

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

**Program Office:** Office of Community Services

**Funding Opportunity Title:** Job Opportunities for Low-Income Individuals (JOLI) Program

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2008-ACF-OCS-EO-0054

**CFDA Number:** 93.593

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

**Due Date for Applications:** **06/02/2008**

**Executive Summary:**

The Office of Community Services' (OCS) Job Opportunities for Low-Income Individuals (JOLI) program helps low-income individuals achieve economic self-sufficiency. The purpose of the JOLI program is to create jobs to be filled by low-income individuals. JOLI applicants provide technical and/or financial assistance to private employers in the community to assist them in creating employment and business opportunities for individuals receiving TANF and other low-income individuals. In order to create these sustainable employment and other opportunities, funded projects should focus on the following three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects. Applicants must state clearly both in the abstract and at the beginning of the project, which one of these three program strategies they will be using. While OCS will accept applications that propose projects containing more than one of these program strategies, OCS encourages applicants to focus on one. Applicants are required to allot a minimum of 20 percent of the JOLI funds received for the provision of financial assistance to program participants for the purpose of creation or expansion of a business created by the applicant's project. Examples include: start up assistance, computers, supply costs, salaries and training stipends. Interest accrued on revolving loan

funds must be used to continue or expand the activities of the approved project.

Applicants must establish and maintain a formal, cooperative relationship with the designated local agency responsible for administering the Temporary Assistance for Needy Families (TANF) program in the area served by the project. Applicants also should integrate their projects with the larger economic development strategy within the target community. Grants are awarded through a competitive process to non-profit organizations having 501(c)(3) or 501(c)(4) status with the Internal Revenue Service. Institutions of higher education are not eligible. Faith-based organizations are eligible to apply. Applicants must address one of the following strategy areas: new business ventures, business expansion and self-employment/micro-enterprise

---

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Legislative Authority**

The Office of Community Services' (OCS) Job Opportunities for Low-Income Individuals (JOLI) program is authorized under Section 505 of the Family Support Act of 1988, Public Law (P.L.) 100-485, as amended by Section 112 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, as amended. The Family Support Act of 1988 authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to enter into agreements with non-profit organizations (including faith-based organizations and community development corporations) for the purpose of conducting projects designed to create employment opportunities for certain low-income individuals (42 United States Code (U.S.C.) 9926).

### **Funding Opportunity Description**

#### **A. Description of Three Program Strategies**

JOLI grantees provide technical and/or financial assistance to private employers in the community to assist them in creating employment and business opportunities for individuals receiving TANF and other low-income individuals through projects that will focus on one of three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects.

Applicants must state clearly both in the abstract and at the beginning of the project which one of these three program strategies they will be using. While OCS will accept applications that propose projects containing more than one of these program strategies, OCS encourages applicants to focus on one.

### **PROGRAM STRATEGY 1: NEW BUSINESS VENTURES**

Applicants applying under Strategy 1 must show that the proposed project will develop a new business that will train and employ TANF and/or low-income persons to work within that business.

### **PROGRAM STRATEGY 2: BUSINESS EXPANSION**

Applicants applying under Strategy 2 must show that the proposed project will provide technical and/or financial assistance to businesses already in existence to allow the businesses to expand by helping them to obtain better marketing services, contracts, access to additional money to help the business grow, etc., resulting in the creation of new, permanent, full-time jobs for low-income persons.

### **PROGRAM STRATEGY 3: SELF-EMPLOYMENT / MICRO-ENTERPRISE PROJECTS**

Applicants applying under Strategy 3 must show that the proposed project will create self-employment/micro-enterprise opportunities for eligible participants.

Self-employment is the creation of a sustainable business that is designed to employ a single individual (*e.g.*, home-based day care, graphic design, medical billings, sewing and secretarial service). Micro-enterprise is the creation of a sustainable business that is designed to hire one to four or more persons (*e.g.*, a cleaning business that will create more than one job).

