



**Administration for Children and Families**

Office of Community Services

Community Economic Development Projects

HHS-2013-ACF-OCS-EE-0583

Application Due Date: 07/02/2013

Community Economic Development Projects  
HHS-2013-ACF-OCS-EE-0583  
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**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Office of Community Services  
**Funding Opportunity Title:** Community Economic Development Projects  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2013-ACF-OCS-EE-0583  
**Primary CFDA Number:** 93.570  
**Due Date for Applications:** 07/02/2013

### **Executive Summary**

#### **Notices:**

- **On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.grants.gov](http://www.grants.gov) for discretionary grant applications. Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.**
- **This Fiscal Year (FY 2013) ACF has implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2 Content and Form of Application Submission* for detailed information on this requirement.**

For Fiscal Year (FY) 2013, the Department of Health and Human Services (HHS), Community and Economic Development (CED) program, administered by the Office of Community Services (OCS) in the Administration for Children and Families (ACF), will provide approximately \$16.3 million in grants (\$800,000 maximum per project) to Community Development Corporations (CDCs) for projects designed to address the economic needs of low-income individuals and families through the creation of employment and business opportunities.

The CED program seeks to fund projects that address the personal and community barriers that must be overcome to help low-income individuals become self-sufficient. Funds can be used for costs associated with business start-up or business expansion activities, as consistent with the cost principles in OMB Circular A-122, found at 2 CFR Part 230, provided that the expenditures result in the creation of positions that can be filled with low-income individuals.

For more information, please see the full funding opportunity announcement.

Information about the CED program may be found at: [www.acf.hhs.gov/programs/ocs/ced/index.html](http://www.acf.hhs.gov/programs/ocs/ced/index.html).

NOTE: Applicants wishing to obtain funding for a project that addresses food deserts through improved access to healthy, affordable food can apply under the Community Economic Development Healthy Food

## **I. Funding Opportunity Description**

### **Statutory Authority**

Section 680(a)(2) of the Community Services Block Grant (CSBG) Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Pub.L. 105-285), authorizes the Secretary of HHS to make grants on a competitive basis to private, nonprofit organizations that are CDCs to provide technical and financial assistance for economic development activities designed to address the economic needs of low-income individuals and families by creating employment and business development opportunities.

### **Description**

#### **PROGRAM DESCRIPTION**

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

#### **PROGRAM GOALS**

The CED program is built on the premise that nonprofit CDCs know their communities and are poised to efficiently and effectively create new community economic development projects in their communities. The objective of the program is to support businesses that develop new products, services, and other commercial activities that result in the creation of new positions for low-income individuals that:

- Lead to increased self-sufficiency for low-income individuals and their families;
- Create businesses and jobs in low-income communities that improve the livelihood of not only those who obtain those jobs but the community itself;
- Attracts additional public and private funds to increase investment and quality of life in low-income communities.

#### **PROGRAM ELEMENTS**

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

CED projects are expected to demonstrate that the project budget includes all CED and non-CED funds needed to implement the project and result in the successful creation of jobs as outlined in the proposed application. When non-CED 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* later on in this section, may be used to demonstrate the long-term sustainability of the project. However, since CED projects should be ready for implementation at the time of the award, future program income cannot be used to meet the non-CED funding needs for project implementation.

Applicants must agree to create at least a minimum number of jobs based on the following formula:

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

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

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

### **ELIGIBLE ACTIVITIES**

CED funds may be used for business start-up or business expansion activities, as consistent with the cost principles in the Office of Management and Budget (OMB) Circular A-122, as implemented in 2 CFR Part 230, provided that the expenditures result in the creation of positions that can be filled with low-income individuals. This includes start-up capital for operating expenses, such as salaries, facilities, and equipment, but not long-term or ongoing operating expenses.

