

Notice of Funding Opportunity

Application due July 2, 2024

ADMINISTRATION FOR
CHILDREN & FAMILIES








Office of Community Services (OCS)

Community Economic Development (CED) Planning Projects

Opportunity number: HHS-2024-ACF-OCS-EE-0152



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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registration is active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by July 2, 2024

Applications are due by 11:59 p.m. Eastern Time on July 2, 2024.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:

Review the Opportunity

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Basic information

Administration for Children and Families (ACF)

Office of Community Services (OCS)

This program builds administrative capacity to stimulate new Community Economic Development (CED) projects in persistent high-poverty areas with struggling economies that have been unable to put forth a viable CED project in the past.

Summary

This program provides funding to stimulate new Community Economic Development (CED) project development through administrative capacity building. OCS will make awards to up to 10 Community Development Corporations (CDCs) to plan and develop CED projects in underserved communities.

CED Planning grants direct resources to persistent high-poverty areas with struggling economies that have been unable to put forth a viable CED project in the past. The goal is to provide CDCs with financial assistance for administrative capacity building. With increased administrative capacity, CDCs will be better equipped to design a sustainable business project and package a viable competitive application to be submitted in a CED grant competition within 12 months after the end of the project period.

This program is authorized by section 680(a)(2) of the Community Services Block Grant (CSBG) Act, as amended, 42 U.S.C. 9921(a)(2).

Funding details

Type: Grant

Estimated total program funding: \$1.5 million

Total expected awards: 10

Minimum award amount (award floor): \$75,000

Maximum award amount (award ceiling): \$150,000

Funding periods: 24-month period of performance with one 24-month budget period.

Awards made under this funding opportunity are subject to federal funds availability.



Have questions?
See [Contacts and Support](#).

Key facts

Opportunity Name:

Community Economic Development (CED) Planning Projects

Opportunity Number:

HHS-2024-ACF-OCS-EE-0152

Federal Assistance

Listing:

93.570

Statutory authority

number:

42 U.S.C. 9921(a)(2)

Key dates

Application deadline:

July 2, 2024

Expected award date:

August 30, 2024

Expected start date:

September 30, 2024

See [deadlines](#).

Eligibility

Who can apply

Eligible applicants

Entities that meet all three of the following criteria may apply:

- Private, nonprofit CDC with 501(c)(3) status.
- Articles of incorporation or bylaws demonstrate that the CDC has a principal purpose of planning, developing, or managing low-income housing or CED activities.
- The CDC's Board of Directors has representation from each of the following: community residents, business leaders, and civic leaders.

Individuals, including sole proprietorships, and foreign entities may not apply.

Other eligibility criteria

Faith-based and community organizations that meet the eligibility requirements are eligible for awards under this funding opportunity. See [initial review](#) for disqualification factors.

Cost sharing

This program has no cost-sharing requirement. If you choose to include cost-sharing funds, we will consider it during review. We will hold you accountable for any funds you add, including through reporting. If you don't provide your promised amount, we may have to decrease your award amount or use other enforcement actions.

Program description

CED Planning grants direct resources to persistent high-poverty areas with struggling economies that have been unable to put forth a viable CED project in the past. The goal is to provide CDCs with financial assistance for administrative capacity building. With increased administrative capacity, CDCs will be better equipped to design a sustainable business project and package a viable competitive application to be submitted in a CED grant competition within 12 months after the end of the project period.

About CED job creation

The CED program seeks to address barriers to economic self-sufficiency in communities with high unemployment and low incomes by awarding funds to CDCs to implement CED projects. These projects create business development and job opportunities for individuals with low incomes. Learn more about the CED program on the [CED website](#).

Purpose of the CED planning grant

Many areas of the country need a CED award but do not have adequate time or resources to plan for the CED application. These potential applicants are in some of the highest persistent poverty areas throughout the country. We are committed to ensuring that communities in greatest need are supported in their efforts to compete for CED funding and ultimately create new job opportunities for individuals with low incomes.

We made this planning grant funding available to support a variety of administrative capacity-building activities that will ultimately allow recipients adequate time and resources to put together a viable CED application.

We seek to fund projects that align with OCS priorities and will award bonus points for projects that meet the following criteria. For more details, see the [merit review](#) section.

- **Upholding [Executive Order 14008: Tackling the Climate Crisis at Home and Abroad](#) and the [Justice40 Initiative](#), which underscore funding support for energy communities.** This funding opportunity will prioritize efforts to revitalize energy communities and communities that are marginalized, underserved, and overburdened by pollution.
- **Increasing equity in the geographic distribution of CED funds.** This funding opportunity will prioritize funding CDCs serving geographically underserved communities, including communities in states and territories that are without an active CED project and/or have never been awarded a CED project in the past, rural communities, persistent poverty counties, and Native American communities.

