Notice of Funding Opportunity

Application due Tuesday, September 8, 2026

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Community Services
Division of Community Discretionary and Demonstration Programs

Community Economic Development Projects

Opportunity number: HHS-2026-ACF-OCS-EE-0026

Contents

Before you begin

If you believe you are a good candidate for this funding opportunity, secure your SAM.gov and Grants.gov registrations now. If you are already registered, make sure your registrations are active and up to date.

SAM.gov registration (this can take several weeks)

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

See Step 2: Get Ready to Apply

Grants.gov registration (this can take several days)

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

See Step 2: Get Ready to Apply

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on Tuesday, September 8, 2026, Thursday, May 27, 2027, Thursday, May 25, 2028.

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

Step 1: Review the Opportunity

In this step

Basic information

Administration for Children and Families (ACF)

Office of Community Services

Division of Community Discretionary and Demonstration Programs

Funding community development corporations to create and expand businesses and full-time employment opportunities in communities with persistent poverty and high unemployment.

Summary

The Community Economic Development (CED) program creates high-quality, permanent full-time jobs for individuals with low income. Jobs created with CED funds provide employment opportunities with benefits such as paid leave, health care, and opportunities for career growth.

CED creates jobs by funding community development corporations (CDCs) to create and expand businesses and job opportunities. Example activities include funding start-up capital for operating expenses, providing loans and equity investments to viable, participating businesses, and funding for construction and renovation projects.

In addition, CED addresses barriers to employment. Employees are connected to critical support services that remove barriers to long-term employment and economic mobility. Seventy-five percent of all jobs created with CED funds are filled by individuals with low income that have legal authorization to work in the United States, hereafter referred to as “eligible individuals.”

CED issues awards to private, nonprofit CDCs, including faith-based organizations and tribal and Alaska Native organizations. Local CDCs promote community revitalization through CED by funding economic development.

Have questions?
See Contacts and Support.

Key facts

Opportunity name: Community Economic Development Projects

Opportunity number: HHS-2026-ACF-OCS-EE-0026

Federal assistance listing: 93.570

NOFO version: Original

Key dates

Application submission deadline:

Tuesday, September 8, 2026

Thursday, May 27, 2027

Thursday, May 25, 2028

Expected project start date: September 30, 2026 (2027, 2028)

See intergovernmental review for other submission processes that may apply to this NOFO.

Funding details

Type: Grant

Expected total program funding: $17.48 million

Total expected awards: 22

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

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

This is full funding.

We plan to fund a three-year project period with one three-year budget period for projects not involving construction.

We plan to fund a four-year project period with one four-year budget period for projects involving construction.

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

Eligibility

Eligible applicants

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

- The organization must be a private, nonprofit organization with 501(c)(3) status.
- The organization's articles of incorporation or bylaws must demonstrate that the CDC has a principal purpose of planning, developing, or managing low-income housing or community development projects.
- The organization's board of directors must have representation from these three groups: community residents, business leaders, and civic leaders.

See the attachments section under additional eligibility documentation for more information on documentation required to demonstrate eligibility.

Other eligibility criteria

Individuals (including sole proprietorships), federal entities, and foreign entities are not eligible to apply.

Faith-based and community organizations that meet the eligibility requirements are eligible for awards under this funding opportunity.

Disqualifying factors

We will review your application to make sure it meets these responsiveness requirements.

We won't consider an application that:

- Requests funding above the award ceiling.
- Is submitted after the deadline.
- Is from an individual (including a sole proprietorship), a federal entity, or a foreign entity.
- Is received in paper format that didn't have a previously approved exemption from ACF.
- Is submitted by an organization that does not include proof of meeting the three conditions described in additional eligibility documentation.

Application limits

If you submit the same application more than once under this notice of funding opportunity (NOFO), we will only acknowledge the last on-time submission.

Cost sharing

This program has no cost-sharing requirement, meaning you do not need to contribute to the costs of this project.

If you choose to include cost-sharing funds, we won't consider it during review. If you receive an award, we will include your voluntary commitment in the award, and you must report on the funds. If you don't provide your promised amount, we may have to decrease your award amount or use other enforcement actions.

Post-award requirements

Before you apply, make sure you understand the requirements that come with an award.

See Step 6: Learn What Happens After Award for information on regulations that apply, reporting, and more.

Statutory authority

Section 680(a)(2) of the CSBG Act, as amended, 42 U.S.C. 9921(a)(2).

The CED authority for construction and renovation is through annual appropriations, and the most recent language is in the Consolidated Appropriations Act, 2026, Pub. L. 119-75, 140 Stat. 173, 277.

Agency priorities

Required alignment with ACF vision, mission, values, priorities, and guiding principles

The recipient of this award must implement any funds awarded under this NOFO to effectuate program goals or agency priorities in accordance with ACF's vision, mission, values, priorities, & guiding principles when authorized. Funded activities must advance ACF's vision of resilient, safe, healthy, and economically secure children, youth, families, and communities, and support ACF's mission to foster health and well-being through effective, accountable, and compassionate human services when awarded in any programs that authorize these priorities.

Consistent with ACF's values, in carrying out any project that is funded under this NOFO, the recipient is required to adhere to the following principle:

1. **Program integrity and fiscal stewardship:** Administer funds in accordance with all applicable federal statutes, regulations, and award conditions; maintain strong internal controls; and prevent waste, fraud, and abuse.

The recipient is also required to adhere to the following principles when consistent with the authority and scope of the award and its activities:

2. **Evidence-based and outcome-focused practices:** Design and deliver services using evidence-based or evidence-informed approaches, establish measurable performance goals, and use data to monitor outcomes and drive continuous improvement.
3. **Partnership and local leadership:** Coordinate with state, tribal, territorial, local, and community partners, as appropriate, and tailor services to meet community-identified needs while respecting local decision-making authority.

In addition, in keeping with ACF's priorities, the recipient must administer any project that is awarded under this NOFO in accordance with the following objectives when consistent with the scope of the award and its activities in programs that are authorized to advance them:

4. **Family stability and child well-being:** Strengthen families, promote safe and stable home environments, and improve outcomes for children and youth through prevention-focused and developmentally appropriate services.
5. **Work, self-sufficiency, and economic mobility:** Support pathways to employment, job retention, and economic independence for individuals and

families, including through workforce development, education, and supportive services.

6. **High-quality early care and learning:** Where applicable, invest in high-quality early childhood programs that support school readiness, healthy development, and long-term success.

The recipient must demonstrate ongoing compliance with these values and priorities, in all programs that are authorized to advance them, through program design, implementation, reporting, and evaluation. Failure to meaningfully align funded activities with the applicable requirements may result in corrective action, additional reporting requirements, or other enforcement actions consistent with federal grant regulations found at 2 CFR Part 200 and the terms and conditions of this award.

Program description

Overview

The CED program provides funding to CDCs for projects that address the economic needs of individuals with low income eligible to work in the United States. This program also promotes community revitalization by creating quality jobs and businesses while providing support services.

CED advances ACF's priorities of promoting work and self-sufficiency and ensuring value alignment in funding by creating jobs that enable work to serve as the primary pathway to economic independence for low-income individuals and families.

The three pillars of the CED program

Pillar 1: Create new high-quality, permanent, full-time jobs for eligible individuals

Full-time jobs created with CED funding promote economic self-sufficiency by providing quality employment opportunities. Quality employment refers to permanent, full-time jobs that include supports such as health care benefits, retirement benefits, career growth opportunities, flexible and predictable work hours, and opportunities to play a meaningful role in the business. A minimum of 75% of the newly created jobs must be filled by eligible individuals. Within that group, a majority must have a need for the support services provided by the project (see Pillar 2).

While the focus of the program is on job creation for individuals with low income, some businesses will need to hire managers or other experts with unique experiences. These individuals may be more difficult to identify and recruit but must also be eligible to work in the United States. This is why ACF only requires that 75% of the newly created jobs be filled by individuals with low income.

Important definitions

- **Full-time position**: A nonseasonal position requiring at least 30 hours of work per week. Several part-time positions that add up to a full-time equivalent are not considered a full-time position.
- **Low income**: A household income level that is 200% of the official poverty guidelines or less, as found in the most recent revision of the Health and Human Services (HHS) Poverty Guidelines.