Many projects utilize grant funds for a loan or a revolving loan fund to provide loans to businesses, and/or as an equity or stock investment. Regarding the equity/stock investment, grantees can convey grant funds to third parties to help finance businesses 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 business receives cash needed to buy, start, or expand a business, provided they agree to specified CED program terms and conditions, including reporting jobs and other benefits to grantees. If there is no third-party business and the grantee is the sole owner of the business creating jobs, funds are typically conveyed to the grantee's for-profit subsidiary via a loan or purchase of 100 percent of the stock in the business. 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 2013, incubator development is allowable as long as the applicant can demonstrate that the focus of the incubator is substantial and specific job creation for low-income individuals. A summary of incubator is provided in the *Definition of Terms* later on in this section.

### **INELIGIBLE ACTIVITIES**

CED grant funds may not be used for reimbursement of pre-award costs, or to provide subawards, or to capitalize loan loss reserve funds, or to support projects designed to primarily support training and technical assistance centers without directly creating jobs, i.e. Business Training and Technical Assistance Centers. Limited job training and job placement activities can be supported in the context of modest training that may be provided specifically for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job training and placement program.

### **DEFINITION OF TERMS**

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

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

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

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

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

**Cash Contributions** - The grantee's cash outlay, including the outlay of money contributed by the grantee's equity investors or donors for budgeted costs of the *project*.

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

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

**Community Development Corporation (CDC)** - As outlined in Section 680(a)(2) of the Community Services Block Grant (CSBG) Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Pub. L. 105-285), to be a qualified CDC, an organization must meet three conditions:

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

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

**Community Economics 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Indirect Costs** - Overhead costs of an organization that have been approved by HHS or other federal agencies for use in applying for federal funds.

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

training and placement program.

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

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

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

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

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

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

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

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

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

**More Experienced Partner** - A *project partner* that successfully meets all of the following requirements: is a CDC, has completed two or more *CED projects*; has completed one or more projects involving activities similar to the proposed project; and has experience with collaborative programming.

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

**Non-profit Organization** - Any corporation, trust, association, cooperative, or other organization that: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes colleges and universities; hospitals; state, local, and federally recognized Indian tribal governments; and those



non-profit organizations listed in Attachment C of OMB Circular No. A-122.

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

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

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

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

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

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

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

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

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

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

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

**Rural Community** - For purposes of this announcement, bonus points will be awarded to projects that will create jobs in a rural community (as defined by the White House's Office of Management and Budget

– OMB) or hire *low-income individuals* 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 contains 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 (MSA) 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: [www.census.gov/population/metro/data/maps.html](http://www.census.gov/population/metro/data/maps.html). The 2010 Census data has not yet been used to designate new Metro or Micro areas.

**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*).

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

**Sources and Uses of Funds Statement** - A statement that identifies the committed sources of debt and equity financing and the specific categories of uses of funds associated with each of the sources for the *project*.

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

**Subaward** - Subawards are not permitted under this announcement. A subaward is an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, 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 subawards; these qualify as *intangible property and debt instruments*.)

**Target Population** - *Low-income individuals* residing in the project's *service area*.

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

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

**Third-Party Agreement:** Written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship. The following are examples of common types of third-party agreements for CED 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 funds (e.g., loans, municipal or state tax credits, equity stock investments, etc.) will be required in order to successfully create the proposed jobs and create and/or expand the proposed business(es). Commitment letters must be signed, specific, and conditioned only on the receipt of the grant award.
- **Equity Investment Agreement** - A written agreement that documents a capital investment by a grantee in a business to achieve the purposes of the *project* as defined in the application. The agreement sets forth the grantee's share of ownership in the business, the terms and conditions related to the use of the invested funds, the rights of the grantee as an equity owner, including, if the business is a corporation, representation on the board of directors, and any provisions for liquidation of the investment. 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 funds. A memorandum of understanding 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, Business Plan – Organizational Profile*.

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

**Underserved Areas** - For the purposes of this opportunity, underserved areas are the 15 states and territories that do not have active CED projects: American Samoa, Colorado, Connecticut, Delaware, Island of Guam, Kansas, Mississippi, Nevada, New Hampshire, Northern Mariana Islands (CNMI), U.S. Virgin Islands, Utah, Vermont, West Virginia, and Wyoming.

