

Notice of Funding Opportunity

Application due July 17, 2024

ADMINISTRATION FOR
CHILDREN & FAMILIES








Office of Community Services (OCS)

Community Economic Development (CED) Projects

Opportunity number: HHS-2024-ACF-OCS-EE-1965



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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 17, 2024

Applications are due by 11:59 p.m. Eastern Time on July 17, 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 creates quality jobs and provides wraparound services that help individuals with low incomes become economically self-sufficient.

Summary

This program provides funding to Community Development Corporations (CDCs) for projects that will address the economic needs of individuals with low incomes by creating quality jobs and businesses and providing wraparound services.

The CED (Community Economic Development) program is based on three pillars:

- Creating new high-quality, permanent, full-time jobs for individuals with low incomes.
- Addressing barriers to employment by providing wraparound services that focus on the needs of the individuals with low incomes hired into jobs created through CED.
- Promoting community revitalization by infusing funding into local communities to support economic development.

CED projects must:

- Be ready to implement at the time of award.
- Create a minimum number of jobs for individuals with low incomes that result in increased self-sufficiency.
- Create or expand businesses that promote economic revitalization in low-income communities.
- Attract additional public and private funds to increase investment and quality of life in low-income communities.
- Promote equity in underserved communities.

CED funds may be used for start-up or expansion activities of participating businesses provided that such expenses comply with the cost principles set forth at 45 CFR part 75, subpart E.



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

Key facts

Opportunity Name:
Community Economic Development (CED) Projects

Opportunity Number:
HHS-2024-ACF-OCS-EE-1965

Federal Assistance Listing:
93.570

Statutory authority number:
42 U.S.C. 9921(a)(2)

Key dates

Application deadline:
July 17, 2024

Expected award date:
August 30, 2024

Expected start date:
September 30, 2024

See [deadlines](#).

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: \$13.6 million

Total expected awards: 17

Minimum award amount (award floor): \$100,000

Maximum award amount (award ceiling): \$800,000

Funding periods: 36-month period of performance with one 36-month budget period for projects not involving construction; 48-month period of performance with one 48-month budget period for projects involving construction.

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

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 a 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

The CED program is based on three key pillars:

1. CED creates new high-quality, permanent, full-time jobs for individuals with low incomes. It does this by funding business development and expansion efforts (for example, entrepreneurship and social enterprise).
 - Jobs created with CED funding help people become economically self-sufficient by providing living wages, health care benefits, retirement benefits, career growth opportunities, flexible and predictable work hours, and opportunities for employees to be meaningfully integrated into the businesses.
 - A minimum of 75% of the newly created jobs must be filled by individuals with low incomes. Of those, a majority must have a need for the wraparound services provided by the project (see the following requirement).
 - While the focus of the program is on job creation for individuals with low incomes, some businesses will need to hire high-level managers or other experts with unique experiences who may be more difficult to identify and recruit. For this reason, ACF only requires that a minimum of 75% of the newly created jobs be filled by individuals with low incomes.

Full-time position – A nonseasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to a full-time equivalent is not considered a full-time position.

Low-income – A household income level that does not exceed 200% of the official poverty guidelines, as found in the most recent revision of the [HHS Poverty Guidelines](#).

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

2. CED addresses barriers to employment by providing wraparound services that focus on the needs of individuals with low incomes who are hired into jobs created through CED.
 - Services can include, but are not limited to, child care, transportation, substance use disorder treatment, English language education, and financial literacy assistance.

Wraparound services – Coordinated, individualized, and community-based support and services that are designed to help individuals achieve their goals and improve their overall well-being.

3. CED promotes community revitalization by infusing funding into local communities to support economic development.
 - The CED program funds organizations that know their communities and the people who live there and can efficiently and effectively create new community economic development projects that are culturally appropriate and that promote equity.
 - Community buy-in is a critical aspect of the CED program, as it helps to ensure there is continued community support for the project, which will lead to sustained success of the project beyond the CED project period.
 - In order to secure community buy-in and to ensure that CDCs are effectively addressing the needs of their communities, the Board of Directors for the governing organization must include representation from the community. See [eligible applicants](#).

CED funds are flexible and can be used in many ways to achieve program objectives.

CED projects must:

- Be ready to implement at the time of award.
- Create jobs that result in increased self-sufficiency for individuals and families with low incomes.
- Create or expand businesses that promote economic revitalization in low-income communities.
- Attract additional public and private funds to increase investment and quality of life in low-income communities.
- Promote equity in underserved communities.

To ensure CED-funded projects make an impact in the communities they serve, CED projects must create a minimum number of jobs for individuals with low incomes based on total award funding and project type. Projects that involve construction are not expected to create jobs until construction is complete. Projects that do not involve construction can begin job creation earlier within the project period. Therefore, projects involving construction are expected to create fewer jobs than those that do not involve construction.

Projects involving construction activities must create a minimum number of jobs based on the following formula:

[Total Amount of Federal CED Funds Awarded] divided by [\$32,000] = [Minimum Number of Jobs to be Created]

For example, if a recipient is awarded \$800,000 in federal CED funds, it must use that money to conduct activities that will create at least 25 jobs ($\$800,000 \div \$32,000 = 25$).

Projects that do not involve construction activities must create a minimum number of jobs based on the following formula:

[Total Amount of Federal CED Funds Awarded] divided by [\$27,000] = [Minimum Number of Jobs to be Created].

For example, if a recipient implementing a non-construction project is awarded \$800,000 in federal CED funds, it must use that money to conduct activities that will create at least 29 jobs ($\$800,000 \div \$27,000 = 29$).

For a table with examples of the minimum number of jobs based on specific award amounts, see [Appendix: Sample chart of minimum number of jobs to be created](#).

We do not give priority to applications that propose jobs above the required minimum.