Pillar 2: Address barriers to employment through support services

CED addresses barriers to employment by providing support services that allow individuals hired to succeed and remain employed in the jobs created through CED.

Examples of support services include employment training, child care, transportation, substance use disorder treatment, reentry support services, and certification courses.

Recipients are encouraged to partner with organizations who can provide supportive services. Partner organizations with expertise in these areas can better support these particular needs, while the CED funding should primarily support the project objective of creating jobs for eligible individuals.

Pillar 3: Promote community revitalization by investing in local communities

Local community investments and job creation spur community revitalization by increasing economic activity, strengthening local businesses, and creating employment opportunities. As individuals gain stable income, they are better able to support local services, housing, and businesses, which helps attract additional investment and improve overall community well-being.

The CED program funds organizations that know their communities and develop projects that are responsive to the community’s needs. Community buy-in is critical. It helps to ensure there’s continued support for the project, which will lead to the project’s success beyond the CED project period.

Using CED funds to make an impact

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

CED projects must:

- Be ready to implement at the time of award.
- Create full-time jobs that result in increased self-sufficiency for eligible individuals and families with low incomes.
- Create or expand businesses that economically revitalize communities with high rates of poverty and unemployment.
- Attract additional funding to increase investment and quality of life in these communities.
- Promote increased access to quality jobs in low-income and economically distressed communities.

- Create a minimum number of full-time jobs for eligible individuals living in the community served. (See job creation requirements under Project types: non-construction and construction.)

Eligible activities

CED funds may be used for the start-up or expansion activities of participating businesses, as consistent with 2 CFR Part 200. This includes:

- Start-up capital for operating expenses, such as salaries, facilities, and equipment that will be replaced by projected earnings.
- Loans to identified viable, participating businesses.
- Equity or stock investment in identified viable, participating businesses.
- Support services for employees of participating businesses. You are encouraged to leverage support services provided by your network partners, though you can also provide these services directly.
- Construction. For more information, please see the construction projects section.
- Other types of business development activities that lead to measurable job creation.
- Travel for key project staff to attend ACF-sponsored workshops, conferences, and recipient orientations.

Participating business

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

CED projects may use multiple strategies as long as they create full-time positions.

Loans made to eligible participating businesses must be at or below market rate (or what commercial lenders would offer). This includes a distinct loan fund established exclusively for CED projects as a resource for loans. These loans are used to finance eligible business development and operational activities that, when principal is repaid, are used to make new loans that support a similar purpose.

In all instances, the first borrower must be identified along with the standards used for selection. Interest that builds on CED funds must be used to continue or expand the activities of the approved project. All loan repayments funded with CED funds must begin during the course of the funded project period, and a balloon payment is not allowed. No portion of a loan is forgivable. Loans are considered intangible property under the Uniform Administrative Requirements of 2 CFR Part 200.

Real property vs. intangible property

When you propose to loan money or have an equity investment in a third-party participating business, you own the note on the intangible property, not the real property itself. The third-party participating business is the property owner of record. This means that the federal interest is in the debt instrument as an intangible property and not the property.

The intangible property is subject to the 12-year rule set forth in the annual appropriations legislation. Meaning, there is a 12-year federal interest in the intangible property, and it is subject to 2 CFR 200.315 and related requirements.

The rule states that intangible assets in the form of loans, equity investments, stocks, or other debt instruments become the sole property of the recipient after no more than 12 years after the end of the award period. This rule stands as long as the intangible assets and program income are used by recipients for any eligible purpose consistent with section 680(a)(2)(A) of the CSBG Act, 42 U.S.C. 9921(a)(2)(A).

Examples of intangible property

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

Intangible property: Property having no physical existence. This can include trademarks, copyrights, patents and patent applications, loans, notes and other debt instruments, lease agreements, stock, and other instruments of property ownership.

Project types: non-construction and construction

CED-funded projects can be considered non-construction or construction projects. Both types of projects must be ready to be implemented at the time of the award and must be completed during the assigned project period. All business expansion or creation and all job creation must be completed and CED funds must be spent within the grant project period.

Non-construction projects

Projects are considered non-construction projects if they involve limited alteration or renovation, costing the lesser of $250,000 or 25% of the total direct costs cumulative over the period of performance, to support participating business creation or expansion (or both) and job creation. Under the non-construction project award, minor alterations and renovations are an allowable cost with prior approval (in an application or rebudgeting application) so long as it complies with federal regulations and does not exceed the identified major renovation threshold. For more information, see the HHS Grants Policy Statement (GPS) 3.4.8 and C.5.3 and the definitions (minor renovation, major renovation, and major renovation threshold) in the ACF Glossary.

Non-construction projects typically involve a loan or equity investment in participating businesses.

Job creation requirements for non-construction projects

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

[Total amount of federal CED funds awarded] divided by $27,000 = [Minimum number of jobs to be created].

For example, if a recipient carrying out a non-construction project is awarded $800,000 in federal CED funds, the participant must use that money to create at least 29 jobs ($800,000 ÷ $27,000 = 29.6). This program only counts full-time jobs. Therefore, a result of 28.9 means a minimum of 28 jobs must be created.

Social enterprise development that helps start-up businesses flourish by providing support, resources, and business services and advice is allowed. However, training and placing individuals in positions existing prior to the start of the project, even positions guaranteed to eligible individuals through a formal agreement with an employer, is not considered job creation.

Construction projects

Projects are considered construction projects if they require construction or renovation to real property before the project can create jobs. This is regardless of whether the construction is funded by federal funds or owned by the recipient or a participating business.

The CED program allows facility construction as needed to support participating business creation, expansion, and job creation. However, we encourage you to read the federal requirements related to "real property" carefully, as those apply only to projects where the recipient owns the property.

All environmental and historic preservation requirements must be fulfilled before award, or before drawdown of funds.

Job creation requirements for construction projects

Projects that involve construction are not required to create jobs until construction is complete. Projects that do not involve construction can begin job creation earlier within the project period. Therefore, projects involving construction are expected to create fewer jobs than those that do not involve construction.

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

[Total amount of federal CED funds awarded] divided by $32,000 = [Minimum number of jobs to be created]

For example, if a recipient is awarded $800,000 in federal CED funds, the participant must use that money to conduct activities that will create at least 25 jobs ($800,000 ÷ $32,000 = 25). This program only counts full-time jobs. For example, a result of 24.9 means a minimum of 24 jobs must be created.

Short-term construction jobs to prepare businesses to start up or expand are not counted when determining the number of jobs created under the CED program, as they are designed to be temporary.

Federal interest

When federal funds are used to acquire, construct, and renovate (major) real property, a Notice of Federal Interest (NFI) must be filed and recorded with the local jurisdiction. The real property is subject to 2 CFR 200.311 and associated requirements. Real property reporting is required (SF-429 suite of forms) and reporting continues until ACF approves the disposition and issues a formal written release of the federal interest. For more information see CED-ACF Real Property Guidance webpage, ACF Property Guidance pages, and HHS GPS 3.4.6.

Statutory and national policy

All environmental and historic preservation requirements must be fulfilled before award, or before drawdown of funds. (2 CFR 200.300; HHS GPS 3.4, C.4, D.4, D.5)

Title and insurance

To protect the Federal interest in the real property, insurance must be obtained insuring against risk from physical destruction immediately upon acquisition or completion of the construction or modernization project. The fee interest title insurance policy and the physical destruction insurance must insure the full-appraised value of the building, regardless of whether federal support is partial. ACF is considered an interested party and must be notified of any changes in the policy or coverage. (2 CFR 200.304, 200.310, 200.406, 200.443, 200.447, 200.452, 200.465; HHS GPS 3.4, C.4)

Independent appraisal

An appraisal by a certified independent appraiser must be obtained for the real property project. The appraiser identifies, based on industry standards, which approach (sales, cost, and income) to establish the property value for a variety of actions (e.g., insurance, loan, financial viability of an investment project, determining reasonableness). For construction projects, the cost approach is typically used. The appraisal cannot be more than 3 years old. (2 CFR 200.311; ACF Property Glossary)

Bonding and builder's risk insurance

Builder's risk insurance and bonding costs are allowable and subject to 2 CFR 200.304, 200.326, and 200.427.

