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## 2016 CED/CED-HFFI Funding Opportunity Announcement Questions and Answers – (as of 04/04/2016)

This document contains frequently asked questions and answers regarding the 2016 CED & CED-HFFI Funding Opportunity Announcement.

### General

#### CED and CED-HFFI Programs Overview

**Question:** What is the purpose of the Community Economic Development (CED) Projects program?

**Answer:** The purpose of the CED program is to support businesses that develop new products, services, and other commercial activities that result in the creation of new positions for individuals with low-income that:

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

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

**Question:** What is the purpose of the Community Economic Development Healthy Food Financing Initiative Projects (CED-HFFI) program?

**Answer:** The CED-HFFI program's objectives are to support businesses and commercial activities that improve the access to healthy foods and the overall health of community residents while creating long-term jobs in the community that:

- Bring healthy food choices to communities that are in food deserts through the establishment of new healthy food retail outlets or by supporting the offering of a significant number of healthy food choices at an existing retail outlet that lack such choices;
- Develop and enhance distribution systems to increase the amount of healthy food going to healthy food retail outlets in food deserts;
- Develop strategies that promote or encourage the purchase of healthy foods, including outreach and education to consumers in food deserts about healthy food choices and how they can be integrated into their diet; and
- Provide income to individuals with low-income so that they can become self-sufficient.

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OCS seeks to fund projects that implement strategies to increase healthy food access, foster self-sufficiency for low-income families, and create sustained employment opportunities in low-income communities. To do this, the CED-HFFI program will provide technical and financial assistance for healthy food ventures designed to: (1) improve access to, and purchase and consumption of healthy, affordable foods; and (2) address the economic needs of individuals and families with low-income through the creation of employment and business opportunities in low-income communities.

### Application Timeline

**Question:** When is the application due?

**Answer:** The deadline for electronic application submission via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m. ET, on **April 27, 2016** as listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m. ET, on the due date specified, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

**Question:** When will funding awards be announced?

**Answer:** Awards will be made no later than September 30, 2016.

**Question:** Can you give me an estimate total number of applications submitted?

**Answer:** OCS typically receives 100 - 120 applications each year for both the CED and CED-HFFI Funding Opportunities. Each year, 30 - 40 applications are awarded funding.

### Award Ceiling

**Question:** What is the Award Ceiling?

**Answer:** The award ceiling is \$800,000 per project period. CED-funded projects can be non-construction or construction projects. The award ceiling for both project types is \$800,000. Non-construction projects will have one 36-month project and budget period. Projects that involve construction will have one 60-month project and budget period.

**Question:** Can I submit two construction projects? Can each project be for \$800,000 – is the award ceiling per project or per applicant? Or can I submit one \$800,000 application for two separate businesses?

**Answer:** The award ceiling is per project. An applicant may submit multiple applications for projects requesting up to \$800,000 in CED/CED-HFFI grant funding. However, only one CED/CED-HFFI project per applicant organization will be funded annually. You may also submit an application for a project that involves assisting two separate businesses that does not exceed the funding ceiling of \$800,000 – this is all dependent on your project design.

## **Federal Evaluations**

**Question:** On pages 4-5 of the CED/HFFI announcement it states that all grantees are required to agree to participate in federal evaluations. However, prior language that was in the 2015 CED/HFFI announcement in the Project Viability section, which was where grantees were directed to agree to participate in federal evaluations, was removed in the 2016 CED/HFFI announcement.

Please clarify whether 2016 CED/HFFI applicants will be required to agree to participate in federal evaluations and if so, where should this be stated.

**Answer:** It is not required that an applicant state that it agrees to participate in an evaluation. As stated in the FOA, "as a condition of acceptance of a grant award, all funded grantees are required to agree to participate fully in federal evaluations, if selected, and to follow all evaluation protocols established by ACF or its designee contractor.

## **Grant Period**

**Question:** Is the grant period a maximum period? If the objectives such as job creation and retention are achieved in a shorter period, may the grantee close out the activities related to the grant according to HHS requirements?