For this strategy, OCS does not consider a job to have been created or sustainable until contracts and/or subcontracts have been committed at the end of training for each of these self-employment/micro-enterprise businesses that provide sufficient cash flow to support one or more full-time jobs, including the self-employed person or the micro-enterprise owner, for a minimum of 12 months. All applications under this strategy must address the following items:

- The types of self-employment and/or micro-enterprise businesses and/or industries that the applicant will support and that may thrive in the target area and will assist individuals to

- Need for such businesses in those communities; and
- Applicant's ability to secure commitments of contracts/subcontracts at the end of training for each of those self-employment/micro-enterprise businesses.

Note: Regardless of the Program Strategy(s) used, applicants are required to allot a minimum of 20 percent of the JOLI funds received for the provision of direct financial assistance to participants. Examples include: start up assistance, computers, supply costs, salaries and training stipends. Financial assistance may be provided through one of the following approaches:

The creation of a revolving loan fund for the provision of business loans to micro-enterprise/self-employed business owners; and/or

- The provision of direct cash assistance (i.e., start-up funds, temporary salary payment) to micro-enterprise/self-employed business owners.

## **B. General Instructions for Preparing a Full Project Application**

The project summary/abstract of the application should provide a preview of the information by which an application will be evaluated and ranked. The summary/abstract should be concise and complete.

It should address the activities for which Federal funds are being requested.

Applicants should identify the physical, economic, social, financial, or institutional problems in the geographic area served by the project identified in the application. The need for assistance must be demonstrated and the principal and subordinate objectives of the project clearly stated. Applicants should demonstrate that the target population and target area for service would indeed benefit from the proposed project activities, including job training.

The results and benefits derived from this project should be identifiable and directly linked to the proposed project goals. For example, describe the population served by the program and the number of new jobs that will be created and sustained for the target population. The project should reach the targeted population, benefit participants, and support individuals to become more economically self-sufficient. The applicant should be able to describe the target

population and identify the type and number of jobs that would benefit the program participants. Then explain how the participants can benefit through project activities.

The approach outlines a plan of action that describes how the proposed work will be accomplished. The approach is an accounting of all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state the 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. Included in the approach is a monthly or quarterly projection of the accomplishments to be achieved for each project function or activity including such terms as the number of people to be served, the number of job/businesses created, and the activities accomplished.

Applicants must also show that the newly created jobs will contribute to the achievement of self-sufficiency among the target population. Sustainable jobs offer livable wages, career development opportunities, and benefits such as health insurance, making it possible for individuals to meet basic needs without requiring public assistance. Proposed jobs/business creation should be described succinctly.

The applicant should demonstrate a record of achievement in creating sustainable jobs and enterprise opportunities for low-income people. The applicant should address relevant experience and capacity to develop or operate programs designed for the targeted population. The applicant should provide information supporting the qualifications, experience and capabilities of staff recruited to operate designated programs.

Applicants should address how the results of the project will be evaluated. In addressing the evaluation of results, clearly define 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. The application should 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. An

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

JOLI funds can be used to create a revolving loan fund (see definition section of program announcement). As noted in Section I, applicants are required to allot a minimum of 20 percent of the JOLI funds received for the provision of financial assistance to program participants for the purpose of creation or expansion of a business created by the applicant's project. Loans from the fund that are made to eligible beneficiaries for business development activities must be at or below market rate. Revolving loan funds are considered intangible property. Funded applicants will be required to submit copies of executed loan agreements to ACF upon establishing such loans with program participants. Any interest accrued on revolving loan funds must be used to continue or expand the activities of the originally approved project during the grant period. Any repaid principal on such loans that is no longer needed for the originally authorized purpose of the project must revert to ACF (see 45 CFR Part 74 for additional information pertaining to the use of intangible property).

Third party agreements must clearly outline the technical or financial assistance that will be provided according to the provision of the application. Third-party agreements include equity investments, loans or revolving loan accounts and any partnerships between organizations to create jobs for low-income individuals according to the provisions of the JOLI application. Non-Federal resources committed to the applicant and JOLI project must be documented and commitments should be firm and verifiable.

