

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

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Program Office:	Office of Community Services
Funding Opportunity Title:	Community Economic Development Projects
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2009-ACF-OCS-EE-0034
CFDA Number:	93.570
<b>Due Date For Letter of Intent:</b>	04/28/2009
<b>Due Date for Applications:</b>	05/28/2009

### Executive Summary:

In Fiscal Year (FY) 2009, contingent upon available funding, the Office of Community Services (OCS) will award Community Economic Development (CED) discretionary grant funds to Community Development Corporations (CDCs) for well-planned, financially viable, and innovative projects to enhance job creation and business development in low-income communities. The grants will be made as part of a broader strategy to address objectives such as arresting tendencies toward financial dependency, chronic unemployment, and community deterioration in urban and rural areas.

These grants are intended to help CDCs, alone or in partnership with third-party partners, create business development and expansion opportunities that will address the economic needs of low-income individuals through the creation of employment and business opportunities in low-income communities. Grantees must recruit low-income individuals to fill the positions, offer support to help those individuals successfully hold those jobs, and ensure that the businesses and the jobs created remain viable for at least two years after the end of the grant period. For CED grants, low-income individuals are defined as those living in households with incomes at or below 125 percent of the U.S. Department of Health and Human Services (HHS) Guidelines on Poverty, found at <http://aspe.hhs.gov/poverty/index.shtml>.

In addition to a well-planned and viable strategy for business creation or expansion, applicants must have in place: (1) written financial commitments for all non-CED funding, (2) needed management, staff, and other resources, (3) evidence of site control in the form of a lease agreement or deed, and (4) referral sources to help identify low-income individuals to fill the positions.

In FY 2009, OCS has a specific interest in funding strong projects that will create jobs in high growth sectors, or that operate in states that currently receive no CED or Job Opportunities for Low-income Individuals (JOLI) funding.

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Statutory Authority**

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

### **Description**

The purpose of the CED program is to provide technical and financial assistance for community economic development activities designed to address the economic needs of low-income individuals and families through the creation of employment and business opportunities in low-income communities. OCS seeks to fund projects that implement strategies for fostering self-sufficiency for low-income families and achieving sustained employment opportunities in low-income communities. The program further aims to contribute to community revitalization.

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

The CED program provides grants to support business start-ups or business expansions. In either case, the program's objective is to support businesses that develop new products, services, and other commercial activities that result in the creation of new jobs for low-income individuals within a low-income service area. For FY 2009, OCS will not support microenterprise businesses. Incubator development is allowable as long as the focus of the incubator is on substantial job creation for low-income individuals in high-growth industries. *(Note: Organizations wishing to obtain funding for microenterprise business training and technical assistance centers are urged to review the Job Opportunities for Low-Income Individuals (JOLI) FY 2009 program announcement at <http://www.acf.hhs.gov/programs/ocs/joli/index.html> once it*

*becomes available.*) CED funds cannot be used exclusively to support training and technical assistance centers as the vehicle for the creation of jobs.

The CED program permits facility construction if needed to support business creation, business expansion, or job creation. However, short-term construction jobs associated with preparing for business startup or expansion are not counted when determining the number of jobs created under the CED program. For construction projects, the grant period is five years. For non-construction projects, that period is three years.

The program's goal is that the jobs created and new businesses developed will be sustainable after Federal support ends. To accomplish this, the CED program requires that jobs and businesses be in place at least one year before the anticipated project end date, and be viable for at least two years beyond the end of the grant. For this reason, the CED program focuses on industries that have viable short-and long-term job outlooks and present no obvious long-term risks. One recommended strategy for sustaining growth is creating jobs in high growth sectors such as Advanced Manufacturing, Aerospace, Automotive, Biotechnology, Financial Services, Geospatial, Homeland Security, Healthcare, Hospitality, Information Technology, Recycling, Renewable or Alternative Energy, or Transportation.

The CED program strives to create new jobs that help low-income individuals move toward self-sufficiency. This is accomplished by funding grantees that create jobs that pay a livable wage and offer career progression opportunities. The CED program also encourages grantees to provide jobs that offer employee benefits. In these ways, the CED program ensures long-term economic benefits that allow people to provide for their own needs without the need for public assistance. The CED program requires grantees to document which persons hired were low-income and which of the grantee's referral sources made each referral.

In addition to creating solid jobs, CED projects are expected to actively recruit low-income individuals to fill the positions, and to offer the support that may be necessary to help them retain those positions over the long term. Recruitment and retention are typically addressed through activities that help address personal barriers such as illiteracy, substance abuse, inadequate transportation, lack of affordable child care, insufficient life skills, past criminal history, health problems, and other barriers that could inhibit an individual's ability to achieve self-sufficiency.

The CED program also addresses community barriers to employment and offers long-lasting benefits to the community. Examples of community barriers that might be addressed include lack of jobs associated with a high unemployment rate; lack of public transportation; lack of markets; lack of financing, insurance or bonding; inadequate social services such as employment service, child care, or job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dumpsites or leaking underground tanks. Long-lasting community benefits might be achieved through strategies such as fulfilling child care needs within the project's service area.

CED project viability is further ensured by requiring grantees to secure any physical facility needed to operate the project early in the grant period, and to establish an acceptable procurement process for acquiring any equipment that will be required.

The success of CED programs is ensured in part through a rigorous budget review process. CED projects must have funds available (CED and non-CED) that are commensurate with the level of effort necessary to accomplish the goals and objectives of the project. Standard forms such as the SF 424A with an accompanying budget narrative, help applicants ensure that the proposed budget is appropriate for accomplishing the proposed project. Project budgets typically are developed in sufficient detail to allow for easy analysis of the appropriateness and reasonableness of the line items proposed. Budget narratives generally are developed to clearly link proposed expenditures to proposed activities.

Technical assistance conferences are provided periodically for CED grantees. Grantees are required to send at least one staff member, and must budget for one staff member to attend a conference in Washington, D.C. during each year of the grant.

Applicants that cannot demonstrate adequate organizational experience are permitted to enhance their qualifications by partnering with a more experienced CDC. Grantees that partner with an experienced CDC pay for those services through funds budgeted to cover the costs of this support (for example, travel costs, payments to cover staff time).

