

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

**Program Office:** Office of Community Services

**Funding Opportunity Title:** Community Economic Development Program Operational Projects

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2008-ACF-OCS-EE-0024

**CFDA Number:** 93.570

**Due Date For Letter of Intent:** **05/22/2008**

**Due Date for Applications:** **06/25/2008**

**Executive Summary:**

In Fiscal Year (FY) 2008, contingent upon available funding, the Office of Community Services (OCS) will award Community Economic Development (CED) discretionary grant funds for well-planned, financially viable, and innovative projects. OCS will award funds to Community Development Corporations (CDCs) that are experienced in implementing economic development projects. OCS intends that grant funds awarded under this announcement will provide resources to eligible CDCs for their job creation and business projects, as a strategy to address broader objectives such as arresting tendencies toward financial dependency, chronic unemployment, and community deterioration in both urban and rural areas. Eligible CDCs must submit a business plan that demonstrates the economic viability of the venture.

These grants should create new employment and business development opportunities for low-income individuals. Low-income beneficiaries, as determined by the HHS Guidelines on Poverty (found at <http://aspe.hhs.gov/poverty/poverty.shtml>), of such projects include those who are living in poverty. Beneficiaries may be unemployed; public assistance recipients, including recipients of Temporary Assistance for Needy Families (TANF); at-risk youth; custodial and non-custodial parents; residents of public housing;

persons with disabilities; persons who are homeless; or individuals transitioning from incarceration back into the community.

Eligible CDCs, including faith-based CDCs, must have in place: (1) written financial commitments for all non-CED funding needed for the project, (2) management, staff and other resources to operate the project, (3) evidence of site control for the project (e.g., lease agreement or deed), and (4) referral sources from which low-income individuals would access the project.

In FY 2008, OCS has a specific interest in projects that propose long-term, sustainable jobs in high growth sectors. The Department of Labor's (DOL) High Growth Jobs Training Initiative, <http://www.doleta.gov/BRG/JobTrainInitiative/>, has identified 14 sectors that: (1) are projected to add substantial numbers of new jobs to the economy or affect the growth of other industries; or (2) are existing or emerging businesses being transformed by technology and innovation requiring new skill sets for workers. Furthermore, OCS has an interest in funding strong projects that will operate in States that are currently underserved by CED funding including Iowa, Nebraska, Nevada, North Dakota, Utah and Wyoming.

---

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Legislative 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 (Public Law 105-285), authorizes the Secretary of the Department of Health and Human Services to make grants on a competitive basis to private, nonprofit organizations that are community development corporations to provide technical and financial assistance for economic development activities designed to address the economic needs of low-income individuals and families by creating employment and business development opportunities.

### **Funding Opportunity Description**

The purpose of the CED program is to provide technical and financial assistance for community economic development activities designed to address the economic needs of low-income individuals and families through the creation of employment and business opportunities. The

lives of these persons are enhanced through the creation of permanent employment and business expansion. OCS seeks to fund projects that focus on sustained economic outcomes and implement strategies for achieving self sufficiency for families. In addition, funded projects must foster sustained employment opportunities for low-income populations within communities.

CED projects may include business start-ups, business expansions, the development of new products and services and other commercial activities that have as the end results the creation of new jobs for low-income persons. For FY 2008, OCS will not consider applications that propose the creation of microenterprise businesses under this announcement. Incubator development is an allowable project as long as the focus of the incubator is on substantial job creation for low-income persons and industries in the high growth initiatives. Applicants seeking to propose the creation of projects that are microenterprise business training and technical assistance centers are urged to review the Job Opportunities for Low-Income Individuals (JOLI) FY 2008 program announcement at <http://www.acf.hhs.gov/programs/ocs/dcdp/joli/index.html> once available. CED funds may not be used exclusively to support training and technical assistance centers as the vehicle for the creation of jobs.

Applicants should provide a project summary/abstract of one or two paragraphs, not to exceed 350 words, that describes the community in which the project will be implemented, beneficiaries to be served, and the type(s) of business(es) to be developed. Include a statement that the project is financially feasible (i.e., debt coverage ratio is valid), and identify the type(s) of jobs to be created, projected cost-per-job, any land or building to be purchased or building constructed and resources leveraged. The summary should address how these elements will have the intended effect on the community.

### **Project Narrative**

Successful applications must provide evidence to support the following: the project's objectives are supported by the established understanding of the needs of assistance of the target population and community; the results and benefits expected through the funding of this project are defined; a sound and logical approach to achieving these results is described, with supporting documentation that reflects a sustainable business model to maintain employment for individuals; third party and cooperative agreements that support the objectives of the project are provided; the application demonstrates the experience

and capacity of the project management team and CDC that will implement the project; and, an evaluation plan that will provide findings on the process and outcome measures for this project.

Therefore, applicants should describe the target population including the percentage of persons who are low-income, including TANF recipients, discuss the percentage of overall poverty that exists in the community where the project will be implemented, describe the precise geographic area in that the project will operate including boundaries, reference any planning studies that have been completed and provide outside testimonials or letters of support from other concerned interests in the project. Further, a successful project should describe how it will address systemic personal barriers to employment or business development such as illiteracy, substance abuse, inadequate transportation, child care, insufficient life skills, past criminal history, health and any other systemic barriers which could inhibit success if not adequately addressed. Community barriers might include lack of jobs (e.g., high unemployment rate); lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services (e.g., employment service, child care, job training); high incidence of crime; inadequate health care; or environmental hazards (such as toxic dumpsites or leaking underground tanks).

Applicants should provide a discussion on the results or benefits expected from the proposed project for the beneficiaries and outline the number and type of new jobs that will be created. This discussion should include the expected starting wage and a statement regarding wage growth as a result of career progression that participants who obtain those jobs will likely earn. When detailing the types of jobs that a project will create, applicants should describe the activities that will be pursued in order to create the specified number of jobs, and what strategies the applicant will use to get low-income persons or TANF recipients into these jobs. Furthermore, applicants should describe the long-term economic benefits that the participants will receive. Applicants should also discuss any long-lasting benefits to the community such as fulfilling retail needs, fulfilling child care needs or any other benefits to the geographic location. Any jobs or businesses created should provide a livable wage, provide for career development opportunities, offer health insurance and otherwise assist the person to provide for his or her own needs without the need for public assistance. The results and benefits discussion should provide a plan for sustaining the jobs created or new businesses developed after Federal support ends for at least two years beyond the end of the grant. Furthermore, applicants should describe their marketing

strategies for any products or services in their plans for sustainability of the businesses after the Federal funding has ended.

