be used for participant match may be used for any of the uses described in

407(c)(1) of the AFI Act, and this portion of the non-federal funds is not required to be expended exactly as the federal funds are expended.

## IV.7. Other Submission Requirements

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

### Submission By Mail

Bridget Shea-Westfall  
OCS Grant Operations Center  
ATTN: Assets for Independence Program (AFI)  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774

### Hand Delivery

Bridget Shea-Westfall  
OCS Grant Operations Center  
ATTN: Assets for Independence Program (AFI)  
1401 Mercantile Lane  
Suite 401  
Largo, MD 20774

### 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.4. Submission Dates and Times.*

## V. Application Review Information

### V.1. Criteria

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

**NOTE:** Reviewers must evaluate applications from entities deemed eligible under Section 405(g) of the AFI Act, that is the Indiana Housing and Community Development Authority and the Pennsylvania Department of Community and Economic Development, according to the specific requirements for that entity.

## APPROACH

Maximum Points:60

**Project Design (0-10 points):** Reviewers will consider the extent to which the application provides a specific and complete project design that adheres to all AFI program requirements (see *Section I. Program Description, Program Requirements*) and aligns with all other aspects of the application. Specifically, reviewers will consider the extent to which the application addresses all of the following:

- allowable asset purchases (qualified expenses);
- the match rate(s) for participant savings;
- the maximum allowable match amount per participant and per household;
- the number of IDAs planned for each asset type;
- the timeframe for participants to save and complete an asset purchase;
- any project-specific requirements for participants (e.g., minimum initial deposit amount, regular minimum deposits, financial education hours, etc.);
- any planned variation in project design, such as differences between project sites, if applicable; and
- the identification of project partners, if applicable.

**Work Plan (0-15 points):** Reviewers will consider the extent to which the application provides a work plan for the implementation of the project describing all project activities across the full 5-year project period and consistent with all other parts of the application. If the proposed project includes project partners, their roles and activities must be clearly identified in the work plan. Reviewers will consider the extent to which the work plan:

- Identifies the office(s)/unit(s) within the applicant organization that will be responsible for implementing the project overall.
- Describes the activities planned for outreach to the target population and recruitment of eligible individuals.
- Describes the step-by-step process by which project participants will be selected, including the process for determining eligibility and assessing the ability to save earned income for an allowable asset purchase.
- Provides information on how project staff will establish savings plan agreements with participants and work with the participants to implement the plans.
- Describes how the project will assist participants in obtaining the skills and

information necessary to achieve economic self-sufficiency.

- Describes planned activities and strategies for retaining participants in the project so that they make an asset purchase, such as supporting participants who have difficulty completing any project requirements or abiding with the terms of their savings plan agreement.
- Includes details on any other supportive services for participants, such as tax preparation assistance, assistance with claiming refundable tax credits, or other services planned to maximize participants' successful completion and asset purchase.
- If business capitalization asset purchases are included in the proposed project, describes how participants' business plans will be reviewed and approved by a financial institution, a microenterprise development organization, or a non-profit loan fund having demonstrated fiduciary integrity, as required in Section 404(8)(c)(iv) of the AFI Act.
- Provides information on how the applicant will establish and/or maintain effective working relationships with one or more federally insured financial institution(s) that will work with the applicant to establish and maintain the project Reserve Fund, the participant IDAs, and business capitalization accounts (if applicable). If the applicant demonstrates that there are no federally insured financial institutions in the geographic service area, the applicant must specify a state-insured institution for these functions.
- Includes a clear description of the data management system to be used by the applicant and its partners (if applicable), as well as a process to ensure the timely completion and submission of required reports.
- Describes how the applicant will conduct periodic internal reviews concerning project implementation, staffing, participant successes, and other issues to be addressed to ensure full expenditure of the AFI project funds.
- Includes an analysis of any factors that might affect the proposed project timeline and potential strategies for dealing with them.