Sometimes grantees pay for all aspects of the project with CED funds. In many cases, however, non-CDC funds are brought into the project. When non-CED *financing* is required to fully implement the project, grantees procure firm commitments for loans, municipal or state tax credits, equity stock investments, or other supporting grants prior to applying for a CED grant. When *cash resources* (except for those contributed directly by the applicant and supported by an applicant financial statement of cash available) are to be accessed, grantees document the availability of the cash through letters of unconditional financial commitments from the third party making the contribution. The program requires that anticipated program income such as gross or net profits from the project or business operations be counted as program income only during the periods in which it will actually be earned. Income cannot be pro-rated in a way that shows project income during the start-up period. When *in-kind contributions* of personal property are used to support the project, the grantee obtains an inventory valuation for equipment and/or a certified appraisal for real property, as appropriate.

Grantees are expected to seek active partnerships with third parties that can help identify appropriate low-income candidates to fill the positions created by the program. Typically, these agreements take the form of memorandums of understanding with public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers).

To make such agreements effective, grantees are expected to develop explicit strategies for these collaborations, including a clear articulation of the contribution that the cooperating agency will make to the project. In addition, grantees must ensure that any memorandum of understanding is signed by the cooperating agency in order to document the agreement and help ensure that the proposed collaboration will take place.

CED grantees develop and follow evaluation plans for the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The plan is intended to explain how the grantee will measure the project's ongoing accomplishments and compare them with projected accomplishments. Grantees establish a logic model that demonstrates the logical connections between the project activities and the projected outcomes. Concrete measures that will be used to gauge the project's success in achieving the anticipated results or benefits are developed to relate clearly to the logic model. The evaluation is designed to answer the questions of how future operations of the project could be improved (process evaluation) and what the project was able to accomplish and why (outcome evaluation).

Grantees are required to procure the services of a qualified, independent, third-party evaluator to help evaluate the project. To be considered "independent" an evaluator must be organizationally distinct from and not under the control of the applicant. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program. To be considered qualified, the individual must have successfully planned and evaluated social services delivery programs, community economic development, or job creation projects for low-income populations or programs designed to foster self-sufficiency in low-income populations.

Grantees must develop and adhere to a viable timeline for evaluating the project on an on-going basis. At a minimum, the applicant must provide an annual evaluation report from the third party evaluator. These reports are submitted in addition to the regular reports provided by the grantee. Each report compares actual and projected progress toward business creation or expansion and position creation, and discusses any lessons learned. These reports from the third-party evaluator supplement regular reporting required from the grantee. In addition grantees are required to participate in compliance monitoring reviews, and are expected to participate in technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support.

Grantees must be qualified CDCs. To be qualified, a grantee must meet three conditions. First, it must be a private, non-profit Community Development Corporation (CDC) with 501(c)(3) status. Second, it must have articles of incorporation, bylaws, or other official documents demonstrating that the CDC has as a principal purpose planning, developing, or managing low-income housing or community development activities. Finally, the Board of Directors must have representation from community residents, business leaders, and civic leaders.

The CED program requires that grantee organizations and their staff have sufficient overall experience and success in developing and operating projects similar to those to be conducted under the proposed project to ensure successful implementation. A minimum of two prior projects is generally required. Such experience is typically obtained by undertaking projects of similar size and scope and successfully creating or expanding businesses, and creating jobs for low-income individuals in low-income communities.

Sometimes organizations that want to become grantees do not have substantial experience with economic development projects similar to those they wish to carry out under the CED program. These organizations can strengthen their capacity by partnering with a CDC that has successfully completed two or more CED or JOLI economic development projects, and that has successfully completed one or more projects involving activities similar to those proposed. If the project involves a more experienced CDC partner, organizational capacity can be enhanced through a collaboration that combines the capacity of the grantee and the partner organization(s). This type of partnership typically involves having the experienced CDC work with the applicant to provide the technical assistance needed to ensure the success of the project, including administrative, technical, and/or financial support, as well as program evaluation and data collection assistance, as needed. The board members for each of the partner CDCs must specifically agree to participate in such a partnership.

CED projects must be operated by qualified staff. Key staff who will have responsibility for managing the project, coordinating activities, and achieving performance targets must have both skills and experience, as well as sufficient time available to contribute to the project as needed. Skills and experience of key staff must include appropriate supervisory experience, experience in finance and business, and experience with the target population.

CED projects may be funded for work in any qualified geographic area, and in any viable industry. However, the program strongly encourages work in states that do not already have Community Economic Development (CED) or Job Opportunities for Low-Income individuals (JOLI) projects. Currently, these states are Alaska, Alabama, Colorado, Delaware, Idaho, Kansas, Mississippi, New Hampshire, Nevada, Oregon, Rhode Island, Utah, Wyoming, Guam, Northern Mariana Islands, Puerto Rico and the Virgin Islands. The program further encourages grantees to propose projects focusing on industries with particularly strong development potential for low-income individuals. These areas are Advanced Manufacturing, Aerospace, Automotive, Biotechnology, Financial Services, Geospatial, Homeland Security, Healthcare, Hospitality, Information Technology, Recycling, Renewable or Alternative Energy and Transportation.

## **Definitions of Terms**

The following definitions apply:

**ALTERATION AND RENOVATION (A&R)** -A&R of real property generally is defined as work required to change the interior arrangements or installed equipment in an existing facility so that it may be more effectively utilized for its current designed purpose or be adapted for an alternative use to meet a programmatic requirement. The work may be categorized as improvement, conversion, rearrangement, rehabilitation, remodeling or modernization, but does not include expansion, new construction, development or repair parking lots, or activities that would change the "footprint" of an existing facility (e.g., reallocations of existing exterior walls, roof or floors). A&R may be classified as minor or major depending on the extent of the required work, its relationship to an existing structure and its cost. Typically, major A&R is any aggregate cost greater than \$150,000.

**BENEFICIARY**- A low-income individual whose income level does not exceed 125 percent of the official poverty line as found in the most recent revision of the Poverty Income Guidelines published by the Health and Human Services (HHS). These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml>.

**BUDGET PERIOD** - The time interval into which a grant period is divided for budgetary and funding purposes. The budget period for CED projects cannot exceed five years (60 months) for construction projects and three years (36 months) for non-construction projects.

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

**COMMUNITY** - Any geographic area defined by specific boundaries.

**COMMUNITY BARRIERS** - Conditions in a community that may impede success in a job. This might include factors such as: lack of jobs associated with a high unemployment rate; lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment service, child care, or job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dumpsites or leaking underground tanks. Long-lasting community benefits might be achieved through strategies such as fulfilling child care needs within the project's service area.