Consistent with the goals of the DOL's High Growth Jobs Training Initiative, applicants should consider industries that have the greatest potential to yield jobs with career development opportunity for low-income persons. DOL has identified 14 sectors that fit within the following criteria: (1) they are projected to add substantial numbers of new jobs to the economy or affect the growth of other industries; or (2) they are existing or emerging businesses being transformed by technology and innovation requiring new skill sets for workers. Furthermore, applicants are encouraged to consider partnering with grantees of the DOL's Employment Training Administration (ETA). For more information on the DOL's High Growth Jobs Training Initiative and the other programs of the ETA, please visit <http://www.doleta.gov/BRG/JobTrainInitiative/>.

Applicants must describe the approach and provide detail of how the proposed new jobs will be created and any unique features that address the economic needs of low-income individuals and families. OCS seeks sound projects that have outlined a plan of action with milestones that the project must achieve before the project's objectives can be realized. The applicant should provide a month by month timeline for the project. The projection for the jobs should be in place at least one year, before the anticipated project end date.

The application should include a financial plan demonstrating and providing documentation for the economic supports underpinning the project and showing the project's potential, and the timetable for financial self-sufficiency, including for both the applicant and the third party, if appropriate, profit and loss forecasts, cash flow projections, balance sheets, and a Sources and Use of Funds Statement for all funds available to the project. If the project is a non-construction project, then provide these items for the first three years; and if the project is a construction project, then provide these items for the first five years of the project. A brief summary discussing any further capital requirements and methods for obtaining needed resources should also be incorporated into the application. Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

The applicant must discuss what type of physical facility it needs to operate the project and provide evidence that this site has been secured through lease/ownership or will be constructed. Further, the

applicant should describe any equipment that it will need to accomplish the goals of the project and provide evidence of how this equipment will be acquired.

To achieve the goals of the proposed project, the application must describe all financial partnership arrangements that are necessary for the success of the project. The application must provide documented evidence, such as a signed agreement between the third party and the applicant. The third-party agreement must clearly outline the technical and financial assistance that will be provided by the applicant. At a minimum, the agreement should address the following:

1. A minimum of 90 percent of the jobs proposed for creation as a result of the injection of grant funds will be filled by low-income individuals;
2. The applicant will have the right to screen prospective candidates for jobs to be filled by low-income individuals and to verify their eligibility;
3. If the applicant's equity investment equals 25 percent or more of the businesses assets, the grantee will have representation on the Board of Directors;
4. The third- party will maintain specific documentation related to the expenditure of the grant funds invested and/or loaned to the entity. Reports will be made to the applicant regarding the use of the grant funds no less than on a quarterly basis;
5. The third-party must request approval to expend the funds in any manner different than proposed by the applicant in the application. The expenditure will not occur until the grantee obtains clear written authority from the Department of Health and Human Services (HHS) of such approval;
6. The third-party must agree to provide HHS or its representative access to all documents related to the funded project as requested;
7. The third-party will provide to the applicant, written procedures to assure that there are no duplicate counts of jobs created; and
8. Detailed information will be provided to the applicant on how the third-party will use the grant funds during the course of the

project. In addition, the agreement must provide details on how the grantee will provide oversight and technical assistance to the third-party to ensure the retention of low-income individuals in the newly created jobs and/or businesses.

If the applicant proposes to use the OCS funds as either an equity investment in a business or a loan or revolving loan fund, then there must be an additional third-party agreement covering:

1. The equity investment which includes, at a minimum:
  - (a) The purpose(s) for which the applicant will make the equity investment;
  - (b) The type of equity transaction (*e.g.* stock purchase);
  - (c) The cost-per-share and basis on which the applicant derived the cost-per-share;
  - (d) The number of shares the applicant will purchase;
  - (e) The percentage of CDC ownership in the business;
  - (f) The term or duration of the agreement;
  - (g) The number of seats on the board, if applicable; and
  - (h) The signatures of the authorized officials of the applicant and third-party organization(s).

OR

2. The loan or revolving loan third-party agreement which includes, at a minimum:
  - (a) The purpose(s) for which the applicant will make a loan;
  - (b) The interest rates and other fees;
  - (c) The terms of the loan;
  - (d) The repayment schedule;
  - (e) The collateral security;
  - (f) The default and collection procedures; and
  - (g) The signatures of the authorized officials of the lender and borrower.

To show that a third-party organization is capable of handling Federal resources, a signed statement by a certified, licensed public accountant should accompany the application. The statement will certify the sufficiency of the third-party's financial management system in accordance with 45 CFR Part 74, to protect adequately any Federal funds awarded under the applications; and a financial statement of the third-party's financial health. If this statement is not available because the organization is a newly formed entity, the applicant must include a statement to this effect.

OCS encourages collaboration agreements from public assistance and other agencies providing referrals and resources to the project including local agencies responsible for administering child support enforcement, TANF, and employment education and training programs (i.e., Department of Labor's ETA-funded One-Stop Career Centers). The application should include written agreements from the local TANF or other employment education and training offices, and child support enforcement agency indicating what actions will be taken to integrate/coordinate services that relate directly to the project for which funds are being requested. The application should provide documentation that illustrates the organizational experience is related to the employment, education, and training program.

OCS has recognized that successful projects have strong organizational capacity and well-qualified staff administering the projects. Applicant organizations should profile the staff, and their qualifications, who will execute the project. Staff qualifications should relate to the responsibilities that they will have for the project. To support its statements, the applicant must cite two or three examples of past successes in implementing community economic development projects including any previous successfully implemented OCS projects.

Similarly, less experienced CDCs should strongly consider partnering with other experienced CDCs, as part of the organization's team. The organization should address its own ability, and that of any partners, to successfully complete the proposed project. The application should provide for any proposed partner, three examples of successful CED, JOLI or other community economic development efforts, including the type of project and the number of jobs or businesses created or expanded.