**Project Viability and Fit with AFI Program (0-15 points):** Reviewers will consider the extent to which:

- The application demonstrates that all necessary resources (financial and non-financial) will be available to implement the project as described in the Work Plan upon award.
- If the proposed project includes project partners, the application demonstrates that project partnerships will be in place upon award.
- If the proposed project will be implemented by the applicant alone, the application clearly explains how each part of the project will be accomplished using resources provided by the applicant only.
- The applicant identifies any competing activities that might reduce the availability of resources necessary for implementing this project and describes how they will address these challenges.
- The applicant demonstrates that there is an overall fit with the AFI program and the project's service area and target population in terms of eligibility and demand for allowable asset purchases.

- The applicant describes how the proposed project will address the particular needs and leverage the strengths of the proposed target population and the service area.
- The applicant provides supporting demographic and socioeconomic data on the target population and the service area, including poverty and income data, savings/assets acquisition rates, and employment rates.
- If the applicant is implementing an on-going AFI project serving the same target population in the same service area, the application demonstrates that there is sufficient need and demand for a new AFI project.
- The applicant demonstrates the viability of the proposed project with regard to the asset purchases included in the design. For example, if first-home purchases are planned under the proposed project, the applicant demonstrates that there is available affordable housing stock in the geographic service area or otherwise addresses how first-home purchases will be feasible under the project.

**Project Management (0-10 points):** Reviewers will consider the extent to which:

- The application demonstrates the applicant's capacity to implement and manage the proposed project, considering the number of proposed participants and proposed project-related activities.
- The application demonstrates the applicant's experience in administering AFI projects or similar programs, such as non-AFI IDA or matched savings programs, other programs that focus on asset building or economic development for low-income populations, other social service programs, etc.
- The application demonstrates experience with activities related to first-time home purchase, post-secondary education and training, and/or business capitalization, as relevant to the proposed project.
- If the proposed project involves project partners, the application demonstrates the applicant's capacity to develop and maintain partnerships in order to achieve project outcomes and the application demonstrates the applicant's capacity to and/or experience with managing project partners in an AFI project or similar program.
- If the proposed project involves project partners, the application demonstrates the capacity of the project partners to successfully fulfill their role(s) and activity(ies) under the proposed project.

**Staffing Plan (0-10 points):** Reviewers will consider the extent to which:

- The applicant provides a plan for staffing the proposed project that is adequate and aligned with the proposed project activities.
- The staffing plan states the total number of FTEs for the project and identifies the roles and responsibilities for project staff.
- The application demonstrates the specific, relevant experience and skills of any proposed project staff, describing their specific qualifications and experience, how these qualifications and experience align with their core responsibilities, and how the proposed staff will support the successful implementation of the proposed project. Evidence for this criterion may include documents such as resumes for proposed staff and positions descriptions for vacant positions.

## PROJECT TIMELINE AND MILESTONES

Maximum Points:5

**Project Timeline and Milestones (0-5 Points):** Reviewers will consider the extent to which:

- The application includes clear, detailed information on the project timeline and milestones that is consistent with the other sections of the application.
- The application includes quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity, such as non-federal funds deposited, AFI funds drawn down, number of IDAs opened, and number of asset purchases completed.
- Projections are clear with regard to non-cumulative figures, such as the specific number of IDAs opened in each quarter, and cumulative figures, such as the total number of IDAs opened under the project as implementation progresses through each quarter.
- The project timeline includes the entire 5-year project and budget periods and identifies when the specific milestones will be achieved.

## PLAN FOR OVERSIGHT OF FEDERAL AWARD FUNDS

Maximum Points:10

**Plan for Oversight of Federal Award Funds (0-10 Points):** Reviewers will consider the extent to which:

- The application demonstrates that oversight of federal funds will be ensured and includes a detailed plan for compliance with the AFI Act, 45 CFR Part 1000, and the HHS Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR Part 75).
- The applicant describes accounting/financial records systems that demonstrate effective organizational control over and accountability for funds.
- The plan identifies the staff/entities responsible for oversight and includes project-specific policies and procedures that address all AFI program requirements (see *Section I. Program Description, Program Requirements*) and all requirements listed in *Section VI.2. Administrative and National Policy Requirements*.
- If the proposed project includes partners, the plan demonstrates that oversight and compliance will be ensured for project partner activities under this project.