### **C. Definitions**

The following definitions apply:

*a. BUDGET AND PROJECT PERIODS* -- Applications for JOLI projects must have a 36-month project period with a 36-month budget period.

*b. BUSINESS PLAN* -- A business plan is a document defining the purpose and structure of an organization or company and the information and strategies used to achieve the goals and objectives of specified business activity. All applications for JOLI projects must contain a business plan that clearly lays out the methodology and feasibility of the business (es) involved in the creation of the proposed

new jobs. The business plan must provide sufficient financial information to show the viability of the project.

*c. COMMUNITY* -- Any geographically defined area (with boundaries) being targeted by the JOLI applicant/project.

*d. COMMUNITY-LEVEL DATA* -- Key information to be collected by each applicant that will allow for a national-level analysis of common features of JOLI projects. This consists of data on the population of the target area, including the percentage of TANF recipients and others on public assistance, and the percentage whose income falls below the poverty line; the unemployment rate; the number of new business starts and business closings; and a description of the major employers and average wage rates and employment opportunities with those employers.

*e. DIRECT FINANCIAL ASSISTANCE* -- The provision of cash assistance to eligible program participants to support business development and operation. Cash assistance may be used for a variety of purposes, such as marketing and other start-up expenses, including salaries for micro-enterprise owners during the first months of business operations.

*f. EMPLOYMENT TRAINING ADMINISTRATION (ETA)* -- A U.S. Department of Labor (DOL) program through the Workforce Investment Act. Applicants partner with the local one-Stop Career Centers in serving high-need individuals and meeting their training, job and career-support needs. For information about other ETA grant projects that support workforce system-building, visit the DOL website at <http://www.doleta.gov/sga/awards>.

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

*h. 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 instruments of property ownership, whether considered tangible or intangible.

*i. INTERVENTION* -- Any planned human or economic capital development 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 that can be formally evaluated. For example, assistance in the preparation of a business plan or the provision of specialized job training to increase a program participant's capacity to acquire and maintain employment is an intervention.

*j. JOB CREATION* -- To bring about, by activities and services funded under this program, new jobs, that is, job positions that were not in existence before the start of the project and would not have existed but for some action or activity by the project. These activities can include the development of new business ventures, the expansion of existing businesses, or self-employment/micro-enterprise training and support. The training and placement of individuals in already existing jobs, including jobs guaranteed to low-income individuals through a formal agreement with an employer, is not considered job creation. Applicants must show that these newly created jobs will be sustainable for a minimum of 12 months.

*k. LETTER OF COMMITMENT* -- A signed letter or binding agreement specifying terms and conditions and other terms of execution (e.g., the time of the loan closing) from a third party to the applicant that pledges financial or other support for the project. A letter of commitment may be contingent only on OCS approval of the project.

*l. 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.

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

*n. NON-PROFIT ORGANIZATION* -- Any organization (including a faith-based organization or a community development corporation) exempt



from taxation by reason of paragraph (3) or (4) of Section 501(c) of the Internal Revenue Code of 1986.

*o. 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?

*p. POVERTY INCOME GUIDELINES*-- See attached website.  
<http://aspe.hhs.gov/poverty/07poverty.shtml>

*q. PRIVATE EMPLOYERS* -- Third-party non-profit organizations or third-party for-profit businesses operating or proposing to operate in the same community as the applicant and that are proposed or potential employers of project participants.

*r. PROCESS EVALUATION* -- A review and assessment of the planned activities implemented to produce the proposed outcomes (*i.e.*, the creation of new, sustainable jobs). It focuses on the effectiveness and efficiency of the program's activities and interventions (for example, methods of recruiting participants, quality of training activities, or 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 dealt with 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?"

*s. PROGRAM PARTICIPANT/BENEFICIARY* -- An individual eligible to receive TANF under Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Part A of Title IV of the Social Security Act) and any other individual whose income level does not exceed 100 percent of the official poverty line as found in the most recent revision of the Poverty Income Guidelines published by HHS. These guidelines can be found at: <http://aspe.os.dhhs.gov/poverty/>.