The application should provide details of the partnerships with respect to technical assistance that the experienced CDC will provide to strengthen the project. Applicants must include the partnering

agreement and the budget should reflect any costs necessary to cover this support; (e.g., travel, consultants,) etc. The experienced CDC does not have to be located within the same State as the less experienced CDC, but should have experience in managing a similar project as the one being proposed. The partnership between the less experienced CDC and the experienced CDC will be evaluated together as organizational capacity for this project.

Previous successfully funded applications have included clear, complete, and well-justified budgets and budget narratives. In addition, applicants must include a Source and Uses of Funds Statement of non-OCS funding provided for the project. A complete budget includes a description of the line item and a calculation for each object class. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for verification of the calculation. Budget narratives should discuss the necessity, reasonableness, and allocation of the proposed costs. If the applicant proposes to use other funding in addition to OCS funding to implement the project, then the applicant must reflect this in its budget.

The applicant should provide details of all the costs in the project budget. Applicants must also show a plan to make the project profitable and a plan for sustaining the project after OCS funding has ended. In the travel portion of the budget, the applicant should budget funds for two staff persons to attend a training and technical assistance conference in Washington, D.C.

OCS intends that applicants use awarded funds to support job creation. To that end, applicants may not use CED funds exclusively to support training and technical assistance, but must create jobs themselves or provide financial assistance to businesses to create jobs through third-party agreements.

The cost per job created should not exceed \$15,000 or \$20,000 for construction projects. While created jobs may include jobs for persons who are not classified as low-income, the primary purpose of the CED program is to create opportunities for low-income persons. As a result, low-income persons must fill a minimum of 90 percent of all created jobs.

Applicants should include an outline of an Evaluation Plan of the project that includes both process and outcome measures. Together the process and outcome evaluations should answer the question: "What did this project accomplish; and why was the project successful or why was the project not successful?" Evaluation plans should

describe a tracking system to measure the results of each component of the proposed project design including the financial components. The evaluation plan should identify the principal cause-and-effect relationships to be tested, demonstrate the applicant's understanding of the role and purpose of both process and outcome evaluations, and provide for semi annual program progress reports of lessons learned during the course of the project.

The applicant should identify a proposed independent third-party evaluator, or if not selected, identify the minimum qualifications and position description for the third-party evaluator (i.e., a person with recognized evaluation skills who is organizationally distinct from and not under the control of the applicant, and whose qualifications include successful experience in evaluating social services delivery programs and the planning and/or evaluation of programs designed to foster self-sufficiency in low-income populations). An independent third-party evaluator is responsible for analyzing and documenting the applicants proposed evaluation plans and delivering the findings of the results of the program in a project mid-term account and a final report to OCS.

Starting in FY 2008, CED grantees will be required to participate in compliance monitoring reviews, and in quarterly technical assistance conference calls. Additionally, grantees will be required to participate in an annual collection of information about their project that has been approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support.

### **Definitions of Terms**

The following definitions apply:

**ALTERATION AND RENOVATION (A&R)** - A &R may be classified as minor or major depending on the extent of the required work, its relationship to an existing structure and its cost. Typically, major A & R is any aggregate cost greater than \$150,000.

**BENEFICIARY** - A low-income individual whose income level does not exceed 100 percent of the official poverty line as found in the most recent revision of the Poverty Income Guidelines published by HHS. These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml> .

**BUDGET PERIOD** - The time interval into which a grant period is divided for budgetary and funding purposes. The budget period for

CED projects cannot exceed 60 months for construction projects and 36 months for non-construction projects.

CASH CONTRIBUTIONS - The grantee's cash outlay, including the outlay of money contributed to the grantee by third parties.

COMMUNITY - Any geographic area defined by specific boundaries.

COMMUNITY DEVELOPMENT CORPORATION (CDC) - A private, non-profit corporation governed by a board of directors consisting of residents of the community and business and civic leaders, which has as a principal purpose planning, developing, or managing low-income housing or community development activities.

COMMUNITY ECONOMIC DEVELOPMENT (CED) - A process by which a community uses resources to attract capital and increase physical, commercial, and business development and job opportunities for its residents.

CONSTRUCTION PROJECTS - Projects that involve the initial building or large scale modernization or permanent improvement of a facility.

DISTRESSED COMMUNITY - A geographic urban neighborhood or rural community with a rate of high unemployment and pervasive poverty.

EMPLOYMENT EDUCATION AND TRAINING PROGRAM- A program that provides education and/or training to TANF recipients, at-risk youth, residents of public housing, displaced workers, homeless and other low-income individuals, and that has demonstrated organizational experience in employment directed education and training for these populations.

EMPOWERMENT ZONE AND ENTERPRISE COMMUNITY PROJECT AREAS (EZ/EC) - Urban neighborhoods and rural areas designated as such by the Secretaries of Housing and Urban Development and Agriculture.

EQUIPMENT - The tangible non-expendable personal property charged directly to an award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

EQUITY INVESTMENT - The provision of capital to a business entity for some specified purpose in return for a portion of ownership using a third-party agreement as the contractual instrument.

FAITH-BASED COMMUNITY DEVELOPMENT CORPORATION - A community development corporation that has a religious character.

**HARD COST** - Includes expenditures of construction or acquisition of real property and major alterations and renovations of real property.

**HYPOTHESIS** - An assumption made in order to test its validity. It should assert a cause-and-effect relationship between a program intervention and its expected result. Both the intervention and its result must be measured in order to confirm the hypothesis. For example, the following is a hypothesis: "Eighty hours of classroom training will be sufficient for participants to prepare a successful loan application." In this example, data would be obtained on the number of hours of training actually received by participants (the intervention), and the quality of loan applications (the result), to determine the validity of the hypothesis (that 80 hours of training is sufficient to produce the result).

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

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

**INTERVENTION** - Any planned activity within a project that is intended to produce changes in the target population and/or the environment for the purpose of job creation and can be formally evaluated. For example, assistance in the preparation of a business plan is an intervention.

**JOB CREATION** - New full-time, permanent jobs that did not exist prior to the start of the project and came about as a result of the start of the project. These activities can include 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 already existing jobs, even jobs 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.

LETTER OF COMMITMENT - A signed letter or agreement from a third party to the applicant that pledges financial or other support for the grant activities contingent only on OCS accepting the applicant's project proposal.