## BUDGET AND BUDGET JUSTIFICATION

Maximum Points:25

**Budget and Budget Justification (0-10 Points):** Reviewers will consider the extent to which the budget for the project demonstrates the planned expenditures are necessary, appropriate, and reasonable for the success of the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Budget and Budget Justification*. Specifically, reviewers will consider the extent to which:

- The budget justification includes a thorough and specific budget narrative and a line-item budget detail that includes detailed calculations for each object class category identified on the application budget form (SF-424A) and each item within an object class category. Budget calculations provide sufficient detail for the calculations to be duplicated.

- The budget form and justification are clear and consistent with each other and with the rest of the application materials.
- The budget form and justification describe adequate funding to support the proposed Work Plan and the Project Design, specifically the number of expected asset purchases, based on the proposed number of IDAs and maximum match for participant IDA deposits.
- The budget justification complies with the limitations on uses identified in *Section IV.6. Funding Restrictions* and other federal financial guidelines identified in this announcement.
- The amount of non-federal funds committed to the proposed project is consistent with the budget form and justification.
- The budget form and justification cover the full 5-year project and budget period.
- If the application documents a commitment of non-federal funds that is more than the requested AFI grant amount, the application provides an explanation of how those funds will be used.
- If program income is included on the budget form, the application provides a justification that includes the nature, source, and anticipated use of program income.

**Documentation of Non-Federal Cash Commitment(s) (0-15 Points):** Reviewers will consider the extent to which the documentation of non-federal cash commitment(s) included in the application meets the universal and source-specific requirements detailed in *Section IV.2. Content and Form of Application Submission, The Project Budget and Budget Justification*. Specifically, reviewers will consider the extent to which the non-federal cash commitment documentation:

- Specifies that the non-federal funds are committed as match for the grant period of this specific AFI grant application.
- States the total amount of the non-federal cash commitment.
- Indicates when the cash will be available for the applicant to use for project implementation.
- If the source of the funds is a third-party organization, the documentation is signed by an organizational representative with the authority to make a financial commitment on behalf of the organization and on the official letterhead of the organization committing the funds. The documentation indicates that the non-federal funds are committed for the 5-year grant period as of the date of the application.
- If the source of the funds is the applicant organization, the documentation includes both of the following:
  - A document on the applicant organization's official letterhead, signed by the Authorized Representative identified in Block 21 of the SF-424 submitted with the application, and identifying the line item(s) in the audit report or agency balance sheet that supports the commitment. The documentation indicates that the non-federal funds are committed for the 5-year grant period as of the date of the application.
  - An audit report or agency balance sheet that demonstrates the availability of the specific funds committed to the project, such as unrestricted general

- funds or funds that are restricted for use as match to the proposed AFI project.
- If the source of the funds is a state, local, or tribal legislative entity, the documentation includes:
    - Documentation of the legislative action, such as an official resolution, taken to commit funds to the project proposed in the application.
    - If the legislative action documentation does not meet all of the universal requirements, a document signed by a member of the legislative entity or by a governmental representative with the authority to commit the funds in question on the official letterhead of the entity committing the funds.
  - If the source of the funds is an individual, the documentation provides the name, mailing address, telephone number, and/or email address of the individual committing the funds; is signed by the individual committing the funds; and notarized.
  - If the source of the funds is from a source not listed, the documentation is in an official format from the entity with authority to commit the funds (such as on letterhead) and signed by at least two individuals with the authority to make the commitment on behalf of that entity.