**Answer:** Yes, the grant period is a maximum. In some circumstances, a no-cost extension may be awarded to provide a grantee with additional time to finish grant activities. If business expansion/creation and job creation targets are achieved in a shorter period, then the grantee may close out the grant according to HHS requirements and at the discretion of OCS.

## **Job Creation**

**Question:** Can you explain who jobs have go to; do all have to be TANF-eligible?

**Answer:** No, all jobs created do not have to be filled by TANF-eligible individuals. However, 75% of all new, full-time, full-year jobs created using CED/CED-HFFI funds must be filled by low-income individuals. For purposes of the CED/CED-HFFI funding opportunities, "low-income" is defined as an individual whose household income level does not exceed 125 percent of the official poverty guidelines as found in the most recent revision of the HHS Poverty Guidelines published by HHS. These guidelines may be found at <http://aspe.hhs.gov/POVERTY/15poverty.cfm>.

**Question:** Does a business project get ANY credit for creating part-time jobs? I realize the goal is full time positions, but might two part time positions equate to one full time position?

**Answer:** No - part time jobs created by a project do not count towards the number of jobs created under the CED program. As stated in the Funding Opportunity Announcements, CED and CED-HFFI funding may be used for eligible activities that contribute to full-time, full-year positions. A full-time, full-year position is a non-seasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to a full-time equivalent is not considered a full-time position. While part-time job creation is important, in regards to the CED and CED-HFFI Funding Opportunity Announcements, OCS is only concerned with new, full-time positions that applicants propose to create.

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**Question:** When considering jobs created, either in the past or in the future with CED funding, do jobs created within the applicant organization count towards the minimum numbers expected to be created and filled as a result of the grant award?

**Answer:** Any new, permanent full-time, full year positions created within the applicant organization as a result of this project can count towards the minimum number of jobs expected to be created and filled through the grant. However, keep in mind that 75% of all new positions created must be filled by low-income individuals as defined by HHS poverty guidelines. These guidelines may be found at: <http://aspe.hhs.gov/poverty/index.shtml>.

**Question:** More details around projecting and reporting on jobs created

**Answer:** If you have specific questions regarding projecting and reporting job creation, please submit those inquiries to the [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com). As stated in the Funding Opportunity Announcements, CED and CED-HFFI funding may be used for eligible activities that contribute to the creation of new, permanent, full-time, full-year positions. A full-time, full-year position is a non-seasonal position requiring at least 30 hours of work per week. Part time jobs created by a project do not count towards the number of positions created under the CED/CED-HFFI programs. Additionally, 75% of the positions created using CED/CED-HFFI funds must be for low-income individuals and the cost per position cannot exceed \$20,000 for non-construction projects and \$25,000 for construction projects.

### Project Start Date

**Question:** The application is due in April, with the award announcement coming by September 30<sup>th</sup>. The application states that projects should be "ready" to begin, but can the projects begin prior to receiving the grant award? If the application is submitted in April, and construction begins in August, can those costs be covered when the grant is received in the months following September?

**Answer:** Projects applying for CED/CED-HFFI funds may begin prior to September 30<sup>th</sup>. However, project costs incurred prior to September 30<sup>th</sup> may not be covered by grant funds.

### Cost Per Job

**Question:** Please clarify Appendix A: Sample Chart of Cost per Job. If \$100,000 is spent on 4 employees is, the entire amount \$25,000 for each employee?

**Answer:** The cost per position is calculated by dividing the total grant request by the number of full-time, full-year positions to be created through the project.

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

If the total CED award amount is \$100,000 and it is a construction project, then at least 4 jobs must be created through the project.

$\$100,000 / \$25,000 = 4$ . The cost per job is \$25,000 for each of the 4 jobs.

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As outlined in the Funding Opportunity Announcement, the cost per job cannot exceed \$20,000 for non-construction projects and \$25,000 for construction projects.