*t. REVOLVING LOAN FUND* -- A distinct loan fund established exclusively for JOLI program participants as a resource to pay for

eligible business development and operational activities that, when repaid, generates additional program income to make new loans.

*u. REVERSIONARY INTEREST*-- Reversionary interest refers to the Government's interest in property acquired with Federal grant funds. Title to real and intangible property (see definition section for explanation of both terms) vest in the recipient subject to the conditions that the recipient uses the property for the originally authorized purpose of the project. Further, the recipient shall not encumber the property without prior approval from ACF (see 45 CFR Part 74.30 through 74.37 for additional information pertaining to the use of property).

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

*w. THIRD PARTY* -- Any individual, organization, or business entity that is neither OCS nor the direct recipient of JOLI grant funds.

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

*y. THIRD-PARTY IN-KIND CONTRIBUTIONS* -- The value of 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 the value of goods and services directly benefiting and specifically identifiable to the project or program.

---

## **II. AWARD INFORMATION**

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$4,838,000
<b>Anticipated Number of Awards:</b>	9 to 11

**Ceiling on Amount of Individual Awards:** \$475,000 per project period

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

**Average Projected Award Amount:** \$439,818 per project period

**Length of Project Periods:** Other

**Explanation of Other:**

Project and budget periods will be three years (36 months). Applicants should submit a budget for the full three-year project period.

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

---

### **III. ELIGIBILITY INFORMATION**

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

- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits having 501(c)(4) status with the IRS

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.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

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

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

An application may contain only one project. The project may address multiple program strategies.

#### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II. Award Information* will be

deemed non-responsive and will not be considered for funding under this announcement.

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

---

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

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

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

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

#### **APPLICATION CONTENT**

Each application must include the following components and in the following order:

**(1) *Table of Contents***

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

**(3) *Project Abstract*** -- Should be brief, not to exceed 350 words. The abstract should describe the community in which the project will be implemented, beneficiaries to be served, type(s) and number of jobs to be created, business partners to be expanded (if applicable), any resources leveraged, and the intended affect on the community.

**(4) *Project Description*** --A narrative that addresses issues described in the Section V. Application Review Information. This narrative should not exceed 50 pages.

**(5) *Third-Party Agreements*** -- A documented and signed agreement between a third party and the JOLI applicant where the applicant is proposing a project that includes a financial arrangement or other cooperative relationship

**(6) Completed Standard Forms** -- Standard Forms (SF) 424 and 424A must be completed and signed where appropriate by an official of the organization applying for the grant who has the authority to obligate the organization legally. Information on other forms that must be submitted with the application is included below under the heading, "Forms and Certifications."

**(7) Non-Profit Status** -- Applicants must provide proof of status as a 501 (C) (3) or (C) (4) non-profit organization as required by statute and as described in Section III.

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

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

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

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

Non-profit 501(c)(3) and 501(c)(4) organizations applying for funding are required to submit proof of their non-profit status.

Proof of 501(c)(3) and 501(c)(4) 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 501(c)(3) and 501(c)(4) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) and 501(c)(4) tax-exemption certificate.

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

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

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

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

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

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

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

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

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

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

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

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

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

## **Electronic Submission**

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

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

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

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

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

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the downloadable application package by utilizing the [www.Grants.gov](http://www.Grants.gov) FIND function.
- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through [www.Grants.gov](http://www.Grants.gov).** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still



be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**

- To use [www.Grants.gov](http://www.Grants.gov), you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to [www.Grants.gov](http://www.Grants.gov) without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from [www.Grants.gov](http://www.Grants.gov) that contains a [www.Grants.gov](http://www.Grants.gov) tracking number. ACF will retrieve the electronically submitted application from [www.Grants.gov](http://www.Grants.gov).
- ACF may request that the applicant provide original signatures on forms at a later date.
- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using [www.Grants.gov](http://www.Grants.gov), please contact the Grants.gov Contact Center at: 1-800-518-

4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.

- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- When submitting electronically via [www.Grants.gov](http://www.Grants.gov), applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the [www.Grants.gov](http://www.Grants.gov) contact center at [support@grants.gov](mailto:support@grants.gov) for assistance.

### **Hard Copy Submission**

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

### **Non-Federal Reviewers**

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

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

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

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

**Due Date for Applications: 06/02/2008**

#### **Explanation of Due Dates**

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

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

#### **Mail**

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

#### **Hand Delivery**

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

#### **Electronic Submission**

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

ACF cannot accommodate transmission of applications by facsimile or email.

#### **Late Applications**

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

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

**Extension of Deadlines**

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

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

**Checklist**

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

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
Letter of Intent	See Section IV.2	Found in Section IV.2	30 days from date of publication.
Table of Contents	See Section V	Found in Section V.	By application due date.
Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third-Party Agreements	See Section V	Found in Section V	By application due date.
Budget and Budget Justification	See Sections	Found in Sections IV.2 and V	By application due date.

	IV.2 and V		
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
Non-Federal Resources	See Section V	Found in Section V	By application due date.
Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Assurances	See Section IV.2.	Found in Section IV.2.	By date of award.
Letters of Support			06/02/2008
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.

### Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

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

Applicants			
------------	--	--	--

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

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

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

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

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

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

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

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

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

## **5. Funding Restrictions:**

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

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

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

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

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

Submit applications to one of the following addresses:

### **Submission by Mail**

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

### **Hand Delivery**

Katrina Morgan  
Administration for Children and Families  
OCS Operations Center  
1515 Wilson Blvd.  
Suite 100  
Arlington, VA 22209

### **Electronic Submission**

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

---

## **V. APPLICATION REVIEW INFORMATION**

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

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

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

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **1. Criteria:**

### Part I THE PROJECT DESCRIPTION OVERVIEW

#### PURPOSE

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

#### GENERAL EXPECTATIONS AND INSTRUCTIONS

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

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

#### INTRODUCTION



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

#### LETTER OF INTENT

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

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

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

#### TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

#### PROJECT SUMMARY/ABSTRACT

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

#### OBJECTIVES AND NEED FOR ASSISTANCE

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

projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## APPROACH

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

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

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

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

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

## EVALUATION

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

## GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

## 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:

### PROOF OF NON-PROFIT STATUS

Non-profit 501(c)(3) and 501(c)(4) organizations applying for funding are required to submit proof of their non-profit status.

Proof of 501(c)(3) and 501(c)(4) 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 501(c)(3) and 501(c)(4) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) and 501(c)(4) tax-exemption certificate.

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

### 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.

### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on

compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

#### THIRD-PARTY AGREEMENTS

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

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

#### LETTERS OF SUPPORT

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

#### BUDGET AND BUDGET JUSTIFICATION

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

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

#### GENERAL

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

#### PERSONNEL

Description: Costs of employee salaries and wages.

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

#### FRINGE BENEFITS

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

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

#### TRAVEL

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

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

#### EQUIPMENT

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

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of

units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

#### SUPPLIES

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

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

#### CONTRACTUAL

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

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

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

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

#### 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.

#### NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

**EVALUATION CRITERIA:**

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

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

PROJECT SUMMARY/ABSTRACT - 0 points

An application will be evaluated on the extent to which it includes a project summary/abstract that briefly describes the applicant organization, the project strategy, the collaboration partners, the well-defined service area, the needs of the service area, and the project activities.

OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

***Describe Target Population, Needs of Population, Benefits***

a. Identify the precise target population to be served, the precise geographic area to be affected, the percentage of low-income individuals and TANF recipients within the geographic area, and other data relevant to the project design. Describe the needs and problems of the population to be served that are to be addressed by the project; the current services available to that population and where and how they fail to meet their needs; why the proposed services or interventions are appropriate and will meet those needs; and the effect the proposed interventions will have on the project participants.

