**Administration for Children and Families**

Office of Community Services

Community Economic Development Focus on Social Enterprises
HHS-2019-ACF-OCS-EE-1580
Application Due Date: 07/29/2019

Community Economic Development Focus on Social Enterprises
HHS-2019-ACF-OCS-EE-1580
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**Department of Health & Human Services**
**Administration for Children and Families**

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## Executive Summary

***Notice:***

- **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 & Funding Page at** https://www.acf.hhs.gov/grants/howto.

For Fiscal Year (FY) 2019, the Department of Health and Human Services (HHS), Community Economic Development (CED) program, administered by the Office of Community Services (OCS) in the Administration for Children and Families (ACF), will provide up to $2.4 million in grants ($400,000 maximum per project in FY 2019) to experienced Community Development Corporations (CDCs) under this Funding Opportunity Announcement (FOA). The CDCs funded under this announcement will implement a business incubator, which will provide technical and financial assistance to support organizations willing to create or expand social enterprises. These social enterprises, in turn, reduce personal or community barriers and provide economic support through the creation of employment and business opportunities for individuals and families with low income.

The CED Social Enterprise program seeks to fund projects that address the personal and community barriers that must be overcome to help individuals with low incomes become self-sufficient. Funds can be used for costs associated with participating social enterprise business start-up or expansion activities, as well as technical assistance and incubator services to participating social enterprises, as consistent with the cost principles found at 45 CFR Part 75, Subpart E, provided that the expenditures result in the creation of positions that can be filled with individuals with low incomes. This includes start-up capital for operating expenses, such as salaries, facilities, and equipment that will be replaced by projected earnings. This also includes business and social support services provided to the social enterprises.

## I. Program Description

### Statutory Authority

Section 680(a)(2) of the Community Services Block Grant (CSBG) Act, 42 U.S.C. § 9921.

**Description**

The CED Social Enterprise program provides funding for projects aimed at business development opportunities and creating employment for individuals with low income located in geographic areas with a demonstrated need for the proposed project. These social enterprises, in turn, reduce personal or community barriers and provide economic support. To accomplish this, awards will be made to up to six experienced CDCs under this FOA. These CDCs must have demonstrated experience with development/expansion and with providing technical and financial assistance to social enterprises within their communities. The funded CDCs will support the creation of social enterprises and provide technical assistance and incubator services to assist the organizations willing to start or expand social enterprise businesses with business planning, start-up, and expansion and addressing the personal and community barriers that must be overcome to help individuals with low incomes become self-sufficient (e.g., transportation, child care, need for education/training, language barriers, etc.).

**CED SOCIAL ENTERPRISES**

This FOA focuses on supporting social enterprises—profit-making businesses or non-profit organizations that uses revenue-generating activities to:

- Develop new products, services, and commercial activities that result in the creation of new, full-time, full-year jobs – at least 75 percent of which will be filled by individuals with low incomes;
- Reinvest funds back into the community or into supporting the individuals with low incomes filling those positions; and
- Through local entrepreneurship, reduce or remove barriers that the individuals with low incomes filling the positions face (e.g., those reentering into the community from the criminal justice system, experiencing domestic violence, suffering from substance dependence, lacking adequate child care, etc.).

This definition of social enterprise is provided in the *Definition of Terms* found later in this section.

**PROGRAM GOALS**

The CED Social Enterprises program is built on the premise that CDCs know their communities and are poised to efficiently and effectively create new community economic development projects in their communities. The objectives of the program under this announcement are to: 1) create or expand, and support social enterprises that invest profits in addressing a local need; 2) reduce a personal or community barrier or solve a social problem for a community and its constituents and stakeholders; and 3) establish an incubator that helps enhance social enterprises and their ability to create jobs within the local community and provides services (social and business support, resources, and advice) to the social enterprises.

The positions created should:

- Lead to increased self-sufficiency for individuals and families with low income;

- Create businesses and jobs in low-income communities that improve the livelihood of those who obtain those jobs and strengthen the economic life of the community itself; and
- Attract additional public and private funds to increase community investment and quality of life in low-income communities.

**PROGRAM ELEMENTS**

Applications for CED Social Enterprise projects under this announcement must define the target population(s) who the organizations will reach with their social enterprise endeavors and what services they will provide to address specific personal or community barriers and the target population(s).

Business plans for CED Social Enterprise projects under this announcement must provide evidence that the participating social enterprises can be profitable. The business plan must include a realistic project plan with the following key elements:

1. a timeline that clearly demonstrates that the proposed project will be completed and all CED Social Enterprise funding expended within the grant period; and
2. a plan demonstrating that CED Social Enterprise funds will be managed consistent with applicable federal regulations including 45 CFR parts 75.302, 75.318, and 75.322, whereas recipients must have control over and accountability for all funds, property, and other assets.

CED Social Enterprise projects under this announcement are expected to demonstrate that the project budget includes all CED Social Enterprise and non-CED Social Enterprise funds needed to implement the project and result in the successful creation of jobs as outlined in the proposed application. When non-CED Social Enterprise financing is required to fully implement the project, evidence must be provided that all capital requirements have been met through financing, cash resources, or in-kind contributions.

Additionally, program income, as defined in the definition of terms in this section and projected post award, may be used to demonstrate the long-term sustainability of the project. However, since CED Social Enterprise projects should be ready for implementation at the time of the award, future program income cannot be used to meet the non-CED Social Enterprise funding needs for project implementation.

Applicants must agree to support the creation of at least a minimum number of jobs based on the following formula: [Total Amount of Federal CED Social Enterprise Funds Awarded] divided by [$20,000] = [Minimum Number of Jobs to be Created]. For example, if a grantee is awarded $1,700,000 in federal CED Social Enterprise funds across the five 12-month budget periods, it must use that money to conduct activities that will create at least 85 jobs ($1,700,000 ÷ $20,000 = 85). Note: An applicant's score will not increase by proposing jobs above the required minimum. While the focus of the program is on the creation of jobs for individuals with low incomes as defined by the poverty guidelines published annually by HHS, ACF does not expect that 100 percent of the created jobs will necessarily be filled by individuals with low incomes. Often when a business is created or expanded, there is a need to hire high-level managers or other content experts with unique skills and/or experiences that may be more difficult to identify and recruit. For this reason, ACF only requires that a minimum of 75 percent of the newly created jobs be filled by individuals with low incomes. ACF also expects

that these jobs will support individuals with low incomes in achieving self-sufficiency, through wages, benefits, and opportunities for career growth.

**ELIGIBLE ACTIVITIES**

Proposed incubator projects may use grant funds to provide loans to viable participating social enterprises and/or as an equity or stock investment. Regarding the equity/stock investment, grantees can convey grant funds to third parties to help finance social enterprises creating jobs for eligible program participants. In exchange for a percentage ownership (via stock purchase or equity) specified in a third-party agreement (contract), a social enterprise receives cash needed to buy, start, or expand a business, provided they agree to specified CED Social Enterprise program terms and conditions, including reporting jobs and other benefits to grantees. Grant funds can be used to support one or multiple project strategies. However, evidence that identifies the necessity is required for each strategy used. A summary of each of these strategies is provided in the Definition of Terms later on in this section.

For FY 2019, Congress has directed ACF to prioritize applications from rural areas with high rates of poverty, unemployment, and substance abuse. Any participating social enterprises located in or serving a community (census tract) with a poverty rate of at least 20 percent or a median income at or below 80 percent of the area median income will receive priority in the form of bonus points.

**INELIGIBLE ACTIVITIES**

CED Social Enterprise grant funds may not be used for:

- Projects that include the reimbursement of pre-award costs.
- Projects that provide subawards/pass-throughs.
- Projects that use funding to capitalize loan loss reserve funds.
- Projects that use funding to provide loan(s) that have balloon payments that will be paid after the end of the project period.
- Projects that focus primarily on job training, job placement, and technical assistance. **Note:** Limited on-the-job training and job placement activities can be for a specific position that has been created, but cannot be used to operate a general job training and placement program.
- Projects that do not create new jobs that did not exist prior to the proposed CED Social Enterprise project.

**DEFINITION OF TERMS**

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

**Balloon Payment** - A large loan payment agreed upon by the parties and due at the end of a mortgage, commercial loan, or other amortized loan. The balloon payment is not amortized over the life of the loan, and as the remaining balance is the final repayment to the lender. Note: As noted in the definition of loan, re-payment of all loans funded with CED Social Enterprise funds must begin during the course of the funded project period and a balloon payment (if any) must be made before the end of the project period.

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

**Board Approval** - For the purposes of this FOA, Board Approval is a document authorizing the

approval of the proposed project by the majority of the Board of Directors in order to ensure the goals and objectives of projects are community-driven and in accordance with community prioritized needs for job creation. This could be demonstrated through a board resolution, meeting notes, or other written documentation that records the decisions or actions of a CDC Board of Directors.