Eligible activities

CED funds may be used for the start-up or expansion activities of participating businesses, as consistent with 45 CFR part 75. This includes:

- Start-up capital for operating expenses, such as salaries, facilities, and equipment that will be replaced by projected earnings.
- Loans to identified, viable, participating businesses.
- Equity or stock investment in identified, viable, participating businesses.
- Providing support services to employees of the participating businesses. You can provide support services either directly or in partnership with service providers.
- Construction. For more information, please see the section about [construction projects](#).
- Other types of business development activities that lead to measurable job creation.
- Travel for key project staff to attend ACF-sponsored workshops/conferences/recipient orientations.

Participating business – A business that has been identified as a CED project participant with a signed a third-party agreement with the CED applicant to create new jobs that meet the program requirements.

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

Stock – A share of ownership in a for-profit company. Stocks are sold to investors by a for-profit corporation to raise capital for the start-up and/or expansion of the business. Stock purchases by the recipient are equity investments. Such investments may be made by recipients in affiliated and nonaffiliated businesses. Stock is considered intangible property under the Uniform Administrative Requirements of 45 CFR part 75.

Loan – Money provided to finance an eligible participating business borrower evidenced by a promissory note and loan agreement for a specified purpose to be repaid, with a stated rate of interest and within a specified period. Loans made to eligible participating businesses must be at or below market rate (or what commercial lenders would offer). This includes a distinct loan fund established exclusively for CED projects as a resource for loans to finance eligible business development and operational activities that, when principal is repaid, are used to make new loans that support a similar purpose. In all instances, the first borrower must be identified along with the standards used for selection. Interest accrued on CED funds must be used to continue or expand the activities of the approved project. Repayment of all loans funded with CED funds must begin during the funded project period and a balloon payment is not allowed. No portion of a loan is forgivable. Loans are considered intangible property under the Uniform Administrative Requirements of 45 CFR part 75.

CED projects may use multiple strategies, as long as they result in the creation of full-time positions.

The training and placement of individuals in positions existing prior to the start of the project, even positions guaranteed to individuals with low incomes through a formal agreement with an employer, is not considered job creation.

Social enterprise development that helps start-up businesses flourish by providing support, resources, and business services and advice is allowable, if it demonstrates that it will help those businesses create new jobs that meet the program requirements.

Project types (non-construction and construction)

CED-funded projects can be considered non-construction or construction projects. Both types of projects must be ready to be implemented at the time of the grant award and completed during the assigned project period.

The grant period for non-construction projects is three years, and the grant period for construction projects is four years. You must clearly specify in the application whether you are applying for a three-year non-construction project or a four-year construction project.

All participating business expansion/creation and job creation must be completed and CED funds expended within the grant period. Changes in direction in the final year of a project are discouraged.

Non-construction projects

Projects are considered non-construction projects if they involve limited alteration or renovation, costing less than \$250,000, to support participating business creation and/or expansion and job creation. Non-construction projects typically involve a loan or equity investment in participating business(es).

Real property vs. intangible property

Per language in the Further Consolidated Appropriations Act, 2024 (Public Law 118-47), in instances where you propose to loan money or have an equity investment in a third-party participating business, you own the note on the intangible property, not the real property itself. The third-party participating business is the property owner of record. As such, the federal interest is in the debt instrument, as an intangible property and not the property. The intangible property is subject to the 12-year rule set forth in the appropriations language (see, for example, the Further Consolidated Appropriations Act, 2024 (Public Law 118-47)), which states that intangible assets in the form of loans, equity investments, and other debt instruments become the sole property of the grantee after a period of not more than 12 years after the end of the grant period, provided that such intangible assets and program income derived therefore are used by grantees for any eligible purpose consistent with section 680(a)(2)(A) of the CSBG Act.

Debt instruments – Any financial documents that enable the issuing party to raise funds by promising to repay a lender in accordance with terms of a contract. Types of debt instruments include notes, bonds, certificates, mortgages, leases, or other agreements between a lender and a borrower.

Intangible property – Property having no physical existence, such as trademarks, copyrights, patents and patent applications, loans, notes, and other debt instruments; or lease agreements, stock, and other instruments of property ownership.

Construction projects

Projects are considered construction projects if they require construction or renovation prior to the project's ability to create jobs. For more information, see the [ACF Property Glossary](#) page and related real property pages under the [ACF Property Guidance](#).

Construction projects typically include commercial real estate for lease or use by small- and large-scale business operations.

The CED program permits facility construction, as needed, to support participating business creation, business expansion, and job creation.

Any CED project with construction activities that must be completed before jobs can be created, regardless of whether the construction is paid for with federal funds or whether the property is owned by the recipient or participating business, will be considered a construction project and granted a 48-month project period. However, we encourage you to read carefully the federal requirements related to “real property”, as those apply only to projects where the recipient owns the property.

For ACF property-related policy and guidance, [please refer to the ACF website](#). To learn more about how real property requirements apply to CED projects, [please refer to the ACF website](#).

Short-term construction jobs associated with preparing for participating business start-up or expansion are not counted when determining the number of jobs created under the CED program, as they are designed to be temporary.

All environmental and historic preservation requirements must be fulfilled before award, or before drawdown of funds. For more information, please see the [administrative and national policy requirements](#) section, National Environmental Policy Act.

Supporting energy communities

Aligned with President Biden’s Executive Order 14008: [Tackling the Climate Crisis at Home and Abroad](#) and the [Justice40 Initiative](#), the CED program supports efforts to revitalize energy communities and communities that are marginalized, underserved, and overburdened by pollution.

Energy communities are communities that have experienced employment loss and/or economic dislocation events because of declines in the fossil fuel industry or that are disproportionately reliant on fossil fuel energy production or distribution.