- **Breaking down service silos across OCS programs and leveraging existing partnerships.** This funding opportunity will prioritize funding CDCs that are partnering with the following OCS programs:
 - Affordable Housing and Supportive Services Demonstration (AHSSD)
 - Community Services Block Grant Program (CSBG)
 - Diaper Distribution Demonstration & Research Pilot (DDDRP)
 - Low Income Home Energy Assistance Program (LIHEAP)
 - Low Income Household Water Assistance Program (LIHWAP)
 - Medical-Legal Partnerships Plus (MLP+)
 - Rural Community Development Program (RCD)
 - Social Services Block Grant Program (SSBG)

Eligible activities

CED Planning funds may be used to implement activities that will lead to a viable CED project concept and a competitive CED application. These activities include, but are not limited to, the following:

- Convene and organize stakeholders within the target community to strategize on shared economic development efforts, visions, and desired paths forward.
- Develop, update, or expand existing CED visioning statements and planning documents.
- Obtain and expand community buy-in for planned economic development efforts.
- Inventory existing data and conduct data collection to assess local economic assets and identify viable markets for business development.
- Identify existing federal, state, local, and private funding opportunities that can be leveraged, along with CED funds, to implement business development and job creation projects.
- Develop and secure partnerships with social service providers, such as workforce development agencies and safety net providers, to support economic development projects.
- Develop a business plan for an identified business development or economic development opportunity. Business plans created through this funding should identify the following:
 - Sources and uses of funding.
 - Market analysis and strategy.
 - Products, services, and target customer base.
 - Marketing and sales plan.

- Management plan.
- Operations plan.
- Fund travel for key project staff to attend ACF-sponsored workshops, conferences, and recipient orientations.

Funding policies and limitations

We do not allow the following costs under this NOFO:

- Construction.
- Purchase of real property.
- Major renovation.
- Subawards/pass-throughs.

See 45 CFR [75.420 – 75.475](#) for information on costs that are always unallowable or have restrictions.

Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project.

To charge indirect costs, you can select one of the following two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 – *De minimis* rate. Per [45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you are awaiting approval of an indirect cost proposal, you may also use the *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10% of modified total direct costs (MTDC). See [45 CFR 75.2](#) for the definition of MTDC. You can use this rate indefinitely.

Learn more at [45 CFR 75.414](#), Indirect Costs.

Statutory authority

This program is authorized by section 680(a)(2) of the CSBG Act, as amended, 42 U.S.C. 9921(a)(2).



Step 2:

Get Ready to Apply

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Get registered

SAM.gov

Your entity must have an active registration with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click “Get Started.” From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need Help? See [Contacts and Support](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Search Grants](#) at Grants.gov and search for opportunity number HHS-2024-ACF-OCS-EE-0152. Then, click the “Package” tab.

If you can't use Grants.gov to download application materials, you may request them from the [Grants Management Contact](#).

If you are also unable to apply through Grants.gov, see [exemptions for paper submissions](#).

Learn more

Visit [Applying for an ACF Grant Award](#) on the ACF Grants Page.

Resources for prospective applicants will be available on [the OCS website](#).

Pre-application presentation

You can view a pre-application presentation on [the OCS website](#). The presentation will be posted no later than 10 days after this NOFO's publication, until the closing of this NOFO. The goal of the pre-application presentation is to outline the CED program's purpose and strategies, provide key dates for submitting an application for CED, and review key application criteria and requirements, as outlined in the NOFO.

Viewing the pre-application presentation is voluntary. Only the information provided in this NOFO will be presented. Opting to not view the presentation will not affect eligibility, application scoring, or the selection process.



Step 3: Prepare Your Application

In this step

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Application contents and format

Application components

You will submit two files plus the standard forms in the application package.

File One: Project Narrative Attachment Form

Includes:

- Table of contents
- Project summary, one page
- Project narrative
- Line-item budget and budget narrative

File Two: Other Attachments Form

Includes all [attachments](#).

Other required forms

Includes [other required forms](#).

Required format

Page limit for File One and File Two combined: 200 pages.

File Format: Portable Document File (PDF) is recommended, but not required. ACF supports the following file formats when you attach files to the Project Narrative Attachment Form and the Other Attachments Form:

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

Paper Size: 8 ½ inches x 11 inches

Margins: 1 inch all around

Language: English

If possible, include page numbers.

Do not include external links to information you want reviewers to assess.

Fonts

Font: Times New Roman

Size: 12-point font

Footnotes and text in tables and graphics may be 10-point.

Spacing

Table of contents: Must be single-spaced

Project summary: Must be single-spaced

Project narrative: Must be double-spaced

Line-Item budget and budget narrative: Can be single-spaced

Attachments: Can be single-spaced

Tables and footnotes throughout: Can be single-spaced

Table of contents

At the beginning of File One, insert a table of contents that guides a reader through the contents of both files in your application. If possible, include links to the relevant content in File One.