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

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

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

**ELIGIBLE ACTIVITIES** - Activities that contribute to creation or expansion of sustainable new businesses and jobs within an eligible project area.

**ELIGIBLE PROJECT AREA** - A geographic area within which both the unemployment rate and the poverty rate are equal to or greater than the state or national rates, using recent (within the past 5 years) statistics from published sources. All projects must be located within an eligible project area, and all jobs created and businesses created or expanded must be located within the project area.

**EMPLOYMENT EDUCATION AND TRAINING PROGRAM** - A program that provides education and/or training to TANF recipients, at-risk youth, residents of public housing,

displaced workers, homeless and other low-income individuals, and that has demonstrated organizational experience in employment-directed education and training for these populations.

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

**EQUITY INVESTMENT** - The provision of capital to a business entity for some specified purpose in return for a portion of ownership using a third-party agreement as the contractual instrument. This is also referred to as Equity Stock Investments.

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

**FULL-TIME, FULL-YEAR JOB** - A non-seasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to full-time equivalents are not considered full-time positions.

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

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

**INDEPENDENT EVALUATOR** - To be considered "independent" an evaluator must be organizationally distinct from and not under the control of the grantee. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program.

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

**INELIGIBLE ACTIVITIES** - Grant funds cannot be used to create microenterprise businesses, nor can they be used primarily for the creation of job training and placement programs. Limited job training and placement activities can be supported in the context of modest training that may be provided for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job placement program.

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

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

**JOB CREATION** - New full-time, full-year jobs that did not exist prior to the start of the project and came about as a result of the start of the project. These activities can include development of new business ventures, the expansion of existing businesses, or the development of new products and services. The training and placement of individuals in already existing jobs, even jobs guaranteed to low-income individuals through a formal agreement with an employer, is not considered job creation.

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

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

**MAJOR ALTERATION AND RENOVATION** - Construction projects involving an existing structure in which the aggregate cost of construction is greater than \$150,000. The recipient or owner must file a notice of federal interest (NFI) when construction or major alteration and renovation begins or when an existing facility or land is acquired.

**MICROENTERPRISE** - A commercial business with five or fewer employees, one or more of who is the owner.

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

**MORE EXPERIENCED CDC** - A CDC that has successfully completed two or more CED or JOLI economic development projects, that has successfully completed one or more projects involving activities similar to those proposed, and that has experience with collaborative programming.

**NON-PROFIT ORGANIZATION** - An organization (including a faith-based organization or community development corporation) exempt from taxation by reason of paragraph (3) of Section 501(c) of the Internal Revenue Code of 1986. (NOTE: Only CDC's are eligible to receive CED funding.)

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

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

**PERSONAL BARRIERS** - Those aspects of an individual's personal situation that may impede success in a job. This might include factors such as limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.

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

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

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

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

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

**REVERSIONARY INTEREST** - The Government's continued interest in Federal grant funds and any property acquired with such funds that is triggered when the funds or property are no longer needed for the originally-authorized project.

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

**SELF-EMPLOYMENT** - The employment status of an individual who engages in self-directed economic activities. For FY 2009, OCS will not support self-employment activities or microenterprise business projects as a part of the CED program. Applicants should consider the JOLI program if they wish to pursue this strategy.

**SELF-SUFFICIENCY** - A state of being or status of an individual or family whereby reason of employment, eligibility for public assistance is replaced by the ability to meet all basic needs.

**SERVICE AREA** - The geographic area within which the funded project will provide services.

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

**SITE CONTROL** - Documented proof of applicant's ownership or control of the property where grant activities will be conducted. Proof of site control includes: documentation of the specific property location (address, city, State); documentation of a signed and dated deed or lease agreement between the applicant and property owner; and documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for project).

**STOCK** - The purchase of a share of ownership of a company. Stocks are sold by the original owner of a company to gain additional funds to help the company grow. Stock purchases under these awards are considered Equity Investments.

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

**SUB-AWARD** - An award of financial assistance in the form of money or property made under a CED award by a grantee to an eligible sub-grantee or by a sub-grantee to a lower tier sub-grantee. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services. It does not include any form of assistance excluded from the definition of "award" under Federal regulations at 45 CFR Part 74. (Note: Equity investments and loan transactions are not sub-awards, these qualify as intangible property.) Sub-awards are not permitted under this announcement.

**TECHNICAL ASSISTANCE** - A problem-solving event generally using the services of a specialist. Such services may be provided on-site, by telephone, or by other means of

communication. These services address specific problems and are intended to assist with immediate resolution of a given problem or set of problems.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) - The Federal block grant program authorized in Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Part A of Title IV under the Social Security Act), as amended. The TANF program transformed "welfare" into a system that requires work in exchange for time-limited assistance.

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

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

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

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## II. AWARD INFORMATION

<b>Funding Instrument Type:</b>	Grant
<b>Estimated Total Program Funding:</b>	\$29,100,000
<b>Expected Number of Awards:</b>	47
<b>Ceiling on Amount of Individual Awards:</b>	\$800,000 per project period
<b>Floor on Amount of Individual Awards:</b>	None
<b>Average Projected Award Amount:</b>	\$619,148 per project period
<b>Length of Project Periods:</b>	Other

### Explanation of Other:

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

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

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

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### **III. ELIGIBILITY INFORMATION**

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

An applicant must be a private, non-profit CDC with 501(c)(3) IRS status experienced in planning, developing, or managing low-income housing or community development activities. For purposes of this grant program, the CDC must be governed by a Board of Directors consisting of residents of the community and business and civic leaders. The CDC must have as a principal purpose: planning, developing, or managing low-income housing or community development activities.

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

Foreign entities are not eligible under this announcement.

Faith-based and community organizations are eligible to apply under this announcement.

Please see "Eligibility Certification" found in *Section IV.2* for any required documentation supporting eligibility.

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

#### **3. Other:**

Grant awards will not be made to the same applicant under both the JOLI and the CED programs in FY 2009.

Prior to receiving funding, the applicant must demonstrate that it has secured control over the site where job creation activities will take place through a lease agreement or deed of ownership.