Communities that have historically relied on mining and power plants have experienced steep declines over the last 50 years due to research and technological advances. This has displaced many workers and left entire communities with fewer quality job opportunities. The decline and closure of a factory or mine in a small community often meant disinvestment in and the slow decline of all businesses in that community. With the effects of the global pandemic still looming, these workers and communities have even fewer quality job opportunities.

Investment in local businesses and the creation of high-quality jobs in these communities are critical to providing meaningful economic revitalization that allows individuals and families to achieve economic self-sufficiency.

Underserved communities, as designated by the Justice40 Initiative, are communities that are economically disadvantaged and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, and health care. A community qualifies as “disadvantaged” if the census tract is above a designated threshold for one or more environmental or climate indicators and the tract is above the threshold for the socioeconomic indicators.

Under this funding opportunity, the CED program will award bonus points to projects that will be located in and serve energy communities (as listed in the [bonus points](#) section) and/or those designated as underserved by the Justice40 Initiative, as indicated in the [Climate and Economic Justice Screening Tool \(CEJST\)](#).

Funding policies and limitations

CED grant funds may not be used for:

- Reimbursement of pre-award costs.
- Subawards/pass-throughs.
- Capitalizing loan loss reserve funds.
- Providing loan(s) in which repayment begins after the end of the funded project period.

- Creating or expanding microenterprise business training and technical assistance centers.
- Providing as a primary activity job training, placement of individuals into existing positions, and technical assistance.
 - Limited job training activities can only be supported in the context of training that is provided specifically for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created with CED funds, but funds cannot be used to operate a general job training.
- Placing individuals in jobs that existed prior to the proposed CED project.

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 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).

The CED authority for construction and renovation is through annual appropriations, the Further Consolidated Appropriations Act, 2024 (Public Law 118-47).



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-OC-EE-1965. 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

Application contents and format

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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 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 statement indicating whether the application is for a three-year non-construction project or a four-year construction project.
- A brief description of the 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 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 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.

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.

Explain potential obstacles and challenges to accomplishing your project goals. Explain the strategies you will use to address them.

Describe how each aspect of the project will be implemented in order to successfully create full-time positions.

Describe a viable recruitment strategy and tracking system to ensure that a minimum of 75% of the new positions are filled by individuals with low incomes, as defined by the HHS poverty guidelines referenced in the [program description](#). Demonstrate that, of those, a majority have a need for the wraparound services provided by the project. Demonstrate that your strategy focuses on the number of positions created rather than the number of people hired to fill them over the course of the grant.

In the [attachments](#) section, you will provide signed third-party agreements with social service providers that will enable you to obtain referrals of individuals with low incomes. Agreements must describe the roles and responsibilities that both you and the service provider will have in support of the project. Agreements must be signed and dated by both the applicant and social service provider staff with signature authority.

Social Service Provider – An agency or organization that works with individuals with low incomes and can assist a recipient with filling the newly created positions with individuals with low income. Examples of social service providers include Temporary Assistance for Needy Families (TANF), employment education and training programs (such as the Department of Labor’s Employment and Training Administration funded One-Stop Career Centers), and local child support enforcement agencies.

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 number of people you plan to serve or the number of a certain activity you plan to complete.
- If you can't quantify some of your accomplishments, provide their target dates.
- Cover the full period of performance (36 months for non-construction projects or 48 months for construction projects) 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 in order to ensure the goals and objectives of projects are community-driven and in accordance with community-prioritized needs for job creation. This could be demonstrated through a board resolution, meeting notes, or other written documentation that records the decisions or actions of a CDC Board of Directors.

If you cannot demonstrate substantial experience with economic development projects similar in size and scope to those proposed in the 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.

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

Project partner – Any individual, organization, or business entity participating in the project that is not the direct recipient of CED grant funds. Typical project partners include the following: equity investors, donors, a more experienced partner, a wholly owned subsidiary, or a business entity to which the recipient makes a loan or equity investment in support of grant purposes.

Note that CED recipients must play a substantive role in the project. A recipient working with a project partner must actively monitor the project and ensure compliance with CED program requirements.

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 percentage 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.

Provide evidence of two business creation or business expansion projects that you or your project partner have undertaken within the last 10 years that are similar in scope or scale to the project for which you are requesting CED funding. Provide evidence that these projects were successful in creating full-time, full-year positions that lasted for at least two years beyond the project period. For each example given, provide a quantitative and qualitative description of the impact of these projects (for example, the number of jobs created for individuals with low incomes; wages, benefits, and position descriptions; or evidence of employees no longer needing public support) and the number of years of project operation and position availability.

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.

Federal evaluation

By accepting an award, all funded recipients 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)'s 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.

Business plan

If using federal funds to support a business operation, provide a business plan that includes the following sections.

Participating business viability

Identify and demonstrate viability of all participating business(es) to be created or expanded through this project. Include the following for each business:

- A description of the business.
- An explanation of whether it will be a new business or a business expansion.
- A description of what the business will use CED funds for.
- How many positions the business will create.

In all instances involving a loan, identify the business(es) that will receive the initial loans, not any subsequent future loans. Indicate that copies of signed loan agreements will be submitted to ACF upon establishing such loans with program participants. Repayment of all loans funded with CED funds must begin during the funded project period. No portion of a loan is forgivable.

Explain the basis for projected business earnings for all the participating business(es), providing the necessary documentation demonstrating financial feasibility/viability, as outlined in the [attachments section under financial documentation](#).

Demonstrate that the participating business(es) will create positions in a viable industry by discussing the industry's short- and long-term outlook. Provide recent market research and/or industry data (published within the past five years) that shows that the participating business(es) will be viable in terms of competition, anticipated market, customer base, and market trends.

Demonstrate that you, or the participating business(es), have control of the site and/or facilities required to operate the project or that site control is conditioned only on the receipt of the grant award. Provide proof that the physical facility is or will be secured, as outlined in [the attachments under evidence of site control](#).