Project summary

Provide a one-page summary of the planning project description. Do not cross-reference to other parts of the application. The summary must include:

- At the top, the project title, applicant name, address, phone numbers, email addresses, and any website URL.
- A brief description of the planning project, including the needs and population you will address and your proposed services.

Project narrative

The project narrative is where you address all your proposed planning activities. It is a critical section of your application, which we evaluate and rank against other applications using the [merit review criteria](#). Remember that substance and measurable outcomes are more important than length. We are particularly interested in project narratives that convey strategies for achieving intended performance.

In it, you must:

- Explain how the planning project will meet the purpose of the NOFO, as described in the [program description](#) section.
- Make sure your narrative is clear, concise, and complete.
- Use cross-referencing rather than repetition.
- Be sure to include any required supporting documents noted. You generally provide these in your [attachments](#).
- Use the headings and order of the sections that follow.

Geographic location

Provide the precise physical location of your project and boundaries of the area you will serve.

Need for assistance

Identify the problems you plan to solve. These problems could be physical, economic, social, financial, institutional, etc. To do so:

- Demonstrate the need, including the nature and scope of the problem.
- You may provide supporting documentation, such as letters of support and testimonials, in an application appendix.
- Include any relevant data based on planning studies or needs assessments. You may refer to them in the endnotes or footnotes.
- Use demographic data and participant or beneficiary information where you can.

Objectives

State your main objectives and any sub-objectives. Address how the objectives stated relate to the overall purpose of this program and describe how you will achieve the objectives.

Demonstrate an understanding of the CED program's objective to create a viable business development or expansion and job creation project that employs individuals with low incomes and provides the social supports and wraparound services they need to succeed in those jobs.

Describe how the proposed CED Planning project will build administrative capacity that will directly lead to a fundable application for a successful CED job creation project.

This can include, but is not limited to:

- Convening community stakeholders.
- Developing a community vision for CED.
- Obtaining community buy-in for economic development activities.

- Assessing local economic assets.
- Identifying viable markets for business development.
- Identifying existing federal, state, local, and private funding opportunities.
- Developing and formalizing community partnerships.

Expected outcomes

Identify the outcomes you plan to achieve from the project. Outcomes should relate to the overall program as described in the [program description](#) section. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline your action plan. Describe the scope and detail of how you will accomplish your proposed project. Account for all functions or activities you identify in your application.

Describe how the proposed CED Planning project will build administrative capacity that will directly lead to a fundable application for a successful CED job creation project.

Explain potential obstacles and challenges to accomplishing your project goals. Explain the strategies you will use to address them. This can include, but is not limited to:

- How you will implement proposed activities related to securing community partnerships.
- How you will implement proposed activities related to economic development visioning.
- The type, audience, frequency, and objectives of community outreach and engagement activities that you will implement.
- The approach you will use to document and evaluate local assets.
- How you will perform studies to understand the local business climate and market for products and services.
- How you will perform research to inventory and identify local, state, regional, national, and private opportunities to obtain additional funding for CED project conceptualization and implementation.
- How you will prioritize equity in activities related to the project.

Project timeline and milestones

Provide a timeline for your project that includes milestones. To do so:

- Organize the information by task and subtask, showing related milestones.

- Provide monthly or quarterly quantitative projections for what you plan to accomplish and by when. For example, provide the activities you plan to complete in order to put together a viable CED project.
- If you can't quantify some of your accomplishments, provide their target dates.
- Cover the full period of performance in your timeline.

Organizational capacity

Provide the following information for your full project team including the applicant organization and any cooperating partners, contractors, and subrecipients:

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.
- Describe your team's experience with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team has the organizational capability to fulfill their roles and functions effectively.

You will provide some supporting information in the [attachments](#) section.

Demonstrate that the Board of Directors has granted board approval for the proposed project.

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

If you cannot demonstrate substantial experience with economic development projects similar in size and scope to those you propose in your application, provide evidence of a viable partnership with a more experienced partner. Describe how the more experienced partner will provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project. Demonstrate such a partnership through a third-party agreement that includes a description of roles and the relationship between you and the project partner. See [attachments, third-party agreements](#).

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

Provide biographical sketches, degree information, and descriptions of previous project experience demonstrating that the identified staff are qualified for their designated roles in the project. Identify the percent of time each individual has available for the project.

State whether all key project staff positions are filled with identified staff who have available time to fill the appropriate time commitments. Demonstrate that key project staff have experience in supervision, financial management, business development and management, and working with the target population.

Describe each individual's skills and experience in enough detail to demonstrate an ability to fulfill the tasks assigned to them. In cases where a key staff person has not yet been hired, demonstrate that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

Federal evaluation

As a condition of acceptance of an award, all funded recipients are required to agree to participate fully in federal evaluations, if selected, and to follow all evaluation protocols established by ACF or its designee contractor. Your participation may include (but is not limited to):

- Supporting and complying with special data collection requirements.
- Providing additional administrative data on program participation or service receipt.
- Facilitating on-site meetings and observations, including interviews with program and partner managers and staff as well as participants.
- Incorporating planned variation into program strategies.