#### BONUS POINTS

Maximum Points: 15

**Federal Place-based Initiatives (0-5 Points):** Reviewers will consider the extent to which the proposed project will collaborate with one or more federal place-based initiative(s) and serve the population located in the area(s) designated for that initiative. The application must provide a third-party agreement with the lead entity for the federal place-based initiative documenting the extent of involvement/collaboration with the proposed AFI project and describing the collaboration, including roles, activities, and any shared/transferred resources. Additionally, to receive bonus points for collaboration with a Promise Zone, the applicant must provide a signed Certification of Consistency with Promise Zone Goals and Implementation. Reviewers will verify the lead entity for the federal place-based initiative using the list of sites and lead entities included in the Appendix. See *Section I. Program Description, Definition of Terms* for additional information on these initiatives. For the purposes of this announcement, federal place-based initiatives are as follows:

- Promise Neighborhoods program (Dept. of Education);
- Choice Neighborhoods program (Dept. of Housing and Urban Development);
- Byrne Criminal Justice Innovation program (Dept. of Justice);
- Building Neighborhood Capacity program (Dept. of Justice); and
- Promise Zones initiative (Dept. of Housing and Urban Development and Dept. of Agriculture).

**Key Collaborations (0-5 Points):** Reviewers will consider the extent to which the proposed project will feature collaboration(s) with other programs and/or organizations serving low-income and vulnerable populations as listed in this criterion. More robust and developed collaborations and/or collaborations with more than one listed program and/or organization will be considered stronger applications under this criterion, as will collaborations that demonstrate consideration of population-specific needs, such as

limited English proficiency. If the collaboration involves multiple organizations, one or more third-party agreement(s) are required as supporting evidence of the collaboration(s). If the applicant organization is a listed organization and/or runs a listed program, the application must demonstrate that the proposed AFI project will be integrated into the existing programs and services in a significant way. See *Section I. Program Description, Definition of Terms* for additional information on many of these terms. The programs and organizations are as follows:

- State, local, or tribal TANF agencies/programs
- Head Start agencies/programs
- Federally Qualified Health Centers
- Workforce development agencies/programs
- Organizations/programs serving Opportunity Youth
- Community Action Agencies
- Child Support Agencies and entities that serve families in the child support system
- Child Welfare Agencies and entities that serve children and families in the child welfare system
- Organizations/programs serving people with disabilities
- Organizations/programs serving refugees
- Organizations/programs serving victims of human trafficking
- Native organizations and entities serving native populations
- Organizations/programs serving survivors of domestic violence

**Unserviced States and Territories (0-5 Points):** Reviewers will consider the extent to which the proposed project will be located in one of the following states or territories that do not have an active AFI project:

- American Samoa
- Guam
- Northern Mariana Islands
- Rhode Island
- U.S. Virgin Islands
- Wyoming

## 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 or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### **Initial ACF Screening**

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the

competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only 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. Scores and rankings are only one element used in the award 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.

### **AFI Program Review and Results**

ACF may reduce award amounts or elect not to fund entities where there is concern regarding the ability of the applicant to implement a successful project, including applicants that have not previously administered an AFI project. ACF will review and consider the documentation of non-federal cash commitment(s) for all applicants. For applicants that have received AFI grants previously, ACF will consider the current and past performance of AFI projects, including, but not limited to:

1. ability to meet project targets (e.g., number of assets purchased);
2. compliance with reporting requirements;
3. timely draw down of funds;
4. returned funds from prior AFI awards; and
5. compliance with closeout of expired AFI grants.

Pursuant to Section 405(d) of the AFI Act, ACF will include in its award decision-making process preference for an application that:

1. demonstrates the willingness and ability to select eligible individuals who are predominantly from households in which a child (or children) is living with the child's biological or adoptive mother or father, or with the child's legal guardian;
2. provides a commitment of non-federal funds with a proportionately greater amount of such funds committed from private sector sources; and
3. targets such individuals residing within one or more relatively well-defined neighborhoods or communities (including rural communities) that experience high

rates of poverty or unemployment.

At a minimum, this preference will be applied in a situation where there is only sufficient funding to make one award and there are two applications that are otherwise judged to be equally positioned. This preference will not be applied as a necessary condition in order for an application to be considered for funding. For the purposes of this announcement, ACF interprets this preference as follows. Applicants that satisfy all of the following specifications will be considered for this preference.

1. Applicant indicates that it will target outreach and enrollment to eligible households with children;
2. Applicant has 51 percent or more of their non-federal funds from private sector sources; and
3. Applicant indicates that it will target outreach and enrollment to areas with a poverty rate of 20 percent or higher.