For all participating business(es), include a signed third-party agreement between you and the participating business(es) that includes the following:

- A description of each of your roles and the relationship between you and participating business.
- A commitment to creating new full-time, full-year positions, 75% of which will be filled by individuals with low incomes.
- A commitment to maintaining and providing accurate, unduplicated counts of positions created as distinct from the number of individuals hired to fill them over the course of the grant.
- All the elements outlined in [third-party agreements](#).

High-quality job creation

Include a table showing the total number and types of new full-time, full-year positions that will be created. For each position, the table should show:

- Position title.
- A summary of the duties associated with the position.
- Anticipated starting wage or salary.
- A projection of wage or salary growth opportunities.

Present data published within the past five years illustrating that the wages to be paid are adequate for self-sufficiency within the geographic area in which the business(es) will be located.

Demonstrate that the participating business(es) will create high-quality jobs. This should include offering comprehensive employee benefits to those who fill the newly created positions, including at least three of the following:

- Health care benefits.
- Retirement benefits.
- Paid leave.
- Career growth opportunities.
- Flexible and predictable work hours.
- Opportunities for employees to be meaningfully integrated into the business.
- Any additional benefits that contribute to the self-sufficiency of the employee.

Describe how individuals with low incomes will be supported in achieving career growth and advancement, including any training, educational, or certification opportunities employees will be provided by participating businesses.

Provide evidence of participating businesses' ability and commitment to providing such benefits and career growth opportunities, as outlined in [the attachments section under evidence of participating business commitment to quality jobs](#).

Describe how the full-time positions will be created during the project period and will be sustained for at least two years after the end of the grant period, including listing the steps that will be taken to position the project for continued success after the end of the grant period.

Barrier reduction support services

Describe the specific needs of the target population to be served and provide a plan for how support services will be provided. This includes describing the types of support services that will be provided through the CED project to newly hired individuals with low incomes. This includes establishing services and strategies for the retention of individuals with low incomes in the newly created positions.

Support services may include but are not limited to the following:

- Financial literacy services.
- Child care services.
- Transportation.
- Substance use disorder treatment.
- English language education.
- Job training.

If project partners will be providing support services, include a [third-party agreement](#). Agreements must describe the support services to be provided, how and when they will be provided, and the role that the partner organization will play in furthering the goals of the CED project. Agreements must be signed and dated by both the applicant and social service provider staff with signature authority.

Demonstrate your or your project partner's capacity and prior experience in successfully delivering these types of services.

Demonstrate that a staff member exists within the applicant organization, or will be hired, who will serve in a coordinating role to connect the individuals being hired with support services. This staff member will coordinate the provision of these services directly and/or coordinate with social service providers to do so. Demonstrate that this staff member has the ability, skills, resources, and time to serve in this role.

Financial literacy services – Delivery of information and tools that help individuals make informed choices about their personal finances. Such services typically focus on budgeting, credit, savings, and other matters relating to personal finance.

Substance use disorder – This disorder is diagnosed when an individual’s drug or alcohol use causes them clinically and functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home.

Community revitalization

Demonstrate how the project will be thoughtfully integrated into the broader community and its economic development needs. Demonstrate how the project will contribute to community revitalization that improves the quality of lives of the individuals currently living in the community. Demonstrate how the project will actively discourage the involuntary displacement of individuals currently living in the community.

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 supports the information you provide in the Budget Information Standard Form SF-424-A (if proposing a non-construction project) or SF-424-C (if proposing a construction project). See [other required forms](#).

It justifies the costs you ask for and includes added detail, including detailed calculations for the “object class categories” in the Budget Information Standard Form. You will provide this information for each year of 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 the 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.

Provide sources and uses of funds documentation for both CED and non-CED funding sources (if applicable) necessary to implement the project, along with an itemization of expenses by funding source. The financial plan must demonstrate the following:

- The application budget includes funding for all required items as outlined in the application. You must forecast your cash needs over the project period on the Federal Assistance form, SF424A Sections D and E.
- The project will create at least the minimum number of positions for the amount of the requested award. This number should be equal to the requested award amount divided by \$32,000 for construction projects, or \$27,000 for non-construction projects. For examples of number of jobs based on specific award amounts, see [Appendix: Sample chart of minimum number of jobs to be created](#) at the end of this NOFO.
- The budget includes travel costs (such as transportation costs and payment to cover staff time) for a minimum of one staff member to attend a training and technical assistance conference in Washington, DC, during at least one year of the grant.
- The budget includes costs associated with the staff member who will connect individuals being hired with social supports.

For projects that involve non-CED funding, provide evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions, as outlined in [attachments, financial documentation](#).

If you do not intend to use non-CED funds to finance the project, the budget must demonstrate your ability to carry out a successful project and accomplish your goals with only CED funds.

For projects involving construction, financial plans must include all construction aspects of the project, including:

- Property acquisition costs
- Predevelopment costs
- Architectural costs
- Engineering costs
- Environmental study costs
- Costs for building permit acquisition and use
- Occupancy costs
- Hard construction costs

For projects involving construction, financial plans must also include a budget narrative describing incremental expenditures of CED funds for project implementation. These expenditures must be tied to the project milestones.

Facilities

Delineate any properties that will be used or proposed for use during the project period and for which funds will be charged to this grant as a direct or indirect cost.

Properties must be organized into the following three categories:

- Owned
- Leased (current lease already in place)
- Intent to lease (through either a letter of intent or an actual draft/unsigned lease)

If a lease has not been executed prior to submission of an application, you must submit an actual draft of the unsigned lease or a letter of intent describing the potential arrangement including address, terms, length, and proposed expenses.

Identify if the arrangement is a “less-than-arm’s-length” lease and provide how costs are calculated, in accordance with 45 CFR 75.465 (Rental costs of real property and equipment) and 45 CFR 75.436 (Depreciation). Please see the ACF [Property Glossary](#) page and related real property pages under the [ACF Property Guidance](#).