LOAN - Money given to a borrower under a binding pledge for a given purpose to be repaid, usually at a stated rate of interest and within a specified period. The creation of a revolving loan fund with funds received under this program is an allowable activity. Loans made to eligible beneficiaries for business development activities must be at or below market rate. Interest accrued on revolving loan funds must be used to continue or expand the activities of the approved project.

MICROENTERPRISE - a commercial business with five or fewer employees, one or more of whom is the owner.

MICROLOANS - Loans made to microenterprise businesses and usually low interest loans of \$25,000 or less.

NON-PROFIT ORGANIZATION - An organization (including a faith-based organization or community development corporation) exempt from taxation by reason of paragraph (3) of Section 501(c) of the Internal Revenue Code of 1986.

NOTICE OF FEDERAL INTEREST (NFI) - A lien or other notice of public record that an applicant must file when construction or major alterations and renovations begin or when an existing facility or land is acquired with Federal funds.

OUTCOME EVALUATION - An assessment of project results as measured by collected data that define the net effects of the interventions applied in the project. An outcome evaluation will produce and interpret findings related to whether the interventions created the proposed jobs, or produced other desired changes. An outcome evaluation should address any unanticipated outcomes. It should answer the question: Did this project achieve its stated goals?

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>

**PROCESS EVALUATION** - A review and assessment of the planned activities implemented to produce the proposed outcomes (i.e., the creation of new, sustainable jobs). Focuses on the effectiveness and efficiency of the program's activities and interventions (e.g., methods of recruiting participants, quality of training activities and usefulness of follow-up procedures). It should answer questions such as: "Were the project activities comprehensive and were they implemented to achieve the desired outcome(s)?" It is also known as formative evaluation, because it gathers information that can be used as a management tool to improve the way a program operates while the program is in progress. It should also identify problems that occurred and how they were resolved and recommend improved means of future implementation. In concert with the outcome evaluation, it should also help explain, "Why did this program work/not work?" and "What worked and what did not?"

**PROGRAM INCOME** - Gross income earned by a grantee from Federally supported activities.

**PROJECT PERIOD** - The total time for which a project is approved for CED support, including any approved extensions. For construction projects, the project period cannot exceed 60 months. For non-construction projects, the project period cannot exceed 36 months.

**REAL PROPERTY** - Land, including land improvements, structures, and appurtenances (excludes movable machinery and equipment). Note: Grantees who use the CED funding to construct or provide major alterations and renovations or to acquire a facility or land for the project, must file a Notice of Federal Interest.

**REVERSIONARY INTEREST** - Protection of the government's interest in property acquired with Federal funds. The applicant triggers reversionary interest once the assets obtained with grant funds are no longer needed for the originally authorized purpose of the project.

**REVOLVING LOAN FUND** - A distinct loan fund established exclusively for CED projects as a resource to pay for eligible business development and operational activities that, when repaid, generates additional program income to make new loans.

**SELF-EMPLOYMENT** - The employment status of an individual who engages in self-directed economic activities. For FY 2008, OCS will not support self-employment activities or microenterprise business projects as a part of the CED program. Applicants should consider the JOLI program if they wish to pursue this strategy.

**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 ability to meet all basic needs.

**SHAREHOLDER'S AGREEMENT** - A binding arrangement among a company's shareholders that insures all shareholder rights are protected. It specifies how the company should operate and the shareholders' rights and obligations (including what happens when the company is dissolved). It also includes information on the regulation of the shareholders' relationship, the management of the company, ownership of shares and privileges and protection of shareholders. The agreement includes sections outlining the fair and legitimate pricing of shares (particularly when sold). It also allows shareholders to make decisions about what outside parties may become future shareholders and provides safeguards for minority positions.

**SITE CONTROL** - Documented proof of applicant's ownership or control of the property where grant activities will be established. Proof of site control 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).

**STOCK** - The purchase of a share of ownership of a company. Stocks are sold by the original owner of a company to gain additional funds to help the company grow.

**SOFT COST** - Money expended that does not result in the acquisition of an "enduring" asset. These expenditures would include: Architectural design and services, permits, fees, insurance, legal costs incurred in negotiating contracts, etc.

**SOURCES AND USE OF FUND STATEMENT** - The sum of committed resources (e.g. grant funds, donations,) for a specific project or activity and the extent to which these funds will be used (e.g., operating expenses, acquisition of capital,).

**SUB-AWARD** - An award of financial assistance in the form of money or property made under a CED award by a grantee to an eligible sub-grantee or by a sub-grantee to a lower tier sub-grantee. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services. It does not include any form of assistance excluded from the definition of "award" under Federal

regulations at 45 CFR Part 74. (Note: Equity investments and loan transactions are not sub-awards, these qualify as intangible property.)

**TECHNICAL ASSISTANCE** - A problem-solving event generally using the services of a specialist. Such services may be provided on-site, by telephone, or by other means of communication. These services address specific problems and are intended to assist with immediate resolution of a given problem or set of problems.

**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. The TANF program transformed "welfare" into a system that requires work in exchange for time-limited assistance.

**THIRD PARTY** - Any individual, organization, or business entity that is not the direct recipient of CED grant funds.

**THIRD-PARTY AGREEMENT** - A written agreement entered into by the grantee and an organization, individual, or business entity (including a wholly owned subsidiary of a CDC), by which the grantee makes an equity investment of resources, or capitalizes a loan in support of grant purposes. A loan commitment from a financial institution or memorandum of understanding from another community partner committing resources or capital is a typical third-party agreement.

**THIRD-PARTY IN-KIND CONTRIBUTIONS** - Non-cash contributions provided by non-Federal third parties that may be in the form of real property, equipment, supplies and/or other expendable property, and goods and services directly benefiting and specifically identifiable to the project or program.

---

## **II. AWARD INFORMATION**

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$29,000,000
<b>Anticipated Number of Awards:</b>	41 to 45
<b>Ceiling on Amount of Individual</b>	\$700,000 per project period

**Awards:**

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$635,000 per project period

**Length of Project Periods:** Other

**Explanation of Other:**

Applications for operational projects exclusively for construction may have budget and project periods of up to five years (60 months) with use of funds consistent with the work plan. Applications for non-construction operational projects may have budget and project periods for up to three years (36 months) consistent with the work plan. Applicants must indicate their expected project period and budget periods for the proposed project.