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 re-competed 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 Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

## **VI. Federal Award Administration Information**

### **VI.1. Federal 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, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. 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.6. Funding Restrictions*.

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

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) 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 CFR § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)\_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 CFR § 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 worship, religious instruction, 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 <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-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-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. HHS Awarding Agency Contact(s)* 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. §§ 8101-8106) 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 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

#### **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.sam.gov/>, although checking the EPLS is not required.

#### **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 <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

### **Freedom of Information Act (FOIA)**

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

### **Award Term and Condition under Title VI of the Civil Rights Act of 1964**

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age and, in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <http://www.hhs.gov/oct/civilrights/resources/laws/revisedlep.html>. The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please

see <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>; and <http://www.hhs.gov/ocr/civilrights/understanding/index.html>. Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>. Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at <http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> or call 1-800-368-1019 or TDD 1-800-537-7697. Also note it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

### **Award Term and Condition for Unpaid Federal Tax Liability**

Grantees are subject to the requirement contained in Section 744 of the “Consolidated and Further Continuing Appropriations Act, 2015,” (Pub.L. 113-235, Title VII, General Provisions – Government-Wide), which says “None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.”

### **Other Administrative and National Policy Requirements**

#### **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.

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

Notice of Award (NoA) documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of 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.

For awards that implement the use of the ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at <http://www.acf.hhs.gov/grants/forms#chapter-4>.

**Federal Financial Reports (FFR)**

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

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 ACF. As a result, a recipient that receives awards from more than one federal program 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. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

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

- Performance Progress Reports:                      Semi-Annually
- Financial Reports:    Semi-Annually

**Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation**

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR 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 at [https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants](https://www.acf.hhs.gov/grants/discretionary-competitive-grants).

**Tangible Property Report (SF-428)**

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of \$5,000 or more, and residual supplies with an aggregate fair market value exceeding \$5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report

and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants_forms).

### **Real Property Status Report (SF-429)**

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumbrance Request (SF-429C, Attachment C). The forms are available at [http:// www.whitehouse.gov/ omb/ grants forms](http://www.whitehouse.gov/omb/grants_forms).

## **VII. HHS Awarding Agency Contact(s)**

### **Program Office Contact**

Vernae Martin  
Administration for Children and Families  
Office of Community Services  
Aerospace Building  
370 L'Enfant Promenade, SW  
Washington, DC 20447  
Phone: 1-866-778-6037  
Email: [info@idaresources.org](mailto:info@idaresources.org)  
URL: <http://idaresources.acf.hhs.gov/>

### **Office of Grants Management Contact**

Bridget Shea-Westfall  
Administration for Children and Families  
Office of Grants Management  
Division of Discretionary Grants  
Aerospace Building  
370 L'Enfant Promenade, SW  
Washington, DC 20447  
Phone: 1-855-792-6551  
Email: [OCSTech@reviewops.org](mailto:OCSTech@reviewops.org)

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

**VIII. Other Information****Reference Websites**

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

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

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

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov/web/grants/forms/sf-424-family.html) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>.

The *Federal Register* <https://www.federalregister.gov/>.

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

**AFI Program Resources**

See *Section I. Program Description* for AFI program resources.

**Application Checklist**

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

What to Submit	Where Found	When to Submit
<p>SF-424A - Budget Information - Non-Construction Programs and</p> <p>SF-424B - Assurances - Non- Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>SF-424 Key Contact Form</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at <a href="http://www.grants.gov/web/grants/forms.html">http:// www . grants. gov/ web/ grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>Certification of Consistency with Promise Zone Goals and Implementation</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances and Certifications.</i></p>	<p>If applicable, submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4.</i></p>

		<i>Submission Dates and Times.</i>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p> <p><b>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15. See Section IV.2. Formatting ACF Applications.</b></p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number, go to</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p>

	<p><a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>If applicable, 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</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	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.	
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the