For more information, see the ACF Property Glossary, ACF Property Guidance, and the HHS GPS 3.4, C.4, D.4, D.5.

Use of E-Verify

All funded projects and CDCs are encouraged to use the national E-Verify system, operated by the U.S. Department of Homeland Security in partnership with the Social Security Administration, to ensure current employees and any new employees that fill jobs created with CED funding are eligible to work in the U.S.

Funding policies and limitations

Changes in HHS regulations

As of October 1, 2025, HHS adopted 2 CFR 200, with some exceptions included in 2 CFR 300. These regulations replace those in 45 CFR 75.

General policies

All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate; racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.

- Support beyond the first budget period will depend on:
  - Appropriation of funds.
  - Satisfactory progress in meeting your project's objectives.
  - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we will consider:
  - Funding more applicants.
  - Extending the period of performance.
  - Awarding supplemental funding.
- To the extent permitted by law, including any relevant court orders, you may not use funds awarded under this NOFO for any diversity, equity, inclusion, and accessibility (DEI and DEIA) activities. This includes:
  - DEI- or DEIA-related research.
  - Activities that discriminate or show preference based on race, color, religion, sex, national origin, or other protected traits.
  - Any efforts that promote a "discriminatory equity ideology."
- To the extent permitted by law, including any relevant court orders, you may not use funds awarded under this NOFO to support any services or activities that teach or promote gender ideology.

For guidance on other types of costs that we restrict or do not allow, see General Provisions for Selected Items of Costs of the Uniform Guidance, 2 CFR Part 200.

Program-specific limitations and policies

We do not allow the following costs under this notice of funding opportunity (NOFO):

- Reimbursing pre-award costs.
- Subawards or pass-throughs.
- Capitalizing loan loss reserve funds.
- Providing loans in which repayment begins after the end of the funded project period.
- Creating or expanding microenterprise business training and technical assistance centers.
- Providing as a primary activity job training, placement of individuals into existing positions, and technical assistance.
  - Limited job training activities can only be supported if they are provided specifically for the new positions created. For example, funds can be used to

train a cashier for a specific position that has been created with CED funds, but funds cannot be used to operate a general job training.

- Placing individuals in jobs that existed prior to the proposed CED project.

Indirect costs

Indirect costs are those shared across multiple projects and are not easily separated.

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

Method 1 — Approved rate. If you currently have an indirect cost rate approved by your cognizant federal agency, you may use that rate.

Method 2 — *De minimis* rate. If you do not have a negotiated indirect cost rate, you may elect to charge a *de minimis* rate (see 2 CFR 200.414(f)). This rate may be up to 15% of modified total direct costs (MTDC). See the definition of MTDC (2 CFR 200.1). You can use this rate indefinitely.

You may not charge costs included in your indirect cost pool as direct costs.

Subawards

We do not fund awards where your role is primarily a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

CED grant funds may not be used for subawards or pass-throughs.

Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. You may not use awarded funds to pay a salary at a higher rate than the rate for Executive Level II. For the Executive Level II salary, please see the Office of Personnel Management information on executive and senior level employee pay.

The salary limitation reflects a person's base salary (including any portion of the salary that is paid with indirect costs). It does not include fringe benefits or any income the person is allowed to earn outside of the duties of the applicant organization.

This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

Program income

If you earn any money from your award-supported project activities (known as program income), you must use it for the purposes and under the conditions of the award. Find more about program income at 2 CFR 200.307.

Step 2:
Get Ready to Apply

In this step

Find the application package

The application package has all the forms you need to apply. You can find it at this NOFO's Grants.gov opportunity page. Then select the Package tab.

We recommend that you select the **Subscribe button** from the View Grant Opportunity page for this NOFO to get updates.

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, contact Grants.gov for assistance.

Get registered

SAM.gov

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to SAM.gov Entity Registration and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the financial assistance general certifications and representations [PDF] specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

Grants.gov

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

Need help? See Contacts and Support.

Learn more

Visit Applying for an ACF Grant Award on the ACF Grants page.

Watch the pre-application presentation

We will have a pre-application presentation, which will be posted to the CED website no later than 10 days after this NOFO's publication and available to view until the closing of this NOFO.

Link: CED website

The goals of the pre-application presentation are to:

- Outline the CED program's purpose and strategies.
- Provide key dates for submitting an application for CED.
- Review key application criteria and requirements as outlined in the NOFO.

Viewing the prerecorded presentation is voluntary. Only the information provided in this NOFO will be presented.

Opting not to view the presentation will not affect eligibility, application scoring, or the award selection process.

If there is a discrepancy between the presentation or materials and the NOFO, the NOFO takes precedence.

Step 3: Build Your Application

In this step

Application checklist

Make sure that you have everything you need to apply. You will find the forms in Grants.gov.

File one: Narratives

Use the Project Narrative Attachment form.

Component	Included in page limit?
☐ Table of contents	Yes
☐ Project summary	Yes
☐ Project narrative	Yes
☐ Line-item budget and budget narrative	Yes

File two: Attachments

Insert each in a single Other Attachments form.

Component	Included in page limit?
☐ ACF Priorities Alignment Attestation	No
☐ Indirect cost agreement	Yes
☐ Legal proof of nonprofit status	Yes
☐ Governing board documentation	Yes
☐ Additional eligibility documentation	Yes
☐ Organizational capacity supporting information (including organization chart)	Yes
☐ Third-party agreements	Yes
☐ Letters of support	Yes
☐ Evidence of site control	No
☐ Financial documentation	Yes
☐ Market research data	Yes
☐ Evidence of participating business commitment to quality jobs	Yes

Standard forms

Use each required form in Grants.gov.

Component	Included in page limit?
☐ Application for Federal Assistance (SF-424)	No
☐ Budget Information for Non-Construction Programs (SF-424A)	No
☐ Assurances for Non-Construction Programs (SF-424B)	No
☐ Budget Information for Construction Programs (SF-424C)	No
☐ Assurances for Construction Programs (SF-424D)	No
☐ Key Contacts	No
☐ Grants.gov Lobbying form	No
☐ Disclosure of Lobbying Activities (SF-LLL)	No
☐ Project/Performance Site Location(s) (SF-P/PSL)	No

Application contents and format

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

Your organization's authorized official must certify your application.

Required format

Page limit for file one and file two combined: 200 pages

File format: Portable Document Format (PDF) is recommended but not required.

ACF supports the following file formats when you attach files to the Project Narrative Attachment form and the Other Attachments form:

Accepted file formats

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

Document formats

Paper size: 8 ½ inches x 11 inches
Margins: 1 inch all around
Language: English

If possible, include page numbers.

Do not include external links to information you want reviewers to assess because reviewers will score the application solely on information provided in the application.

Fonts

Font: Times New Roman
Color: Black
Size: 12-point font

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

Spacing

Table of contents: Must be single-spaced
Project summary: Must be single-spaced
Project narrative: Must be double-spaced
Line-item budget and budget narrative: Can be single-spaced
Attachments: Can be single-spaced
Tables and footnotes throughout: Can be single-spaced

See disqualifying factors to understand what may disqualify your application from consideration.

File one: Narratives

To submit file one, you will use the Project Narrative Attachment form found in the Grants.gov application package for this NOFO.

This file includes:

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

Table of contents

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

Project summary

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

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

Project narrative

The project narrative is where you address all your proposed activities. It is a critical section of your application, which we evaluate using merit review criteria and rank based on application scores.

Remember that substance and measurable outcomes are more important than length. We are particularly interested in project narratives that convey strategies for achieving intended performance.

In it, you must:

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

Purpose and need

Geographic location

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

Need for assistance

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

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

Objectives

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

Describe how the objectives align with existing economic objectives and efforts in the local community.