**Board Resolution** - Written document recording decisions or actions of a CDC Board of Director recorded in the minutes of the organization. For the purposes of this FOA, a document authorizing the submission of the CED Social Enterprise grant, to ensure the goals and objectives of projects are community-driven and in accord with community prioritized needs for job creation, and are submitted on behalf of the CDC.

**Budget Period** - Projects funded under this announcement will be funded incrementally in five 12-month intervals known as budget periods.

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

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

**Community Development Corporation (CDC)** - Consistent with Section 680(a)(2) of the Community Services Block Grant (CSBG) Act, 42 U.S. C. § 9921, to be a qualified CDC, an organization must meet three conditions:

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

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

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

**Contract** - A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see also Subaward).

**Debt Instruments** – Any financial documents that enable the issuing party to raise funds by

promising to repay a lender in accordance with terms of a contract. Types of debt instruments include notes, bonds, certificates, mortgages, leases, or other agreements between a lender and a borrower.

**Earnings** - The net income of the social enterprise, which is the difference between its revenues, costs, and expenses, as shown on the Profit and Loss Statement.

**Eligible Activities** - Activities that contribute to creation or expansion of sustainable social enterprise businesses and full-time, full-year positions within a service area.

**Employment Education and Training Program** - A program that provides employment directed education and/or training to individuals with low incomes, including Temporary Assistance for Needy Families (TANF) recipients, at-risk youth, public housing residents, displaced workers, persons who are homeless, and other individuals with low incomes.

**Equipment** - Tangible personal property (including information technology systems) acquired with CED Social Enterprise grant funds, having a useful life of more than 1 year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

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

**Faith-based Organization** - An organization that has a religious character.

**Federal Interest** - When used in connection with the acquisition or improvement of real property, equipment, or supplies under a Federal award, the dollar amount that is the product of the: (1) Federal share of total project costs; and (2) Current fair market value of the property, improvements, or both, to the extent the costs of acquiring or improving the property were included as project costs. (45 CFR 75.2) The Federal interest in real property does not expire when the project ends. It continues indefinitely although title vests in the recipient so long as the property is used for the originally authorized purpose. When no longer needed for the purpose of the original project, recipients must request disposition instructions from ACF. (45 CFR 75.320)

**Financial Feasibility/Viability** - The component of the business plan demonstrating the financial ability of the grantee to achieve the project's goals of creating permanent, full-time jobs for individuals with low incomes over the project period. Financially feasible/viable projects provide for business operation and maintenance, a reasonable reserve, and debt payment for the purpose of job creation.

**Financial Literacy Services** - Delivery of information and tools that help individuals make informed choices with regard to their personal finances. Such services typically focus on budgeting, credit, savings, and other matters relating to a household’s financial well-being.

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

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

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

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

**Incubator** - For the purposes of this announcement, a program to help social enterprises flourish by providing social and business support, resources, services, and advice, normally in one physical location (through the acquisition of real property) within a community. Incubators that are established without a geographic location in the community are not supported by this announcement.

**Indirect Costs** - Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to overhead costs of an organization that has been approved by HHS or other federal agencies for use in applying for federal funds.

**In-Kind Contributions** - These contributions may be in the form of real property, equipment, supplies and/or other expendable property, or goods and services provided by non-governmental sources directly benefiting and specifically allocated to the project.

**Intangible Property** - Trademarks, copyrights, patents and patent applications, and such property as loans, notes, and other debt instruments, lease agreements, stock, and other personal property ownership, acquired with grant funds. Note: Grantees who use federal funding to purchase or create intangible property or debt instruments must report to the federal government on the continued use of such funds up to 12 years after the end of the project.

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

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

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

**Letters of Support** - A signed letter that describes an endorsement of the project from a local or regional government agency or community organization. The letter should describe any

specific relationship the agency or organization has to the applicant, knowledge of the applicant's experience and qualifications in business and job creation, and any in-kind or financial contributions to the project, if applicable.

**Loan** - A Federal loan or loan guarantee received or administered by a non-Federal entity, except as used in the definition of program income. In the context of this FOA, money provided to finance an eligible social enterprise borrower evidenced by a promissory note and loan agreement for a specified purpose to be repaid, with a stated rate of interest and within a specified period. Loans made to eligible social enterprises must be at or below market rate (or what commercial lenders would offer). This includes a distinct loan fund established exclusively for CED Social Enterprise projects as a resource for loans, to finance eligible business development and operational activities that, when principal is repaid, is used to make new loans that support a similar purpose. The standards used for selection of borrowers must be identified. Interest accrued on CED Social Enterprise funds must be used to continue or expand the activities of the approved project. See also the definition of Federal Interest. Re-payment of all loans funded with CED Social Enterprise funds must begin during the course of the funded project period and a balloon payment (if any) must be made before the end of the project period. No portion of a loan is forgivable.

**Low income** - An individual whose household income level does not exceed 125 percent of the official poverty guidelines as found in the most recent revision of the HHS Poverty Guidelines published by HHS. These guidelines may be found at https://aspe.hhs.gov/poverty-research.

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

**Non-profit Organization** - Any corporation, trust, association, cooperative, or other organization, not including institutions of higher education, that: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses net proceeds to maintain, improve, and/or expand the operations of the organization.

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

**Notice of Grant Award** - A legal document given to the intended organization that indicates an award has been made and that funds may be requested from the designated HHS payment system or office; the notice of grant award shows the amount of federal funds authorized for obligation and the budget period for the approved project. Grantees will find this information helpful as it outlines the conditions of their grant awards.

**Opportunity Zone** - An initiative created in the Tax Cuts and Jobs Act of 2017, to designate economically distressed communities where new investments, under certain conditions, may be eligible for resources leveraged by preferential tax treatment to investors. Localities qualify as Opportunity Zones if they have been nominated for that designation by the state and that nomination has been certified by the Secretary of the U.S. Treasury via his delegation of authority to the Internal Revenue Service. Opportunity Zones have now been designated in all 50 states, the District of Columbia and five territories. The U.S. Treasury Department has developed a list of Opportunity Zones that can be found at https://www.cdfifund.gov/Pages

/Opportunity-Zones.aspx. More information about the Opportunity Zones initiative is available at: https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions.

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

**Persistent Poverty County** - A county in which 20 percent or more of the population has lived in poverty over the past 30 years according to the U.S. Census, as determined by the Economic Research Service of the U.S. Department of Agriculture.

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

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

**Profit and Loss Statement** - Financial report summarizing social enterprise revenues, expenses, and net income or loss over a specified period of time.

**Program Income** - Gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance, not to be used to meet any non-CED Social Enterprise funding needs for implementation of the project in the project design.

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

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

**Project Period** - Projects funded under this announcement will have a 5-year project period, as shown in the Notice of Award.

**Public Agency Partner** - Public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's One-Stop Career Centers funded by the Employment and Training Administration).

**Real Property** - Land, including land improvements, structures, and appurtenances, but

excluding movable machinery and equipment. Note: Grantees using federal funding to acquire a facility or land for the project must file an NFI. See also the definition of Federal Interest.

**Rural Community** - For purposes of this announcement, bonus points will be awarded to projects that will create jobs in a rural community with high rates of poverty, unemployment, or substance abuse (as defined in the 2010 Office of Management and Budget (OMB) Standards) or hire individuals with low income from a rural community to fill positions created. OMB designates counties as Metropolitan, Micropolitan, or Neither. A Metro area contains a core urban area of 50,000 or more population, and a Micro area contain an urban core of at least 10,000 (but less than 50,000) population. All counties that are not part of a Metropolitan Statistical Area are considered rural. Micropolitan counties are considered non-Metropolitan or rural along with all counties that are not classified as either Metro or Micro. For more information on Metro areas, see: https://www.census.gov/programs-surveys/metro-micro.html.

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

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

**Service Area** - The community to be served by the funded project.

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

**Social Enterprise** - For the purposes of this announcement, a profit-making business or non-profit organization that uses revenue-generating activities to: 1) develop new products, services, and commercial activities that result in the creation of new, full-time, full-year jobs – at least 75 percent of which will be filled by individuals with low incomes; 2) reinvest funds back into the community or into supporting the individuals with low incomes filling those positions; and 3) through local entrepreneurship, reduce or remove barriers that the individuals with low incomes filling the positions face (e.g., those reentering into the community from the criminal justice system, experiencing domestic violence, suffering from substance dependence, lacking adequate child care, etc.).

**Social Service Provider** - An agency and/or organization that works with individuals with low incomes and can assist a grantee with filling the newly created positions with individuals with low incomes. Examples of social service providers include TANF, employment education and training programs (for example, the Department of Labor's Employment and Training Administration -funded One-Stop Career Centers), and local Child Support Enforcement agencies. These partnerships should be documented with signed third-party agreements, such as Memorandums of Understanding (MOUs), letters of commitment, or project partner agreements.