Applicants must play a substantive role in the project. Proposals in which the applicant is a conduit of funds to a third party will not be funded. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

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

## **Disqualification Factors**

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

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

An applicant must document its eligibility as a CDC for the purposes of this grant program. See section IV.2-Part II- Additional Information- Eligibility Certification. Failure to document CDC status will result in the application being deemed non-responsive and will not be considered for funding under this announcement.

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

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

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

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

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

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

### **Letters of Intent**

Letters of intent, as described later in this section in paragraph IV.2 are strongly recommended, but are not required. This information is used only to determine the number of expert reviewers needed to review the applications. Letters of intent should include the Funding Opportunity Number (HHS-2009-OCS-EE-0034) and the title of this announcement (Community Economic Development Projects). Please submit letters of intent to:

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

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

### **Formatting Requirements**

The following format requirements apply:

1. Page Limit. The application is limited to 150 pages. This page limit includes the project narrative, as well as supporting materials that may be included in appendixes such as forms, resumes, letters of support, and other supporting documentation. Pages that exceed the page limit will be removed from the application before the application is sent to the review panel.
2. Page Numbers. All pages in the application, including appendixes, must be numbered.
3. Table of Contents. A table of contents correctly identifying page numbers for each of the Evaluation Criteria and each Appendix must be provided.
4. Organization. The application should be organized using the Evaluation Criteria below and addressing each sub-criterion. Applicants are advised to address each sub-criterion in the section where it is requested in order to facilitate reviewer evaluation of the application.
5. Appendixes. Applications may include appendixes with supporting documentation. When an appendix is used, the body of the application should summarize the key points and include a reference to the more detailed material in the appendix.
6. Data. Data used to support the application should come from recent (within the past five years) published sources. Provide reference citations that include sufficient detail to allow a reviewer to obtain and verify statistics from the source data. Examples of acceptable sources include, but are not limited to, recent U.S. Census updates; state, county, city, or other government bodies; or associations or organizations that provide credible statistics related to the applicant's proposed project.

Each application must demonstrate compliance with all of the requirements described in *Section I: Funding Opportunity Description*, and must include all of the information described in *Section*

*IV: Application and Submission Information.* To facilitate a completeness review, a checklist is provided in *Section VIII: Other Information.*

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **Forms**

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. All required Standard Forms are available at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Non-profit private organizations (not including private universities) are encouraged to submit the "Survey on Ensuring Equal Opportunity for Applicants" with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application. The Survey may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

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

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>.

## **PROJECT DESCRIPTION**

### **Part I THE PROJECT DESCRIPTION OVERVIEW**

#### **PURPOSE**

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

## GENERAL EXPECTATIONS AND INSTRUCTIONS

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

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

### INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

### LETTER OF INTENT

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

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

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

### TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

## PROJECT SUMMARY/ABSTRACT

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

## OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## APPROACH

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

### 1. Project Implementation

- A. The application must provide a clear overview of the nature of the project and how the new businesses or jobs will be created. A clear description would discuss whether the project is construction or non-construction and whether the project involves business creation, business expansion, or equity stock or loan investment. It would further present a clear and well-conceived overall approach to the project, including detail demonstrating that the project will be implemented in a way that will achieve the program's goals and objectives. An implementation plan that provides sufficient detail for a reviewer to clearly understand how each aspect of the project will be implemented is often helpful in demonstrating feasibility. Such an implementation plan might include a list of milestones, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved can help document that the project will ensure that the new positions will be in place at least one year before the anticipated project end date.
- B. The application must demonstrate that the project will create positions in a viable industry. This can be accomplished by discussing the industry's short- and long-term job outlook and identifying any critical risks relating to the industry.

- C. The application must present market research analyzing competition, estimated market share, and sales, and analyzing customer base by market segment, size, and trends.
  - D. The application must demonstrate a viable approach to obtaining and documenting low-income referrals obtained through memorandums of understanding with social service providers such as TANF, child support agencies, and other sources.
  - E. The application must demonstrate that the physical facility required to operate the project can be secured. Providing evidence of site control is one way to demonstrate that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also can help demonstrate the project's readiness to undertake the project in compliance with all program requirements.
2. New Jobs Created for Low-income Individuals
- A. The application must demonstrate that the number and types of new full-time positions that will be created are appropriate for the project. Information that can help support an assertion that a proposed position is appropriate might include position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will be offered with the position or an explanation of why no benefits are required.
  - B. The applicant must provide evidence that a viable recruitment strategy has been established to ensure that a minimum of 75 percent of the new positions are filled by low-income individuals. The application must demonstrate that the strategy will focus on the number of positions created, rather than the number of individuals hired to fill them over the course of the grant.
  - C. The application must demonstrate that the positions will be sustained for at least two years after the end of the grant period. One way that this can be accomplished is listing the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant period. A discussion of the continued need for the positions after the end of the grant period also can be helpful.
3. Financial Strategies
- A. The application must demonstrate that the applicant has an acceptable financial plan for the project. An acceptable plan would demonstrate that the project will be economically feasible by the conclusion of the grant period: three years for non-construction and five years for construction projects. In addition, the plan would demonstrate that the project will remain viable for at least two years after the end of the grant period. When non-CED funds will be required for the project, both CED and non-CED funds would be reflected in the supporting documentation. Supporting documentation that could contribute to demonstrating financial feasibility might include profit and loss forecasts or Pro Forma, cash flow projections, balance sheets, and sources and uses of funds statements for all funds available to the project. Documentation is further enhanced when it includes

details about both CED and non-CED funding sources (if applicable) and itemizes expenses by funding source. The application must further demonstrate that the financial estimates are grounded in solid assumptions. This can be accomplished by providing a narrative discussing the necessity, reasonableness, and allocation of the proposed costs. A convincing narrative would include a discussion of each line item and a calculation for each object class, along with estimation methods, quantities, unit costs, and other similar detail sufficient for verification of the calculation.