**Question:** Although it is stipulated that microenterprise business training and technical assistance centers are not eligible for assistance under this announcement, can businesses forecasting to create 5 jobs or less be assisted (and those jobs counted), if there is a mix of larger and small new businesses assisted?

**Answer:** Businesses forecasting to create 5 jobs or less are eligible to apply as long as they meet the cost per position requirements and at least 75% of those jobs are for low-income individuals. As outlined in the Funding Opportunity Announcements, the cost per job calculations cannot exceed \$20,000 for non-construction projects and \$25,000 for construction projects funded with CED and CED-HFFI funds.

When calculating the cost per position, divide the total CED/CED-HFFI grant request by the number of full-time, full-year positions to be created through the project as follows:

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

So in this case, let's assume you will create 5 jobs. Then the total CED/CED-HFFI award amount you can request for a non-construction project is \$100,000 ( $\$100,000/\$20,000 = 5$ ). If this is a construction project, the total CED/CED-HFFI award amount you can request for a non-construction project is \$125,000 ( $\$125,000/\$25,000 = 5$ ).

Your project may also assist a mix of larger and smaller businesses – the total number of jobs will be based on the aggregate number of new, permanent, full-time, full year positions to be created by the project as a whole (not per business).

### Match Requirements

**Question:** Are matching funds required for award?

**Answer:** There is no cost match required for CED projects.

### Eligible Use

**Question:** Are there any restrictions on how CED funds can be used?

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

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

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

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- Subawards are not permitted under projects receiving funds under this announcement.
- Grant awards will not allow reimbursement of pre-award costs.
- Grant awards may not be used to capitalize loan loss reserve funds.
- Grant awards may not be used to make a loan with a balloon payment that will be paid after the end of the project period.
- Organizations may receive a maximum of one new CED award per year.

**Question:** Can you clarify if we can use HFFI funds for new business start ups?

Also it seems from instructions that we can submit 2 types of letters of support, one more general support and another for project partners that includes details of roles in the implementation of the project -- is this correct.

Do we submit a copy of a detailed business plan in the appendices, or is the language in the narrative sufficient?

**Answer:**

1. CED and CED-HFFI funding can be used for new business creation or expansion. As stated in the Funding Opportunity Announcement, funds can be used for costs associated with participating business start-up or expansion activities, as consistent with the cost principles found at 2 CFR Part 200, Subpart E, provided that the expenditures result in the creation of positions that can be filled with individuals with low-income. As defined in the announcement, an incubator is a program to help start-up participating businesses flourish by providing support, resources, and business services and advice, usually in one physical location. Incubators that are established without a geographic location in the community are not supported by this announcement. Incubator development is allowable as long as it demonstrates substantial and specific job creation for low-income individuals and the incubator is located in a geographic location within the community. Incubators that are established without a geographic location in the community are not supported by this announcement.
2. We believe you are referring to Letters of Support and third party agreements:
  - a. As defined in the FOA, Letters of Support are a signed letter that describes government and/or community support for the project, including a description of the involvement/collaboration and the resources the government and/or community entity will provide. Letter of Support should also pledge to support the proposed project by either providing in-kind services or financial contributions.
  - b. Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are not considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship. A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) Collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the

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

3. The business plan should be discussed in detail throughout the narrative of your application. In addition, the narrative of your application may include references to supporting documentation that may be included in the Appendices file. In such instances, applicants should provide clear references using item name, location, and page numbers. For example, you may include a summary of the market analysis in the Project Description, but the actual market research and data may be included in the Appendices file.

## **Disbursement of Funds**

**Question:** How do grantees typically handle the disbursement of funds?

**Answer:** Regarding your question about disbursement of funds, upon receiving a CED award and review and completion of any necessary paperwork and requested modifications, the grantee will have access to all of their grant funds through the Division of Payment Management Services. It is up to the grantee to determine the best way to draw down funds as needed to implement their project and coordinate with any project partners. It is important to note that all grant funds must be treated in accordance with applicable Federal rules and regulations, including the HHS Grants Policy Statement, Uniform Administrative Requirements of the Code of Federal Regulations, and cost principles. View the HHS Grants Policy Statement at: <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>. Also, grantees under this funding opportunity announcement will be required to submit performance progress and financial reports twice a year throughout the project period. Additional details on reporting and the frequency of required reporting is outlined in Section VI.3. Reporting.