Response

Approach

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

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

- Describe how you will carry out each aspect of the project to successfully create full-time positions.
- Describe a viable recruitment strategy and tracking system to ensure that at least 75% of the new positions are filled by eligible low-income individuals, as defined by the HHS poverty guidelines referenced in the program description. These individuals should also belong to the community served by your project.
- Demonstrate that your strategy focuses on the number of positions created, rather than the number of people hired to fill them over the course of the project.

Community revitalization

Demonstrate that your organization has a good relationship with the community served, including partnerships with:

- Local businesses.
- Trade and vocational schools.
- Banks.
- Nonprofit organizations.
- Faith-based entities.
- Job placement centers.
- Other community groups.

Describe how you engaged community members in developing the project design.

Describe how the project is unique to the community and how local resources will be used to contribute to development.

Demonstrate how the project will contribute to community revitalization and improve the quality of life for individuals living in the community.

Demonstrate how the project will actively discourage the involuntary displacement of community members

Project timeline and milestones

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

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

- Provide monthly or quarterly quantitative projections for tasks you plan to complete and by when. For example, provide the number of people you plan to serve or the certain activities you plan to complete by a specific date.
- Provide target dates for activities you can't quantify.
- Cover the full period of performance in your timeline.

Supporting CED priorities

Supporting workforce development and job training

Under this funding opportunity, the CED program will award bonus points for projects that demonstrate partnerships with public or private workforce development or job creation programs, such as Temporary Assistance for Needy Families (TANF), Workforce Innovation and Opportunity Act (WIOA) programs, or Child Welfare Offices.

Reviving economically underserved communities

Under this funding opportunity, the CED program will award bonus points for projects that seek to revive economically underserved communities by creating businesses and jobs in rural communities, persistent poverty counties, or states or trust territories without an active CED grant.

Resources and capabilities

Organizational capacity

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

- Provide evidence that your team has the relevant experience and expertise needed to carry out your project.
- Describe your team's experience (including any partnering organizations) with administering, developing, implementing, managing, and evaluating similar projects.
- Provide evidence that your team has the organizational capability to fulfill their roles and functions effectively.
- Demonstrate that the board of directors has granted board approval for the proposed project.
- Provide some supporting information in the organizational capacity supporting information section of your attachments.

Board approval documentation

A document authorizing the approval of the proposed project by the board of directors and ensuring that the goals and objectives of the project are community-driven and align with community-prioritized needs for job creation. This may be demonstrated through a board resolution, meeting notes, or other written documentation that records the CDC board of directors' decisions or actions.

- Provide evidence of two business creation or business expansion projects that you or your project partner has executed within the last 10 years that are similar in scope or scale to the project you're requesting CED funding for.
- Provide evidence that these projects were successful in creating full-time, full-year positions that lasted for at least 2 years beyond the project period.
- For each example given, provide quantitative and qualitative descriptions of the project impacts, the number of years the project operated or has been operating, as well as position availability. For example, you could describe the number of jobs created for eligible individuals, wages, benefits, and position descriptions, or evidence of employees no longer needing public support.
- If you cannot demonstrate substantial experience with economic development projects similar in size and scope to that proposed in the application, provide evidence of a viable partnership with a more experienced partner.
- Describe how the more experienced partner will provide the administrative, technical, and financial technical assistance needed to guarantee the success of the project.
- Demonstrate the partnership through a third-party agreement that includes a description of roles and the relationship between you and the project partner.

More experienced partner

A project partner that meets the following requirements:

- Is a CDC.
- Has completed two or more CED projects.
- Has completed one or more projects involving activities similar to the proposed project.
- Has experience with collaborative programming.

Project partner

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

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

- Provide resumes demonstrating that the identified staff are qualified for their roles in the project.
- State whether all key project staff can meet the appropriate time commitments. Identify the percentage of time each person has available for the project.
- Demonstrate that key project staff have experience in supervision, financial management, business development and management, and working with the target population.
- Describe each person’s skills and experience in enough detail to demonstrate their ability to complete the tasks assigned to them.
- In cases where a key staff person has not yet been hired, show that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

Plan for oversight of federal award funds and activities

You must ensure proper award oversight. The regulation that governs this oversight is 2 CFR Part 200. It includes standards for:

- Financial and program management.
- Property management.
- Procurement.
- Performance and financial monitoring and reporting.
- Record retention and access.
- Remedies for noncompliance.
- Prior written approval.

Describe your framework to make sure that your federal funds and activities have proper oversight. Include:

- A description of the governance, policies and procedures, and systems you use for record-keeping and financial management.

- A description of the procedures you use to identify and mitigate risks and issues. These might include audit findings, continuous performance assessment findings, and monitoring.
- The key staff who will be responsible for maintaining oversight of program staff and any partners.

Business plan

You must provide a business plan.

You must clearly specify in the project summary whether you are applying for a non-construction project or a construction project.

Participating business viability

Demonstrate the viability of all participating businesses that will be created or expanded through this project. Include the following for each business:

- A description of the business.
- An explanation of whether it will be a new business or a business expansion.
- A description of what the business will use CED funds for.
- How many positions the business will create.
- Information about the business structure.
- Ownership details, including information about the management team and their qualifications.
- A detailed description of the goods or services provided by the business.
- Information about how the business will attract and retain customers, its pricing strategy, and the sales process.
- Identification of any potential compliance issues and a plan to address them.

In all instances involving a loan:

- Identify the businesses that will receive the initial loans, not any subsequent future loans.
- Communicate that copies of signed loan agreements will be submitted to ACF upon establishing these loans with program participants.

Explain how you calculated the projected business earnings for all the participating businesses by including the necessary documentation to show that earnings are realistic and achievable.

Find details about the needed documents in the attachments section under [financial documentation](#).

Show that the participating businesses will create positions in a viable industry by:

- Discussing the industry's short- and long-term outlook.
- Providing recent market research and industry data (published within the past 5 years) that shows that the participating businesses will be viable in terms of competition, anticipated market, customer base, and market trends.

Demonstrate that you or the participating businesses have control of the site or facilities required to operate the project or that site control is conditioned only on receiving the grant award by providing proof that the physical facility is or will be secured, as outlined in the attachments section under evidence of site control.

High-quality job creation

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

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

Present data published within the past 5 years showing that the wages are adequate for self-sufficiency in the geographic area where the businesses will be located.

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

- Health care benefits.
- Retirement benefits.
- Paid leave.
- Career growth opportunities.
- Flexible and predictable work hours.
- Opportunities to play a meaningful role in the business.
- Any additional benefits that contribute to the employee's self-sufficiency.

Provide evidence of participating businesses' ability and commitment to providing such benefits and career growth opportunities. See the attachments section under evidence of participating business commitment to quality jobs.

Describe how the full-time positions will be created during the project period and sustained for at least 2 years after the end of the grant period.

List the steps that will be taken to position the project for continued success after the end of the grant period.

Describe how employees will be supported in achieving career growth and advancement, including any training, educational, or certification opportunities that participating businesses will provide.

Barrier reduction support services

Describe the target population's specific needs and offer a plan for how support services will be provided.

Provide relevant evidence published within the past 5 years that:

- The unemployment rate within the census tracts or zip code of the project's location shows a need for job creation, and
- The poverty rate within the census tracts or zip code of the project's location is equal to, or greater than, the state or national poverty rate.

Describe the types of support services that will be provided through the CED project to newly hired individuals with low incomes, including services and strategies to help these individuals keep and maintain their new positions.

Support services may include:

- Employment training.
- Child care.
- Transportation.
- Substance use disorder treatment.
- Reentry support services.
- Job training.
- Certification courses.

You are strongly encouraged to rely on partner organizations to provide these supportive services before using CED funding. Partner organizations with expertise in these areas can better support these particular needs, while the CED funding should mainly support the actual project and focus on the attainment of and participation in high quality employment. Your application should describe how other local, state, or Federally funded sources of supportive services will be exhausted before CED funds are used to pay for them. When project partners will be providing support services, include a third-party agreement.

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

Show that a staff member works or will be hired at the applicant organization who will serve in a coordinating role to connect the individuals being hired with support services. Demonstrate that this staff member has the ability, skills, resources, and time to serve in this role.

Protection of sensitive or confidential information

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

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

For more information, see 2 CFR 200.303(e).