In the list of properties, include a detailed breakdown of all proposed costs. It must be clear which costs are related to which property. The breakdown must include the following information for each property, if applicable:

- The allocable percentage and total dollar amount.

- The depreciation amount with type of method and calculation used.
- Rent amount with calculation.
- Terms of lease.
- Tax amount.
- Insurance amount and what it covers.
- Maintenance and repair amounts with details on each type of expense proposed and its associated cost.
- Minor alterations and renovations with specifics for each type of proposed expense and its associated cost.

In the budget justification, include a corresponding detailed narrative explanation of the purpose and need for each proposed cost under this grant award to determine reasonableness, allocability, and allowability of costs.

For ACF property-related policy and guidance, please [refer to the ACF website](#).

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:

- The 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, travel costs for key project staff to attend one ACF-sponsored workshop/conference/recipient orientation should be detailed in the budget justification.

Equipment

Description: “Equipment” means an article of nonexpendable, 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 and 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 (F&A) 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. Recipients 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 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](#).

Construction

Description: Costs of construction or renovation by you or a contractor.

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

Program income

Description: The estimated amount of gross income, if any, expected to be directly generated by this project. Program income includes, but is not limited to, the following:

- Income from fees for services performed.
- The use or rental of real or personal property acquired under federally funded projects.
- The sale of commodities or items fabricated under an award.
- License fees and royalties on patents and copyrights.
- Interest on loans made with award funds.

See 45 CFR 75.307 for more information.

Per language in the Further Consolidated Appropriations Act, 2024 (Public Law 118-47), program income may be used by grant recipients for any eligible purpose consistent with section 680(a)(2)(A) of the CSBG Act.

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.

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 Community Development Corporations (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 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 if 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:

- Organizational charts, including all partners.
- Resumes or Curricula Vitae for all key personnel.
- Biographical sketches 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 (GAAP), if available, for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Audit reports or statements from certified public accountants or licensed public accountants, if available, for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Audit summary report including auditor's opinion, if applicable.
- Copy or description of your fiscal control and accountability procedures.
- Copy or description of your personnel policies.
- For construction projects, the names of payment and performance bond carriers you use.
- Child care licenses and other documentation of professional accreditation.
- Information on compliance with federal, state, and local government standards.
- Evidence that your organization and partnering organizations have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs like 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.
- Detail work schedules and estimated compensation with an understanding that the parties will negotiate a final agreement after award.

- Identify the primary applicant and all collaborators responsible for project activities if for a collaboration or consortia application.
- If the agreement covers a loan transaction, it can be in draft form and does not require the signatures of the authorized officials of the lender and the borrower. Include:
 - The purposes for the loan.
 - Interest rates and other fees.
 - Terms of the loan.
 - Repayment schedules.
 - Collateral security.
 - Default and collection procedures.
- If the agreement covers an equity investment, it can be in draft form and does not require the signatures of the authorized officials of the applicant and third-party organization. Include the:
 - Purposes for the equity investment.
 - Type of equity transaction, for example a stock purchase.
 - Cost per share and basis on which the cost per share is derived.
 - Number of shares being purchased.
 - Percentage of ownership in the business.
 - Term of duration of the agreement.
 - Number of seats on the board, if applicable.

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.

Evidence of site control

This section does not count toward the page limit.

Include lease documentation and/or other documentation of site control. This documentation should demonstrate that you own or control the property where you will conduct grant activities. Proof can include the following types of documentation:

- Documentation of the specific property location (address, city, state).
- Documentation of a signed and dated deed or lease agreement between you and the property owner.

- Documentation of the terms of the agreement, use of premises, and description of the site.

Financial documentation

Attach audited financial statements, profit and loss forecasts or pro forma, cash flow projections, balance sheets, and sources and uses of funds statements.

Financial feasibility/viability – Your ability to achieve the project’s goals of creating permanent, full-time jobs for individuals with low incomes over the project period. Financial feasibility/viability is usually demonstrated using the following types of documentation: profit and loss forecasts or pro forma, cash flow projections, balance sheets, and sources and uses of funds statements. Financially feasible/viable projects identify and explain earnings, fees, or other sources of revenues sufficient to provide for business operation and maintenance, a reasonable reserve, and all expenses for proposed job creation.

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

- Signed commitment letters demonstrating binding financial commitments for loans, municipal, federal, or state tax credits, equity stock investments, or other supporting grants or contributions totaling at least the amount of non-CED funds necessary.
- Your financial statement of cash available showing your ability to contribute any non-CED cash resources that are needed for the project.
- Documentation of in-kind contributions of personal property and a demonstration of how the value of those contributions was derived.

Market research and data

Attach market research and/or data published within the last five years supporting viability in terms of competition, anticipated market, customer base, and market trends of the proposed business.

Evidence of participating business commitment to quality jobs

Attach evidence of participating businesses’ ability and commitment to providing wages that are adequate for family self-sufficiency within the geographic area in which the business(es) will be located, specified benefits, and career growth opportunities. Commitment may be stand-alone documents, such as pages from a personnel manual,

company/employee handbooks, or draft employment contracts, or through language included in legally binding third-party agreement between the applicant and participating business(es).

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
Budget Information for Construction Programs (SF-424C)	If applicable, with the application
Assurances – Construction Programs (SF-424D)	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

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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 15 bonus points
1. Need for assistance	2 points
2. Objective and expected outcomes	3 points
3. Approach	12 points
4. Business plan – Participating business viability	15 points
5. Business plan – High-quality job creation	15 points
6. Business plan – Barrier reduction support services	15 points
7. Business plan – Community revitalization	15 points
8. Organizational capacity	10 points
9. Letters of support	3 points
10. Project budget and budget justification information	10 points
11. Bonus points	15 points

Criteria

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

Need for assistance (maximum points: 2)

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

- Demonstrate that the project is needed to:
 - Create or expand participating businesses to support community revitalization.
 - Create jobs in the community that individuals with low incomes can get and keep.
 - Create jobs that are not being created by other organizations.
- 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 poverty rate.