		<i>Overview and in Section IV.4. Submission Dates and Times.</i>
Plan for Oversight of Federal Award Funds	Referenced in <i>Section IV.2. The Project Description.</i>	Submission due by the application due date found in <i>Overview and Section IV.4.</i>
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is due by the application due date found in the <i>Overview and Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview and Section IV.4. 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.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100,	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>	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview and in</i>

<p>"Intergovernmental Review of Department of Health and Human Services Programs and Activities"</p>	<p>as indicated in <i>Section IV.5. 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 SF-424 at item 19.</p>	<p><i>Section IV.4. Submission Dates and Times.</i></p>
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**Appendix**

**Federal Place-based Initiative Sites**

**Byrne Criminal Justice Innovation (BCJI) program**

State	Locality (e.g., city, county/counties)	Lead Entity
CA	Alameda County	Alameda County Sheriffs Office
CA	Corning	City of Corning Police Department
CA	Los Angeles	Youth Policy Institute
CA	San Bernardino	Institute for Public Strategies
CA	San Francisco	San Francisco District Attorney's Office
CO	Denver	City and County of Denver and the Denver Police Department
CO	Towaoc	Ute Mountain Tribe
CT	New Haven	Newhallville Safe Neighborhood Initiative Project
FL	Miami-Dade County	Miami-Dade County Office of Management & Budget
FL	Tampa	Housing Authority of the City of Tampa
GA	Rockdale County	Rockdale County Board of Commissioners
GA	West Albany	Georgia Department of Public Health
IN	Evansville	ECHO Housing Corporation
LA	Baton Rouge	City of Baton Rouge/Parish of East Baton Rouge
MA	Lowell	City of Lowell Police Department
MA	Springfield	City of Springfield
MA	Worcester	Main South Community Development Corporation
MD	Baltimore	City of Baltimore
MI	Battle Creek	City of Battle Creek
MI	Detroit	Detroit Crime Commission
MI	Flint	University Avenue Corridor Coalition
MN	Minneapolis	City of Minneapolis
MO	Kansas City	Kansas City Metropolitan Crime Commission

MS	Coahoma County	Coahoma County Sheriffs Office
NC	Durham	City of Durham
NE	Omaha	City of Omaha
NJ	Newark	Urban League of Essex County
NJ	Phillipsburg	Northwest New Jersey Community Action Partnership, Inc.
NY	Buffalo	Westminster Foundation
NY	New York (Brooklyn)	Center for Court Innovation
NY	Syracuse	Fund For The City of New York
OH	Cleveland	City of Cleveland
OH	Dayton	East End Community Services Corp.
OH	Highland County	Highland County Local Corrections Planning Board
OK	Tulsa	City of Tulsa
OR	Portland	Multnomah County District Attorneys Office
PA	Erie	City of Erie
PA	Philadelphia	Mount Vernon Manor, Inc
RI	Providence	Olneyville Housing Corporation
TN	Nashville	Martha OBryan Center
TX	Austin	City of Austin
TX	San Antonio	San Antonio Housing Authority
WA	Seattle	City of Seattle
WI	Milwaukee	City of Milwaukee
WV	Charleston	City of Charleston
WV	Huntington	City of Huntington Huntington Police Department

### Building Neighborhood Capacity Program (BNCP)

State	Locality (e.g., city, county/counties)	Lead Entity
CA	Fresno	City of Fresno
MI	Flint	Metro Community Development
TN	Memphis	Community LIFT
WI	Milwaukee	Milwaukee Police Department

### Choice Neighborhoods

State	Locality (e.g., city, county/counties)	Lead Entity
AL	Mobile	Mobile Housing Board
AR	Little Rock	Housing Authority of the City of Little Rock
CA	Los Angeles	Youth Policy Institute
CA	Sacramento	Housing Authority of the County of Sacramento