Recipients selected to be in a federal evaluation will receive technical assistance and other support in meeting evaluation requirements. Recipients included in a federal evaluation must also meet regular award reporting requirements.

If necessary, OCS will seek approval for information collections related to the federal evaluation through the Office of Management and Budget (OMB) Office of Information and Regulatory Affairs and will not request information for the federal evaluation that is subject to Paperwork Reduction Act until the information collection is approved.

You must include a statement confirming that you agree to participate in a federal evaluation, if selected.

Plan for oversight of federal award funds and activities

You must ensure proper award oversight. The regulation that governs this oversight is [45 CFR Part 75 Subpart D](#). It includes standards for:

- Financial and program management
- Property management
- Procurement
- Performance and financial monitoring and reporting
- Subrecipient monitoring and management
- Record retention and access
- Remedies for non-compliance
- Prior written approval

Describe your framework to ensure proper oversight of federal funds and activities.

Include:

- A description of the governance, policies and procedures, and systems you use for record keeping and financial management.
- A description of the procedures to identify and mitigate risks and issues. These might include audit findings, continuous performance assessment findings, and monitoring.
- The key staff who will be responsible for maintaining oversight of program activities staff and any partners or subrecipients.

Protection of sensitive or confidential information

Describe how you will collect and safeguard protected personally identifiable information and other information that is considered sensitive. Make sure your approach is consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality. Provide:

- The methods and systems you will use to ensure that you properly handle confidential and sensitive information including any subrecipients and/or contractors.
- A plan for the disposition of such information at the end of the period of performance.

See [45 CFR 75.303\(e\)](#) for more information.

Line-item budget and budget narrative

The line-item budget and budget justification support the information you provide in the Budget Information Standard Form SF-424-A. See [other required forms](#).

They justify the costs you ask for and include added detail, including detailed calculations for the “object class categories” in the Budget Information Standard Form. You will provide this information for the period of performance. See [funding periods](#).

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project’s purpose and activities.
- How you calculate your costs in ways that are clear and repeatable.
- How funds are restricted. See [funding policies and limitations](#).

We encourage you also to review the Standard Form instructions.

To create your line-item budget and justification, see detailed instructions on our [website](#).

In general, you must:

- Indicate the method you will use for your indirect cost rate. See [indirect costs](#) for further information.
- Include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- For any cost sharing, include a detailed listing of any funding sources identified in Block 18 of the SF-424 Application for Federal Assistance.

Use the following guidelines for preparing the project budget and budget justification. Only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel

Description: Costs of employee salaries and wages. See 45 CFR 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide:

- The name of the individual (if known).
- Their title.
- Time commitment to the project in months.
- Time commitment to the project as a percentage of full-time equivalent.
- Annual salary.

- Grant salary.
- Wage rates.

Identify the Project Director, if known at the time of application.

Fringe benefits

Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on fringe benefits please refer to 45 CFR 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with your accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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

Travel

Description: Costs of project-related travel (for example, transportation, lodging, and food) by employees of the applicant organization who are traveling on official business. Travel by non-employees such as consultants, contractors, or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with your travel policies and 45 CFR 75.474.

Justification: For each trip, show:

- Total number of travelers.
- Travel destination.
- Duration of trip.
- Per diem.
- Mileage allowances, if privately owned vehicles will be used to travel out of town.
- Other transportation costs and subsistence allowances.

If appropriate for this project, you should detail travel costs for key project staff to attend one ACF-sponsored workshop/conference/recipient orientation in the budget justification.

Equipment

Description: “Equipment” means an article of non-expendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost that equals or exceeds the lesser of the following two options:

- The capitalization level established by the organization for the financial statement purposes
- \$5,000

Acquisition cost – 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. See 45 CFR 75.439 for more information.

Justification: For each type of equipment requested, provide:

- A description of the equipment.
- The cost per unit.
- The number of units.
- The total cost.
- A plan for use on the project.
- A plan for use or disposition of the equipment after the project ends.

Supplies

Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000. See 45 CFR 75.453 for more information.

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

Contractual

Description: Cost of all contracts except for those that belong under other categories such as equipment, supplies, construction, etc. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR 75.351-.353.

Justification: Demonstrate that all procurement transactions will provide open, free competition as much as possible. You must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

For each contract, provide the following:

- The name of the contractor (if known).
- A description of anticipated services.
- A justification for why they are necessary.
- A breakdown of estimated costs.
- An explanation of the selection process.