**4 points**

b. Demonstrate that the project will be located in an area characterized by conditions of extreme poverty (i.e., a poverty rate of at least 20 percent, an unemployment rate of at least 10 percent, or designation as an EZ/EC). Provide relevant statistical data. **2 points**



c. Include a listing of the identified personal barriers to employment, job retention, and greater self-sufficiency faced by the target population. Provide an analysis of these barriers. **2 points**

d. Include an analysis of the identified community systemic barriers that the project will seek to overcome. **2 points**

RESULTS OR BENEFITS EXPECTED - 2 points

***Results or Benefits Expected***

Address the personal and family services and support that may be needed by project participants after they are on the job and that will enhance job retention and advancement. Address whether the jobs to be created by the proposed project are designed to fulfill one or more of the needs, or remove one or more of the barriers so identified (*e.g.*, jobs in childcare, health care, or transportation). **2 points**

APPROACH - 34 points

The extent to which the applicant describes the major project activities or interventions that are to be carried out in addressing the needs and problems identified in the Needs and Assistance section.

**Scope and Detail of Proposed Project**

a. Describe the job creation activities and projections expected as a result of this project, including a description of the strategy that will be used to identify and hire individuals who are low-income (including those on TANF). Provide an estimated number and description of the new, full-time, permanent jobs that will be created during the project period with particular emphasis on jobs for low-income individuals, the number of these jobs that have career development opportunities, the number of jobs that will be filled by individuals receiving TANF or other individuals whose income is less than 100 percent of the official HHS poverty guidelines, their projected annual salary, the number of proposed self-employed and other ownership opportunities created. **10 points**

b. Describe economic and non-economic benefits to the community such as development of a community's physical assets, provision of needed but currently unsupplied services or products to the community, or improvement in the living environment.

Provide an operations plan that describes the kind of facilities, site location, space, and capital equipment that are required to provide the company's product or service. **4 points**

c. Provide an implementation plan that shows the timing and interrelationships of the major events or benchmarks necessary to launch the venture and realize its objectives, including a quarterly schedule of activities such as product development, market planning, sales programs, production and operations. The plan should provide evidence when all of the proposed jobs will be created. **6 points**

### **Quantification of Jobs Created**

a. Describe quantifiable results in terms of the creation of new, permanent, full-time jobs; the development of realized business opportunities; or the expansion of existing businesses. Demonstrate how the project has the ability to produce permanent and measurable results that will reduce the incidence of poverty in the community and lead welfare recipients from welfare dependency toward economic self-sufficiency. In developing realized business opportunities and successful self-employment for TANF recipients and other low-income individuals, describe in detail the project's ability to provide training and support services to potential entrepreneurs including technical assistance in basic business planning and management concepts, assistance in preparing a business plan, assistance in accessing business loans, and assistance in securing commitments of contracts/subcontracts at the end of training. **6 points**

b. Describe how the new, permanent, full-time jobs and realized business opportunities to be developed for eligible participants will contribute significantly to their progress toward self-sufficiency (*e.g.*, the resulting employment provides a livable wage, career development opportunities, and benefits such as health insurance and child care that make it possible for the individuals to meet all their basic needs without requiring public assistance). **4 points**

c. Provide the specific steps to be taken by the grantee or a third party to develop and sustain employment after the businesses are in place. **2 points**

### **Marketing**

Provide proof of market research that assures that the business has a substantial market to develop and achieve sales in the face of competition and that describes the customer base by market segment, the market size and trends, an assessment of the strengths and weaknesses of the competition in the current market, and the estimated market share and sales. **2 points**

ORGANIZATIONAL PROFILES - 8 points

### **Community Empowerment Consideration**

Document how the applicant has been involved in the preparation and planned implementation of a comprehensive community-based strategic plan to achieve both economic and human development in an integrated manner, in the response to conditions of extreme poverty in the proposed project area. Identify how the proposed project will support the goals of that plan. **2 points**