## ADDITIONAL RESOURCES

Resources for prospective applicants, including a pre-recorded applicant webinar, will be available at [www.acf.hhs.gov/programs/ocs/ced/index.html](http://www.acf.hhs.gov/programs/ocs/ced/index.html) under the link titled "Grantee and Prospective Grantee Resources and Tools." The resources will be available until the closing of this funding opportunity announcement.

For information on application requirements, please see *Section IV.2. Content and Form of Application Submission, The Project Description*.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$16,300,000
Expected Number of Awards:	21
Award Ceiling:	\$800,000 Per Project Period
Award Floor:	\$100,000 Per Project Period
Average Projected Award Amount:	\$750,000 Per Project Period

### Length of Project Periods:

Other

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

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

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

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

*Application Disqualification Factors.*

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

All awards will be fully funded.

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

## **III. Eligibility Information**

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

Eligibility Category:

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education

Other (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

As outlined in Section 680(a)(2) of the Community Services Block Grant (CSBG) Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Pub. L. 105-285), to be eligible for the CED program, an applicant must meet three conditions:

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

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

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

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

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

### III.3. Other

#### DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS number ([www.dnb.com](http://www.dnb.com)) and be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. 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 or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https:// www.sam.gov /sam /transcript /SAM Quick Guide Grants Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM%20Quick%20Guide%20Grants%20Registrations-v1.6.pdf).

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.

### APPLICATION DISQUALIFICATION FACTORS

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

#### Award Ceiling Disqualification

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

#### Application Submission Disqualifications

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



### *Application Submission Options.*

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

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at or acknowledged by ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which 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.3. Submission Dates and Times.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.** See "Request an Exemption from Required Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

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

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

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

Gerald Shanklin  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 910  
Arlington, VA 22209  
Phone: 1-800-281-9519

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

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

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

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

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

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

### **Federal Relay Service:**

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

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

### **FORMATTING ACF APPLICATIONS**

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

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

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

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

#### **Point of Contact**

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

#### **Application Checklist**

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

**Follow the instructions provided in this application formatting section to ensure that your application does not exceed the page limitations and can be printed efficiently and consistently for the competitive review.**

#### **Accepted Font Styles:**

All applicants must use 12-point font in Times New Roman (TNR).

#### **Page Limitations for Application Submissions**

Applicants must observe the page limitations listed later in this section. Page limitations do not include OMB-approved Standard Forms (SFs) and OMB-approved forms

**All applications must be double-spaced and in Times New Roman, 12-point font.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the extra pages removed and these pages will not be reviewed.

Page limitations apply to electronically submitted and paper format applications. For applications that are single-spaced and/or one-and-a-half spaced (in whole or in part, except for the exempted elements listed later in this section) and/or use a font smaller than TNR, 12-point, ACF will use a formula to determine the actual number of pages. The formula counts the number of characters an applicant uses when following

the instructions and using 12-point TNR and then compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Be sure to print the Project Description and Appendices documents on paper and count the number of pages for each file before submission. Keep the printed copy as a hard copy of your application for your files.

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

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

### **Accepted Application Format**

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

**The Project Description and Appendices files must be numbered separately.** The font size on any scanned documents must be large enough so that it is readable. Do not scan more than one page of a document on a single page. Application pages with two or more pages of a document scanned to it will be removed and will not be reviewed.

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

The following elements of the application submission are exempt from the double-spacing requirements listed earlier in this section: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, contracts, and the Budget Justification. These items may be single-spaced. The Project Summary/Abstract is required to be one single-spaced page in 12-point font with 1-inch margins. The Budget Justification may be single-spaced but must be in 12-point font. Resumes must be in 12-point font, but are not required to be double-spaced. The font size on any scanned documents must be large enough so that it is readable.