Other

Description: Enter the total of all other costs. Such costs may include, but are not limited to, the following:

- Consultant costs.
- Local travel.
- Insurance.
- Food (when allowable).
- Medical and dental costs (non-personnel).
- Professional service costs (including audit charges).
- Space and equipment rentals.
- Printing and publications.
- Computer use.
- Training costs (such as tuition and stipends).
- Staff development costs.
- Administrative costs.

Please note that costs must be allowable per 45 CFR part 75 subpart E.

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

Indirect charges

Description: Total amount of indirect costs. This category has one of two methods you can select. You may only select one.

Method 1 — As described under funding policies and limitations, [indirect costs](#).

Justification: Enclose a copy of the current approved rate agreement. If you are 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. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

Method 2 — As described above under funding policies and limitations, [indirect costs](#), and per 45 CFR 75.414(f) Indirect costs.

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

Commitment of non-federal resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

You are not required to provide cost sharing or matching. However, you are allowed to voluntarily propose a commitment of non-federal resources. If you decide to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. You will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA).

Failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NoA may result in the disallowance of federal funds. You will be required to report these funds in the Federal Financial Reports.

Justification: You must provide detailed budget information for every funding source identified in Item 18, “Estimated Funding (\$)”, on the SF-424.

You must identify and document the specific costs or contributions you propose in order to meet a matching requirement. You are also required to document the sources of funding or contributions.

In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in [criteria](#).

Proprietary or personally identifiable information

In your application, you may identify salary or other proprietary information or personally identifiable information. We will remove this information from applications before they go to reviewers.

If you have an [exemption for paper submission](#), you can protect salary information and any proprietary information by placing that information only in the original application. You can remove the information from the copies, keeping summary information.

Attachments

You will upload attachments in Grants.gov using the Other Attachments Form. These attachments are included in the overall application page limit, unless it says otherwise below.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

See [indirect costs](#) for more information.

Legal proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A reference to your listing in the Internal Revenue Services' (IRS) most recent list of tax-exempt organizations.
- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another appropriate state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation or similar document. This document must show that your group is a nonprofit.

- Any of the above for a parent organization. Also, include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Additional eligibility documentation

Qualified CDCs are eligible to apply. In accordance with section 680(a)(2) of the CSBG Act, 42 U.S.C. 9921(a)(2), to be a qualified CDC, an organization must meet all of the following three conditions:

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

Attach proof that your organization meets these three conditions.

Note: The CDC designation does not need to be specified on any official documents as long as the three requirements stated earlier in this definition are met. However, the board membership should be assigned to the appropriate tripartite designation.

Organizational capacity supporting information

You must attach the following information to support the information in your [organizational capacity](#) section:

- Resumes or Curricula Vitae for all key personnel.
- Job descriptions for each vacant key position.
- List of your Board of Directors.
- Financial statements adhering to Generally Accepted Accounting Principles, if available, for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Evidence that your organization and partnering organizations have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.

Third-party agreements

You must submit agreements with all third parties involved in the project. Third parties include subrecipients, contractors, and other cooperating entities. Third-party

agreements include letters of commitment, memoranda of understanding, and memoranda of agreement. We do not consider general letters of support to be third-party agreements.

Any such agreement must:

- Describe the roles and responsibilities for project activities.
- Describe the support and resources that the third party is committing to the proposed project.
- Be signed by the person in the third-party organization with the authority to make such commitments.

Letters of support

Attach statements from community, public, or commercial leaders that support your project. At minimum, each letter of support must identify the person writing the letter, the organization they represent, the date, and their reasons for supporting the project.

Other required forms

You will need to complete some required forms. Upload the forms listed here at [Grants.gov](https://www.grants.gov). You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With the application
Budget Information for Non-Construction Programs (SF-424A)	If applicable, with the application
Assurances – Non-Construction Programs (SF-424B)	If applicable, with the application
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award
Key Contacts	With the application
Grants.gov Lobbying Form	With the application or before award
Project/Performance Site Location(s) (SF-P/PSL)	With the application. Cite your primary location and up to 29 additional performance sites



Step 4:

Learn About Review and Award

In this step

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Application review

Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Requests funding above the [award ceiling](#).
- Is submitted after the [deadline](#).
- Is from an individual, including a sole proprietorship or a foreign entity.
- Is received from an applicant that is not a CDC.
- Is received in paper format that didn't have a previously approved exemption from ACF.

We will let you know if your application is disqualified within 30 days of the application deadline. You won't receive any notice from ACF if your application fails Grants.gov validation checks.

If you submit more than two files in addition to your forms, we will remove the extra files. We will let you know if this happens.

We will also remove blurred or illegible pages and any file formats that are not supported.

We will not review any pages that exceed the page limit.

If your application fails to adhere to ACF's NOFO formatting, font, and page limitation requirements, we will adjust your application by removing page(s) from the application. We will remove the pages before the merit review and will not send them to reviewers.

If we do so, we will send you a letter after we make awards to notify you that we amended your application.