- B. The application must demonstrate that the applicant will adhere to the CED requirements pertaining to CED cost per position created (\$20,000 for non-construction and \$25,000 for construction projects).
  - C. The applicant must demonstrate that the organization has the capacity to responsibly manage the proposed Federal funds. One acceptable form of evidence is a signed statement from a certified, licensed public accountant certifying the applicant's capacity to manage funds responsibly, and its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.
  - D. For Construction Projects Only: the application must demonstrate that financial plans include all construction aspects of the project, including property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.
  - E. For Loan or Revolving Loan Fund Projects Only: the application should demonstrate that loans backed with CED funding will support low-income borrowers through higher risks and lower interest rates than traditional loans.
4. Financial Viability
- A. The application must demonstrate how the applicant will ensure that adequate resources will be available for the project. If the applicant does not need a third party partner to carry out the project, the application should clearly explain how each part of the project will be accomplished without outside resources.
  - B. If one or more third-party partners are required to ensure adequate resources for the project, the application would need to demonstrate the adequacy of the third-party relationship for ensuring program success. This might include a description of roles and the relationship between the applicant and the third-party documented in a comprehensive third-party agreement signed by all parties. Such an agreement would address topics such as ensuring that a minimum of 75 percent of the positions created as a result of the third party's involvement in the project will be filled by low-income individuals; ensuring that prospective candidates for positions to be filled by low-income individuals will be recruited and verified as eligible under the program; that strategies for retention of low-income individuals in the newly created positions have been established; that detailed records documenting appropriate expenditures of grant funds will be provided regularly;

that there will be cooperation with monitoring efforts; and that the third party will maintain accurate, unduplicated counts of positions created, as distinct from the number of individuals hired to fill them over the course of the grant.

- C. For projects with third-party partners only: If one or more third parties will be involved in the project, the application must demonstrate the third party's financial viability, and include evidence that the third party has the capacity to responsibly manage the proposed Federal funds. For an established entity, evidence might include a statement from a certified, licensed public accountant certifying the third party's capacity to manage funds responsibly, and its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74, along with a financial statement stating that the third party is financially healthy. For a newly-established entity, an official such as an executive director or board member authorized to make decisions on behalf of the organization might attest to financial viability by providing a signed statement agreeing to establish a financial management system, developed in accordance with 45 CFR Part 74, within six months of incorporation of the new entity, along with a signed financial statement stating that the third party is financially healthy.
- D. Equity Stock Investment Projects Only: If the applicant proposes to use the CED funds as an equity stock investment, the application should demonstrate that any third-party agreement will be in compliance with 45 CFR Part 74.36 concerning intangible property. To demonstrate compliance, any third-party agreement might include: the purpose(s) for which the applicant will make the equity stock investment; the type of equity stock transaction (such as: stock purchase); the cost-per-share and basis on which the applicant derived the cost-per-share; the number of shares the applicant will purchase; the percentage of applicant ownership in the business; and the term or duration of the agreement. If the grantee's equity stock investment equals 25 percent or more of the businesses' assets, the applicant should demonstrate adequate representation on the board, for example by specifying the total number of seats on the Board and the number of seats to be held by the grantee.
- E. Loan or Revolving Loan Fund Projects Only: If the applicant proposes to use the CED funds as a loan or revolving loan fund, the application should demonstrate that an additional third-party agreement will ensure compliance with 45 CFR Part 74.36 concerning intangible property. To demonstrate compliance, any third-party agreements might include: the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and the signatures of the authorized officials of the lender and borrower.

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

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

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

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

## EVALUATION

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

## ADDITIONAL INFORMATION

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

### ELIGIBILITY CERTIFICATION

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

- Evidence that the applicant is a private, non-profit Community Development Corporation (CDC) with 501(c)(3) status. This evidence may be in the form of an IRS letter of determination if the letter includes the employer identification number (EIN). If the EIN is not listed, a separate document reflecting the EIN also should be submitted. A predetermination letter is unacceptable.
- A list of governing board members, their titles, affiliations, and contact information, along with each member's designation as a community resident, business leader, or civic leader.
- Documentation that the CDC has as a principal purpose: planning, developing, or managing low-income housing or community development activities. This documentation may include incorporation documents or other CDC organizational

documents such as article of incorporation papers, by-laws, or other official documents that identify the organization.

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

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

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

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

### **LOGIC MODEL**

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

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

- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

#### STAFF AND POSITION DATA

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

#### PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

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

#### ORGANIZATIONAL PROFILES

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

#### THIRD-PARTY AGREEMENTS

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

#### BUDGET AND BUDGET JUSTIFICATION

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

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

#### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the

budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## PERSONNEL

Description: Costs of employee salaries and wages.

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

## FRINGE BENEFITS

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

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

## TRAVEL

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

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

## EQUIPMENT

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

freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

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

## SUPPLIES

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

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

## CONTRACTUAL

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

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

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

## CONSTRUCTION

Description: Costs of construction by applicant or contractor.

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

#### OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

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

#### INDIRECT CHARGES

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

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

#### PROGRAM INCOME

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

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

(As required by the **Paperwork Reduction Act of 1995, P.L. 104-13**, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB

control number 0970-0139, which expires 4/30/2010. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.)

## **Certifications**

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Certification Regarding Lobbying may be found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## **Assurances**

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

## **Electronic Submission**

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format. To submit an application electronically, applicants must use the <http://www.Grants.gov> site. ACF will not accept applications via facsimile or email.

**IMPORTANT NOTE:** Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.**

**Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

If planning to submit an application electronically via <http://www.Grants.gov>:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that, if difficulties are encountered, there will still be sufficient time to submit a hard copy via express mail.
- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**
- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.
- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration process and may be found at: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)

- If any difficulties are encountered in using Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**
- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.
- Applicants may access the electronic application and downloadable application package for this program announcement by using the FIND function at <http://www.Grants.gov>.
- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.
- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times* of this program announcement.
- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof

of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."

- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive two emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

ACF may request that the applicant provide original signatures on forms at a later date.

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

### **Hard Copy Submission of Applications**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See Section IV.6 of this announcement for address information for application submissions.

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

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

**Due Date For Letter of Intent:** 04/28/2009

**Due Date for Applications:** 05/28/2009

## **Explanation of Due Dates**

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

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

## **Mail**

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

## **Hand Delivery**

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

## **Electronic Submission**

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

ACF cannot accommodate transmission of applications by facsimile or email.

## **Late Applications**

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

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

## **Extension of Deadlines**

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

## **Acknowledgement of Received Application**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

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

##### **State Single Point of Contact (SPOC)**

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

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

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

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

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

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

#### **5. Funding Restrictions:**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable under this grant award.

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

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

Submit applications to one of the following addresses:

### **Submission by Mail**

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

### **Hand Delivery**

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

### **Electronic Submission**

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

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

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## **V. APPLICATION REVIEW INFORMATION**

### **1. CRITERIA:**

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

activities will occur and *what* financial and programmatic resources will ensure successful completion of proposed activities. The number of points assigned to each criterion indicates the relative importance of that factor to OCS. Applicants should address each criterion in the section where it is requested to ensure that the reviewers can properly evaluate the application.