Objective and expected outcomes (maximum points: 3)

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

- The project's goals and outcomes are aligned with the program's intent.
- The project will provide—directly or through partnerships—wraparound services aligned with identified needs to support individuals with low incomes who are employed by CED-created jobs.
- The project's objectives for high-quality job creation, individual self-sufficiency, and community revitalization align with existing community economic development objectives and efforts in the local community.
- The project will successfully address the needs of individuals with low incomes through creating jobs and providing social supports within the community to be served by the project.

Approach (maximum points: 12)

See the [approach](#) and [project timeline and milestone sections](#) of the project narrative.

- The overall approach to the project is clear and well-conceived. It:
 - Provides an overview of the nature of the project and is consistent with the expectations of the program as described in this NOFO.
 - Shows a high likelihood of success in creating and/or expanding participating business(es), which will in turn create jobs for individuals with low incomes prior to the end of the project period.
 - Includes a quarterly timeline with specific milestones that are linked to proposed outcomes, a discussion of how those milestones will be achieved, an analysis of factors that might affect the schedule, and proposed strategies for dealing with them.
- There is a sound and feasible plan to recruit low-income individuals for employment in at least 75% of the positions created by the project. The plan also describes how you will ensure that a majority of those have a need for the wraparound services provided by the project.
- Signed agreements with social service providers (for example, TANF, child support, etc.) demonstrate partnerships to obtain referrals of individuals with low incomes for employment. Note: Social service providers are not required to be TANF agencies. See the [third-party agreements attachment](#).
- The application describes how any confidential or sensitive information (such as background investigations) from staff or project participants and/or project beneficiaries will be collected and protected, and how this information will be disposed of after the grant has ended. See the [protection of sensitive or confidential information section](#) of the project narrative.

- There is 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. See the [plan for oversight of federal award funds and activities section](#) of the project narrative.

Business plan – Participating business viability (maximum points: 15)

See the [participating business viability section](#) of the business plan.

For each participating business, you provide:

- A description of whether this is a business creation or a business expansion, and what the participating business will use CED funds for.
- A signed third-party agreement with each participating business. See the [third-party agreements attachment](#).
 - For projects with equity or stock investments, draft copies of the equity stock investment agreement with all participating businesses are provided and include the elements outlined in the [third-party agreements attachment](#).
 - For projects with loans, draft copies of the loan agreement(s) with all participating businesses are provided and include the elements outlined in [third-party agreements attachment](#).
- An explanation of the basis for projected business earnings for the participating business, including documentation demonstrating financial feasibility/viability.
- An explanation of how the business creation or expansion will positively impact outcomes of individuals currently living in the community, including a description of the business's plan for recruiting and committing to hiring target employees from the immediate community (75% of whom have low income and identified barriers to employment, a majority of which have a need for the wraparound services provided by the project).
- Recent market research and/or industry data (published within the past five years) that identifies the industry's short- and long-term outlook and demonstrates that the participating business will be viable in terms of competition, anticipated market, customer base, and market trends.
- Evidence that you and/or the participating business is in control of the site and facilities necessary for the success of the project, or that site control is conditioned only on the receipt of the grant award.

Business plan – High-quality job creation (maximum points: 15)

See the [high-quality job creation section](#) of the business plan.

- You demonstrate how applicants will work with participating business(es) to create high-quality positions that will allow hired individuals to achieve self-sufficiency.
- You include a table showing the total number and types of new full-time, full-year positions that will be created. For each position, the table shows:
 - Position title.
 - A summary of the duties associated with the position.
 - Anticipated starting wage or salary.
 - A projection of wage or salary growth opportunities.
- You include data published within the past five years illustrating that the wages to be paid by the positions being created are adequate for self-sufficiency within the geographic area in which the business(es) will be located.
- You provide evidence that the participating business(es) will offer comprehensive employee benefits to those who fill the newly created positions, including at least three of the following:
 - Health care benefits.
 - Retirement benefits.
 - Paid leave.
 - Career growth opportunities.
 - Flexible and predictable work hours.
 - Opportunities for employees to be meaningfully integrated into the business.
 - Any additional benefits that contribute to the self-sufficiency of the employee.
- You describe how positions will be created during the project period and sustained for at least two years after the end of the grant period, including listing the steps that will be taken to set up the project for success and position it for continued success after the end of the grant period.

Business plan – Barrier reduction support services (maximum points: 15)

See the [barrier reduction support services section](#) of the business plan.

- The project will provide support services to employees to help reduce personal and community barriers to economic security.
- You describe the types of social support services (for example, child care, financial empowerment support, transportation, job or life coaching, substance abuse treatment, access to housing, utilities, food) that you or a project partner will provide for newly hired individuals with low incomes.
- There are strategies in place for retaining individuals with low incomes in the newly created positions.
- There is a link between the support services that will be provided and the specific needs of the target population(s) to be served.
- You or a project partner has capacity and prior experience to successfully deliver these services.
- If project partners will be providing these services, you include signed third-party agreements describing the support services to be provided, how and when they will be provided, and the role the partner organization will play in furthering the goals of the CED project. See the [third-party agreements attachment](#).
- A staff member exists within the applicant organization, or will be hired, who has the ability, skills, and time to do one or both of the following:
 - Connect the individuals being hired with the social supports needed to help them achieve self-sufficiency, if these services will be provided directly.
 - Coordinate with social service providers to execute third-party agreements to provide the support services to the individuals being hired.