**Sources and Uses of Funds Statement** - A statement that identifies the committed sources of

debt and equity financing and the specific categories of uses of funds associated with each of the sources for the project.

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

**Subaward** - An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. Subawards are not permitted under this announcement.

**Substance Abuse** - HHS defines the affliction of alcohol and drug abuse as "substance use disorder." Substance use disorder is having a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues using the substance despite significant substance-related problems such as impaired control, social impairment, risky use, and pharmacological tolerance and withdrawal. The definition does not, however, include tobacco or caffeine use. Substance use disorder results in health problems, disability, and failure to meet major responsibilities at work, school, or home.

**Support Services** - For the purpose of this announcement, services provided by an incubator to social enterprises and/or to members of the social enterprises' target population that support and complement efforts to obtain economic self-sufficiency. This may include business development support, such as basic business education, shared space, access to finance, connectivity and networking, or assistance with employee recruitment. This may also include social supports, such as financial literacy training, childcare, transportation, substance abuse treatment, English language education, or job training.

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

**Temporary Assistance for Needy Families (TANF)** - The federal block grant program authorized in Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (part A of title IV under the Social Security Act), as amended.

**Third-Party Agreement** - Written and signed agreements between grantees, or subcontractors, or other cooperating entities, or project partners. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship. The following are examples of common types of third-party agreements for CED Social Enterprise projects:

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

**Equity Investment Agreement** - A written agreement that documents a capital investment by a grantee in a social enterprise to achieve the purposes of the project as defined in the application. The agreement sets forth the grantee's share of ownership in the social enterprise business; the terms and conditions related to the use of the invested funds; the rights of the grantee as an equity owner, including, if the business is a corporation, representation on the board of directors; and any provisions for liquidation of the investment. The agreement must include the elements outlined in *Section IV.2.Content and Form of Application Submission, The Project Description, Business Plan – Project Viability*.

**Project Partner Agreement** - A written and signed agreement, entered into by the grantee and project partners, such as a more experienced partner, that will directly or indirectly spend CED Social Enterprise funds and/or create new full-time, full-year positions. A memorandum of understanding (MOU) with a project partner committing resources or capital is a typical project partner agreement. The agreement must include the elements outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational Profile*.

**Training** - For the purposes of this announcement, training refers to group-based adult education and skill-building activities (e.g., workshops). It does not include consultations or technical assistance that is specifically customized or tailored to the needs of a particular business identified in the project. **Note:** CED funds cannot be used for training, unless required to allow employees of social enterprises to perform jobs proposed for the CED Social Enterprise project.

**Underserved Areas** - For the purposes of this announcement, proposed CED Social Enterprise projects located in counties with persistent poverty (as identified by U.S. Department of Agriculture's Economic Research Service ) or in rural communities with high rates of poverty, unemployment, and substance abuse (as defined in the 2010 OMB Standards) are consider to be located in underserved areas.

**ADDITIONAL RESOURCES**

Resources for prospective applicants, including a pre-recorded applicant webinar, will be available at https://www.acf.hhs.gov/ocs/programs/ced under the link titled "Information for Prospective Grantees." The pre-application presentation and related materials will be available for viewing on this site no later than 7 days after publication, and will be available until the closing of this FOA. The goal of the pre-recorded presentation is to provide an overview of the FOA and key dates for submitting an application for CED Social Enterprise. Viewing the pre-recorded webinar is voluntary. Only the information provided in this FOA will be presented. No question and answer portion will be conducted during the session. Participants will remain anonymous. Opting not to view the presentation will not affect eligibility, application scoring or the selection process.

## II. Federal Award Information

| | |
|---|---|
| Funding Instrument Type: | Grant |
| Estimated Total Funding: | $2,400,000 |
| Expected Number of Awards: | 6 |
| Award Ceiling: | $400,000 Per Budget Period |
| Award Floor: | $400,000 Per Budget Period |
| Average Projected Award Amount: | $400,000 Per Budget Period |
| Anticipated Project Start Date: | 09/30/2019 |

**Length of Project Periods:**

| | |
|---|---|
| Length of Project Period: | 60-month project period with five 12-month budget periods |

**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, 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 required amount of match or cost share. **A recipient'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.

Projects funded under this announcement are funded incrementally with five 12-month budget periods. Funded projects will receive $400,000 annually in the first three 12-month budget periods to invest in building incubator operations, develop the social enterprises, and start the businesses to hire individuals with low income. Funded projects will receive $250,000 annually in the fourth and fifth 12-month budget period to provide technical support to the businesses and their employees. It is expected that all projects are completed and CED Social Enterprise funds expended within the project period. Changes in direction in the final year of a project are discouraged.

## III. Eligibility Information

## III.1. Eligible Applicants

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

1. Applicant must be a private, non-profit CDC with 501(c)(3) status;

2. Applicant must have articles of incorporation or bylaws demonstrating that the CDC has as a principal purpose the planning, developing, or managing of low-income housing or community economic development activities; and

3. The Board of Directors must have representation from each of the following: community residents, business leaders, and civic leaders.

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.
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: No

**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, 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. 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.**

## 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 ("per project period" refers only to fully funded awards), 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**. 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 "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

**Missing the Application Deadline (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 after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to 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 at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via 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.**

**Notification of Application Disqualification**
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 FOA.

## IV. Application and Submission Information

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

Tim Chappelle
Administration of Children and Families
Office of Grants Management
HHS-2019-ACF-OCS-EE-1580
1401 Mercantile Lane, Suite 401
Largo, MD 20774
Phone: 1-855-792-6551
Email: ocsgrants@acf.hhs.gov

**Electronic Application Submission:**
The electronic application submission package is available in the FOA's listing at 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 "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. 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.

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

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

**FORMATTING APPLICATION SUBMISSIONS**
**Each applicant applying electronically via 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.

**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. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

**English Language**
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

**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.

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).

**Corrections/Updates to Submitted Applications**
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

**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.

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. Pages with blurred text will be removed from the application.

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

The CED Social Enterprise grant application is limited to **200 pages**. For example, 75 pages could be used for the **Project Description** and 125 pages for **Appendices**. **All items must be labeled, numbered, and organized clearly in the Table of Contents.**

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Geographic Location
- Reference to Legal Status of Applicant Entity (See CDC definition included in *Section I. Program Description, Definition of Terms*)
- Business Plan - Project Viability
- Business Plan - Project Implementation
- Business Plan - Financial Strategies
- Business Plan - Organizational and Staff Profile
- Business Plan - Past Performance with Similar Job Creation Projects
- Letters of Support Narrative (actual letters should be included in the Appendices)
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification
- Bonus Points - Underserved Areas: Project Located in County with Persistent Poverty or

Opportunity Zone
- Bonus Points - Underserved Areas: CED Projects Located in Rural Communities with High Rates of Poverty, Unemployment, and Substance Abuse

The **Appendices must** include the following. Please include a Table of Contents for all items provided in the appendices. **All items must be labeled**, **numbered, and organized clearly in the Table of Contents**.

- Table of Contents
- Proof of Legal Status of Applicant Entity/Proof of Non-profit Status
- Market Research and Data
- Evidence of Site Control
- Financial Documentation (i.e., profit and loss forecasts or pro forma, cash flow projections, balance sheets, and sources and uses of funds statements)
- Third-party Agreements
- Resumes
- Letters of Support
- Audited Financial Statements
- 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. **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.

**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 "Online Answers." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test application package.

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.

**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**. 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 "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-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. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*'" at *www.acf.hhs.gov/grants/howto#chapter-6*

**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).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

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. All pages in the application submission must be sequentially numbered.**

**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 FOA at www.Grants.gov.

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
|---|---|---|
| SF-424 - Application for Federal Assistance | Submission is required for all applicants by the application due date. | Required for all applications. |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.<br>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.<br>SAM registration is available at http://www.sam.gov. | See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information. |
| SF-424 Key Contact Form | Submission is required for all applicants by the application due date. | Required for all applications. |
| 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-424C - Budget Information - Construction Programs<br>and<br>SF-424D - Assurances - Construction Programs | Submission is required for all applicants when applying for a construction project. Standard Forms must be used. Forms must be submitted by the application due date. | Required for all applications when applying for a construction project. By signing and submitting the SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. |
| 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.<br>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. | Required for all applications when applying for a non-construction project. |
| Certification Regarding Lobbying (Grants.gov Lobbying Form) | 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. | Submission of the certification is required for all applicants. |
| SF-Project/Performance Site Location(s) (SF-P/PSL) | Submission is required for all applicants by the application due date. | Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites. |

**Mandatory Grant Disclosure**
All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
**Email:** MandatoryGranteeDisclosures@oig.hhs.gov

**Non-Federal Reviewers**
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## The Project Description

### The Project Description Overview

**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.

**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.1. 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.

**Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in

this section.