Each application must demonstrate compliance with all of the program elements described in *Section I: Funding Opportunity Description*, and must include all of the information described in *Section IV: Application and Submission Information*. To facilitate a completeness review, a checklist is provided in *Section VIII: Other Information*.

### **CRITERION 1 - OBJECTIVES AND NEED FOR ASSISTANCE - 10 points**

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

- A. The application demonstrates that the project's goals and objectives for business development, job creation, and contributing to community revitalization align with the goals and objectives of the CED program.
- B. The application demonstrates that the project is needed to create or expand businesses and create new jobs.
- C. The application identifies ways in which the project can help address personal and community barriers that prevent low-income individuals from successfully obtaining and holding jobs, or creating successful businesses in the community to be served.
- D. The application demonstrates that the project will meet the program's objectives by serving low-income individuals through a project located in a low-income community and that all businesses and positions created under the project will be located within the project's service area.
- E. The application provides evidence that both the unemployment rate and the poverty rate within the project's service area are equal to or greater than the state or national level.

### **CRITERION 2 - APPROACH - 43 points**

#### **1. Project Implementation (15 Points)**

In reviewing the project implementation strategy, reviewers will consider the extent to which:

- A. The application presents a clear and well-conceived overall approach to the project, with a sound and feasible implementation plan that is consistent with the expectations described in this announcement. The overall plan reflects a clear understanding of the program as described in this program announcement.
- B. The application demonstrates that the project will create positions in a viable industry with promising short- and long-term job outlooks.

C. The application presents market research indicating that the business will be viable in terms of competition, anticipated market, customer base, and market trends.

D. The application provides a sound and feasible plan for obtaining and documenting low-income referrals through memorandums of understanding with social service providers such as TANF, child support agencies, and other sources.

E. The application demonstrates that the physical facility and other equipment required to operate the project will be secured in ways that are consistent with the expectations described in this announcement.

## **2. New Jobs Created for Low-income Individuals (8 Points)**

In reviewing the new jobs created for low-income individuals, reviewers will consider the extent to which:

A. The number and types of new full-time positions that will be created are appropriate for the project and will provide starting wages, wage growth opportunities, and employee benefits that will allow families to achieve self-sufficiency.

B. The application proposes a recruitment strategy that will result in a minimum of 75 percent of the new positions being filled by low-income individuals, as established by counting the number of positions created, not the number of individuals hired to fill them over the course of the grant.

C. The application demonstrates that the project will be solidly positioned for continued success after the end of the grant period, and that the positions will be sustained for at least two years after the end of the grant period.

## **3. Financial Strategies (10 Points)**

In reviewing the applicant's financial strategies, reviewers will consider the extent to which:

A. The application provides an acceptable financial plan for the project, demonstrating that the project will be economically feasible by the conclusion of the grant period, and for at least two years thereafter. The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.

B. The application demonstrates convincingly that the CED cost per position created will not exceed \$20,000 in a non-construction project and \$25,000 in a construction project.

C. The application demonstrates the capacity to responsibly manage the proposed Federal funds and to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

D. For *Construction Projects Only*: the application demonstrates that all costs for any construction-related activities are appropriately justified as reasonable and necessary to carry out the activities proposed in the application.

#### **4. Financial Viability (10 Points)**

In reviewing the project's financial viability, reviewers will consider the extent to which:

A. The application demonstrates how the applicant will ensure that adequate resources will be available for the project, either with or without a third-party partner.

B. The application demonstrates that procedures are in place to ensure that any third-party partner will comply with all program requirements. This would include ensuring that a minimum of 75 percent of the positions created as a result of the third party's involvement in the project will be filled by qualified low-income individuals, that appropriate efforts will be made to retain the recruited individuals in the newly-created positions, that grant funds will be expended appropriately, and that the partner will cooperate with all record-keeping and monitoring requirements.

C. The application demonstrates that any third-party partner is financially viable, and has the capacity to responsibly manage any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

D. For *Equity Stock Investment Projects Only*: the application demonstrates that the project will fully comply with 45 CFR Part 74.36 concerning intangible property and that the grantee will have appropriate representation on the Board of Directors.

E. For *Loan or Revolving Loan Fund Projects Only*: the application demonstrates that the project will fully comply with 45 CFR Part 74.36 concerning intangible property.

#### **CRITERION 3 - BUDGET AND BUDGET JUSTIFICATION - 10 points**

In reviewing the budget and budget justification, reviewers will consider the extent to which:

A. The application demonstrates that the amount of funds available for the project (CED and non-CED) is commensurate with the level of effort necessary to accomplish the goals and objects of the project.

B. The application clearly links the proposed expenditures to the proposed activities. The application demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.

C. The application demonstrates that the budget includes funds for all required items. This would include travel for one staff member to attend a training and technical assistance conference in Washington, D.C. during each year of the grant and, if the applicant is partnering with an

experienced CDC, funds to cover the costs of this support (for example, travel costs, payments to cover staff time).

D. If non-CED funds are required for the project, the application provides evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions. If non-CED financing is required to fully implement the project, the extent to which the application provides evidence of firm commitments for loans, municipal or state tax credits, equity stock investments, or other supporting grants. If non-CED cash resources are required (except for those contributed directly by the applicant and supported by an applicant financial statement of cash available) the extent to which unconditional financial commitments from the third parties making the contribution are documented. If non-CED in-kind contributions of personal property are required, the extent to which the value of those contributions is documented through techniques such as an inventory valuation for equipment and/or a certified appraisal for real property.

#### **CRITERION 4 - THIRD-PARTY AGREEMENTS - 5 points**

In reviewing third-party agreements, reviewers will consider the extent to which the agreements:

A. Establish relationships with public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers) that are adequate to support the proposed project.

B. Document that the cooperating agency has agreed to make the necessary contributions to the project.

#### **CRITERION 5 - EVALUATION - 7 points**

In reviewing the applicant's plans for evaluating the project, reviewers will consider the extent to which:

A. The application provides a plan for evaluating the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The application explains how the project's ongoing accomplishments will be measured and compared with projected accomplishments using concrete measures related to the logic model. The application explains how ongoing evaluation will be used to improve future operations of the project (process evaluation) and how final measures will be used to evaluate what the project accomplished and why (outcome evaluation).