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

### **Application Upload Requirements**

**Each applicant 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.**



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 for each, are listed later 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.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on 'Applicant Resources' on the far left side of the home page, and then by following the link to 'Download Software' near the top of the screen, or by clicking [HERE](#). Free PDF software is available on this page that will allow users to convert and merge PDF documents. As an example, ACF is providing written instructions on downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/default/ files/assets/ pdf995 instructions for video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). A video demonstrating this process is also available at: <http://www.youtube.com/watch?v=IOly0HwXPsa>. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See *Section IV.2. Application Submission Options* for more information. The validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review. If an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date and the application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

### **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.

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

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

### **Use only file formats supported by ACF**

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

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)

- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

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

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

#### **Signatures**

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

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

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. Applications must be in two sections. The first section must contain the entire Project Description and Budget Justification, and the second section must contain all required Appendices. The pages of the two sections must be separately and sequentially numbered.

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

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

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

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

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

### **Page Limitations and Content of the Application for All Submission Formats:**

The **Project Description** is limited to 75 pages and must include the following items in this order. **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 Applicants (See CDC definition included in *Section I. Funding Opportunity Description, Definition of Terms*)
- Business Plan - Project implementation
- Business Plan - Project Viability
- Business Plan - Financial Strategies
- Business Plan - Organizational Profile
- Business Plan - Past Performance with Similar Job Creation Projects
- Business Plan - Staff and Position Data
- Project Budget and Budget Justification
- Bonus Points - Underserved Areas: States or Trust Territories Without Active CED Grants
- Bonus Points - Underserved Areas: CED Projects Located in Rural Communities

The **Appendices** are limited to 125 pages and must include the following in this order. 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/Proof of Non-Profit Status
- Market Research and Data
- Evidence of Site Control
- Audited Financial Statements
- 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
- Other Supporting Documentation

### Required Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration..	<p>A DUNS number is required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov.dnb. com/ webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining a DUNS number and registration at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>

	available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If applicable, submission of this form is due at the time of application.	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.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	Submission is required for all applicants when applying for non-construction <b>and</b> construction activities under the proposed project. Standard Forms must be used. Standard Forms must be submitted by the application due date.	Required for all applications when applying for non-construction and/or construction activities under the proposed project. Please see special instructions in the <i>Checklist</i> in <i>Section VIII. Other Information</i> in this announcement.  <ul style="list-style-type: none"> <li>• Projects that include <b>non-construction and construction</b> activities must submit the SF-424A, B, C, and D, along with the SF-424 and SF-P/PSL.</li> </ul> <p>By signing and submitting the SF-424B and/or SF-424D, applicants are making</p>

		the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
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## 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

### Part I: 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. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

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

#### Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.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.

### **Business Plan**

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

### **PROJECT IMPLEMENTATION**

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

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

The application must demonstrate that the project will create positions in a viable industry. This can be accomplished by discussing the industry's short- and long-term position outlook and identifying any critical risks relating to the industry.

To demonstrate market viability for the project, the application must present market research analyzing competition, estimated market share and sales, and analyzing customer base by market segment, size, and trends. NOTE: Market research and industry data used to support the application should come from recent (i.e. within the past 5 years) published source and should provide reference citations that include sufficient detail to allow a reviewer to obtain and verify statistics for the source data.

The applicant must provide evidence that a viable recruitment strategy and tracking system has been established to ensure that a minimum of 75 percent of the new positions are filled by low-income individuals as defined in the *Definition of Terms* available in *Section I. Funding Opportunity 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 recruitment plan must include signed agreements, such as memorandums of understanding (MOUs), partnership agreements, or letters of commitment, that document how the applicant will work with social service providers such as TANF, employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers), and local Child Support Enforcement (CSE) agencies 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. Information that can help support an assertion that a proposed position is appropriate might include position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will be offered with the position or an explanation of why no benefits are required.

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. One way that this can be accomplished is by providing a growth plan that lists the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant period. A discussion of the continued need for the positions after the end of the grant period also can be helpful.

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

## **PROJECT VIABILITY**

The applicant will demonstrate that adequate resources will be available to implement the project as described in the business plan with or without additional project partners such 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 should clearly explain how each part of the project will be accomplished using CED funds and resources provided by the applicant only.

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. Providing evidence of site control demonstrates that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also demonstrates the grantee's readiness to undertake the

project in compliance with all program requirements. Proof that the physical facility will be secured includes documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for project).