Merit review

A panel reviews all applications that pass the initial review. The members use the criteria in this section.

Additionally, our reviewers typically are not federal employees. See [proprietary and personally identifiable information](#).

Criterion	Total number of points = 100, plus 12 bonus points
1. Need for assistance	10 points
2. Objective and expected outcomes	15 points
3. Approach	30 points
4. Organizational capacity	25 points
5. Letters of support	5 points
6. Project budget and budget justification information	15 points
7. Bonus points	12 points

Criteria

In reviewing each criterion, reviewers will consider the extent to which it addresses the [program requirements](#):

Need for assistance (maximum points: 10)

See the [need for assistance](#) section of the project narrative.

- The project is needed to build administrative capacity to expand community infrastructure and prepare the underserved community to implement an economic development project. The economic development project will ultimately:
 - Create or expand participating businesses and create new jobs.
 - Provide jobs in the community that individuals with low incomes can get and keep, that are not being created by other organizations.
- You provide recently published (within the past five years) and relevant evidence that both the unemployment rate and the poverty rate within the census tract(s) or zip code in which the project is located are equal to, or greater than, the state or national level.

Objective and expected outcomes (maximum points: 15)

See the [objectives](#) and [expected outcomes](#) sections of the project narrative.

- You demonstrate an understanding of the CED program's objectives to create a viable business development or expansion and job creation project that employs individuals with low incomes and provides the social supports and wraparound services they need to succeed in those jobs.
- You describe how the proposed administrative capacity building will directly lead to a fundable application for a successful CED job creation project.

- The project will be implemented in a community that needs additional administrative capacity building to conceptualize a viable CED project and develop an application that will allow them to compete for future CED funding.
- You describe the current state of community infrastructure with respect to one or more of the following:
 - Convening community stakeholders.
 - Developing a community vision for CED.
 - Obtaining community buy-in for economic development activities.
 - Assessing local economic assets.
 - Identifying viable markets for business development.
 - Identifying existing federal, state, local, and private funding opportunities.
 - Developing and formalizing community partnerships.
- You clearly articulate the gaps, where they exist, with respect to one or more of the following:
 - Convening community stakeholders.
 - Developing a community vision for CED.
 - Obtaining community buy-in for economic development activities.
 - Assessing local economic assets.
 - Identifying viable markets for business development.
 - Identifying existing federal, state, local, and private funding opportunities.
 - Developing and formalizing community partnerships.

Approach (maximum points: 30)

See the [approach](#) section of the project narrative.

The approach to the project is clear and well-conceived. It:

- Demonstrates the planned activities that will result in the community infrastructure needed to develop a viable, equitable CED project and application that can compete for future CED funding.
- Describes one or more of the following:
 - How proposed activities related to securing community partnerships will be implemented.
 - How proposed activities related to economic development visioning will be implemented.
 - The type, audience, frequency, and objectives of community outreach and engagement activities that will be implemented.
 - The approach by which local assets will be documented and evaluated.

- How studies will be performed to understand the local business climate and market for products and services.
- How research will be performed to inventory and identify local, state, regional, national, and private opportunities to obtain additional funding for CED project conceptualization and implementation.
- How activities related to the project will prioritize equity.

Organizational capacity (maximum points: 25)

See the [organizational capacity](#) section of the project narrative.

- The organization, staff, and/or project partners have sufficient overall experience to carry out the project.
- A resolution, meeting minutes, or other documentation demonstrate that the Board of Directors has granted approval for the proposed project.
- You identify staff that will be responsible for maintaining oversight for each program activity, staff, and partner(s), and you describe procedures and policies used to oversee staff and/or partners/contractors.
- If you cannot demonstrate substantial experience with economic development projects similar to those proposed in the application, you include evidence of a viable partnership with a more experienced partner, including evidence of a strategy for the more experienced partner to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.
- You demonstrate with sufficient detail, through biographical sketches, degree information, resumes, and descriptions of previous experience, that the identified staff have sufficient skills and experience to carry out the proposed project.
- Key staff have the appropriate time commitment available to carry out the proposed project.
- You state clearly whether all key project staff positions are filled, including positions to be hired by third parties. In cases where a key staff person has not yet been hired, you demonstrate that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.
- You describe how any confidential or sensitive information will be collected and protected during the course of the project, and how this information will be disposed of after the grant has ended.
- You include a plan that demonstrates your capacity to responsibly manage the proposed federal funds and to adequately protect any federal funds awarded under the application through a financial management system.

Letters of support (maximum points: 5)

See the [letters of support attachment](#).

You demonstrate sufficient public support to successfully carry out the project by including letters of support from local or regional government agencies or community organizations. Each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

Project budget and budget justification information (maximum points: 15)

See the [line-item budget and budget narrative](#) section.