### **Agency's Experience and Commitment in Program Area**

- a. Cite the organization's capability and relevant experience in developing and operating programs that deal with poverty problems similar to those to be addressed by the proposed project. Demonstrate the organization's experience in collaborative programming and operations that involve evaluations and data collection. **2 points**
- b. Document two similar projects undertaken by the applicant agency. Describe achieved performance targets, including permanent benefits to low-income populations. **2 points**
- c. Identify the organization's executive and volunteer leadership, briefly describe its involvement in the proposed project, and provide assurance of the organization's commitment to its successful implementation. **2 points**

STAFF AND POSITION DATA - 6 points

### **Staff/Personnel Data**

Identify the individuals who will have the key responsibilities for managing the project, coordinating services and activities for participants and partners, and achieving performance targets. The focus should be on the qualifications, experience, capacity, and commitment to the program of the executive officials and volunteer leaders of the organization and the key staff persons who will administer and implement the project. The person identified as project director should have supervisory experience, experience in finance and business, and experience with the target population. Because this is a new project within an already-established agency, OCS expects that the key staff person(s) will be identified, if not hired, or that an estimated hiring timeline for each individual will be provided. **3 points**

### **Staff Experience**

a. Describe technical, managerial, and business skills and experience to be brought to the project by the management team, including a description of key management personnel and their primary duties. Provide the organizational structure and placement of this proposed project within the organization, the board of directors, management assistance and training needs, and supporting professional services. **2 points**

b. Include the resumes and position descriptions of each key staff member in an appendix to the application. **1 point**

BUDGET AND BUDGET JUSTIFICATION - 22 points

**Financial Capacity**

Provide a financial plan demonstrating and providing documentation for the economic supports underpinning. Include profit and loss forecasts for the first three years, cash flow projections for the first three years, a Sources and Use of Funds Statement for all funds available to the project, and a brief summary discussing any further capital requirements and methods or projected methods for obtaining needed resources. **10 points**

**Cost per Job**

Provide substantial proof the cost-per-job will not exceed \$15,000. The cost-per-job is calculated by dividing the total amount of grant funds requested by the number of jobs to be created. (For example, if the amount of grant funds requested is \$500,000 and the number of jobs to be created is 100, the cost-per-job would be \$5,000. In making calculations of cost-per-job, only new, permanent, full-time jobs filled by low-income project participants may be counted). Explain how this goal will be achieved. **1 point**

**Budget Justification**

- a. Provide a detailed budget breakdown and a budget narrative (*i.e.*, explanatory budget information for each of the budget categories in the SF-424A) that covers the entire 36-month project period, presents a requested amount that is commensurate with the level of effort necessary to accomplish the goals and objectives of the project, presents an estimated cost to the government for the project that is reasonable in relation to the project's duration and to the anticipated results, and includes a reasonable administrative cost for the project.

Include the cost of travel for two key personnel to attend one national evaluation workshop in Washington, D.C. **3 points**

- b. Provide documentation of the firm commitment of financial and other resources (if applicable) to accomplish project purposes within the proposed time frame. For micro-enterprise/self-employment projects, the applicant must applicant and the business owner(s). **4 points**
- c. Provide a detailed plan to allot a minimum of 20 percent of the total JOLI funds received for the provision of financial assistance to participants for the purpose of creation or expansion of a business created by the applicant's project. Examples include: start up assistance, computers, supplies cost, salaries and training stipends. Financial assistance may be provided using revolving loan funds and/or the provision of direct cash assistance to micro-enterprise/self-employed business owners. **4 points**

**Note: Grantees that acquire intangible property under this program will be required to submit to ACF a copy of all executed shareholder agreements, loan agreements and any other documentation to show proof of the purchase of such property and that the property is being used for the originally authorized purpose of the grant.**

EVALUATION - 8 points

The extent to which the outline of the evaluation plan is consistent with the proposed project's design including: clearly identifying the key project assumptions about the target population and their needs; describing the proposed project activities or interventions that will address those needs in ways that will lead to the achievement of the project goals of self-sufficiency; and identifying in advance the most important process and outcome measures that will be used to identify performance success and expected changes in individual participants, the grantee organization and the community.