Line-item budget and budget narrative

The line-item budget and budget justification support the information you provide in the Budget Information Standard Form SF-424A (if proposing a non-construction project) or SF-424C (if proposing a construction project).

HHS now uses the definitions for equipment and supplies in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or $10,000 and the threshold for supplies to below that amount.

Justify the costs you ask for and provide detail, including calculations for the "object class categories" in the Budget Information Standard Form. You will provide this information for the full period of performance. See information on funding periods.

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project's purpose and activities.
- How you calculate your costs in ways that are clear and repeatable.
- The restrictions on spending funds. See the funding policies and limitations.

Please also review the Standard Form instructions.

To create your line-item budget and justification, see detailed budget instructions on our website.

In general, you must:

- Indicate the method you will use for your indirect cost rate. See the indirect costs section for further information.
- Include estimation methods, quantities, unit costs, and other similar quantitative detail necessary for the calculation to be duplicated.

- For any cost sharing, include a detailed listing of any funding sources identified in Block 18 of the SF-424 Application for Federal Assistance.

Provide documentation on the sources and uses of funds for both CED and non-CED funding sources (if applicable) necessary to implement the project, along with itemized expenses by funding source. You must show that:

- The application budget includes funding for all required items outlined in the application. You must forecast your cash needs over the project period on the federal assistance form, SF-424A sections D and E.
- The project will create at least the minimum number of positions for the amount of the requested award. This number should be equal to the requested award amount divided by $32,000 for construction projects or $27,000 for non-construction projects.
- The budget includes travel costs (such as transportation costs and payment to cover staff time) for at least one staff member to attend a training and technical assistance conference in Washington, D.C., during at least 1 year of the grant award.
- The budget includes costs associated with the staff member who will connect individuals being hired with social supports.

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

For projects that do not involve non-CED funding, the budget must show your ability to implement a successful project and accomplish your goals with only CED funds.

For projects involving construction:

1. Financial plans must include all construction aspects of the project, including: property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs of building permit acquisition and use, occupancy costs, and hard construction costs.
2. You must also include a budget narrative describing incremental expenditures of CED funds for project implementation. These expenditures must be tied to the project milestones.
3. The OMB SF-429 suite of forms are required. When issued a construction award, as a post-award action, the recipient must submit the respective SF-429 forms in the GrantSolutions Online Data Collection (GS/OLDC) system in accordance with ACF's Real Property Guidance and Real Property Reporting (SF-429) guidance. For instance, the SF-429 Attachment B is the request form used for acquisition or improvements of real property using Federal funds. Upon review of the form and supporting documentation, when unnecessary, unallowable, and/or

unreasonable costs are determined, the award may be adjusted accordingly. (2 CFR 200.330, 200.403 – 200.406, 200.410)

Facilities

Identify any properties that will be used or proposed for use during the project period for which funds will be charged to this award as a direct or indirect cost. Properties must be organized into the following three categories:

- Owned.
- Leased (current lease already in place).
- Intended to lease.

If you haven't executed a lease before you submit your application, you must include an actual draft of the unsigned lease or a letter of intent describing the potential arrangement, including address, terms, length, and proposed expenses.

Identify if the arrangement is a "less-than-arm's-length" lease and show how costs are calculated, in accordance with 2 CFR 200.465 (rental costs of real property and equipment) and 2 CFR 200.436 (depreciation). For more information, see the ACF Property Glossary page and related real property pages under the ACF Property Guidance.

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

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

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

Proprietary or personally identifiable information

Clearly identify any salary or other proprietary information or personally identifiable information within your application. Identification will ensure this information is not shared with reviewers. Note on page 1 of the attachments file (file two) where the information to be redacted is located.

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

File two: Attachments

To submit file two, you will use the Other Attachments form found in the Grants.gov application package for this NOFO.

This file includes all attachments.

ACF priorities alignment attestation

Not included in the page limit. This should be submitted with the application or before award.

You must self-certify that you will align with the ACF priorities that are relevant to this funding opportunity, as identified in both the program description and step 4, under merit review process, scoring criteria, alignment with ACF vision, mission, values, priorities, and guiding principles, elements 2 and 3. You must provide the following on your organization's letterhead.

I hereby attest and certify that:

_____________________ (Applicant Name) affirms its commitment to supporting and advancing ACF's published Vision, Mission, Values, Priorities, and Guiding Principles of the Administration for Children and Families (ACF), consistent with applicable federal statutes, regulations, and Administration priorities.

Insert Date of Signature:
Print Name and Title of the AOR:
Signature of AOR:

Indirect cost agreement

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

See the indirect costs section for more information.

Legal proof of nonprofit status

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

- A reference to your listing in the IRS's most recent list of tax-exempt organizations.
- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another appropriate state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation or similar document. This document must show that your group is a nonprofit.
- Any of these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Additional eligibility documentation

Attach proof that your organization meets these three conditions. You can prove that you meet these conditions as follows:

- Private nonprofit organization: See list of acceptable documentation under legal proof of nonprofit status.
- Principal purpose: A copy of the organization's articles of incorporation or bylaws that specifically state that the organization's purpose is planning, developing, or managing low-income housing or community development. This section does not count toward the page limit.
- Board of directors' representation: A list of members of the board of directors that specifies whether each member is a community resident, a business leader, or a civic leader.

Organizational capacity supporting information

You must attach the following information to support the information in your organizational capacity section:

- Organizational charts, including all partners.
- Resumes, biographical sketches, or curricula vitae for all key personnel.
- Job descriptions for each vacant key position.
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations).
- Audit summary report including auditor's opinion, if applicable.
- Copy or description of your fiscal control and accountability procedures.
- For construction projects, the names of payment and performance bond carriers you use.
- For projects involving child care businesses, child care licenses and other documentation of professional accreditation.
- Evidence that your organization and partnering organizations have relevant experience and expertise with administration, development, implementation, management, and program evaluation similar to what's offered under this NOFO.
- Evidence that each participating organization, including partners, contractors, or subrecipients, has the organizational capability to fulfill their roles and functions effectively.

Third-party agreements

You must submit agreements with all third parties involved in the project. Third parties include contractors and other cooperating entities. Third-party agreements include letters of commitment, memoranda of understanding, and memoranda of agreement. We do not consider general letters of support to be third-party agreements.

Any such agreement must:

- Describe each party's roles and responsibilities for project activities.
- Describe the support and resources that the third party is committing to the proposed project.
- Be signed by the person in the third-party organization with the authority to make such commitments.
- Detail work schedules and estimated compensation with an understanding that the parties will negotiate a final agreement after award.

- Identify the primary applicant and all collaborators responsible for project activities if the agreement is for a collaboration or consortia application.

Third party agreements with participating businesses must:

- Include a commitment to creating new full-time, full-year positions, 75% of which will be filled by individuals with low income eligible to work in the U.S.
- Include a commitment to maintaining and providing accurate, unduplicated counts of positions created. This should be distinct from the number of individuals hired to fill them over the course of the grant.
- Demonstrate the business’ commitment to providing livable wages that allow for self-sufficiency in the area where the business is located.
- Demonstrate the business’ commitment to providing specified benefits.

Third-party agreements with support service providers should include:

- A description of the support services to be provided, including how and when they will be provided.
- Arrangements allowing you to connect with potential eligible employees (if applicable).
- Arrangements to offer or provide benefits to employees (if applicable).
- Demonstration of your project partner’s capacity and prior experience in successfully delivering social services.

If the agreement covers a loan transaction, include:

- The purposes for the loan.
- Interest rates and other fees.
- Terms of the loan.
- Repayment schedules.
- Collateral security.
- Default and collection procedures.
- The signatures of the authorized officials of the lender and the borrower.

If the agreement covers an equity investment, include the:

- Purposes of the equity investment.
- Type of equity transaction, for example a stock purchase.
- Cost per share and basis on which the cost per share is derived.
- Number of shares being purchased.
- Percentage of ownership in the business.
- Term of duration of the agreement.

- Number of seats on the board, if applicable.
- Signatures of the authorized officials of the applicant and third-party organization.