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

---

### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)

An applicant must be a private, non-profit CDC experienced in developing and managing economic development projects. For purposes of this grant program, the CDC must be governed by a Board of Directors consisting of residents of the community and business and civic leaders. The CDC must have as a principal purpose: planning, developing, or managing low-income housing or community development activities.

An applicant must document its eligibility as a CDC for the purposes of this grant program. The application must include a list of governing board members along with their designations as a community resident, business, or civic leader. In addition, the application must include

documentation that the organization has as a primary purpose: planning, developing, or managing low-income housing or community development activities. This documentation may include incorporation documents or other CDC organizational documents (*e.g.*, article of incorporation papers, by-laws, official documents that identify the organization).

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are not eligible under this announcement.

**2. Cost Sharing or Matching:** None

**3. Other:**

An application may contain only one project. If an organization submits applications in response to program announcements for both CED and JOLI grant announcement, OCS will only award one grant in FY 2008 to a single organization that applies under either program announcements.

In addition, an applicant must provide, prior to receiving funding, evidence of control over the physical location of the project where it will conduct job creation activities; *e.g.*, leasing agreement or deed.

### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II. Award Information* will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3., Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

---

## **IV. APPLICATION AND SUBMISSION INFORMATION**

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

Rafael J. Elizalde  
Administration for Children and Families

Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 1-(800)-281-9519  
URL: [OCSGRANTS@acf.hhs.gov](mailto:OCSGRANTS@acf.hhs.gov)

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

Each application must include the following components:

(1) Letter of Intent- Applicants are strongly encouraged to notify OCS by email by the letter of intent due date found at the beginning of this announcement and in Section IV.3. This information will be used only to determine the number of expert reviewers needed to review the applications. Include only the following information in this email: the Funding Opportunity Number (HHS-2008-ACF-OCS-EE-0024) and title of this announcement (Community Economic Development Program Operational Projects); the name, address, telephone and fax numbers, and email address of the executive director; and the name of the community development corporation. Do not include a description of the proposed project. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review. Send this information to:

Rafael J. Elizalde

Office of Community Services Operations Center

Email: [OCSGRANTS@ACF.hhs.gov](mailto:OCSGRANTS@ACF.hhs.gov)

(2) Table of Contents

(3) Project Summary/Abstract- One or two paragraphs, not to exceed 350 words, which describe the community in which the project will be implemented, beneficiaries to be served, and the type(s) of business(es) to be developed. Include a statement that the project is financially feasible (i.e., debt coverage ratio is valid), and identify the type(s) of jobs to be created, projected cost-per-job, any land or building to be purchased or building constructed and resources leveraged. The summary should address how these elements will have the intended effect on the community.

(4) Number of Copies- Each application should include one signed original and two additional copies.

(5) Page Limitation- The application package must include sections for the Table of Contents, Project and Budget Narratives and must not

exceed 60 pages. The page limitation does not include the following attachments and appendices: Standard Forms or Assurances, Certifications, Disclosures and Appendices. The page limitation also does not apply to any supplemental documents as required in this announcement.

(6) Completed Standard Form (SF)-424- The SF-424 must be signed by an official of the organization applying for the grant who has legal authority to obligate the organization. Under Box 11, indicate Non-Construction or Construction Project for which the application is written.

(7) SF-424A--Budget Information- Applies to non-construction programs only.

(8) SF-424C--Budget Information- Applies to construction programs only.

(9) Budget Narrative Justification - Use to justify each object class category required under Section B, SF-424A. Applicants are encouraged to use job titles and not specific names in developing the application budget. However, the specific salary rates or amounts for staff positions identified must be included in the application budget. See *Section V* for additional information for preparing the budget.

(10) Project Description - A narrative that addresses issues described in the *Section V*, Application Review Information.

(11) Private, Non-profit CDC- Applicants must provide proof of status as a non-profit organization and proof of qualification as a CDC as required by statute and as described in *Section III*.

(12) Sufficiency of Financial Management System- CED funds are Federal, all grantees must be capable of meeting the requirements of 45 CFR 74 concerning their financial management system.

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for

every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

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

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program

announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). (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 Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, 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. Additional information may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Private, non-profit organizations are encouraged to submit with their applications the survey titled "*Survey on Ensuring Equal Opportunity for Applicants*" found under the "Survey" heading at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using [www.Grants.gov](http://www.Grants.gov), applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the [www.Grants.gov](http://www.Grants.gov) site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

**IMPORTANT NOTE:** Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all [www.Grants.gov](http://www.Grants.gov) registration processes listed on the Organization Registration Checklist, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if planning to submit an application electronically via [www.Grants.gov](http://www.Grants.gov):

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the [www.Grants.gov](http://www.Grants.gov) FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through [www.Grants.gov](http://www.Grants.gov).** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use [www.Grants.gov](http://www.Grants.gov), you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to**

**www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.
- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using www.Grants.gov, please 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.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-

profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.

- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the [www.Grants.gov](http://www.Grants.gov) contact center at [support@grants.gov](mailto:support@grants.gov) for assistance.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

### **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.

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

**Due Date For Letter of Intent: 05/22/2008**

**Due Date for Applications: 06/25/2008**

### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by

hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

## Checklist

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

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	By date listed in Overview Section and Section IV.3
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424C	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
Certification Regarding	See Section	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of

Lobbying	IV.2	<a href="#">html</a>	award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Third-Party Agreements	See Section V.I	Found in Section V.I	By application due date.
Letters of Support	See Section V.I	Found in Section V.I	By application due date.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.

### Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

What to Submit	Required Content	Required Form or Format	When to Submit
Survey on Ensuring Equal Opportunity for Applicants	See form.	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.

## 4. Intergovernmental Review of Federal Programs:

### State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 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 Exec. Order, States may

design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the 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, Washington, DC 20447.

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

#### **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 unallowable.

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

#### **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

Katrina Morgan  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209

### **Hand Delivery**

Katrina Morgan  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

---

## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

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.