**Role of Grantee**

- a. Include a thorough outline of an evaluation plan for the project over the full three-year project period that explains how the applicant proposes to answer the key questions about the efficacy of the project such as: (1) whether the project activities or interventions achieved the expected immediate outcomes; why or why not (the process evaluation); (2) whether and to what extent the project achieved its

stated goals; and (3) why or why not (the outcome evaluation). Together the process and outcome evaluations should answer the question: "What did this program accomplish and why did it work/not work?" **2 points**

b. Describe the intermediate outcomes that result from immediate changes and express those outcomes in terms of measurable changes in knowledge, attitudes, behavior, or status/condition (e.g., the immediate changes achieved by a job skills training program, coupled with technical and financial assistance to an employer for the purpose of expanding a business, could be expected to lead to intermediate outcomes of the creation of new job openings and a certain number of participants being employed by the company; or the acquisition of business skills, coupled with the establishment of a loan fund, could be expected to result in the decision by a certain number of participants to go into a particular business venture). **2 points**

c. Describe how the achievement of these intermediate outcomes will be expected to lead to the attainment of the project goals and result in outcomes that will meet the needs of the program participants and assist them in overcoming the identified personal and systemic barriers to employment, job retention, and self-sufficiency. **2 points**

### **Third Party Evaluator**

Include a resume of the third-party evaluator, if identified or hired. Provide qualifications and position description for the third-party evaluator, who must be a person with recognized evaluation skills who is organizationally distinct from and not under the control of the applicant, and whose qualifications include successful experience in evaluating social service delivery programs and the planning and/or evaluation of programs designed to foster self-sufficiency in low-income populations. **2 points**

THIRD-PARTY AGREEMENTS - 10 points

### **Support for Non-custodial Parents**

Include a signed Memorandum of Understanding (MOU) or letter of agreement with the local Child Support Enforcement (CSE) agency for referral of eligible non-custodial parents to the proposed project. Provide partnership agreements with local CSE agencies indicating the development and implementation of innovative strategies to increase the capability of low-income parents and families, which assists them to fulfill their parental responsibilities. Include commitments to refer

identified income-eligible families and non-custodial parents economically unable to provide child support to the applicant's project. **2 points**

**Cooperative Partnership Agreement with the Designated Agency Responsible for the TANF Program**

Include a signed MOU or other written agreement describing a formal, cooperative relationship between the applicant and the designated State or local agency responsible for administering the TANF program. The agreement should cover the specific services, activities, and/or actions each of these entities propose to carry out over the course of the grant period in support of the project. The collaboration may be with a local state certified One-Stop Career Center funded through the Department of Labor's Employment Training Administration (ETA), Workforce Investment Act programs. **3 points**

**Public/Private Partnerships and Resources**

Describe any public/private partnerships that will contribute to the implementation of the project. Where partners' contributions to the project are a vital part of the project design and work program, explain the undertakings of the partners, specifying the roles of the partners and demonstrating a clear commitment to fulfill the partnership role. Include information (including signed third-party agreements) on public/private partnerships and resources in an appendix to the application. For micro-enterprise/self-employment projects, the applicant must provide a partnership model of the agreement between the applicant and the business owner(s). The draft document must describe how each party will fulfill their role in the governing of the project. **5 points**

**2. Review and Selection Process:**

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

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

**OCS EVALUATION OF APPLICATIONS**

Applications that pass the initial OCS screening will be reviewed and rated by a panel based on the program elements and review criteria presented in relevant sections of this program announcement.

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

The OCS Director and program staff will use the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but other factors may also be considered (*e.g.*, geographic diversity).

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

### **Approved but Unfunded Applications**

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

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

Not Applicable

---

## **VI. AWARD ADMINISTRATION INFORMATION**

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

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

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

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



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

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

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

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

### **HHS Grants Policy Statement**

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

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

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

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

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

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

---

## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

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

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

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

---

## VIII. OTHER INFORMATION

**Date:** 04/14/2008

Josephine B. Robinson  
Director  
Office of Community Services