CA	Sacramento	Housing Authority of Sacramento
CA	San Francisco	BRIDGE Housing Corporation
CA	San Francisco	Sunnydale Development Co., LLC
CA	San Francisco	McCormack Baron Salazar, Inc./San Francisco Housing Authority
CO	Denver	Housing Authority of the City and County of Denver
CT	Meriden	Housing Authority of the City of Meriden
CT	Norwalk	Housing Authority of the City of Norwalk/Norwalk Redevelopment Agency
DC	Washington	District of Columbia Housing Authority/ Kenilworth Parkside Resident Management Corporation
DC	Washington	District of Columbia Housing Authority
FL	Dade City	County of Pasco
FL	Opa-Locka	Opa-Locka Community Development Corporation
FL	Tampa	Housing Authority of the City of Tampa
GA	Albany	Housing Authority of the City of Albany
GA	Atlanta	Housing Authority of the City of Atlanta
GA	Savannah	Housing Authority of Savannah
HI	Honolulu	The Michaels Development Company I, L.P.
IL	Chicago	Preservation of Affordable Housing, Inc./City of Chicago
IL	Rockford	Rockford Housing Authority
IN	Gary	City of Gary/Legacy Foundation and the City of Gary Economic Development Corporation
KY	Louisville	Louisville Metro Housing Authority
LA	Baton Rouge	City of Baton Rouge/Parish of East Baton Rouge
LA	New Orleans	Housing Authority of New Orleans/City of New Orleans
LA	Shreveport	Northwest Louisiana Council of Governments
MA	Boston	Boston Housing Authority
MA	Boston	City of Boston
MA	Springfield	City of Springfield/ Springfield Housing Authority
MD	Baltimore	Jubilee Baltimore, Inc.
MI	Flint	City of Flint/Flint Housing Commission
MO	Kansas City	Housing Authority of Kansas City, Missouri
MO	Wellston	County of St. Louis
MO	St. Louis	Urban Strategies, Inc.
MS	Meridian	Housing Authority of the City of Meridian
NC	Durham	Housing Authority of the City of Durham
NC	New Bern	Housing Authority of the City of New Bern
NC	Salisbury	Housing Authority of the City of Salisbury, NC
NC	Wilmington	Housing Authority of the City of Wilmington, NC
NC	Wilson	Housing Authority of the City of Wilson/City of Wilson

NC	Winston-Salem	Housing Authority of the City of Winston-Salem
NJ	Camden	Housing Authority of the City of Camden
NJ	Jersey City	Jersey City Housing Authority
NJ	Newark	Newark Housing Authority
NV	North Las Vegas	City of North Las Vegas/Southern Nevada Regional Housing Authority
NY	Buffalo	Buffalo Municipal Housing Authority
NY	New York (Bronx)	New York City Housing Authority
NY	Yonkers	Municipal Housing Authority for the City of Yonkers
OH	Cincinnati	Cincinnati Metropolitan Housing Authority
OH	Cincinnati	The Community Builders, Inc.
OH	Cleveland	Cuyahoga Metropolitan Housing Authority
OH	Columbus	Columbus Metropolitan Housing Authority/Ohio State University/City of Columbus/National Church Residences
OK	Tulsa	Community Action Project of Tulsa County, Inc.
PA	Philadelphia	Mt. Vernon Manor, Inc.
PA	Philadelphia	Philadelphia Housing Authority
PA	Philadelphia	City of Philadelphia, Office of Housing & Community Development/Philadelphia Housing Authority
PA	Pittsburgh	Housing Authority of the City of Pittsburgh/City of Pittsburgh
RI	Providence	Providence Housing Authority
RI	Woonsocket	The Woonsocket Neighborhood Dev. Corp. d/b/a NeighborWorks
SC	Columbia	Housing Authority of the City of Columbia
SC	Spartanburg	Housing Authority of the City of Spartanburg
TN	Jackson	Jackson Housing Authority
TN	Kingsport	Kingsport Housing & Redevelopment Authority
TN	Memphis	Memphis Housing Authority
TX	Austin	Housing Authority of the City of Austin
TX	San Antonio	San Antonio Housing Authority
VA	Norfolk	Norfolk Redevelopment and Housing Authority
VA	Roanoke	City of Roanoke Redevelopment and Housing Authority
VA	Suffolk	Suffolk Redevelopment and Housing Authority
WA	Seattle	Housing Authority of the City of Seattle