### **1. Criteria:**

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. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

## GENERAL EXPECTATIONS AND INSTRUCTIONS

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

## Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

### INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The 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.

### LETTER OF INTENT

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant

organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

#### TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

#### PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

#### 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 must be demonstrated and the principal and subordinate objectives of the project must be clearly 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 needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

#### RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, describe the population to be served by the program and the number of new jobs that will be created for the target population. Explain how the project will reach the targeted population, how it will benefit participants, and how it will support individuals to become more economically self-sufficient.

#### APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

## EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

### ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

An applicant must be a private, non-profit CDC experienced in developing and managing economic development projects. For purposes of this grant program, the CDC must be governed by a Board of Directors consisting of residents of the community and business and civic leaders. The CDC must have as a principal purpose: planning, developing, or managing low-income housing or community development activities. An applicant must document its eligibility as a CDC for the purposes of this grant program. The application must include a list of governing board members along with their designations as a community resident, business, or civic leader. In addition, the application must include documentation that the organization has as a primary purpose: planning, developing, or managing low-income housing or community development activities. This documentation may include incorporation documents or other CDC organizational documents (e.g., article of incorporation papers, by-laws, official documents that identify the organization).

#### PROOF OF NON-PROFIT STATUS

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement

signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

#### LOGIC MODEL

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and is supporting resources. Assumptions should be based on research, best practices, and experience.)
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

#### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

#### PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

#### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

#### THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

#### LETTERS OF SUPPORT

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

#### BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

#### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and

computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

#### PERSONNEL

Description: Costs of employee salaries and wages.

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

#### FRINGE BENEFITS

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

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

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

#### EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable

for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

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

#### SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

#### CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 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 at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed

budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

#### CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and 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: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

#### INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

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

## PROGRAM INCOME

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

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

## TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

### **EVALUATION CRITERIA:**

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

#### PROJECT SUMMARY/ABSTRACT - 0 points

Applicants should provide a project summary/abstract of one or two paragraphs, not to exceed 350 words, which describes the community in which the project will be implemented, beneficiaries to be served, and the type(s) of business(es) to be developed. Include a statement that the project is financially feasible (i.e., debt coverage ratio is valid), and identify the type(s) of jobs to be created, projected cost-per-job, any land or building to be purchased or building constructed and resources leveraged. The summary should address how these elements will have the intended effect on the community.

#### OBJECTIVES AND NEED FOR ASSISTANCE - 4 points

The application will be evaluated on the extent to which the applicant clearly describes the target population, the target geographic service area, and the needs of the service area and the rate of poverty that exists in the community. Documentation should show at a minimum that both the unemployment rate and poverty level for the target neighborhood or community are equal to or greater than the State or national level using recent available statistics from published sources,

(e.g., the recent U.S. Census or updates, the State, county, city, election district, and other information which are provided in support of its contention). The application should state if the applicant is an active partner in either a new or ongoing comprehensive community revitalization project such as a Federally designated EZ/EC, Department of Justice (DOJ) Weed and Seed site, or Renewal Community; and/or the target is a State-or local government-supported comprehensive neighborhood revitalization project; or a private sector-supported community revitalization project. Further, the applicant should discuss how the proposed jobs relate to the local or regional job outlook and the local and regional economy as a whole, citing local or regional planning studies/assessments where available.

#### RESULTS OR BENEFITS EXPECTED - 4 points

The application will be evaluated on the extent to which there are clear and logical results and benefits that will come as a result of the proposed intervention that also address the systemic barriers to employment and business development and how this project will address and provide support for these needs. The applicant must demonstrate how the project has the ability to produce measurable results that will reduce the incidence of poverty in the community and lead TANF recipients and other low-income persons from dependency on public assistance toward economic self-sufficiency. The application should identify the barriers to employment and/or business development and indicate how this project addresses those barriers beyond the job or business creation. The results and benefits discussion should provide a plan for sustaining the jobs created after Federal support ends.

#### APPROACH - 35 points

##### A. Project Implementation - 10 points

The application will be evaluated on the extent to which the project is responsive to the needs identified in the objective and needs for assistance section. Applicants must identify the industry in which they will create proposed jobs and analyze the growth of that industry by including job and career prospects for low-income persons. The proposal should explain the industry's short- term and long-term job outlook, the critical risk(s) relating to the industry, the venture, its product market appeal, career prospects for the target population and discuss the ability of the jobs to lead to sustained self-sufficiency. The approach should detail the methodology of how the proposed new jobs will be created. If the proposed project is an equity investment, then the applicant should outline the feasibility of the proposed approach,

the proposed growth rate, how sustainability of the project and industry will occur, Identify any unique features that address the economic needs of low-income individuals and families. The objectives and milestones must be clearly linked to the desired outcomes that the applicant seeks to achieve. The project must provide evidence of the organization's ability to document that a minimum of 90 percent of the projected jobs will be filled by low-income persons, using the HHS guidelines on poverty which can be found at <http://aspe.hhs.gov/poverty/08fedreg.htm>. The application should outline a plan of action with milestones that the project must achieve before the project's objectives can be realized. The application should have a quarterly timeline for the project.

#### B. New Jobs Created - 10 points

The applicant will be evaluated on the extent to which evidence is provided that the new jobs are full-time jobs and not part-time or seasonal jobs. The applicant should define the term: full-time employment, in the target community. Each job must contribute significantly to the beneficiaries' progress toward self-sufficiency. The applicant should outline the number of and type of new jobs that will be created including the anticipated starting wage and a statement regarding wage growth opportunities. When detailing the types of jobs that a project will create, the applicant should provide evidence of what strategies the applicant will use to get low-income persons or TANF recipients into those jobs. The applicant must show that the cost- per- job does not exceed \$15,000 in a non-construction project and \$20,000 in a construction project. In addition, the applicant should provide evidence that the total number of new jobs will be in place at least one year before the anticipated project end date and the jobs must be tied to the projected growth outline in the Financial Strategies Section. Note: OCS will not recognize part time job equivalents nor job counts based on other than economic functions; jobs must be specifically identified and be full time to be considered for full point credit.