Letters of support

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

Evidence of site control

This section is not included in the page limit.

Include lease documentation or other documentation showing site control. This should show that you own or control the property where you will conduct grant project activities. Proof can include the following:

- Documents that show the specific property location (address, city, state).
- A signed and dated deed or lease agreement between you and the property owner.
- Documents that show agreement terms, how you will use the premises, and a site description.

Financial documentation

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

Financial feasibility or viability

Your ability to achieve the project's goals of creating permanent, full-time jobs for individuals with low incomes over the project period.

Financially feasible or viable projects identify and explain earnings, fees, or other sources of revenues sufficient to provide for business operation and maintenance, a reasonable reserve, and all expenses for proposed job creation.

For projects that require non-CED funding, attach evidence that all capital requirements are met through financing, cash resources, or in-kind contributions. This evidence could include:

- Signed commitment letters demonstrating binding financial commitments for loans.
- Municipal, federal, or state tax credits.
- Equity stock investments.

- Other supporting grants or contributions totaling at least the amount of non-CED funds necessary.

You should also include:

- Your financial statement of cash available, showing your ability to contribute any non-CED cash resources needed for the project.
- Documentation of in-kind contributions of personal property and an explanation of how the value of those contributions was derived.

Market research and data

Attach either market research or data published within the last 5 years supporting viability of the proposed business in terms of competition, anticipated market, customer base, and market trends.

Evidence of participating businesses' commitment to quality jobs

You may attach evidence beyond third party agreements that show participating businesses' commitment to creating high-quality jobs. Examples of this evidence include:

- Standalone documents, such as pages from a personnel manual, company, or employee handbooks.
- Draft employment contracts.

Standard forms

You will need to complete some other required standard forms other than those in files one and two. You can find them in the NOFO application package or review them and their instructions at Grants.gov Forms.

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

Important: Public information

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant's Project.

We share what you put there with USAspending. This is where the public goes to learn how the federal government spends taxpayer money.

Instead of just a title, insert a short description of your project and what it will do.

See instructions and examples [PDF].

Step 4:
Learn About Review and Award

In this step

Application review

Initial review

We will review your application to make sure that it meets the responsiveness requirements listed in the disqualification factors section. If your application does not meet these criteria, we will disqualify it and we will not move it to the merit review (scoring) phase.

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

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

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

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

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

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

Merit review process

A panel reviews all applications that pass the initial review. The panel members use the criteria shown in each section of the project narrative and in the line-item budget and budget narrative section.

Our reviewers typically are not federal employees. See the section on proprietary and personally identifiable information.

Criteria summary

Criterion	Total number of points = 115
1. Purpose and need	5 points
2. Approach	10 points
3. Community revitalization	15 points
4. Resources and capabilities	14 points
5. Business plan: Participating business viability	13 points
6. Business plan: High-quality job creation	13 points
7. Business plan: Barrier reduction support services	15 points
8. Line-item budget and budget narrative	10 points
9. Letters of support	3 points
10. Alignment with ACF vision, mission, values, priorities, and guiding principles	10 points
11. Bonus points	7 points

Scoring criteria

1. Purpose and need

Maximum points: 5

See the geographic location, need for assistance, and objectives sections of the project narrative for more detailed information.

The reviewer will assess how well you:

- Describe a specific community that will benefit from your project, including physical boundaries and the participant or beneficiary information. **(0 to 3 points)**
- Describe how the project's objectives for high-quality job creation, individual self-sufficiency, and community revitalization align with existing economic development objectives and efforts in the local community. **(0 to 2 points)**

2. Approach

Maximum points: 10

See the approach and project timeline and milestones sections of the project narrative.

The reviewer will assess how well you:

- Provide a complete project action and implementation plan that accounts for all functions or activities identified in the application. The plan describes the scope of the proposed project along with addressing potential challenges and including strategies to overcome them. **(0 to 3 points)**
- Provide a viable recruitment strategy that demonstrates at least 75% of positions will be filled by eligible individuals with low income. The strategy should show how support services align to the population that will be recruited. **(0 to 2 points)**
- Show a high likelihood of success in creating the required amount of full-time positions before the end of the project period. **(0 to 3 points)**
- Provide a timeline for your project that includes milestones. The timeline will organize the information by task, provide projections, provide target dates, and cover the full period of performance. **(0 to 2 points)**

3. Community revitalization

Maximum points: 15

See the community revitalization section of the project narrative.

The reviewer will assess how well you:

- Demonstrate that your organization is active in the community that your project will serve by including a description of active partnerships with local groups, businesses, or organizations. **(0 to 3 points)**
- Demonstrate how your organization engaged community members in developing the project design. **(0 to 3 points)**
- Describe how the project is unique to the community and how local resources will be used to contribute to development. **(0 to 3 points)**
- Demonstrate an ability to contribute to community revitalization that improves the lives of individuals currently living in the community. **(0 to 3 points)**
- Demonstrate how the project will actively discourage the involuntary displacement of individuals and families currently living in the community. **(0 to 3 points)**

4. Resources and capabilities

Maximum points: 14

See the organizational capacity, plan for oversight of federal award funds and activities, and protection of sensitive or confidential information sections of the project narrative.

The reviewer will assess how well you provide:

- Evidence that the organization, staff, and project partners have sufficient overall experience to carry out the project. You can show this through evidence of two business creation or business expansion projects undertaken by the applicant or project partner that meet the required following criteria: **(0 to 3 points)**
  - Have been executed within the past 10 years.
  - Are similar in terms of scope or scale to the project for which CED funding is being requested.
  - Were successful in creating sustainable, full-time, full-year positions.
- A quantitative and qualitative description of the jobs created through past business creation or expansion projects, including: **(0 to 3 points)**
  - Descriptions of the positions created, including information on wages and benefits, and information on how the jobs allowed employees to leave public assistance programs or similar supports.
  - Information on the long-term sustainability of the positions created.
- A resolution, meeting minutes, or other documentation showing that the board of directors has granted approval for the proposed project. See the organizational capacity supporting information attachment. **(0 to 1 point)**
- A list of staff who will be responsible for maintaining oversight of program activities, staff, and partners, as well as a description of procedures and policies to oversee staff, partners, or contractors. **(0 to 1 point)**
- Evidence of a viable partnership with a more experienced partner, if you cannot demonstrate substantial experience with economic development projects similar to those proposed in the application. This evidence includes a strategy for the more experienced partner to provide the administrative, technical, or financial technical assistance needed to guarantee the success of the project. The application includes signed agreements as outlined in the third-party agreements attachment. **(0 to 1 point)**
- Evidence that the identified staff have sufficient skills and experience in supervision, finance, business development, business management, and working with the target population to implement the project. You should show this with sufficient detail, through biographical sketches, degree information, resumes, and

descriptions of previous experience. See the organizational capacity supporting information attachment. **(0 to 1 point)**

- Evidence that key staff have enough time available to implement the proposed project. **(0 to 1 point)**
- Your clear statement on whether all key project staff positions are filled and the required documentation for unfilled positions. In cases where a key staff person has not yet been hired by your organization or third parties, the application shows that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed. **(0 to 1 point)**
- A plan to collect and protect any confidential or sensitive information (such as background investigations) from staff, project participants, and project beneficiaries. Describe how you plan to safely dispose of this information after the grant ends. See the protection of sensitive or confidential information section. **(0 to 1 point)**
- A plan to manage the proposed federal funds responsibly and to adequately protect any federal funds awarded under the application through a financial management system. See the plan for oversight of federal award funds and activities section. **(0 to 1 point)**

5. Business plan: Participating business viability

Maximum points: 13

See participating business viability in the business plan section of the project narrative.

For each participating business, the reviewer will assess how well you:

- Describe whether this is a new business creation or an existing business expansion, and what the participating business will use CED funds for. **(0 to 1 point)**
- Describe the business structure, ownership details, and information about the management team and their qualifications. **(0 to 2 points)**
- Describe in detail the goods and services provided by the business. **(0 to 1 point)**
- Explain how the business will attract and retain customers, its pricing strategy, and the sales process. **(0 to 1 point)**
- Identify any potential compliance issues and provide a plan to address them. **(0 to 1 point)**
- Provide a signed third-party agreement with each participating business. See the third-party agreements attachment. **(0 to 2 points)**
    - For projects with equity or stock investments, also include draft copies of the equity stock investment agreement with all participating businesses and the elements outlined in the third-party agreements attachment.