### **Promise Neighborhoods**

<b>State</b>	<b>Locality (e.g., city, county[ies])</b>	<b>Lead Entity</b>
AR	Little Rock	University of Arkansas at Little Rock
CA	Campo	Campo Band of Mission Indians

CA	Chula Vista	Chula Vista South Bay Community Services
CA	Corning	Paskenta Band of Nomlaki Indians
CA	Fresno	Reading and Beyond
CA	Hayward	California State University, East Bay Foundation
CA	Los Angeles	Proyecto Pastoral at Dolores Mission
CA	Los Angeles	Youth Policy Institute
CA	San Francisco	Mission Economic Development Agency
CN	Meriden	Meriden Children First
DC	Washington	Promise Neighborhood Initiative, Inc.
GA	Athens	Athens Clarke County Family Connection Inc.
GA	Atlanta	Morehouse School of Medicine, Inc.
GA	Macon	United Way of Central Georgia
IA	Marshalltown	Mid-Iowa Community Action, Inc.
IL	Chicago	SGA Youth & Family Services
KY	Clay, Jackson, and Owsley Counties	Berea College
MA	Boston and Roxbury	Dudley Street Neighborhood Initiative
MA	Lawrence	Community Day Care Center of Lawrence, Inc.
MA	Worcester	United Way of Central Massachusetts, Inc.
MD	Baltimore	University of Maryland, Baltimore
MD	Langley Park	CASA de Maryland, Inc.
ME	Rockland, Cushing, Owls Head, St. George, Thomaston, and South Thomaston	Penquis C.A.P., Inc.
MI	Detroit	Black Family Development
MI	River Rouge	The Guidance Center
MN	Minneapolis	Northside Achievement Zone
MN	St. Paul	Amherst H. Wilder Foundation
MS	Indianola	Delta Health Alliance, Inc.
MT	Northern Cheyenne Reservation	Boys & Girls Club of the Northern Cheyenne Nation
NJ	Camden	Center For Family Services, Inc.
NJ	Newark	Rutgers University

NY	Buffalo	Westminster Foundation
NY	Hudson	Catholic Diocese Albany
NY	New York (Astoria)	Thomas and Jeanne Elmezzi Foundation
NY	New York (Brooklyn)	Cypress Hills Local Development Corporation
NY	New York (Flatbush)	CAMBA, Inc.
NY	New York (Harlem)	Abyssinian Development Corporation
NY	New York (Sunset Park)	Lutheran Family Health Centers
OH	Glouster	Ohio University
OK	Tulsa	Community Action Project of Tulsa
PA	Philadelphia	Universal Community Homes
TN	Nashville	Martha O'Bryan Center
TX	Houston	Neighborhood Centers Inc.
TX	Lubbock	Texas Tech University College of Education
TX	San Antonio	United Way of San Antonio and Bexar County
UT	Ogden	United Way of Northern Utah
VA	Charlottesville	Children, Youth, and Family Services
WI	Adams County	Renewal Unlimited, Inc.

### Promise Zones

State	Locality (e.g., city, county[ies])	Lead Entity
CA	Los Angeles	City of Los Angeles
CA	Sacramento	Sacramento Housing and Redevelopment Agency
CN	Hartford	Hartford, Mayor's Office
IN	Indianapolis	John H. Boner Community Center
KY	Counties of Bell, Clay, Harlan, Knox, Leslie, Letcher, Perry, and part of Whitley County	Kentucky Highlands Investment Corporation
MN	Minneapolis	City of Minneapolis
MO	Saint Louis/Saint Louis County	St. Louis Economic Development Partnership
NJ	Camden	City of Camden, office of the Mayor
OK	Choctaw Nation	Choctaw Nation of Oklahoma
PA	Philadelphia	Mayors Office of Community Empowerment and Opportunity

SC	Portions of Allendale, Bamberg, Barnwell, Colleton, Hampton, and Jasper Counties (Low Country)	Southern Carolina Regional Development Alliance
SD	Pine Ridge Indian Reservation of the Oglala Sioux Tribe	Thunder Valley Community Development Corporation
TX	San Antonio	City of San Antonio