**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:

Applicants must provide articles of incorporation or bylaws demonstrating that the CDC has a principal purpose planning, developing, or managing low-income housing or community economic development projects.

Applicants must provide assurances that community representation is on the Board of Directors and documents that this governing body has representation from the each of the following: community residents, business leaders, and civic leaders.

**Business Plan**

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

- A realistic project plan with a timeline that clearly indicates that the project will be complete and all CED Social Enterprise funding expended within the grant period;
- Financial documents that show that all necessary financing is in place and not contingent

upon other financing sources;
- A timeline that indicates when the expenditure of federal funds would be necessary; and
- Documentation that demonstrates site control.

The following elements must be addressed in detail in your application.

**PROJECT VIABILITY**

The business plan for the CED Social Enterprise project under this announcement must indicate a high likelihood of success in creating and/or expanding social enterprise businesses, which will in turn create jobs for individuals with low incomes. It must provide a clear overview of the nature of the project, how the social enterprise businesses will be created and/or expanded, and how the new jobs will be created. It must also discuss whether the project involves business creation or business expansion, and equity stock or loan investment. The business plan must provide an overall approach to the project.

For projects proposing the expansion of existing social enterprise businesses, the business plan must include a detailed strategy for how the applicant will recruit financially feasible and viable social enterprises to participate in the incubator. It must describe the specific criteria the applicant will require the existing social enterprises to meet in order to demonstrate financial viability, to include the elements in the agreement to be established with participating social enterprises. The applicant's strategy for recruiting social enterprises will identify the specific documentation that participating existing social enterprises will be required to provide (e.g., evidence of earnings, etc.) and will identify the minimum standards that this evidence must meet.

For projects proposing the startup of new social enterprise businesses, the business plan must include a detailed strategy for how the applicant will identify new social enterprises to participate in the incubator that have the capability to become financially feasible and viable. It must describe the specific criteria the applicant will require the social enterprises to meet in order to demonstrate that they can achieve financial viability, to include the elements in the agreement to be established with social enterprises.

For both expansions and startups, the strategy will also present a detailed plan for identifying and mitigating challenges that could compromise expected financial viability during project implementation. See "Financial Feasibility/Viability" in the *Definition of Terms* available in *Section I. Program Description*.

The business plan must include an implementation plan that provides sufficient details regarding how each aspect of the project will be implemented in order to demonstrate feasibility. In addition to demonstrating financial viability, the implementation plan must, at a minimum, contain a list of milestones that identify and support the budget expenditures, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved must document that the new positions to be created will be in place at least one year before the anticipated project end date.

The application must describe a plan for assessing the needs and existing solutions to the identified social problem within the community (e.g., outreach to local entrepreneurs or social

services that provide local solutions to local problems, community needs assessment, etc.) in order to demonstrate that the project will create positions that help address the unmet need.

The application must describe a viable recruitment strategy and tracking system to ensure that a minimum of 75 percent of the new positions are filled by individuals with low incomes as defined by HHS poverty guidelines in the *Definition of Terms* available in *Section I. Program Description*. The application must demonstrate that the strategy will focus on the number of positions created rather than the number of individuals hired to fill them over the course of the grant. The application must provide signed agreements with social service providers (as defined in the *Definition of Terms* available in *Section I. Program Description*) to obtain and document low-income referrals. Agreements must describe the roles and responsibilities the applicant and public agencies will have in support of the project and be signed and dated by both the applicant and public agency staff with signature authority. The application must demonstrate that the number and types of new full-time positions that will be created are appropriate for the project.

The application must describe a plan for establishing commitment from participating social enterprises that they have the ability to and will create full-time, full-year positions that provide wages that will allow individuals with low incomes to achieve self-sufficiency through competitive wages, paid leave, fringe benefits, opportunities for career growth, and/or predictable and flexible scheduling practices. The plan must clearly describe the method for establishing commitment (e.g., a third-party agreement between applicant and social enterprises), identify what is included in that commitment, outline the responsibilities social enterprises have to provide such wages and benefits over time, and address how the applicant will enforce the commitments established with the social enterprises to provide such wages and benefits.

The application must demonstrate that the full-time positions created will be sustained for at least one year after the end of the grant period. It must list the steps that will be taken to set up the project solidly and position it for continued success after the end of the project period.

**PROJECT IMPLEMENTATION**

The applicant will demonstrate that adequate resources will be available to implement the project as described in the business plan with or without additional project partners, such as investors, donors, subsidiary organizations, entities receiving an equity investment from the grantee, etc. This includes identifying any competing activities that might reduce the availability of the resources for this project. If the applicant does not need outside resources to carry out the project, the application must clearly explain how each part of the project will be accomplished using CED Social Enterprise funds and resources provided by the applicant only.

The applicant demonstrates that the project will create at least the minimum number of jobs for the amount of the award equal to the ratio found by dividing the requested award amount by $20,000. For examples of number of jobs based on specific award amounts, see *Appendix A: Sample Chart of Jobs Created* at the end of this announcement.

The applicant will clearly describe the types of support services—both personal habilitation and business acumen—that will be provided through the CED Social Enterprise project and clearly demonstrate how these services will help address the specific needs of the target population to be served. Business support services may include basic business education, shared space for business operations, access to finance, connectivity and networking, assistance with recruitment

of employees with particular needs, and other services, such as e-commerce assistance, human resources training, administrative services, and technology. Social support services may include financial literacy services, childcare services, transportation, substance abuse treatment, English language education, and job training. See "Support Services" in the *Definition of Terms* available in *Section I. Program Description*.

The applicant must demonstrate control of the site and/or facilities required to operate the project or that site control is conditioned only on the receipt of the grant award. A discussion of the procedures that will be used to acquire any required equipment must be provided in order to demonstrate the grantee's readiness to undertake the project in compliance with all program requirements. The application must provide proof that the physical facility will be secured. See "Site Control" in the *Definition of Terms* available in *Section I. Program Description*.

The applicant will 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.

If the applicant proposes to use any portion of the CED Social Enterprise funds as an equity stock investment in a social enterprise, the application should specify the investment and demonstrate that any equity stock investment agreement will be in compliance with 45 CFR Part 75.322 concerning intangible property. An equity stock investment agreement must contain, at a minimum, the following information: the purpose(s) for which the applicant will make the equity stock investment; the type of equity stock transaction (such as stock purchase); the cost-per-share and basis on which the applicant derived the cost-per-share; the number of shares the applicant will purchase; the percentage of applicant ownership in the business; and the term or duration of the agreement. If the grantee's equity stock investment equals 25 percent or more of the businesses' assets, the applicant must demonstrate adequate representation on the board.

For loan projects, the application must demonstrate how loans will be made in compliance with all program requirements described elsewhere in this announcement, including 45 CFR Part 75.322 concerning intangible property. Loan projects require, at a minimum, strategies to ensure that:

- Loan funds go to eligible beneficiaries for business development activities;
- Interest charged on loan will be at or below market rate;
- Copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants;
- Interest accrued on loans will be used to continue or expand the activities of the originally approved project during the grant period; and
- Repaid principal on such loans that is no longer needed for the originally authorized purpose of the CED Social Enterprise program will revert to ACF.

In all instances involving a loan, the applicant must indicate that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants. Additionally, re-payment of all loans funded with CED Social Enterprise funds must begin during the course of the funded project period and a balloon payment (if any) must be made

before the project period ends. **Note:** No portion of a loan is forgivable.

**FINANCIAL STRATEGIES**

Documentation of sources and uses of funds for establishing and maintaining the incubator must be provided for both CED Social Enterprise and non-CED Social Enterprise funding sources (if applicable) necessary to implement the project along with an itemization of expenses by funding source.

The financial plan must also demonstrate that future program income is not necessary to meet the funding needs for implementation of the project design. Program income may be used to demonstrate the long-term sustainability of the project, but since CED Social Enterprise projects should be ready for implementation at the time of the award, future program income cannot be used to meet the non-CED Social Enterprise funding needs for project implementation.

For projects that involve non-CED Social Enterprise funding, the application must provide evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions. This must, at a minimum, contain the following:

- Commitment letters describing unconditional financial commitments for loans; municipal, federal or state tax credits; equity stock investments; or other supporting grants and investments;
- The applicant's financial statement of cash available showing the ability of the applicant to contribute any non-CED Social Enterprise cash resources that are needed for the project; and
- Documentation of in-kind contributions of personal property and a demonstration of how the value of those contributions was derived.

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

**ORGANIZATIONAL AND STAFF PROFILE**

The application must demonstrate the organization, its staff, and its project partners have sufficient and relevant experience and success in implementing an incubator, developing and supporting social enterprises, and lending money and the majority of the Board of Directors has granted board approval (see *Definition of Terms* available in *Section I. Program Description*) for the proposed project.