  - For projects with loans, also include draft copies of the loan agreements with all participating businesses and the elements outlined in the third-party agreements attachment.
- Explain the basis for projected business earnings for the participating business, including documentation that shows financial viability. **(0 to 1 point)**
- Describe recent market research or industry data published within the past 5 years that identifies the industry's short- and long-term outlook. Describe how the participating business will be viable in terms of competition, anticipated market, customer base, and market trends. **(0 to 2 points)**
- Show evidence that you or the participating business controls the site and facilities necessary for the success of the project, or that site control depends only on the receipt of the grant award as outlined in the evidence of site control attachment. **(0 to 2 points)**

6. Business plan: High-quality job creation

Maximum points: 13

See high-quality job creation in the business plan section of the project narrative.

The reviewer will assess how well you:

- Explain how you will work with participating businesses to create full-time, high-quality positions that enable hired eligible individuals to achieve self-sufficiency. **(0 to 1 point)**
- Describe how your project will meet job creation requirements. Show the total number and types of new full-time, full-year positions that will be created. Priority is not given to applications that propose creating more jobs than the required minimum. The reviewer will review how well you show the following information for each position: **(0 to 4 points)**
  - Position title.
  - A summary of the duties associated with the position.
  - Anticipated starting wage or salary and benefits.
  - A projection of wage or salary growth opportunities.
- Include data published within the past 5 years showing how expected wages from positions being created are adequate for self-sufficiency in the geographic area where the businesses will be located. **(0 to 2 points)**
- Provide evidence that the participating businesses will offer comprehensive employee benefits to those who fill the newly created positions, including at least three of the following: **(0 to 3 points)**
  - Health care benefits.

    - Retirement benefits.
    - Paid leave.
    - Career growth opportunities.
    - Flexible and predictable work hours.
    - Opportunities to play a meaningful role in the business.
    - Any additional benefits that contribute to the self-sufficiency of the employee.
- Describe how positions will be created during the project period and sustained for at least 2 years after the end of the grant period. This should include the steps that will be taken to set up the project for success and position it for continued success after the end of the grant period. **(0 to 2 points)**
- Describe how employees will be supported in achieving career growth and advancement, including any training, educational, or certification opportunities that participating businesses will provide. **(0 to 1 point)**

7. Business plan: Barrier reduction support services

Maximum points: 15

See barrier reduction support services in the business plan section of the project narrative.

The reviewer will assess how well you:

- Provide relevant evidence published within the past 5 years that both the unemployment rate and the poverty rate within the census tracts or zip code of the project's location are equal to, or greater than, the state or national poverty rate. **(0 to 2 points)**
- Describe how the project will provide support services to employees to help reduce personal and community barriers to economic security. **(0 to 2 points)**
- Describe the types of services that you or a project partner will provide for newly hired eligible individuals. Examples include child care, transportation, substance use disorder treatment, etc. **(0 to 3 points)**
- Describe the link between the support services and the specific needs of the target potential job holders. **(0 to 2 points)**
- Show your, or your project partner's, capacity and prior experience in successfully delivering these services. **(0 to 2 points)**
- If project partners will be providing these services, you will be assessed on: **(0 to 2 points)**
    - Whether you've included signed third-party agreements describing the support services to be provided.

  - The role the partner organization will play in furthering the goals of the CED project. See the third-party agreements attachment.
- Show how a staff member who works at or who will be hired at the applicant organization has the ability, skills, and time to do one or both of the following: **(0 to 2 points)**
  - Connect new hires with the social supports needed to help them succeed in their new jobs and achieve self-sufficiency, if these services will be provided directly.
  - Coordinate with social service providers to create third-party agreements to provide support services to the hired individuals.

8. Line-item budget and budget narrative

Maximum points: 10

See the line-item budget and budget narrative section of the project narrative.

The reviewer will assess how well you:

- Show that you have sufficient funds available conditioned only on receipt of this grant award and that all other resources are secured. **(0 to 1 point)**
- Include detailed line items in your budget that support the project plan and desired outcomes. Include funds for all required items in your budget, including travel for one staff member to attend a training and technical assistance conference in Washington, D.C. during at least 1 year of the grant. **(0 to 1 point)**
- Show that planned expenditures are necessary, appropriate, and reasonable for project success and that the amount of funds available for the project matches the level of effort necessary to accomplish the activities, goals, and objectives. **(0 to 1 point)**
- Itemize sources and uses of funds for both CED and non-CED funding sources (if applicable) necessary to implement the project. **(0 to 1 point)**
- Provide budget justification that clearly links the proposed expenditures to the proposed activities by demonstrating that each budget line item in the budget justification is appropriate, necessary, and reasonable for accomplishing the proposed project. **(0 to 1 point)**
- Make sure that the CED cost per position created is equal to or less than the ratio found by dividing the requested award amount by $32,000 for construction projects or $27,000 for non-construction projects. **(0 to 1 point)**
- Call out any properties that will be used or proposed for use during the project period, and for which funds will be charged to this grant as a direct or indirect cost. See the facilities section. **(0 to 1 point)**

- For projects that involve non-CED funding, the reviewer will assess whether: **(0 to 1 point)**
  - All capital requirements have been met through financing, cash resources, or in-kind contributions, as outlined in the evidence of site control attachment.
  - You provide evidence of this funding. See evidence of site control attachment.
  - You provide evidence of your ability to contribute any non-CED cash resources needed for the project and that you have pledged in support of the project. For example, this could be a financial statement of cash available.
  - You provide evidence of in-kind contributions of personal property and show how the value of those contributions was established, through techniques such as an inventory valuation for equipment or a certified appraisal for real property.
- For projects with only CED funding, the reviewer will assess how well: **(0 to 1 point)**
  - The budget demonstrates your ability to implement a successful project and accomplish its goals with only CED funds.
- For construction projects, the reviewer will assess how well: **(0 to 1 point)**
  - The budget includes all construction costs, and all costs are appropriately justified as reasonable and necessary to carry out the activities proposed in the application.

9. Letters of support

Maximum points: 3

See the letters of support section in attachments.

- The reviewer will assess how well:
- The application demonstrates sufficient public support to implement the project successfully. **(0 to 1 point)**
- Evidence of this support must include letters from local or regional government agencies or community organizations that show sufficient public support to successfully implement the project. **(0 to 1 point)**
- Letters must identify the individual writing the letter, the organization they represent, the date, and their reasons for supporting the project. **(0 to 1 point)**

10. Alignment with ACF vision, mission, values, priorities, and guiding principles

Maximum points: 10

ACF's published vision, mission, values, priorities, and guiding principles inform programmatic and administrative expectations under this funding opportunity.

Applicants must demonstrate alignment by describing how the proposed project advances relevant ACF priorities through program design and evaluation. Applicants should clearly identify which ACF priorities are relevant and explain how those priorities are reflected in the proposed approach. Applicants are encouraged to provide examples of prior experiences that can show alignment efforts that have already been achieved. Examples should describe strategies used, measurable results (if available), and lessons learned.

Applicants are strongly encouraged to organize their response using the three criteria below.

Reviewers will assess the extent to which the application demonstrates clear, specific, and measurable connections between ACF priorities and the proposed project. Scores will reflect the strength, clarity, and specificity of those connections.

Scoring Considerations for the next three criteria:

- **High-scoring applications** will demonstrate clear understanding, intentional integration, and measurable alignment with ACF priorities across all three criteria.
- **Moderate-scoring applications** may reference ACF priorities but provide limited specificity, uneven integration, or minimal connection to measurable outcomes.
- **Low-scoring applications** will show minimal or unclear understanding of ACF priorities and lack meaningful connection to program design or performance.

1. Demonstrated Review and Understanding (0-2 points)

The extent to which the applicant demonstrates that it has reviewed ACF's Vision, Mission, Values, Priorities, and Guiding Principles and explains their relevance to the proposed project.