#### C. Financial Strategies - 15 points

The application will be evaluated on the extent to which the applicant provides a full description of all funds that will be used to implement the project. Additionally, the application will be evaluated on the extent that there is an innovative and financially sound strategy for creating sustainable jobs within the designated community detailed within the application. The financial plan must project, through documentation, how the proposed project will be economically

sustainable and operated during the project period and two years after the authorized project period. The application must also include a timetable that projects the creation of the full-time permanent jobs. Admissible documentation includes one or all of the following: profit and loss forecasts, cash flow projection, balance sheets, and/or; Sources and use of Funds Statement for all funds available to the project. If the project involves construction, the Sources and use of Funds Statement must address predevelopment, architectural, engineering, environmental studies, building permit acquisition and use, and occupancy costs required for the project. If the project involved is considered non-construction, the Profit and Loss, and the Sources and Use Funds Statement must support the first three years of the project; for construction, these items should support the first five years of the project. In addition, if the proposed project is an equity investment all of the aforementioned items must be provided, whether construction or non-construction, for the previous two years and projected three years of the project.

#### THIRD-PARTY AGREEMENTS - 15 points

##### A Third-Party Financial - 8 points

The extent to which the applicant provides supporting evidence of all third-party partnerships necessary for the success of the project. This evidence must include a signed third-party agreement between the third-party and the applicant. The third-party agreement must clearly outline the technical and financial assistance that will be provided by the applicant. At a minimum, the application should include a signed agreement describing how the parties will address the following:

1. A minimum of 90 percent of the jobs proposed for creation as a result of the injection of grant funds will be filled by low-income individuals;
2. The applicant will have the right to consult with the third-party regarding the prospective candidates for jobs to be filled by low-income individuals and to verify their eligibility;
3. If the grantee's equity investment equals 25 percent or more of the businesses' assets, the grantee will have representation on the Board of Directors;
4. The third-party will maintain specific documentation related to the expenditure of the grant funds invested and /or loaned to the entity. Reports will be made to the grantee regarding the use of the grant funds no less than on a quarterly basis;

5. The third-party must request approval to expend the funds in any manner different than what was proposed by the grantee in the application. The expenditure will not occur until the grantee has in writing clear authority from HHS to provide such approval;
6. The third-party must agree to provide HHS or its representative access to all documents related to the funded project as requested;
7. The third-party will provide to the grantee, the procedures to assure that there are no duplicate counts of jobs created; and
8. Detailed information will be provided to the grantee on how the applicant expended the grant funds during the course of the project. In addition, the agreement must provide details on how the grantee will provide oversight and technical assistance to the third-party to ensure the retention of low-income individuals in the newly created jobs and/or businesses.

If the applicant proposes to use the CED funds as either an equity investment in a business or a loan or revolving loan fund, then there must be an additional third-party agreement covering:

1. The equity investment, which includes, at a minimum:
  - (a) The purpose(s) for which the applicant will make the equity investment;
  - (b) The type of equity transaction (*e.g.*, stock purchase);
  - (c) The cost-per-share and basis on which the applicant derived the cost-per-share;
  - (d) The number of shares the applicant will purchase;
  - (e) The percentage of CDC ownership in the business;
  - (f) The term or duration of the agreement;
  - (g) The number of seats on the Board, if applicable; and
  - (h) The signatures of the authorized officials of the applicant and third-party organization(s).

OR

2. The loan or revolving loan fund third-party agreement, which includes, at a minimum:
  - (a) The purpose(s) for which the applicant will make a loan;

- (b) The interest rates and other fees;
- (c) The terms of the loan;
- (d) The repayment schedule;
- (e) The collateral security;
- (f) The default and collection procedures; and
- (g) The signatures of the authorized officials of the lender and borrower.

#### B. Third Party Financial Viability - 2 points

The extent to which the applicant provides evidence that the third-party is financially viable to manage the infusion of the Federal funds. Evidence to support financial viability would be: a signed statement by a certified, licensed public accountant certifying the sufficiency of the third party's financial management system in accordance with 45 CFR Part 74, to protect adequately any Federal funds awarded under the application and a financial statement of the third-party's financial health. If this statement is not available because the organization is a newly formed entity, the applicant must include a statement to this effect and provide assurance that a financial management system in accordance with 45 CFR Part 74 will be established within six months of incorporation of the new entity.

#### C. Cooperative Referral Agreements -5 points

The application will be evaluated on the extent to which the application documents collaboration agreements from public assistance and other agencies providing referrals and resources to the project including local agencies responsible for administering child support enforcement, TANF, and employment education and training programs (i.e., Department of Labor's ETA-funded One-Stop Career Centers). Also, the application will be evaluated on the extent to which the application includes written agreements from the local TANF or other employment education and training office, and child support enforcement agency indicating what actions will be taken to integrate/coordinate services that relate directly to the project for which funds are being requested. The application should provide documentation that illustrates the organizational experience is related to the employment, education, and training program. The application will be evaluated on the extent to which the beneficiary referral agreements include:

(1) The goals and objectives that the applicant and the TANF or other employment education and training offices and/or child support enforcement agency expect to achieve through their collaboration; (2) The specific activities/actions that will be taken to integrate/coordinate services on an ongoing basis; (3) The target population that this collaboration will serve; (4) The mechanism(s) to be used in integrating/coordinating activities; (5) How those activities will be significant in relation to the goals and objectives to be achieved through the collaboration; and (6) How those activities will be significant in relation to their impact on the success of the CED-funded project.

#### EVALUATION - 8 points

##### A. Evaluation Plan - 4 points

The application will be evaluated on the extent to which the application includes a well thought out outline of an Evaluation Plan for the entire project that includes both process and outcome measures. The applicant's plan should explain: (1) how the applicant proposes to answer the key questions about the effectiveness of the project's implementation; (2) whether the project activities or interventions achieved the expected immediate outcome, and why or why not (process evaluation); and (3) whether and to what extent the project achieved its stated goal, and why or why not. Together the process and outcome evaluations should answer the question, "What did this project accomplish; and why was the project successful or why was the project not successful?"

The applicant will be evaluated on whether the Evaluation Plan is consistent with the proposed project's implementation including: clearly identifying the key project assumptions about the target population and their needs; describing the proposed project activities, or interventions, that will address those needs in ways that will lead to the achievement of the project goal of movement towards self-sufficiency; and hypothesizing the most important process and outcome measures that will be used to identify performance success and expected changes in individual participants, the grantee organization and the community.