- You have sufficient funds available (that is, conditioned only on the receipt of this grant award).
- Planned expenditures are necessary, appropriate, and reasonable for the success of the project.
- The amount of funds available for the project (CED and non-CED) is commensurate with the level of effort necessary to accomplish the activities, goals, and objectives of the project.
- You provide an itemization of sources and uses of funds for both CED and non-CED funding sources (if applicable) necessary to implement the project.
- The budget justification clearly links the proposed expenditures to the proposed activities.
- The budget justification demonstrates that each budget line item is appropriate, necessary, and reasonable for accomplishing the proposed project.

Bonus points

Bonus points will be awarded to projects as follows.

Project located in a geographically underserved community (5 points)

The project is located in and will create jobs and businesses in one or more of the following types of communities:

- **Rural community:** The project will create jobs in a rural community or hire individuals with low incomes from a rural community. For more information about what defines a rural community, [visit Census.gov](#).
- **Persistent poverty county:** The project will create jobs in a county with persistent poverty, as [defined at Census.gov](#) and [listed in the Census.gov publications library](#). Areas that are not in a designated persistent poverty county may qualify for bonus points if you can provide data demonstrating that the area to be served by the project has had a poverty rate of 20% or more for the past 30 years, [as measured by the United States Census Bureau's decennial census](#). Indicate the county in which the project will be implemented and include a statement indicating that the county is a county with persistent poverty.

- **Native American community:** The project will support economic mobility in Native American communities. Native American communities include American Indian tribes (federally recognized and non-federally recognized), Alaska Natives, Native Hawaiians, and Native American Pacific Islanders.
- **State or trust territory without an active CED grant:** The project will be located in a state or trust territory that does not have an active CED job creation or CED Planning project. The current list of these states and territories is as follows:
 - Alaska
 - American Samoa
 - Colorado
 - Guam
 - Iowa
 - Nebraska
 - New Hampshire
 - New York
 - North Dakota
 - Northern Mariana Islands
 - Puerto Rico
 - Rhode Island
 - South Dakota
 - Tennessee
 - Texas
 - Vermont
 - Virgin Islands
 - Wyoming

Project aligned with President Biden's Executive Order 14008: Tackling the Climate Crisis at Home and Abroad or the Justice40 Initiative (5 points)

The project is located in and will create jobs and businesses in one or more of the following types of communities:

- **Energy community:** The project will be located in one of the areas prioritized by the Interagency Working Group on Coal and Power Plant Communities on Economic Revitalization. The areas are defined by the Bureau of Labor Statistics.

The current list of these areas is as follows:

- Southern West Virginia non-metropolitan area
- Eastern Kentucky non-metropolitan area
- Wheeling, West Virginia-Ohio
- Southwest Virginia non-metropolitan area
- Alaska non-metropolitan area
- Western Kentucky non-metropolitan area
- Bremerton-Silverdale, Washington
- Eastern Wyoming non-metropolitan area
- Western Wyoming non-metropolitan area
- Arizona non-metropolitan area
- Northern West Virginia non-metropolitan area
- Southern Illinois non-metropolitan area
- Central Utah non-metropolitan area
- Southern Indiana non-metropolitan area
- California-Lexington Park, Maryland
- Farmington, New Mexico
- Northeastern Virginia non-metropolitan area
- Western North Dakota non-metropolitan area
- Greeley, Colorado
- College Station-Bryan, Texas
- Southwestern Alabama non-metropolitan area
- Grand Junction, Colorado
- Beckley, West Virginia
- Charleston, West Virginia
- Western Pennsylvania non-metropolitan area

- **Underserved Justice40 community:** The project will be located in a census tract designated as overburdened and underserved, based on the [Climate and Economic Justice Screening Tool](#).

Project collaborating with other current OCS grant recipients (2 points)

The project is partnering, collaborating, or working with a current OCS grant recipient of another OCS program. You must include a statement that includes the following:

- The name of the other organization
- The name of the other OCS program
- The nature of the program collaboration

Other OCS programs include the following:

- Affordable Housing and Supportive Services Demonstration (AHSSD)
- Community Services Block Grant Program (CSBG)
- Diaper Distribution Demonstration & Research Pilot (DDDRP)
- Low Income Home Energy Assistance Program (LIHEAP)
- Low Income Household Water Assistance Program (LIHWAP)
- Medical-Legal Partnerships Plus (MLP+)
- Rural Community Development Program (RCD)
- Social Services Block Grant Program (SSBG)

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. If you had a past federal award, we need to make sure you've handled those awards well and demonstrated sound business practices. We use SAM.gov [Responsibility / Qualification](#) to check this history for all awards likely to be over \$250,000.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or under-served populations.

- The larger portfolio of agency-funded projects by considering geographic distribution.
- The past performance of the applicant.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Decide not to fund a project with high startup costs or unreasonably high operating costs.
- Choose not to fund applicants with management or financial problems.
- Designate your application as “approved but unfunded” if it was successful but there was not sufficient funding to make an award. You may receive funding if additional funds become available within the fiscal year.
- Choose to fund no applications under this NOFO.