If the applicant proposes to partner with organizations that will directly or indirectly spend CED Social Enterprise funds and/or create new full-time, full year positions, the application must include a partnership agreement between the applicant and the project partner that includes a description of roles and the relationship between the applicant and project partner. The agreement must be signed by all parties and, at a minimum, contain the following items:

- A minimum of 75 percent of the positions created and tracked as a result of the project partner's involvement in the project will be filled by individuals with low incomes;
- Prospective candidates for positions to be filled by individuals with low incomes will be recruited and verified as eligible under the program;

- Strategies for retention of individuals with low incomes in the newly created positions have been established;
- Detailed records documenting appropriate expenditures of grant funds will be provided regularly;
- The grantee will play a substantive role in the project and will actively monitor the partner's activities to ensure compliance with CED program requirements;
- All parties will cooperate with federal monitoring efforts; and
- The project partner will maintain accurate, unduplicated counts of positions created, as distinct from the number of individuals hired to fill them over the course of the grant.

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

The application must demonstrate through biographical sketches, degree information, resumes, and descriptions of previous project experience that the identified staff are qualified for their designated role in the proposed project. Resumes must be no more than two pages in length and identify the percent of time the individual has available for the project.

The application must clearly state whether all key project staff positions are filled and show that identified staff have the appropriate time commitment available and experience in supervision, finance and business development and management, and experience working with the target population.

Staff experience must be pertinent and describe individuals' skills and experience in enough detail to demonstrate an ability to fulfill the tasks assigned to them.

In cases where a key staff person has not yet been hired, the application must demonstrate that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

**PAST PERFORMANCE WITH SIMILAR JOB CREATION PROJECTS**

The application must provide evidence of business creation or business expansion projects undertaken by the applicant within the last ten years that are substantially similar to the project for which CED Social Enterprise funding is being requested and were successful in creating full-time, full-year positions that lasted for at least one year beyond the project period. Examples of past projects must include evidence of efforts to provide business and social support services to the target population(s) and evidence of efforts that demonstrate successful support of business development, including repayment track records for any funds that have been lent to support social enterprises. For each of the business creation or business expansion project examples given, the application must provide a quantitative and qualitative description of the impact of these projects (the number of jobs created for individuals with low incomes, wages, benefits, and position descriptions), and the number of years of project operation and position availability.

**Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-

party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

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

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

**Letters of Support**

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

**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 Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, (Division B, Title II, Sec. 202), 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 of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $189,600. 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 of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The application must include a budget and budget justification that clearly breaks out requested funding into the amount that will be used for the creation or expansion of social enterprises and that amount that will be used to provide incubator services to the social enterprises and other administrative costs.

The application budget must contain funding for all required items in the first year, including travel for one staff member to attend a training and technical assistance meeting in Washington, DC, during each year of the grant. Note: Applicants must forecast their cash needs over the first budget period on the Federal Assistance form, SF-424A Sections D and E.

**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 are required to use 45 CFR 75.328 procedures and 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.

**Indirect Charges**

**Description:** Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

**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.

**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, 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 . 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.**

**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 Item18. "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 recipient'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.1.* of this announcement.

**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 and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 02/28/2022. 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**
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

**Electronic Delivery**
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

**How to Register and Apply through Grants.gov**
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

***Obtain a DUNS Number*:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration.html

***Authorize Grants.gov Roles*:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

***Track Role Status*:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

**How to Submit an Application to ACF via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

***Create a Workspace*:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

***Complete a Workspace*:** Add participants to the workspace, complete all the required forms,

and check for errors before submission.

***Adobe Reader*:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE**: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

***Mandatory Fields in Forms*:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

***Complete SF-424 Fields First*:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

***Submit a Workspace*:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace*:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

**Timely Receipt Requirements and Proof of Timely Submission**
All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their

application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

**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 www.acf.hhs.gov /sites/default/files/assets/systems_issue_policy_final.pdf.

**Request an Exemption from Required Electronic Application Submission**
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf.

**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) and an active registration with the System for Award Management (SAM.gov/SAM, https://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 their 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: **07/29/2019**

### 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 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 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 are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to 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 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**
Applicants will receive an initial email upon submission of their application to 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 is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the 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 by ACF.

See "What to Expect After Submitting" at 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 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 https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. 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, 330 C St. SW, 3rd Floor, Washington, DC 20201.

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 to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

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

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

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

Grant awards may not be used to make a loan with a balloon payment that will be paid after the end of the project period.

### IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6*.

**Submission By Mail**

Tim Chappelle
Administration for Children and Families
Office of Grants Management
HHS-2019-ACF-OCS-EE-1580
1401 Mercantile Lane, Suite 401
Largo, MD 20774

**Hand Delivery**

Tim Chappelle
Administration for Children and Families
Office of Grants Management
HHS-2019-ACF-OCS-EE-1580
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 www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

## V. Application Review Information

### V.1. Criteria

**Please note:** With the exception of the funding opportunity announcement and relevant statutes and regulations, 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.

| Objectives and Need for Assistance | Maximum Points:5 |
|---|---|

To evaluate this criterion, reviewers will consider the extent to which the project's goals and location are aligned with the program's intent, and the extent to which the application establishes a clear need for the project to achieve these goals.

As outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Objectives and Need for Assistance*, reviewers will consider the extent to which:

- The application demonstrates that the project's goals and objectives for participant social enterprise business development, job creation, and contribution to community revitalization align with community economic development efforts in the local community and the goals and objectives of the CED Social Enterprise program.
- The application identifies the specific population(s) that the business incubation services and job creation will target and clearly describes the specific personal and community barriers to self-sufficiency of the target population(s).
- The application demonstrates that the project is needed to:
    - Create or expand social enterprises and create new jobs;
    - Provide jobs in the community that low-income people can get and keep; and
    - Address barriers to self-sufficiency that are insufficiently addressed by other organizations/projects in the area.
- The application demonstrates that the proposed project will meet the program's objectives by successfully serving individuals with low incomes through the creation of employment and business opportunities within the project's service area.
- The application provides recent evidence (published within the past 5 years) from U.S. Census updates and other statistics published by federal, state, county, city, or other government bodies that both the unemployment rate and the poverty rate within the project's service area are equal to or greater than the state or national level.

| Business Plan - Project Viability | Maximum Points:20 |
|---|---|

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the project has a high likelihood of success in terms of business and job creation and is well planned and ready to be implemented at the time of the award as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan - Project Viability.*

Specifically, reviewers will consider the extent to which:

- The application provides a clear and well-conceived, overall approach to the project, with a sound implementation plan that:
    - Is consistent with the expectations described in this announcement;
    - Includes a realistic quarterly timeline with specific milestones to be achieved;

and
    - Indicates that positions will be sustained for at least 1 year after the end of the project period.
- For projects proposing the expansion of existing social enterprise businesses, the application includes a detailed strategy for how the applicant will recruit financially feasible and viable social enterprises to participate in the incubator, to include:
    - The specific conditions the participating social enterprises will be required to meet to demonstrate financial viability;
    - The documentation the social enterprises will be required to provide to demonstrate financial viability (e.g., evidence of earnings if an existing social enterprise, etc.); and
    - The minimum standards the evidence must meet.
- For projects proposing the startup of new social enterprise businesses, the application includes a detailed financially feasible and viable strategy for how the applicant will recruit social enterprises to participate in the incubator that include:
    - The specific conditions the participating social enterprises will be required to meet to demonstrate that they can achieve financial viability.
- The application includes a plan for identifying and mitigating challenges that could compromise expected financial viability of the social enterprises during project implementation.
- The application includes a detailed plan for assessing the needs and existing solutions to the identified social problem within the community (e.g., outreach to local entrepreneurs or social services that provide local solutions to local problems, community needs assessment, etc.).
- The application describes how it will require the social enterprises to establish and use a sound and feasible recruitment strategy and tracking system to obtain and document referrals of low-income individuals for employment in at least 75 percent of the jobs created by the project.
- The application includes signed agreements with public agencies (e.g., TANF, child support, etc.) that demonstrate partnerships to obtain referrals of low-income individuals for employment.
- The application describes a plan for establishing commitment from social enterprises and outlines their responsibilities over time, that they can and will:
    - Support individuals with low incomes in achieving career growth and advancement, including any training, educational, or certification opportunities employees will receive;
    - Provide scheduling policies that offer sufficient, stable and predictable working hours and/or flexibility needed to care for family members, pursue training or educational opportunities, and address other personal matters;
    - Generate sufficient revenues to pay costs associated with providing competitive wages, leave, fringe benefits, and career advance opportunities, as applicable; and
    - Provide competitive wages, paid leave, fringe benefits, opportunities for career growth, and/or predictable and flexible scheduling practices as described in the application.
- The application describes how commitments established with social enterprises to

provide such wages and benefits will be enforced.
- The application describes how any confidential or sensitive information from staff (e.g., background investigations) or project participants and/or project beneficiaries will be collected and protected during the course of the project, and how this information will be disposed of after the grant has ended.