Community barriers – Conditions in a community that impede success in employment or self-employment of individuals with low incomes. Such conditions may include the following: lack of employment education and training programs, lack of public transportation, lack of markets, unavailability of financing, insurance, or bonding, inadequate social services (such as employment services, child care, or job training), high incidence of crime, high prevalence of substance use disorder, inadequate health care, or environmental hazards such as toxic dump sites or leaking underground tanks.

Business plan – Community revitalization (maximum points: 15)

See the [community revitalization section](#) of the business plan.

- You demonstrate an understanding of the broader community and its economic development needs and desires.
- The project will contribute to community revitalization that improves the lives of individuals currently living in the community.
- The project will actively discourage the involuntary displacement of individuals currently living in the community.

Organizational capacity (maximum points: 10)

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. You demonstrate this through evidence of two business creation or business expansion projects undertaken by the applicant or project partner that meet all the following criteria:
 - Have been executed within the past 10 years.
 - Are similar in terms of scope or scale to the project for which CED funding is being requested.
 - Were successful in creating sustainable, full-time, full-year positions.
- You provide a quantitative and qualitative description of the jobs created through past business creation or expansion projects. This should include:
 - Descriptions of the positions created, including information on wages and benefits.
 - Descriptions of how the jobs allowed employees to leave public assistance programs or similar supports.
 - Information on the long-term sustainability of the positions created.
- A resolution, meeting minutes, or other documentation demonstrate that the Board of Directors has granted approval for the proposed project. See the [organizational capacity supporting information attachment](#).
- Staff that will be responsible for maintaining oversight for each program activity, staff, and partner(s) are identified, and procedures and policies used to oversee staff and/or partners/contractors are described.
- If you cannot demonstrate substantial experience with economic development projects like those proposed in the application, there is 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. The application includes signed agreements as outlined in the [third-party agreements attachment](#).

- The application demonstrates with sufficient detail, through biographical sketches, degree information, resumes, and descriptions of previous experience, that the identified staff have sufficient skills and experience in supervision, finance and business development and management, and working with the target population to carry out the proposed project. See the [organizational capacity supporting information attachment](#).
- 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, the application demonstrates that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

Project partner agreement – A written agreement entered by the recipient and project partners, such as a more experienced partner or social service providers, that will indirectly spend CED funds and/or create new full-time, full-year positions and/or play another role to help the recipient achieve the purposes of this project. An MOU with a project partner committing resources or capital is a typical project partner agreement. An MOU committing resources and partnerships must be signed by a person in the third-party organization with the authority to make such commitments on behalf of their organization.

Letters of support (maximum points: 3)

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

The application demonstrates sufficient public support to successfully carry out the project. Evidence of this support must include:

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

Project budget and budget justification information (maximum points: 10)

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 includes funds for all required items, including travel for one staff member to attend a training and technical assistance conference in Washington, DC, during at least one year of the grant.
- 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.
- The CED cost per position created is equal to or less than the ratio found by dividing the requested award amount by \$32,000 for construction projects or \$27,000 for non-construction projects.

For projects that involve non-CED funding to carry out the project:

- All capital requirements have been met through financing, cash resources, or in-kind contributions, as outlined in the [financial documentation attachment](#).
- You provide evidence of this funding in one or more of the following forms:
 - Signed commitment letters, of binding commitments for loans.
 - Municipal, federal, or state tax credits.
 - Equity stock investments.
 - Other supporting grants or contributions totaling at least the amount of non-CED funds necessary.
- You provide evidence (for example, a financial statement of cash available) of your ability to contribute any non-CED cash resources that are needed for the project and that you have pledged in support of the project.
- You provide evidence of in-kind contributions of personal property and a demonstration of how the value of those contributions was established through

techniques such as an inventory valuation for equipment or a certified appraisal for real property.

For projects with only CED funding:

- The budget demonstrates your ability to carry out a successful project and accomplish its goals with only CED funds.

For construction projects:

- The budget includes all construction costs, and all costs are appropriately justified as reasonable and necessary to carry out the activities proposed in the application.

Commitment letter – A signed letter of commitment that describes the level of financial support for the project made by a third party (for example, a lender, investor, donor, or other grantor). Such commitment letters are required if you propose a project for which non-CED funds (including loans, municipal, federal or state tax credits, equity stock investments, etc.) will be required in order to successfully create the proposed jobs and create and/or expand the proposed business(es). Commitment letters must be signed, specific, and conditioned only on the receipt of the grant award.

Bonus points (maximum points: 15)

Bonus points will be awarded to projects as follows.

Projects supporting payment of living wages (5 points)

The application demonstrates how the applicant will ensure CED funds will be used to support jobs that pay above the minimum wage and help to support a living wage in the community in which the businesses operate.

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](https://www.census.gov).
- **Persistent poverty county:** The project will create jobs in a county with persistent poverty, as [defined at Census.gov](https://www.census.gov) and [listed in the Census.gov publications library](https://www.census.gov). 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](https://www.census.gov). 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 project. States with active CED Planning grants only (and no CED job creation projects) are included in this list. The current list of these states and territories is as follows:
 - Alabama
 - Alaska
 - American Samoa
 - Arkansas
 - Colorado
 - Delaware
 - Georgia
 - Guam
 - Iowa
 - Nebraska
 - Nevada
 - New Hampshire
 - New Jersey
 - New York
 - North Carolina
 - North Dakota
 - Northern Mariana Islands
 - Puerto Rico
 - Rhode Island
 - South Dakota
 - Tennessee
 - Texas
 - Utah
 - Vermont
 - Virgin Islands

- Washington
- Wyoming

Project aligned with President Biden's Executive Order 14008: [Tackling the Climate Crisis at Home and Abroad](#) or the [Justice40 Initiative](#) (3 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 \(CEJST\)](#).