B. The application demonstrates the logical connections between the project activities discussed in the Approach section and the outcomes discussed in the Results section.

C. The application provides a realistic schedule for evaluating the project and submitting annual reports and a final report from the third-party evaluator, each of which will compare actual and

projected progress toward business creation or expansion and position creation, and discuss any lessons learned.

D. The application confirms that the grantee will participate in compliance monitoring reviews, quarterly technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support.

E. The application confirms that an independent third-party evaluator will conduct the required evaluations.

F. The application demonstrates the qualifications of the independent evaluator to successfully plan and evaluate social services delivery programs, community economic development or job creation projects for low-income populations, or programs designed to foster self-sufficiency in low-income populations. In the event that an evaluator has not yet been selected, the extent to which the application demonstrates that an appropriate position description, recruitment strategy, and hiring timeline are in place.

## **CRITERION 6 - ORGANIZATIONAL PROFILES - 20 points**

### **1. Organizational Capacity (10 Points)**

In reviewing organizational capacity, reviewers will consider the extent to which:

A. The application demonstrates that the organization, its staff, and its partners have sufficient overall experience to successfully implement the proposed project, including relevant experience and success in developing and operating projects similar to those to be conducted under the proposed project. If one or more partners are involved, the extent to which the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project.

B. Projects with More Experienced CDC Partners Only: For applicants that cannot demonstrate substantial experience with economic development projects similar to those proposed in the application, the extent to which the application provides evidence of a viable partnership with a more experienced CDC, including evidence of a workable strategy for the more experienced CDC to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.

C. The application demonstrates the applicant's ability and willingness to supply the facilities and resources required to successfully administer the program.

D. The application provides convincing evidence of the applicant's experience with program evaluation and data collection.

### **2. Past Success with Similar Job Creation Projects (10 Points)**

In reviewing past successes with similar job creation projects, reviewers will consider the extent to which the application demonstrates that the applicant has the experience necessary to successfully carry out the proposed project, including evidence of **two** similar projects undertaken by the applicant (or undertaken by the more experienced CDC, if applicable).

**CRITERION 7- STAFF AND POSITION DATA - 5 points**

In reviewing staff and position data, reviewers will consider the extent to which:

- A. The application identifies qualified staff to carry out the proposed project including key staff who will have responsibility for managing the project, coordinating activities, and achieving performance targets. Staff qualifications include both applicant staff and third-party partner staff as necessary to demonstrate that the project will have acceptable leadership.
- B. The application demonstrates, for example through biographical sketches and resumes, that the identified staff are qualified to carry out the proposed project, including qualifications for the job identified, experience related to the job identified, and percent of time available for the project.
- C. The application demonstrates that together the key staff have appropriate supervisory experience, experience in finance and business, and experience with the target population.
- D. 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.

**CRITERION 8 - BONUS POINTS - 10 points**

**A. Focus on High Growth Industries (5 Points)**

In reviewing eligibility for bonus points, reviewers will consider the extent to which the proposed positions will be created in any of the following industries that have particularly great career development potential for low-income individuals:

- |                        |                                 |
|------------------------|---------------------------------|
| Advanced Manufacturing | Healthcare                      |
| Aerospace, Automotive  | Hospitality                     |
| Biotechnology          | Information Technology          |
| Financial Services     | Recycling                       |
| Geospatial             | Renewable or Alternative Energy |
| Homeland Security      | Transportation                  |

## **B. States and Trust Territories Without Active Projects (5 Points)**

In reviewing eligibility for bonus points, reviewers will consider whether the proposed project will be located in one of the following States or Trust Territories that do not have active CED or JOLI projects:

Alaska	Kansas	Wyoming
Alabama	Mississippi	Guam
Colorado	New Hampshire	Northern Mariana Islands
Delaware	Nevada	Puerto Rico
District of Columbia	Rhode Island	Virgin Islands
Idaho	Utah	

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

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

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

OCS may consider geographic location in the award of grants.

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

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

### **Approved but Unfunded Applications**

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

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

Awards will be made no later than September 30, 2009.

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## **VI. AWARD ADMINISTRATION INFORMATION**

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

Successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

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

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

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

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

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

Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the

Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions, and points of contact, as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

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

Grantees will be required to submit performance progress and financial reports periodically throughout the project period. Frequency of reporting is listed later in this section.

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period.

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

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Program reports and financial reports are required semi-annually. These reports are to be submitted in addition to the annual evaluation reports to be provided by the third-party evaluator.

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## VII. AGENCY CONTACTS

### Program Office Contact:

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

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

### Grants Management Office Contact:

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

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

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## VIII. OTHER INFORMATION

### Checklist

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

What to	Where Found	When to
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<b>Submit</b>		<b>Submit</b>
Letter of Intent	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Objectives and Need for Assistance	Referenced in Sections IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Approach	Referenced in Sections IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Budget and Budget Justification	Referenced in Sections IV.2 and V of the announcement.	By date of award.
Third-Party Agreement Supporting Documents (if applicable)	Referenced in Sections IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Evaluation	Referenced in Sections IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Organizational Profiles	Referenced in Sections IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.

Project Description: Staff and Position Data	Referenced in Sections IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Bonus Points	Referenced in Sections IV.2 and V of the announcement.	Referenced in Sections IV.2 and V of the announcement.
SF-424	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-424B	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-424C	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-424D (Construction only)	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
D-U-N-S Number	Referenced in Section IV.2 of the announcement	By application due date found in Overview and Section IV.3.
Eligibility Certification	Referenced in Sections IV.2 and V of the announcement.	By application due date found

Documentation		in Overview and Section IV.3
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	By date of award.
Logic Model	Referenced in Sections IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3
Survey on Ensuring Equal Opportunity for Applicant (voluntary)	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement under "Forms." The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a></p>	By application due date.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.