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

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

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

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

For loan or revolving loan fund projects, the application must identify the specific business(es) that will receive the loan(s) and demonstrate how loans will be made in compliance with all program requirements described elsewhere in this announcement, including 45 CFR Sec. 74.36 concerning intangible property. This includes strategies to ensure that loan funds go to eligible beneficiaries for business development activities; that the interest rate charged will be at or below market rate; that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants; that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally approved project during the grant period; and that any repaid principal on such loans that is no longer needed for the originally authorized purpose of the CED program will revert to ACF (see 45 CFR Sec. 74.36 for additional information pertaining to the use of intangible property). To demonstrate compliance, applications must provide sample loan agreements which include: name of the specific business(es) receiving the loans; the type(s) of business(es); the business development plan(s); the purpose(s) for which the applicant will make a loan; the loan period; the interest rate to be charged that will be at or below market rate; the repayment schedule; the collateral security required; the default and collection procedures; the signatures of the authorized officials of the lender and borrower; and a commitment by the borrower to create new, full-time, full-year jobs - at least 75 percent of which will be filled by low-income individuals.

In the case of a revolving loan fund, the applicant must identify the business(es) that will receive the initial loans, not any subsequent future loans. The applicant must also indicate that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants.

## **FINANCIAL STRATEGIES**

The applicant must include an acceptable financial plan for the project that demonstrates that the project



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

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

- That the financial estimates are grounded in solid assumptions. This can be accomplished by providing a narrative discussing the necessity, reasonableness, and allocation of the proposed costs. A convincing narrative would include a discussion of each line item and a calculation for each object class, along with estimation methods, quantities, unit costs, and other similar detail sufficient for verification of the calculation.
- That the applicant will agree to create at least the minimum number of jobs for the amount of the requested award equal to the ratio found by dividing the requested award amount by \$25,000 for construction projects or \$20,000 for non-construction projects. For examples of number of jobs based on specific award amounts, see *Appendix A: Sample Chart of Jobs Created* at the end of this announcement.
- That future program income is not necessary to meet the funding needs for implementation of the project design. Program income may be used to demonstrate the long-term sustainability of the project, but since CED projects should be ready for implementation at the time of the award, future program income cannot be used to meet the non-CED funding needs for project implementation.

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

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

- Commitment letters describing unconditional financial commitments for loans, municipal 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 cash resources that are needed for the project.
- Documentation of in-kind contributions of personal property and a demonstration of how the value of those contributions was arrived at through techniques such as an inventory valuation for equipment and/or a certified appraisal for real property.

For projects involving construction, financial plans must include all construction aspects of the project, including property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.

## **ORGANIZATIONAL PROFILE**

The application must demonstrate the organization, its staff, and its project partners have sufficient and relevant experience and success in developing and operating a business(es) similar to that to be conducted under the proposed project. Applicants that cannot demonstrate substantial experience with economic development projects similar in size and scope to those proposed in the application, must provide evidence of a viable partnership with a more experienced partner (as defined in *Section I. Funding Opportunity Description*), including evidence of a workable and strategic arrangement for the more experienced

partner to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.

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

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

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

#### **PAST PERFORMANCE WITH SIMILAR JOB CREATION PROJECTS**

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

#### **STAFF AND POSITION DATA**

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

The application must state clearly 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 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.

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.

#### **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.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

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

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

### **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions 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 input 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. The line-item budget detail and the budget narrative must be submitted as a single Budget Justification application component.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

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

Provide a budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The application budget must include funds for all required items, including travel for 1 staff member to attend a training and technical assistance conference in Washington, DC, during each year of the grant and, if the applicant is partnering with an experienced CDC, funds to cover the costs of this support (for example, travel costs, payments to cover staff time, etc.).

## **General**

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

## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

## **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

## **Travel**

**Description:** Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

**Justification:** For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

## **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

**Justification:** For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

**Description:** Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

**Justification:** Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

**Description:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134 and currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each 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.

## **Construction**

Description: Costs of construction by applicant or contractor.

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

## **Other**

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 should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## **Program Income**

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

## **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 is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control

number.