## **Application Formatting**

### **Two-file Requirement**

**Question:** What is the two-file requirement?

**Answer:** Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

- File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).
- File Two: Must contain all documents required in the Appendices.

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be

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considered additional files. Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

## Eligibility Requirements

### Applicant Eligibility

**Question:** Who is eligible to apply for a CED grant?

**Answer:** To be eligible for the CED program, an applicant must meet three conditions:

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

Note: The CDC designation does not need to be specified on any official documents as long as the three requirements stated above are met.”

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See Section III.3. Other, Application Disqualification Factors.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See "Legal Status of Applicant Entity" in Section IV.2 for documentation required to support eligibility.

**Question:** Community action agencies are eligible to apply for a CED grant as long as they meet the following three conditions:

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

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

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**Answer:** Community action agencies are eligible to apply for a CED grant as long as they meet the following three conditions:

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

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

**Question:** My organization is a current CED-HFFI grantee with a grant period from Jan. 1, 2014-December 31, 2016. Will we be eligible to apply for CED funding this April for a new project? I attended the webinar this afternoon and there was no mention of eligibility limitations for current/past grantees.

**Answer:** Yes, you may apply for another CED or CED-HFFI grant as long as the funding will be used for a separate project that is different in scope from the your current CED or CED-HFFI project. An expansion of an existing project would be considered a new project as long as the CED/CED-HFFI funds are not being used to complete the original CED/CED-HFFI project.

### Program Income

We are looking for clarification regarding the use of revenues, or "program income," in the project budget. Page 7 of the NOFA says: "Financially feasible/viable projects identify and explain revenues, fees, or other sources of revenues sufficient to provide for business operation and maintenance, a reasonable reserve, and debt payment for the purpose of job creation."

In our 2015 application, we submitted operating projections that showed program income to support the viability of the enterprise. We also included a project budget with certain expenses covered by HHS grant funds and others covered by the applicant. A reviewer deducted points, commenting that, "Program income will be necessary to implement the proposed project. The applicant explicitly states it will rely on two sources of revenue: The CED grant and margins on sales from both independent and contracted growers; which is project income, and cannot be relied upon, per the FOA."

We see that Program Income is defined in the NOFA as "Income earned by a grantee from federally funded activities. Program income may not be used to meet the non- CED-HFFI funding needs for implementation of the project in the project design (e.g., it may not be used as equity in the project to demonstrate that the non-CED-HFFI funding needs for implementation have been met)."

Is this correct? How is it possible to have a viable business enterprise that does not operate using program income?

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**Answer:** Please note OCS cannot answer questions specific to your application. OCS can only provide answers that direct you to the FOA language that relates to your question. As defined in the Definition of Terms section of the FOA, program income may be used to demonstrate the long-term sustainability of the project. However, since CED projects should be ready for implementation at the time of the award, future program income cannot be used to meet the non-CED funding needs for project implementation.

In the Project Budget and Budget Justification section, you can provide a description and justification for the use of any program income your project has:

**Description:** The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

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

## Business Plan

### Past Performance with Similar Job Creation Projects

**Question:** In the case of meeting the past performance criterion, if an applicant were partnering with an entity more experienced in job creation, can that entity's performance be utilized to meet the expectation of providing evidence of two business creation or business expansion projects, similar to that being proposed?

**Answer:** Yes – when partnering with a more experienced entity, the partner's experience can be utilized to demonstrate evidence of business creation or business expansion projects undertaken by the applicant within the last ten years that are substantially similar to the project for which CED funding is being requested and were successful in creating full-time, full-year positions that lasted for at least one year beyond the project period. However, keep in mind, each application will be evaluated individually to determine the extent to which the application meets the evaluation criteria outlined in *Section V.1. Criteria*.