**Date:** 02/25/2009

Yolanda J. Butler, Ph.D.  
Acting Director  
Office of Community Services

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

Program Office: Office of Community Services  
Funding Opportunity Title: Community Economic Development Projects  
Announcement Type: Modification  
Funding Opportunity Number: HHS-2009-ACF-OCS-EE-0034  
CFDA Number: 93.570  
**Due Date for Applications:** 05/28/2009

This is a **modification** to the **Community Economic Development Projects** Program Announcement, **HHS-2009-ACF-OCS-EE-0034**, published to the ACF Grant Opportunities webpage on **March 6, 2009**. **The application procedures are hereby modified.**

## **EXECUTIVE SUMMARY:**

In Fiscal Year (FY) 2009, contingent upon available funding, the Office of Community Services (OCS) will award Community Economic Development (CED) discretionary grant funds to Community Development Corporations (CDCs) for well-planned, financially viable, and innovative projects to enhance job creation and business development in low-income communities. The grants will be made as part of a broader strategy to address objectives such as arresting tendencies toward financial dependency, chronic unemployment, and community deterioration in urban and rural areas.

OCS has a specific interest in funding strong projects that will create jobs in high growth sectors, or that operate in states that currently receive no CED or Job Opportunities for Low-income Individuals (JOLI) funding.

## **MODIFICATION TO THE PUBLISHED ANNOUNCEMENT:**

### 1. Pre-Application Conference Call.

The Division of Community Discretionary Programs will be sponsoring a pre-application conference call for all parties interested in applying for the Community Economic Development Projects funding opportunity. This conference call is to inform the public on this grant funding opportunity provide an overview of the CED program and review the program funding announcement. Application requirements, procedures and timelines will be explained.

The pre-application conference call will be held April 27, 2009 at 2 P.M. EST.

To review the CED program announcement, please go to:

<http://www.acf.hhs.gov/programs/ocs/dcdp/ced/index.html>

Interested applicants should register for the call at: [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com). You may also call 703-934-3212 with any questions. When we receive your registration, a PowerPoint presentation and the call-in access information will be sent to you.

If you are unable to participate in the live conference call, a recording and transcript of it will be available at the CED Web site:

<http://www.acf.hhs.gov/programs/ocs/dcdp/ced/index.html> following the conference call until the closing date of the announcement.

For additional questions, contact us at [ocsgrant@acf.hhs.gov](mailto:ocsgrant@acf.hhs.gov).

2. *SECTION I. - FUNDING OPPORTUNITY DESCRIPTION - Description*

Please **edit paragraph 2** as follows:

The CED program provides funding for projects *located in geographic service areas* with a demonstrated need for the proposed project.

Please **edit paragraph 24** (last paragraph in *Description* sections) by **removing Oregon and adding District of Columbia** as follows:

CED projects may be funded for work in any qualified geographic area, and in any viable industry. However, the program strongly encourages work in states that do not already have Community Economic Development (CED) or Job Opportunities for Low-Income individuals (JOLI) projects. Currently, these states are Alaska, Alabama, Colorado, Delaware, **District of Columbia**, Idaho, Kansas, Mississippi, New Hampshire, Nevada, **Oregon**, Rhode Island, Utah, Wyoming, Guam, Northern Mariana Islands, Puerto Rico and the Virgin Islands.

3. *SECTION I. - FUNDING OPPORTUNITY DESCRIPTION - Definitions of Term*

Please **edit** the definition for “**Eligible Activities**” as follows:

**ELIGIBLE ACTIVITIES** - Activities that contribute to creation or expansion of sustainable new businesses and jobs ~~within in an eligible project area.~~

And, **delete** the definition for “**Eligible Project Area**”:

~~**ELIGIBLE PROJECT AREA**—A geographic area within which both the unemployment rate and the poverty rate are equal to or greater than the state or national rates, using recent (within the past 5 years) statistics from published sources. All projects must be located within an eligible project area, and all jobs created and businesses created or expanded must be located within the project area.~~

4. *SECTION IV. - APPLICATION AND SUBMISSION INFORMATION –*

**1. Address To Request Application Package:** Please **replace** “URL” with “Email” in the following text: ~~URL:~~ Email: [OCSGRANTS@ACF.hhs.gov](mailto:OCSGRANTS@ACF.hhs.gov)

**2. Content and Form of Application Submission: PROJECT DESCRIPTION – Part I THE PROJECT DESCRIPTION OVERVIEW - APPROACH - 3. Financial Strategies**

Please **edit** item “E” as follows:

**E.** For Loan or Revolving Loan Fund Projects Only: the application should demonstrate that loans backed with CED funding will support low-income borrowers through ~~higher risks and~~ lower interest rates than traditional loans.

**5. SECTION V. - APPLICATION REVIEW INFORMATION – 1. CRITERIA:**

**Criterion 1 – Objectives And Need For Assistance**

Please **edit** item “D” as follows:

**D.** The application demonstrates that the project will meet the program's objectives by serving low-income individuals ~~through a project located in a low-income community~~ and that all businesses and positions created under the project will be located within the project's service area.

**Criterion 2 – Approach. 3. Financial Strategies**

Please **add** item “E” as follows:

**E.** For Loan or Revolving Loan Fund Projects Only: the application should demonstrate that loans backed with CED funding will support low-income borrowers through lower interest rates than traditional loans.

**Criterion 5 – Evaluation.**

Please **edit** as follows:

**B.** The application demonstrates the logical connections between the project activities discussed in the Approach section and the outcomes discussed in the **Results Objectives and Need for Assistance** section.

**6. SECTION VIII.- OTHER INFORMATION- Checklist –**

Please **edit** the following items:

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
Project Description: Budget and Budget Justification	Referenced in Sections IV.2 and V of the announcement.	<del>By date of award.</del>  Replace with:  By application due date found in Overview and

		Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	<del>By date of award.</del> Replace with: <u>By application due date found in Overview and Section IV.3.</u>
Survey on Ensuring Equal Opportunity for Applicant (voluntary)	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.  The Survey is referenced in Section IV.2 of the announcement under "Forms." The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	<del>By date of award.</del> Replace with: <u>By application due date found in Overview and Section IV.3.</u>

All information in this modification is accurate and replaces information specified in the **March 6, 2009** Program Announcement.

**ANNOUNCEMENT AVAILABILITY:**

This CED Program Announcement is accessible at the ACF Grant Opportunities webpage: <http://www.acf.hhs.gov/grants/index.html> or at <http://www.Grants.gov>.

**For further information, please contact Rafael J. Elizalde** at 1-800-281-9519 or [OCSGRANTS@ACF.HHS.GOV](mailto:OCSGRANTS@ACF.HHS.GOV).

Date: April 9, 2009

Yolanda J. Butler, Ph. D.  
Acting Director  
Office of Community Services