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

In reviewing this section, reviewers will consider the extent to which the application demonstrates that all necessary resources (e.g., facilities, personnel, etc.) will be available to implement the project at the time of the award as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan - Project Implementation*.

Specifically, reviewers will consider the extent to which:

- The application demonstrates that all of the activities to be funded by the award are necessary for the success of the project and are consistent with the project's scope, scale, and projected outcomes.
- The application identifies how the proposed project is aligned with local and/or regional community, economic, and/or workforce development strategies.
- The application demonstrates that the staffing, facilities, equipment, supplies, and funding to support each activity have been identified and are reasonable.
- The application convincingly demonstrates that the CED Social Enterprise cost per position created is equal to or less than the ratio found by dividing the request award amount by $20,000.
- The application clearly describes the types of support services—both personal habilitation and business acumen—that will be provided through the CED Social Enterprise project.
- The application provides a clear plan for how the proposed support services will be provided.
- The application demonstrates a clear link between the support services that will be provided and the specific needs of the target population(s) to be served.
- The application demonstrates that the applicant is in control of the site and facilities necessary for the success of the project or that site control is conditioned only on the receipt of the grant award. Documentation demonstrating site control must include specific property location (i.e., address, city, state) and be in the form of:
    - A signed and dated deed or lease agreement between the applicant and property owner; or
    - Documentation detailing the terms of the agreement and use of premises; and description of the site (prior use or new property, square footage, use of space for the project).
- The application includes a plan that demonstrates the applicant's capacity to manage responsibly the proposed federal funds and to adequately protect any federal funds awarded under the application through a financial management system.

- The application identifies staff that will be responsible for maintaining oversight of program activities, staff, and partner(s), and describes procedures and policies used to oversee staff and/or partners/contractors.
- The application describes 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 application identifies any competing activities being undertaken by the applicant or project partners that might reduce the availability of the resources for this project.

| Business Plan - Financial Strategies | Maximum Points:10 |
|---|---|

In reviewing this section, reviewers will consider the extent to which the application demonstrates sound and reasonable financial strategies that have a high likelihood of leading to the success of the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan - Financial Strategies*.

Specifically, reviewers will consider the extent to which:

- The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.
- The application demonstrates future program income is not necessary to meet the funding needs for implementation of the project design.

For projects that involve non-CED Social Enterprise funding to carry out the project, reviewers will consider the extent to which:

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

For projects with only CED Social Enterprise funding, reviewers will consider the extent to which the application demonstrates the ability of the applicant to carry out a successful project and accomplish its goals with only CED Social Enterprise funds.

| Business Plan - Organizational and Staff Profile | Maximum Points:15 |
|---|---|

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the organization, staff, and project partners have sufficient overall experience

to carry out the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational and Staff Profile*. Specifically, reviewers will consider the extent to which:

- The application demonstrates the applicant has sufficient experience, which may include demonstrating the applicant is an experienced Community Development Financial Institution (CDFI) or Small Business Administration (SBA) micro lender or has used CED Social Enterprise funds to make loans to a private business enterprise.
- If one or more project partners are involved, the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project.
- The application demonstrates a track record of lending to a private business enterprise and being successfully paid back.
- The application demonstrates that the applicant has established procedures for addressing loan defaults and other non-compliance with established loan terms.
- The application demonstrates that the organization has experience developing an incubator and providing incubator services (business/social).
- The application includes a resolution or meeting minutes or other documentation demonstrating that the majority of the Board of Directors has granted board approval for the proposed project.
- The application includes signed agreements that:
    - Clearly outline the role of any project partners and describes the relationship between the applicant and the project partner; and
    - Demonstrate that all project partners responsible for directly or indirectly spending CED Social Enterprise funds are financially viable and have the capacity to manage responsibly any federal funds awarded under the application through a financial management system that complies with the terms and conditions of the grant award, and other requirements outlined *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational Profile*.
- The application demonstrates through resumes (or biographical sketches, degree information, and descriptions of previous project experience if not included in resumes) that the identified staff are qualified to carry out the proposed project. Resumes should be no more than two pages in length and identify staff percentage of time available for the project.
- The application demonstrates that key staff have the appropriate time commitment available and experience in supervision; finance and business development and management; and working with the target population. The discussion of staff experience must be sufficiently detailed to allow reviewers to assess whether individuals' skills and experience demonstrate an ability to fulfill the tasks assigned to them.
- The application states clearly whether all key project staff positions are filled. In cases where a key staff person has not yet been hired, the application demonstrates that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

| Business Plan- Past Performance with Similar Job Creation Projects | Maximum Points:10 |
|---|---|

In reviewing this section, reviewers will consider the extent to which the application demonstrates that applicant has past experience with similar projects as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Past Performance with Similar Job Creation Projects*. Specifically, reviewers will consider the extent to which the application demonstrates that the applicant has the experience necessary to successfully carry out the proposed project.

- The application describes one or more efforts implemented by the applicant within the last 10 years that have created or expanded businesses and created sustainable, full-time, full-year positions for individuals with low income. The application provides:
    - Descriptions of the positions created, including information on wages and benefits;
    - Descriptions of how the jobs allowed persons to leave public assistance programs or similar supports; and
    - Information on the long-term sustainability of the positions created.

- The application describes one or more efforts implemented by the applicant in the last 10 years that have provided business and social support services to social enterprises. The application provides:
    - Descriptions of the social enterprises and the local unmet meet they sought to solve;
    - Descriptions of the support services provided to the social enterprises; and
    - Descriptions of the population(s) served by the support services.

- The application describes one or more efforts implemented by the applicant that demonstrate successful lending to support business development. The application provides:
    - Descriptions of the loan recipients;
    - Descriptions of the loan terms and payment schedules; and
    - Evidence of the repayment track record of any funds that have been lent.

| Letters of Support | Maximum Points:5 |
|---|---|

In reviewing this section, reviewers will consider the extent to which the application demonstrates sufficient public support to successfully carry out the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Letters of Support*.

Specifically, reviewers will consider the extent to which:

- The application includes letters of support from local or regional government agencies or community organizations that describes:
    - Any specific relationship the supporter has to the applicant;
    - Knowledge of the applicant's experience and qualifications in business and job

creation;
- Knowledge of the applicant's experience providing business and social support services; and
- Any in-kind or financial contributions to the project, if applicable.

| Budget and Budget Justification | Maximum Points:10 |
|---|---|

In reviewing the Project Budget and Budget Justification, reviewers will consider the extent to which the budget for the project demonstrates that the applicant has sufficient funds available (i.e., conditioned only on the receipt of this grant award) and that the planned expenditures are necessary, appropriate, and reasonable for the success of the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Project Budget and Budget Justification.*

Specifically, reviewers will consider the extent to which:

- The application demonstrates that the amount of funds available for the project (CED Social Enterprise and non-CED Social Enterprise) is commensurate with the level of effort necessary to accomplish the activities, goals, and objectives of the project.
- The budget describes the strategy that will be used to create or expand the social enterprises (third-party loan, revolving loan, equity investment, etc.)
- The application clearly demonstrates that the financial estimates are grounded in solid assumptions and demonstrates the necessity, reasonableness, and allocation of the proposed costs.
- The application includes a budget and budget justification that clearly breaks out requested funding into the amount that will be used for the creation or expansion of social enterprises and that amount that will be used to provide incubator services to the social enterprises and other administrative costs.
- The application's budget narrative demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.
- The application demonstrates that the budget includes funds for all required items in the first year, including travel for one staff member and the project director, who is responsible for the day-to-day operations of the grant, to attend a training and technical assistance meeting in Washington, DC.
- The application budget demonstrates future program income is not necessary to meet the funding needs for implementation of the project design.

| Project Integration | Maximum Points:5 |
|---|---|

To evaluate the Project Integration criterion, reviewers will consider the extent to which all the application criteria elements are aligned; i.e., how effectively the *Objectives and Need for Assistance, Business Plan, and Budget and Budget Justification* all fit together. This criterion does not measure any element of the application in isolation; it is to assess how well all the components of the application relate to each other to form a cohesive, carefully planned project.