## Application Submission Options

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

- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

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

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

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

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

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

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

### Request an Exemption from Required Electronic Application Submission

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

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

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at

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

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

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

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

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

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

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

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

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

### **Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See 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.6.* of this announcement for address information for paper format application submissions.



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

### **IV.3. Submission Dates and Times**

Due Date for Applications: **07/02/2013**

#### **Explanation of Due Dates**

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

#### **Electronic Applications**

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

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

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

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

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

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

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

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

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

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

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

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

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

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated

and time-stamped after the deadline of 11:59 p.m., ET, on the due date.

- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

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

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

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

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

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

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

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

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

### **Acknowledgement from ACF of receipt of a paper format application**

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

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

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

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

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

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

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

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

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

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

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

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

Organizations are allowed one CED award per year.

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

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

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

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

##### **Hand Delivery**

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

##### **Electronic Submission**

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

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

## V. Application Review Information

### V.1. Criteria

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

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

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

#### Objectives and Need for Assistance

**Maximum Points: 5**

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

**Maximum Points: 20**

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the project is well planned and ready to be implemented at the time of the award 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 provides a clear and well-conceived overall approach to the project, with a sound and feasible implementation plan that is consistent with the expectations described in this announcement and covers all years of the project, including specific milestones to be achieved.
- The application provides recent market research and industry data (published within the last 5 years) demonstrating that the project will create positions in a viable industry, discussing the industry's short- and long-term position outlook, and identifying any critical risks relating to the industry.
- The application includes recent market research and industry data (published within the last 5 years) indicating that the business(es) will be viable in terms of competition, anticipated market, customer base, and market trends.
- The application includes signed agreements with public agencies that demonstrate a sound and feasible recruitment strategy and tracking system to obtain and document low-income referrals with social service providers such as TANF, child support agencies, and other sources.
- The application includes the number and types of new full-time positions that will be created and demonstrates that they are appropriate for the project and that they will provide starting wages, wage growth opportunities, and employee benefits that will allow families to achieve self-sufficiency.
- The application demonstrates that the positions will be sustained for at least 1 year after the end of the grant period by including the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant and providing a discussion of the continued need for the positions after the end of the grant period.
- The application describes how any confidential or sensitive information from staff (e.g., background investigations) or project participants and/or project beneficiaries will be collected and protected during the course of the project and how this information will be disposed of after the grant has ended.

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

**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 Viability*. 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 demonstrates that the staffing, facilities, equipment, supplies, and funding support each activity have been identified AND are reasonable.
- 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.
- The application identifies any competing activities that might reduce the availability of the resources for this project.
- The application demonstrates the applicant's capacity to manage responsibly the proposed Federal

funds and to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

For projects with equity or stock investments, reviewers will consider the extent to which:

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

For projects with loans or revolving loan funds, reviewers will consider the extent to which:

- The application describes the initial loan(s) to be made from the grant including the name of the specific business(es) receiving the loans; the type(s) of the business(es); the business development plan(s); compliance with all terms of 45 CFR Sec. 74.36 concerning intangible property; and includes draft copies of the loan agreement(s), which include the elements outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Project Viability*.
- The application describes strategies to ensure that all loans, either initial loans or subsequent future loans, from any revolving loan fund will go to eligible recipients for business development activities.

### **Business Plan - Financial Strategies**

**Maximum Points: 20**

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 application provides an acceptable financial plan for the project demonstrating that the project is ready to be implemented, will be economically feasible by the conclusion of the grant period, and will continue to be so for at least 1 year thereafter. The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.
- The application clearly demonstrates that the financial estimates are grounded in solid assumptions and demonstrates the necessity, reasonableness, and allocation of the proposed costs.
- The application convincingly demonstrates that the CED cost per position created is equal to the ratio found by dividing the request award amount by \$25,000 for construction projects or \$20,000 for non-construction projects. For examples of number of jobs based on specific award amounts, see *Appendix A: Sample Chart of Cost per Job Created* at the end of this announcement.
- The application demonstrates program income is not necessary to meet the funding needs for implementation of the healthy food project design.

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

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

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

- The application provides evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions.