**Question:** Regarding the requirement that we have two previous examples of a qualifying project: There is one key project that the CDC has assisted with both the creation and expansion phase, and we were wondering if this would be sufficient to include in a competitive application?

**Answer:** We cannot comment on the specifics of the example you have provided. As outlined in the Funding Opportunity Announcements, reviewers will evaluate the extent to which application demonstrates that the applicant and all partner organizations have the experience necessary to successfully carry out the proposed project, including evidence of two business creation or business

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expansion projects undertaken by the applicant within the past 10 years that are substantially similar in terms of size and scope to the project for which CED funding is being requested and were successful in creating full-time, full-year positions that lasted for at least 1 year beyond the project period.

### Letters of Support

**Question:** The description of a Commitment Letter that ""describes the level of financial support for the project made by a third-party"" (page 10 of CED FOA) is very similar to the description of Letters of Support ""from organizations or individuals that pledge to support the proposed project by either providing in-kind services or financial contributions"" (pages 49-50 of CED FOA).

Will any points be awarded for the Letters of Support section if the letters show public support for the applicant's project, including from Congressional members and local public officials, even if these officials are not providing specific in-kind services or financial contributions for the project?

**Answer:** As stated in the FOA, when awarding points for Letter of Support, reviewers will take into consideration the extent to which an application includes signed and dated letters of support from organizations or individuals that pledge to support the proposed project by either providing in-kind services or financial contributions; The exact nature and/or amount of the contributions is clearly identified; and The letters indicate that support is contingent only upon receipt of a CED-HFFI award.

### Bonus Points

#### Alignment with Comprehensive Neighborhood Change Initiatives

**Question:** In the Bonus Points section for Alignment with PZs or Choice Neighborhoods it states that the application must provide a signed letter of support. As part of the grants.gov package, there is also a HUD Form for Promise Zone Preference points. For grantees that will be serving Promise Zones is it necessary to include both the signed HUD Form and a signed letter of support in order to score up to the maximum 5 bonus points or is the signed HUD form sufficient?

**Answer:** The completed and signed copy of Certification of Consistency with Promise Zone Goals and Implementation Form (HUD Form 50153) demonstrating the proposed project is located in shared designated target area(s) that align with and/or will benefit the selectee(s) of the Promise Zones Initiative is sufficient.

This form is available at: [http://portal.hud.gov/hudportal/documents/huddoc?id=HUD\\_Form\\_50153.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=HUD_Form_50153.pdf)  
Though the form is sufficient to demonstrate collaboration with a Promise Zone, it is also expected that the application documents the extent of involvement/collaboration and clearly outlines roles and responsibilities and any support and/or resources to be provided as a result of this partnership.

**Question:** The HUD Form for Promise Zone Preference clearly states that projects which substantially and directly benefit Promise Zone residents but which are not within the boundaries of the Promise Zone may be considered for preference points. However, on page 46 of the OCS/CED program

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announcement it seems to say that the OCS project needs to be located in the Promise Zone/Choice Neighborhood in order to be eligible for bonus points. Can you clarify?

**Answer:** Projects that are not located within the boundaries of a Promise Zone, but will directly benefit the selectee(s)/residents of the Promise Zones Initiative are eligible for bonus points. Keep in mind, your application must also provide sufficient detail demonstrating this.

**Question:** Can you confirm that the HUD Form 50154 in the grants.gov package should be attached as an "Other Attachments Form" since it is listed as one of the "required forms/assurances/certifications", and will not be counted towards the page limits.

**Answer:** The Certification of Consistency with Promise Zone Goals and Implementation Form (HUD Form 50153) is listed under a required form and FOA. Therefore, it should not be included in the Project Description and Appendices files and not count toward the page limit. This form, along with the Standard Forms (SFs) and other OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. We do recommend including a reference to this form in your application.

See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.