To evaluate this section, reviewers will consider the extent to which:

- There are no significant incongruences between any sections of the application that would need to be resolved prior to effective project implementation.
- The completion of the project will effectively lead to creation or expansion of businesses and result in the creation of the jobs proposed in the application.
- The applicant demonstrates that creation and/or expansion of the social enterprises and the creation of these jobs will address the issues and barriers identified in the Objectives and Need for Assistance criterion.
- The applicant clearly describes a logical approach with a realistic time frame and identifies the resources necessary to achieve the project goals proposed in the application.
- The budget expenditures closely correlate with the objectives and activities proposed in the Business Plan.

| Bonus Points - Underserved Areas: Project Located in County with Persistent Poverty or Opportunity Zone | Maximum Points:3 |
|---|---|

In considering the award of bonus points under this criterion, reviewers will take into consideration the extent to which the application demonstrates evidence that the proposed project will create jobs in a designated Opportunity Zone with persistent poverty as identified by U.S. Department of Agriculture's Economic Research Service (USDA ERS) listed in Appendix A: Persistent Poverty Counties. Areas that are not in a USDA ERS-identified persistent poverty county may qualify for bonus points if applicants can provide data demonstrating that the area to be served by the project has had a poverty rate of 20 percent or more for the past 30 years, as measured by the United States Census Bureau's decennial census.

Applications proposing a project located in and aligned with the Opportunity Zones Initiative must provide a signed letter of support in order to receive bonus points. The letter of support must document the extent of involvement/collaboration and clearly outline roles and responsibilities and any support and/or resources to be provided as a result of this partnership. Applicants must also identify the Opportunity Zone that will benefit the CED project.

| Bonus Points - Underserved Areas: CED Social Enterprise Project Located in Rural Communities with High Rates of Poverty, Unemployment, and Substance Abuse | Maximum Points:3 |
|---|---|

In considering the award of bonus points under this criterion, reviewers will take into consideration the extent to which the application demonstrates evidence that the proposed project is in rural areas with a high rates of poverty, unemployment, or substance abuse, and will create jobs in a rural community.

## 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 (http://fedgov.dnb.com/webform) and an active registration at SAM (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 FOA.

**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.

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

**OCS Review and Selection Process**

The OCS Director has discretion to make all final funding decisions.

Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. Among other considerations, factors considered may include the timely and successful completion by the applicant of projects funded with CED Social Enterprise funds within the last 5 years; comments of reviewers and government officials; CED staff evaluation and input; amount requested, likely sustainability that the project will continue beyond federal assistance, and the proposed project's consistency and compliance with CED Social Enterprise

goals and policy; compliance with grant terms and conditions under previously awarded HHS grants; audit reports; investigative reports; and applicant's progress in resolving any final audit or other disallowance on previous CED or other federal agency grants. OCS may also elect not to fund applications that do not clearly demonstrate that all required third-party financing for the proposed project is in place and contingent only on the receipt of CED Social Enterprise.

Grant awards are made based on the availability of appropriated funds and may be awarded in amounts in excess or less than the amount requested or under such circumstances as may be deemed to be in the best interest of the federal government. Applicants may be required to reduce or modify the scope of projects based on the amount of approved award. Grant awards shall be disbursed based on the allowable and reasonableness of the expenditures and successful implementation included in the business plan that are supported by the milestones.

**Federal Awarding Agency Review of Risk Posed by Applicants**
As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/ cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

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 in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. For those applications determined as "approved but unfunded," notice will be given of the determination by email.

## 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. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## 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*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

### 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 www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

**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. 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/discretionary-post-award-requirements#chapter-1.

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.

## VI.3. Reporting

Performance Progress Reports: Semi-Annually

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually

CED Performance Progress Reports

Recipients under this FOA will also be required use the CED program-specific Performance Progress Report (PPR) to submit performance progress reports, on a semi-annual basis. Information on PPR reporting requirements is available on the OCS website at https://www.acf.hhs.gov/ocs/resource/ced-ppr-forms-and-instructions.

## VII. HHS Awarding Agency Contact(s)

**Program Office Contact**

Gerald Shanklin
Administration for Children and Families
Office of Community Services
OCS Grants Operations Center
1401 Mercantile Lane, Suite 401
Largo, MD 20774
Phone: 855.792.6551
Email: ocsgrants@acf.hhs.gov

**Office of Grants Management Contact**

Tim Chappelle
Administration for Children and Families

Office of Grants Management`
OCS Grants Operations Center
1401 Mercantile Lane, Suite 401
Largo, MD 20774
Phone: 855.792.6551
Email: ocsgrants@acf.hhs.gov

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

## VIII. Other Information

### Reference Websites

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

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

### Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

| What to Submit | Where Found | When to Submit |
|---|---|---|
| SF-424C - Budget | Referenced in *Section IV.2. Required Forms,* | Submission is due by the |

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| Information - Construction Programs<br><br>and<br><br>SF-424D - Assurances - Construction Programs | *Assurances, and Certifications*.<br><br>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."<br><br>Also available at http://www. grants.gov/ web/ grants/ forms.html<br>by using the link to "SF-424 Family."<br><br>These forms are ***required*** for applications under this FOA:<br><br>• Projects that include only construction activities must submit the<br>SF-424C and SF424D, along with the SF-424 and SF-P/PSL. | application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| The Project Budget and Budget Justification | Referenced in *Section IV.2. The Project Budget and Budget Justification*. | Submission is required in addition to submission of SF-424A and / or SF-424C.<br><br>Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| SF-LLL - Disclosure of Lobbying Activities | "Disclosure Form to Report Lobbying" is referenced in<br>*Section IV.2. Required Forms, Assurances, and Certifications.*<br><br>This form is available in the FOA's forms package at www.Grants.gov. | If submission of this form is applicable, it is due at the time of application.<br><br>If it not available at the time of application, it may also be submitted prior to the<br>award of a grant. |

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| Certification Regarding Lobbying (Grants.gov Lobbying Form) | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br>This form is available in the FOA's forms package at www.Grants.gov. | Submission is due with the application package or prior to the award of a grant. |
| SF-424 Key Contact Form | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br>This form is available in the FOA's forms package at www.Grants.gov. | Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| SF-424 - Application for Federal Assistance | Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*<br>This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section. | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement.<br>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.<br>To register at SAM, go to http://www.sam.gov. | A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.<br>Active registration at SAM must be maintained throughout the application and project award period. |
| SF-Project/Performance Site Location(s) (SF-P/PSL) | Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*<br>This form is available in the FOA's forms package at www.Grants.gov. | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br>These forms are available in the FOA's forms package at www.Grants.gov in the | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and* |

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| Non- Construction Programs | Mandatory section.<br>They are required for applications that include only non-construction activities. | *Times.* |
| Table of Contents | Referenced in *Section IV.2. The Project Description*. | Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| Project Summary/Abstract | Referenced in *Section IV.2. The Project Description.*<br>The Project Summary/Abstract is limited to one single-spaced page. | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities" | Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 at https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf as indicated in *Section IV.5. Intergovernmental Review* of this announcement. | Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| Mandatory Grant Disclosure | Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*. | If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required. |
| The Project Description | Referenced in *Section IV.2. The Project Description*. | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and* |

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| | | *Times*. |
| Indirect Cost Rate Agreement (IDR) | Referenced in *Section IV.2. The Project Budget and Budget Justification*.<br><br>The IDR must be submitted with the application package. | If the IDR is available by the application due date, it must be submitted with the application package.<br><br>If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant. |
| Proof of Non-Profit Status | Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*. | Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA.<br><br>If it is not available at the time of application submission, it must be submitted prior to the award of a grant. |
| Assurance of Community Representation on Board of Directors | Referenced in *Section III.3* of the announcement. | If applicable, submission due by the application due date found in *Overview* and *Section IV.4*. |
| Required Governing Body Documentation | Referenced in *Section I* of the announcement. | If available, submission is due by the application due date found in the *Overview* and in *Section IV.4*. If not available at the time of application submission, due by the time of award. |

## Appendix

### Appendix A: Persistent Poverty Counties

| State | County |
|---|---|
| AL | Barbour County |
| AL | Bullock County |
| AL | Butler County |
| AL | Choctaw County |
| AL | Clarke County |
| AL | Conecuh County |
| AL | Dallas County |
| AL | Escambia County |
| AL | Greene County |
| AL | Hale County |
| AL | Lowndes County |
| AL | Macon County |
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| AL | Marengo County |
| AL | Monroe County |
| AL | Perry County |
| AL | Pickens County |
| AL | Pike County |
| AL | Sumter County |
| AL | Wilcox County |
| AK | Wade Hampton Census Area |
| AK | Yukon-Koyukuk Census Area |
| AZ | Apache County |
| AZ | Navajo County |
| AR | Bradley County |
| AR | Chicot County |
| AR | Columbia County |
| AR | Crittenden County |
| AR | Desha County |