- The application demonstrates evidence (e.g., signed commitment letters) of unconditional commitments for loans, municipal or state tax credits, equity stock investments, or other supporting grants totaling at least the amount of non-CED funds necessary. Such evidence includes signed letters of commitment from lenders, investors, donors, and grantors.
- The application provides evidence (e.g., a financial statement of cash available) of the applicant's ability to contribute any non-CED cash resources that are needed for the project and that the applicant has pledged in support of the healthy food 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 construction projects, reviewers will consider the extent to which:

- The application demonstrates that financial plans include all construction costs and that all costs are appropriately justified as reasonable and necessary to carry out the activities proposed in the application. NOTE: Construction costs include: property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.

### **Business Plan - Organizational Profile**

**Maximum Points: 10**

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the organization, staff, and project partners have the experience to carry out the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational Profile*. Specifically, reviewers will consider the extent to which:

- The application demonstrates that the organization, its staff, and its project partners have sufficient overall experience to successfully implement the proposed project, including relevant experience and success in developing and operating businesses similar to those to be conducted under the proposed project. If one or more project partners are involved, the extent to which the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project.
- For applicants that cannot demonstrate substantial experience with economic development projects similar to those proposed in the application, the extent to which the application provides evidence of a viable partnership with a more experienced partner, including evidence of a workable strategy for the more experienced partner (as defined in *Section I. Funding Opportunity Description*), to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.
- The application includes signed agreements that clearly outline the role of the project partner and describes the relationship between the applicant and the project partner, demonstrate that all project partners that will be responsible for directly or indirectly spending CED funds are financially viable and have the capacity to manage responsibly any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74, and other requirements outlined *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational Profile*.

### **Business Plan- Past Performance with Similar Job Creation Projects**

**Maximum Points: 5**

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 and all partner organizations have the experience

necessary to successfully carry out the proposed project, including evidence of two similar business creation or business expansion projects undertaken by the applicant.

- The application provides a quantitative and qualitative description of the number of jobs created, wages, benefits, and position descriptions that indicate the jobs created provided wages that allowed persons to leave public assistance programs or similar supports; and number of years of project operation and position availability for each of the two prior projects.

#### **Business Plan - Staff and Position Data**

**Maximum Points: 5**

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the identified staff are qualified to carry out the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Staff and Position Data*. Specifically, reviewers will consider the extent to which:

- The application demonstrates through biographical sketches, degree information, resumes, and descriptions of previous project experience that the identified staff are qualified to carry out the proposed project. Resumes should be no more than two pages in length and identify staff percent 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.

#### **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 healthy food 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 describing government and/or community support for the project; any specific relationship the supporter might have to the applicant; and knowledge of the applicant's experience and qualifications in business and job creation.

#### **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 and non-CED) is commensurate with the level of effort necessary to accomplish the activities, goals, and objectives of the project.
- The application includes a budget and budget justification which clearly links the proposed expenditures to the proposed activities necessary for accomplishing the project. The application's budget narrative demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness



and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.

- The application demonstrates that the budget includes funds for all required items, including travel for one staff member to attend a training and technical assistance conference in Washington, DC, during each year of the grant and, if the applicant is partnering with an experienced CDC, funds to cover the costs of this support (e.g., travel costs, payments to cover staff time, etc.).

<b>Bonus Points - Underserved Areas: States or Trust Territories Without Active CED Grants</b>	<b>Maximum Points: 5</b>
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In considering the award of bonus points under *Underserved Areas*, reviewers will take into consideration the extent to which the proposed project will be located in one of the following states or trust territories that do not have an active CED project:

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

<b>Bonus Points - Underserved Areas: CED Project Located in Rural Areas</b>	<b>Maximum Points: 5</b>
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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 healthy food access project will create jobs in a rural community (as defined by the White House's Office of Management and Budget – OMB) or hire low-income individuals 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 contains 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 (MSA) are considered rural. Metropolitan 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: <http://www.census.gov/population/metro/data/maps.html>. The 2010 Census data has not yet been used to designate new Metro or Micro areas.