Applicants are reminded that an independent third-party evaluator is responsible for analyzing and documenting the applicants proposed evaluation plans and delivering the findings of the results of the program in a project mid-term account and a final report to OCS.

##### B. Independent Third-Party Evaluator - 4 points

The proposal should include an outline of the Evaluation Plan which cites the identity and qualifications of the proposed independent third-party evaluator, or if not selected, the minimum qualifications and position description for the third-party evaluator (i.e., person with recognized evaluation skills who is organizationally distinct from and not under the control of the applicant, and whose qualifications include successful experience in evaluating social services delivery programs and the planning and/or evaluation of programs designed to foster self-sufficiency in low-income populations).

#### ORGANIZATIONAL PROFILES - 15 points

##### A. Organizational Capacity - 10 Points

The applicant will be evaluated on the extent to which the applicant demonstrates sufficient overall experience of the organization, its staff, and its partners. An applicant must cite its organization's capability and relevant experience in developing and operating programs that deal with community development and job creation strategies for low-income persons similar to those to be addressed by the proposed project; demonstrate its organization's experience in collaborative programming and operations including experience that involves evaluations and data collection; and identify the organization's executive and volunteer leadership, briefly describe its involvement in the proposed project, and provide assurance of the organization's commitment to its successful implementation. Less experienced CDCs should provide evidence of a partnership with more experienced CDCs, as part of the organization team. This evidence will include a description of at least three successfully completed CED or JOLI projects by the experienced CDC partner. The documentation would include at minimum details on the completed project; the grant number, description of the type of project design and the number of jobs or businesses created. The application should provide details of the partnerships with respect to the technical assistance that the experienced CDC will provide to strengthen the project; i.e. outline of the administrative, technical and or financial support. In addition, include a Board resolution specific to this partnership from the partnering CDC signed by the Board Chairperson or President. The partnership between the less experienced CDC and the experienced CDC will be evaluated together to determine organizational capacity under this announcement.

##### B. Past Success with Similar Job Creation Projects - 5 Points

The applicant will be evaluated on the extent to which the applicant includes documentation that briefly summarizes two similar projects

undertaken by the applicant organization and the extent to which the stated and achieved performance targets, including permanent benefits to low-income populations, have been achieved. The applicant should note and justify the priority this project will have within the agency, including the facilities and resources that it has available to administer it.

#### STAFF AND POSITION DATA - 5 points

##### A. Key Staff Person - 3 points

The applicant will be evaluated on the extent to which the applicant identifies the individuals who will have the key responsibilities for managing the project, coordinating services and activities for participants and partners, and achieving performance targets. The focus should be on the qualifications, experience, capacity, and commitment to the program of the executive officials and volunteer leaders of the organization and the key staff persons who will administer and implement the project. The person identified as project director should have supervisory experience, experience in finance and business, and experience with the target population. Because this is a new project within an already established organization, OCS expects that the key staff person(s) will be identified, if not hired, or that an estimated hiring timeline for each individual will be provided.

##### B. Resumes of Key Staff - 2 points

The applicant will be evaluated on the extent to which the applicant includes the resumes or position descriptions of key staff in an appendix to the application.

#### BUDGET AND BUDGET JUSTIFICATION - 14 points

##### A. Non-CED Commitments - 10 Points

The applications will be evaluated on the extent to which the applicant provides evidence for all capital requirements and methods for obtaining needed resources. This includes evidence of adequate non-CED financing required to fully implement the project: e.g., evidence of loans, municipal or state tax credits, equity investments, or other supporting grants. Cash resources such as cash or loans contributed from all project sources (except for those contributed directly by the applicant and supported by an applicant financial statement of cash available) are documented by letters of unconditional financial commitments from third parties making the contribution. The value of any in-kind contributions of personal property must be documented,

including an inventory valuation for equipment and/or a certified appraisal for real property, as appropriate, should be provided. *(Anticipated or projected program income such as gross or net profits from the project or business operations will not be recognized as mobilized or contributed resources. Applicants cannot count program income projected for project start-up.)*

#### B Budget Details - 4 points

The extent to which the Federal funds requested are commensurate with the level of effort necessary to accomplish the goals and objects of the project. The application should include a narrative detailed breakdown for each of the budget categories in the SF 424A. The applicant presents a reasonable administrative cost. The budget does not provide for more than 40 percent of the requested funds for training and technical assistance activities to support the project design. In addition, the budget includes travel for two staff persons to attend a training and technical assistance conference in Washington, D.C. If the applicant is partnering with an experienced CDC, the budget should support cost necessary to cover this support, (e.g., travel, consultant).

#### Bonus Points - 10 points

Bonus Points - Consistent with the goals of the DOL's High Growth Jobs Training Initiative, additional bonus points will be added to applications that propose jobs in industries that have the greatest potential to yield jobs with career development opportunity for low-income persons.

High growth industries provide financing for businesses located in low-income communities that provide innovation in sectors with potential for growth in the community. OCS will give priority to the following sectors: Advanced Manufacturing, Aerospace, Automotive, Biotechnology, Construction, Energy, Financial Services, Geospatial, Homeland Security, Information Technology, Healthcare, Hospitality, Retail and Transportation. - 5 points

Bonus points will be added to projects from these specific underserved States: Iowa, Nebraska, Nevada, North Dakota, Utah and Wyoming - 5 Points

## **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

OCS may consider geographic location in the award of grants.

OCS reserves the right not to make an award to an applicant that does not provide evidence of control over the physical location of the project job creation activities.

In addition, OCS reserves the right not to make awards to applicants that score in the fundable range but have failed to successfully fulfill the goals of previous projects.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

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

Not Applicable

---

## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document 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.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

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

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

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.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard

abbreviations for ease of reference. The GPS may be accessed at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

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

---

## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

Rafael J. Elizalde  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [OCSGRANTS@acf.hhs.gov](mailto:OCSGRANTS@acf.hhs.gov)

### **Grants Management Office Contact:**

Katrina Morgan  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [OCSGRANTS@acf.hhs.gov](mailto:OCSGRANTS@acf.hhs.gov)

---

## **VIII. OTHER INFORMATION**

**Date:** 04/14/2008

Josephine Robinson  
Director  
Office of Community Services