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| AR | Jefferson County |
| AR | Lafayette County |
| AR | Lee County |
| AR | Mississippi County |
| AR | Monroe County |
| AR | Nevada County |
| AR | Newton County |
| AR | Phillips County |
| AR | Poinsett County |
| AR | St. Francis County |
| AR | Searcy County |
| AR | Woodruff County |
| CO | Alamosa County |
| CO | Costilla County |
| CO | Saguache County |
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| FL | Alachua County |
| FL | Hamilton County |
| FL | Hardee County |
| FL | Madison County |
| GA | Atkinson County |
| GA | Bacon County |
| GA | Baker County |
| GA | Ben Hill County |
| GA | Brooks County |
| GA | Bulloch County |
| GA | Burke County |
| GA | Calhoun County |
| GA | Clarke County |
| GA | Clay County |
| GA | Clinch County |
| GA | Crisp County |

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| GA | Decatur County |
| GA | Dooly County |
| GA | Dougherty County |
| GA | Early County |
| GA | Emanuel County |
| GA | Evans County |
| GA | Grady County |
| GA | Greene County |
| GA | Hancock County |
| GA | Jefferson County |
| GA | Jenkins County |
| GA | Johnson County |
| GA | Macon County |
| GA | Marion County |
| GA | Mitchell County |
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| GA | Peach County |
| GA | Quitman County |
| GA | Randolph County |
| GA | Screven County |
| GA | Seminole County |
| GA | Stewart County |
| GA | Sumter County |
| GA | Talbot County |
| GA | Taliaferro County |
| GA | Tattnall County |
| GA | Taylor County |
| GA | Telfair County |
| GA | Terrell County |
| GA | Toombs County |
| GA | Treutlen County |
| GA | Turner County |

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| GA | Ware County |
| GA | Warren County |
| GA | Washington County |
| GA | Wheeler County |
| GA | Wilcox County |
| ID | Madison County |
| IL | Alexander County |
| IL | Jackson County |
| IL | Pulaski County |
| KY | Bath County |
| KY | Bell County |
| KY | Breathitt County |
| KY | Casey County |
| KY | Clay County |
| KY | Clinton County |
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| KY | Cumberland County |
| KY | Elliott County |
| KY | Estill County |
| KY | Floyd County |
| KY | Fulton County |
| KY | Harlan County |
| KY | Hart County |
| KY | Jackson County |
| KY | Johnson County |
| KY | Knott County |
| KY | Knox County |
| KY | Laurel County |
| KY | Lawrence County |
| KY | Lee County |
| KY | Leslie County |
| KY | Letcher County |

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| KY | Lewis County |
| KY | Lincoln County |
| KY | McCreary County |
| KY | Magoffin County |
| KY | Martin County |
| KY | Menifee County |
| KY | Monroe County |
| KY | Morgan County |
| KY | Owsley County |
| KY | Perry County |
| KY | Powell County |
| KY | Robertson County |
| KY | Rockcastle County |
| KY | Rowan County |
| KY | Russell County |
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| KY | Wayne County |
| KY | Whitley County |
| KY | Wolfe County |
| LA | Acadia Parish |
| LA | Avoyelles Parish |
| LA | Bienville Parish |
| LA | Catahoula Parish |
| LA | Claiborne Parish |
| LA | Concordia Parish |
| LA | East Carroll Parish |
| LA | East Feliciana Parish |
| LA | Evangeline Parish |
| LA | Franklin Parish |
| LA | Lincoln Parish |
| LA | Madison Parish |
| LA | Morehouse Parish |

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| LA | Natchitoches Parish |
| LA | Orleans Parish |
| LA | Ouachita Parish |
| LA | Red River Parish |
| LA | Richland Parish |
| LA | Sabine Parish |
| LA | St. Helena Parish |
| LA | St. Landry Parish |
| LA | Tangipahoa Parish |
| LA | Tensas Parish |
| LA | Washington Parish |
| LA | West Carroll Parish |
| LA | Winn Parish |
| MD | Baltimore City |
| MS | Adams County |
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| MS | Amite County |
| MS | Attala County |
| MS | Benton County |
| MS | Bolivar County |
| MS | Chickasaw County |
| MS | Choctaw County |
| MS | Claiborne County |
| MS | Clarke County |
| MS | Clay County |
| MS | Coahoma County |
| MS | Copiah County |
| MS | Covington County |
| MS | Forrest County |
| MS | Franklin County |
| MS | Grenada County |
| MS | Holmes County |

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| MS | Humphreys County |
| MS | Issaquena County |
| MS | Jasper County |
| MS | Jefferson County |
| MS | Jefferson Davis County |
| MS | Kemper County |
| MS | Lafayette County |
| MS | Lauderdale County |
| MS | Leake County |
| MS | Leflore County |
| MS | Lowndes County |
| MS | Marion County |
| MS | Marshall County |
| MS | Montgomery County |
| MS | Neshoba County |
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| MS | Noxubee County |
| MS | Oktibbeha County |
| MS | Panola County |
| MS | Pike County |
| MS | Quitman County |
| MS | Scott County |
| MS | Sharkey County |
| MS | Simpson County |
| MS | Sunflower County |
| MS | Tallahatchie County |
| MS | Tunica County |
| MS | Walthall County |
| MS | Washington County |
| MS | Wayne County |
| MS | Wilkinson County |
| MS | Winston County |

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| MS | Yalobusha County |
| MS | Yazoo County |
| MO | Carter County |
| MO | Dunklin County |
| MO | Mississippi County |
| MO | New Madrid County |
| MO | Oregon County |
| MO | Pemiscot County |
| MO | Reynolds County |
| MO | Ripley County |
| MO | Shannon County |
| MO | Texas County |
| MO | Washington County |
| MO | Wayne County |
| MO | Wright County |
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| MO | St. Louis City |
| MT | Big Horn County |
| MT | Blaine County |
| MT | Glacier County |
| MT | Golden Valley County |
| NE | Thurston County |
| NM | Cibola County |
| NM | Dona Ana County |
| NM | Guadalupe County |
| NM | Luna County |
| NM | McKinley County |
| NM | Roosevelt County |
| NM | San Miguel County |
| NM | Socorro County |
| NM | Taos County |
| NY | Bronx County |

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| NY | Kings County |
| NC | Bertie County |
| NC | Bladen County |
| NC | Columbus County |
| NC | Halifax County |
| NC | Martin County |
| NC | Northampton County |
| NC | Pitt County |
| NC | Robeson County |
| NC | Tyrrell County |
| NC | Washington County |
| ND | Benson County |
| ND | Rolette County |
| ND | Sioux County |
| OH | Athens County |
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| OK | Adair County |
| OK | Caddo County |
| OK | Cherokee County |
| OK | Choctaw County |
| OK | Coal County |
| OK | Harmon County |
| OK | Hughes County |
| OK | Johnston County |
| OK | McCurtain County |
| OK | Okfuskee County |
| OK | Pushmataha County |
| OK | Tillman County |
| PA | Philadelphia County |
| SC | Allendale County |
| SC | Bamberg County |
| SC | Clarendon County |

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| SC | Colleton County |
| SC | Dillon County |
| SC | Hampton County |
| SC | Jasper County |
| SC | Lee County |
| SC | Marion County |
| SC | Marlboro County |
| SC | Orangeburg County |
| SC | Williamsburg County |
| SD | Bennett County |
| SD | Buffalo County |
| SD | Charles Mix County |
| SD | Corson County |
| SD | Dewey County |
| SD | Jackson County |
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| SD | Mellette County |
| SD | Roberts County |
| SD | Shannon County |
| SD | Todd County |
| SD | Ziebach County |
| TN | Campbell County |
| TN | Claiborne County |
| TN | Cocke County |
| TN | Fentress County |
| TN | Grundy County |
| TN | Hancock County |
| TN | Johnson County |
| TN | Lake County |
| TN | Scott County |
| TX | Bee County |
| TX | Brazos County |

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| TX | Brooks County |
| TX | Cameron County |
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| TX | Dimmit County |
| TX | Duval County |
| TX | Edwards County |
| TX | El Paso County |
| TX | Falls County |
| TX | Floyd County |
| TX | Frio County |
| TX | Hall County |
| TX | Hidalgo County |
| TX | Houston County |
| TX | Hudspeth County |
| TX | Jim Wells County |
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| TX | Karnes County |
| TX | Kinney County |
| TX | Kleberg County |
| TX | Lamb County |
| TX | La Salle County |
| TX | McCulloch County |
| TX | Marion County |
| TX | Maverick County |
| TX | Presidio County |
| TX | Real County |
| TX | Reeves County |
| TX | Robertson County |
| TX | San Augustine County |
| TX | Starr County |
| TX | Uvalde County |
| TX | Val Verde County |

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| TX | Webb County |
| TX | Willacy County |
| TX | Zapata County |
| TX | Zavala County |
| UT | San Juan County |
| VA | Lee County |
| VA | Northampton County |
| WV | Braxton County |
| WV | Calhoun County |
| WV | Clay County |
| WV | Gilmer County |
| WV | Lincoln County |
| WV | McDowell County |
| WV | Mingo County |
| WV | Webster County |