Reviewers will look for:

- Identification of specific ACF priorities (not general or vague references).
- A clear explanation of how those priorities relate to the proposed project.

2. Operationalization in Program Design and Implementation (0-3 points)

The degree to which one or more of the following ACF priorities are translated into specific elements of the proposed project: Promoting work and self-sufficiency and ensuring value alignment in funding.

Reviewers will assess if the applicant:

- Connects identified ACF priorities to program design, service delivery, and implementation.
- Demonstrates how priorities influence partnerships, staffing, or key program decisions.
- Provides clear, actionable examples of how alignment will be carried out in practice.

3. Integration into Performance and Continuous Improvement (0-5 points)

The extent to which the following one or more ACF priorities are reflected in measurable outcomes and ongoing program improvement:

- Promoting work and self-sufficiency and ensuring value alignment in funding.

Reviewers will assess the extent to which the application:

- Aligns performance measures and expected outcomes with identified priorities.
- Includes evaluation methods or performance indicators that reflect those priorities.
- Describes how data will be used for continuous quality improvement.

11. Bonus points

See the supporting CED priorities section.

Projects will receive bonus points based on the following:

Project coordinates with existing public or private workforce development or job training programs

Maximum points: 3

The project describes partnerships with public or private workforce development or job creation programs such as TANF, Workforce Innovation and Opportunity Act (WIOA) programs, or Child Welfare offices to build upon existing efforts and increase coordination among workforce development programs. To receive these bonus points, include evidence in your application of partnerships with workforce development and job training programs.

Project is located in an underserved community

Maximum points: 4

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

- **Rural community:** The project will create jobs in a rural community or hire eligible individuals from a rural community. For more information about what defines a rural community, visit Census.gov.
- **Persistent poverty county:** The project will create jobs in a county with persistent poverty, as defined at Census.gov and listed in this Census publication. Areas that are not in a designated persistent poverty county may qualify for bonus points if you can provide data demonstrating that the area to be served by the project has had a poverty rate of 20% or more for the past 30 years, as measured by the U.S. Census Bureau's decennial census. Indicate the county where the project will be carried out and include a statement indicating that the county has persistent poverty.
- **State or trust territory without an active CED grant:** The project will serve a community in a state or trust territory that does not have an active CED job creation project. States with active CED planning grants only (and no CED job creation projects) are included in this list. On the Project/ Performance Site Location(s) form (SF-P/PSL), list the location where the proposed project will be carried out, if different from the applicant organization location. The current list of these states and territories is as follows:
    - Alabama
    - Alaska
    - American Samoa
    - Arkansas
    - Colorado
    - Delaware
    - Guam
    - Hawaii
    - Iowa
    - Minnesota
    - Nebraska
    - Nevada
    - New Hampshire
    - New Jersey

- North Carolina
- North Dakota
- Northern Mariana Islands
- Oregon
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- U.S. Virgin Islands
- Vermont
- Washington
- Wyoming

Risk review

Before making an award, we review the risk that you will mismanage federal funds or fail to complete the project objectives. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use SAM.gov Responsibility/Qualification and Exclusions to check this history for all awards likely to be over $250,000.

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

For more details, see 2 CFR 200.206.

Selection process

When making funding decisions, we consider:

- Merit review and scoring results, including the ten points for alignment with *ACF vision, mission, values, priorities, and guiding principles* to the extent permitted by law. These are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or underserved populations.
- The larger portfolio of agency-funded projects by considering geographic distribution.
- The past performance of the applicant.
- The application's compliance with this NOFO's prohibition on using funds awarded under this NOFO to support DEI and DEIA activities, to the extent permitted by law, including any relevant court orders.
- Funding Preference for Alignment with Agency Priorities. Before final funding decisions are made, division leadership will review awards for consistency with applicable laws and alignment.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Decide not to fund a project with high start-up costs or unreasonably high operating costs.
- Choose not to fund applicants with management or financial problems.

- Designate your application as "approved but unfunded" if it was successful but there was not sufficient funding to make an award. You may receive funding if additional funds become available within the fiscal year.
- Choose to fund no applications under this NOFO.

We will not fund:

- A disqualified application.
- An incomplete application.

Award notices

If you are successful, we will email or transmit through our grant systems a Notice of Award (NoA) to your authorized official. We will email you if your application is disqualified or unsuccessful.

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

By drawing down funds, you accept the terms and conditions of the award. The award incorporates the requirements of the program and funding authorities, the grant regulations, the GPS, and the NOFO.

If you want to know more about NoA contents, go to Notice of Award at ACF's website.

Step 5:
Submit Your Application

In this step

Application submission and deadlines

Application

Deadline

Due on September 8, 2026, May 27, 2027, and May 25, 2028.

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See the section on exemptions for paper submissions.

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

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

Grants.gov submission

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See information on getting registered.

For instructions on how to submit in Grants.gov, see the Quick Start Guide for Applicants.

Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password protect any files. We encourage you to leave yourself plenty of time to upload documents.

See Contacts and Support if you need help.

Issues with federal systems

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

Exemptions for paper submissions

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

To submit your application, mail it to:

Janice Realeza
Administration for Children and Families
Office of Grants Management
HHS-2026-ACF-OCS-EE-0026
1401 Mercantile Lane, Suite 401
Largo, MD 20774

Follow these requirements when you submit your paper application:

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

Intergovernmental review

Executive Order 12372, Intergovernmental Review of Federal Programs does not apply to this NOFO. You do not need to take any action.

Step 6: Learn What Happens After Award

In this step

Post-award requirements and administration

Administrative and national policy requirements

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

- All terms and conditions in the Notice of Award, including the ACF Standard Terms and Conditions and, if applicable, any program-specific terms and conditions. We incorporate this NOFO by reference.
- The rules listed in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in 2 CFR Part 300.
- The HHS Grants Policy Statement (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the HHS Administrative and National Policy Requirements, Appendix D: HHS Administrative and National Policy Requirements and the ACF Administrative and National Policy Requirements.
- 45 CFR Part 87 Appendix B, Equal Treatment for Faith-Based Organizations. This appendix explains the obligations of and protections for faith-based organizations applying for grants.
- Applicable program statute and regulations at FY 2024 The Further Consolidated Appropriations Act, 2024 (Public Law 118-47).

Reporting

As a recipient, you will have to submit performance and financial reports. To learn more about reporting, see Reporting at the ACF website.

- Performance report form: **CED Performance Progress Reports** (OMB #: 0970-0386; expiration date: February 28, 2029)
  - Performance report frequency: Quarterly
- Financial report form: **SF-425 FFR**
  - Financial report frequency: Semiannually
- Tangible personal property report: **SF-428**
  - Frequency: As needed (if applicable), 120 days from the end of the project period
- Real property report: **SF-429**
  - Frequency: As needed (if applicable), annually

Contacts and Support

In this step

Agency contacts

Program

Olivia Barfield
OCSregistrar@icf.com

Grants management

Janice Realeza
OCSregistrar@icf.com

Help with systems

Grants.gov

Grants.gov provides 24/7 support. Hold on to your ticket number.

- Phone: 1-800-518-4726
- Email: support@grants.gov

SAM.gov

If you need help, you can:

- Call 866-606-8220.
- Live chat with the Federal Service Desk.

Reference websites

- U.S. Department of Health and Human Services (HHS)
- Administration for Children and Families (ACF)
- Office of Community Services (OCS)
- Grants.gov
- Applying for an ACF Grant Award
- Grants.gov Accessibility Information
- Code of Federal Regulations (CFR)
- United States Code (U.S.C.)
- Award Terms and Conditions
  (see also the ACF Standard Terms and Conditions [PDF])
- ACF Administrative and National Policy Requirements
- ACF Property Guidance

Paperwork Reduction Act disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the project description (project narrative, line-item budget, and justification) is estimated to average 60 hours per response, including the time for reviewing instructions, gathering, and maintaining the data needed, and reviewing the collection information.

The project description information collection is approved under OMB control number 0970-0139, which expires April 30, 2029. 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.

Modifications

Modification Description	Updated Date