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:

- 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, which 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 Notice of Award (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 17, 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-1965

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 <input type="checkbox"/> Evidence of site control <input type="checkbox"/> Financial documentation <input type="checkbox"/> Market research and data <input type="checkbox"/> Evidence of participating business commitment to quality jobs 	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>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) 	Upload using each required form.	<p>No</p> <p>No</p> <p>No</p>

Component	How to upload	Included in page limit
<input type="checkbox"/> Budget Information for Construction Programs (SF-424C)		No
<input type="checkbox"/> Assurances – Construction Programs (SF-424D)		No
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)		No
<input type="checkbox"/> Key Contacts		No
<input type="checkbox"/> Grants.gov Lobbying Form		No
<input type="checkbox"/> Project/Performance Site Location(s) (SF-P/PSL)		No



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 Notice of Award.
- 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](#).
- [Further Consolidated Appropriations Act, 2024 \(Public Law 118-47\)](#).

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: Semi-annually

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 nondiscrimination 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.

Appendix

Sample chart of minimum number of jobs to create

Projects must create at least the minimum number of jobs for the amount of the requested award. This number is equal to the ratio found by dividing the requested award by \$32,000 for construction projects or \$27,000 for non-construction projects. Examples of the minimum number of jobs to be created with grant funding follows in the chart below.

Table: Sample chart of minimum number of jobs to create

For construction projects...						
For a request of...	\$800,000			...you must create at least...	25	...jobs
For a request of...	\$768,000	...to...	\$799,999	...you must create at least...	24	...jobs
For a request of...	\$736,000	...to...	\$767,999	...you must create at least...	23	...jobs
For a request of...	\$704,000	...to...	\$735,999	...you must create at least...	22	...jobs
For a request of...	\$672,000	...to...	\$703,999	...you must create at least...	21	...jobs
For a request of...	\$640,000	...to...	\$671,999	...you must create at least...	20	...jobs
For a request of...	\$608,000	...to...	\$639,999	...you must create at least...	19	...jobs
For a request of...	\$576,000	...to...	\$607,999	...you must create at least...	18	...jobs
For a request of...	\$544,000	...to...	\$575,999	...you must create at least...	17	...jobs
For a request of...	\$512,000	...to...	\$543,999	...you must create at least...	16	...jobs
For a request of...	\$480,000	...to...	\$511,999	...you must create at least...	15	...jobs
For a request of...	\$448,000	...to...	\$479,999	...you must create at least...	14	...jobs
For a request of...	\$416,000	...to...	\$447,999	...you must create at least...	13	...jobs

For a request of...	\$384,000	...to...	\$415,999	...you must create at least...	12	...jobs
For a request of...	\$352,000	...to...	\$383,999	...you must create at least...	11	...jobs
For a request of...	\$320,000	...to...	\$351,999	...you must create at least...	10	...jobs
For a request of...	\$288,000	...to...	\$319,999	...you must create at least...	9	...jobs
For a request of...	\$256,000	...to...	\$287,999	...you must create at least...	8	...jobs
For a request of...	\$224,000	...to...	\$255,999	...you must create at least...	7	...jobs
For a request of...	\$192,000	...to...	\$223,999	...you must create at least...	6	...jobs
For a request of...	\$160,000	...to...	\$191,999	...you must create at least...	5	...jobs
For a request of...	\$128,000	...to...	\$159,999	...you must create at least...	4	...jobs
For a request of...	\$100,000	...to...	\$127,999	...you must create at least...	3	...jobs

For non-construction projects...

For a request of...	\$783,000	...to...	\$800,000	...you must create at least...	29	...jobs
For a request of...	\$756,000	...to...	\$782,999	...you must create at least...	28	...jobs
For a request of...	\$729,000	...to...	\$755,999	...you must create at least...	27	...jobs
For a request of...	\$702,000	...to...	\$728,999	...you must create at least...	26	...jobs
For a request of...	\$675,000	...to...	\$701,999	...you must create at least...	25	...jobs
For a request of...	\$648,000	...to...	\$674,999	...you must create at least...	24	...jobs
For a request of...	\$621,000	...to...	\$647,999	...you must create at least...	23	...jobs
For a request of...	\$594,000	...to...	\$620,999	...you must create at least...	22	...jobs
For a request of...	\$567,000	...to...	\$593,999	...you must create at least...	21	...jobs
For a request of...	\$540,000	...to...	\$566,999	...you must create at least...	20	...jobs
For a request of...	\$513,000	...to...	\$539,999	...you must create at least...	19	...jobs

For a request of...	\$486,000	...to...	\$512,999	...you must create at least...	18	...jobs
For a request of...	\$459,000	...to...	\$485,999	...you must create at least...	17	...jobs
For a request of...	\$432,000	...to...	\$458,999	...you must create at least...	16	...jobs
For a request of...	\$405,000	...to...	\$431,999	...you must create at least...	15	...jobs
For a request of...	\$378,000	...to...	\$404,999	...you must create at least...	14	...jobs
For a request of...	\$351,000	...to...	\$377,999	...you must create at least...	13	...jobs
For a request of...	\$324,000	...to...	\$350,999	...you must create at least...	12	...jobs
For a request of...	\$297,000	...to...	\$323,999	...you must create at least...	11	...jobs
For a request of...	\$270,000	...to...	\$296,999	...you must create at least...	10	...jobs
For a request of...	\$243,000	...to...	\$269,999	...you must create at least...	9	...jobs
For a request of...	\$216,000	...to...	\$242,999	...you must create at least...	8	...jobs
For a request of...	\$189,000	...to...	\$215,999	...you must create at least...	7	...jobs
For a request of...	\$162,000	...to...	\$188,999	...you must create at least...	6	...jobs
For a request of...	\$135,000	...to...	\$161,999	...you must create at least...	5	...jobs
For a request of...	\$108,000	...to...	\$134,999	...you must create at least...	4	...jobs
For a request of...	\$100,000	...to...	\$107,999	...you must create at least...	3	...jobs