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section III.3. Other*.

## **Initial ACF Screening**

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

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

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

## **Objective Review and Results**

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

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

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

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

Applicants wishing to obtain funding for a project that addresses food deserts through improved access to healthy, affordable food can apply under the CED-HFFI funding opportunity announcement (FON HHS-2013-ACF-OCS-EE-0584). Applications referencing the Healthy Food Financing Initiative or food deserts will not be considered for this funding announcement.

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

Each application must demonstrate compliance with each of the review criteria presented earlier in this section.

Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. Other considerations include the timely and successful completion by the applicant of projects funded with CED funds within the last 5 years; comments of reviewers and Government officials;

CED staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency and compliance with CED goals and policy; compliance with grant terms and conditions under previously awarded HHS grants; audit reports; investigative reports; and applicant's progress in resolving any final audit or other disallowance on previous CED or other federal agency grants.

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

### **Approved but Unfunded Applications**

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

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

Awards will be made no later than September 30, 2013.

## **VI. Award Administration Information**

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

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

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

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

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

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

## **Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81\_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

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

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

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

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Capacity Building Toolkits for Faith-based and Community Organizations](#).

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

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

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

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to

comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

## **Debarment and Suspension**

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

## **Pro-Children Act**

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

## **HHS Grants Policy Statement**

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

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

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and are frequently requested under the FOIA. In accordance with the FOIA requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D), and as part of on-going efforts to promote openness in government programs, ACF will post some of the top-ranked applications funded under this FOA in its online FOIA Reading Room at <http://www.acf.hhs.gov/>

[e-reading-room](#). As required under the FOIA, each of the top-ranked applications will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Applications chosen for posting to the FOIA Reading Room will be placed on the internet website without further notice to the applicants.

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

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

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

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

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>.

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

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

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

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

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

**For budget periods ending in the months of:**

**The FFR (SF-425) is due to ACF on:**



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

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at <http://www.whitehouse.gov/omb/grants/forms>, [www.forms.gov](http://www.forms.gov), and on at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

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

Program Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

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

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

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

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal Interest on real property.

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

The forms are available at <http://www.whitehouse.gov/omb/grants/forms>.

## **VII. Agency Contacts**

### **Program Office Contact**



Gerald Shanklin  
Administration for Children and Families  
Office of Community Services  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 910  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [ocsgrants@acf.hhs.gov](mailto:ocsgrants@acf.hhs.gov)

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

Katrina Morgan  
Administration for Children and Families  
Office of Grants Management  
OCS Grants Operations Center  
1400 Key Boulevard  
Suite 910  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [ocsgrants@acf.hhs.gov](mailto:ocsgrants@acf.hhs.gov)

### **Federal Relay Service:**

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

## **VIII. Other Information**

### **Reference Websites**

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

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

Administration for Children and Families - GRANTS homepage [https:// www.acf.hhs.gov /grants](https://www.acf.hhs.gov/grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

Code of Federal Regulations (CFR) [http:// www.gpo.gov](http://www.gpo.gov).

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

All required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https:// www.acf.hhs.gov /grants -forms](https://www.acf.hhs.gov/grants-forms).

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

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

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

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

## Application Checklist

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

What to Submit	Where Found	When to Submit
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration..	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb.com/ webform</a> .  To register at SAM, go to <a href="http://www.sam.gov">http:// www. sam. gov</a> .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/ grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/ agencies/ aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Available at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> .  For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Assurances Construction Programs	<p>Application Package" in the section entitled, "Optional Documents."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include <b>non-construction and construction</b> activities must submit the SF-424A, B, C, and D, along with the SF-424 and SF-P/PSL.</li> </ul>	
Certification Regarding Lobbying	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http:// www.acf.hhs.gov /grants-forms</a>.</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www. acf.hhs.gov /grants-forms</a>.</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a 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.</p>	<p>If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.</p>
Table of Contents	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C) is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Business Plan	Referenced in <i>Section IV.2. Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and</i>

*Times.* If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

## Appendix

### Appendix A

#### Sample Chart of Cost per Job Created

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

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

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