We will not fund:

- An incomplete application.
- A disqualified application.

Award notices

How we make awards

If you are successful, we will email or transmit through our grant systems a NoA to your authorized official.

We will email you if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you have not received an award. Project costs that you incur before you receive a NoA are at your risk.

If you want to know more about NoA contents, go to [Notice of Award](#) at ACF’s website.

OCS will also announce award recipients on its website within 30 days after award decisions are made.



Step 5: Submit Your Application

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Application submission and deadlines

Deadlines

Application

Due on July 2, 2024.

- For electronic submissions, the due time is 11:59 p.m. Eastern Time (ET).
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See [exemptions for paper submissions](#).

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept only the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission methods

Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See [get registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks or we will not get it. Do not encrypt, zip, or password protect any files. The link above will also help you learn how to create PDFs.

See [Contacts and Support](#) if you need help.

Issues with federal systems

If you experience a systems issue with Grants.gov or SAM.gov, please refer to ACF's [Policy for Applicants Experiencing Federal Systems Issues](#).

Exemptions for paper submissions

We need to give you an exemption before you can apply on paper. See the [ACF Policy for Requesting an Exemption from Required Electronic Application Submission](#). Once we have approved your exemption, download your forms package under the “Package” tab in Grants.gov.

To submit your application, mail it to:

Tim Chappelle

Administration for Children and Families Office of Grants Management

HHS-2024-ACF-OCS-EE-0152

1401 Mercantile Lane, Suite 401

Largo, MD 20774

The requirements include:

- Print your application and all copies one-sided.
- Applicants must submit one original and two copies of the complete application, including all standard forms and OMB-approved forms.
- You must submit the original and both copies in a single package. If you plan to submit more than one application under this NOFO or others, you must submit them separately. Clearly label each package with the NOFO title and funding opportunity number.
- Your authorized organization official must sign the application. One application copy must include an original signature.

Other submissions

Intergovernmental review

You will need to submit application information for intergovernmental review under Executive Order 12372. Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process and others don't.

To find out your state's approach, see the [list of state single points of contact](#). If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you don't need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

Send written disclosures to us at ocstech@reviewops.org and to the Office of Inspector General at grantdisclosures@oig.hhs.gov.

Application checklist

Make sure that you have everything you need to apply:

Component	How to upload	Included in page limit
<p>File One: Narratives</p> <ul style="list-style-type: none"> <input type="checkbox"/> Table of contents <input type="checkbox"/> Project summary <input type="checkbox"/> Project narrative <input type="checkbox"/> Line-item budget and budget narrative 	Use the Project Narrative Attachment form.	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>File Two: Attachments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indirect cost agreement <input type="checkbox"/> Legal proof of non-profit status <input type="checkbox"/> Additional eligibility documentation <input type="checkbox"/> Organizational capacity supporting information <input type="checkbox"/> Third-party agreements <input type="checkbox"/> Letters of support 	Insert each in a single Other Attachments form.	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Other required forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for Federal Assistance (SF-424) <input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A) <input type="checkbox"/> Assurances – Non-Construction Programs (SF-424B) <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) <input type="checkbox"/> Key Contacts <input type="checkbox"/> Grants.gov Lobbying Form <input type="checkbox"/> Project/Performance Site Location(s) (SF-P/PSL) 	Upload using each required form.	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>



Step 6:

Learn What Happens After Award

In this step

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Post-award requirements and administration

Administrative and national policy requirements

There are important rules you'll need to follow if you get an award. You must follow:

- All terms and conditions in the NoA.
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards in effect at the time of award and any updates.
- The HHS [Grants Policy Statement](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your NoA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#). See also ACF [Administrative and National Policy Requirements](#).
- [45 CFR Part 87 Appendix A, Equal Treatment for Faith-Based Organizations](#).

Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see [Reporting](#) at the ACF website.

Performance report forms: CED Performance Progress Reports (OMB #: 0970-0386; Expiration Date: February 28, 2026)

Performance report frequency: Quarterly

Financial report forms: Federal Financial Reporting (SF-425)

Financial report frequency: Semi-annually

Non-discrimination and assurance

If you receive an award, you must follow all applicable non-discrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).



Contacts and Support

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Agency contacts

Program

Chanel Jackson

ocstech@reviewops.org

(855) 792-6551

Grants management

Tim Chappelle

ocstech@reviewops.org

(855) 792-6551

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Administration for Children and Families \(ACF\)](#)
- [ACF Funding Opportunities Forecasts and NOFOs](#)
- [ACF How to Apply for a Grant](#)
- [ACF Property Guidance](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)

Paperwork Reduction Act disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description (Project Narrative, Line-Item Budget and Justification) is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires March 31, 2026. 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.