

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES

[Docket No. FR-4240-N-01]

Notice of Funding Availability Community Partnerships for Resident Uplift and Economic Development

AGENCIES: Sponsors of this interagency public/private competitive grant announcement are:

(a) Department of Housing and Urban Development (HUD):

(1) Office of the Assistant Secretary for Public and Indian Housing, Office of Community Relations and Involvement (OCRI);

(2) Office of the Assistant Secretary for Community Planning and Development, Empowerment Zones and Enterprise Communities (EZ/EC);

(b) Department of Health and Human Services (HHS):

(1) Administration for Children and Families, Office of Community Services (OCS);

(2) Administration for Children and Families, Office of Family Assistance (OFA);

(3) Administration for Children and Families, Child Care Bureau (CCB);

(4) Office of Intergovernmental Affairs;

(c) Department of Agriculture (USDA):

(1) Cooperative State Research, Education, and Extension Service; and

(d) Boys & Girls Clubs of America (B&GCA).

ACTION: Notice of Funding Availability (NOFA).

SUMMARY: Several Federal and private agencies are combining over \$6 million dollars in program funds and technical assistance in a consolidated competitive grant initiative entitled Community Partnerships for Resident Uplift and Economic Development. The purpose of this initiative is to create neighborhood-based programs to move families residing in public housing and the adjacent neighborhood from welfare to self-sufficiency. To accomplish this, the sponsors are pursuing and linking two (2) primary strategies:

(1) Encourage the creation of employment and business development opportunities for low-income people through business, physical or commercial development in the neighborhood; and

(2) Provide an array of supportive services in neighborhood-based comprehensive service centers (and accessible to persons with disabilities) to enable participants to successfully

make and sustain the transition to self-sufficiency.

Approximately seven (7) urban, suburban and rural communities of varying sizes will be selected.

The sponsors of this initiative are three (3) separate Federal departments, specifically HUD, HHS, and USDA, as well as a major national private sector organization, the Boys & Girls Club of America (please see the above list under the heading **AGENCIES**). They are coordinating several existing programs in one integrated solicitation. It is important to understand that this is a coordinated grant, not a block grant.

Although there is only one grant announcement (this NOFA) and a single application package for funding under this initiative, each sponsoring agency will award and administer the grants through a coordinating committee composed of program managers from each of the agencies (the Interagency Agreement reflects this arrangement). Co-applicants could receive up to two Federal grant awards (HUD and HHS) and additional funding from the Boys & Girls Club of America for this collaborative project.

The structure of the initiative reflects this collaborative approach. Specifically, at a minimum, there must be two co-applicants: a public housing authority and a community development corporation. There may be other co-applicants. Co-applicants carry legal responsibility for the performance of the grant. The co-applicants must develop partnerships with the residents, one or more local businesses, and the State Welfare and Child Care departments in order to be considered for this grant.

An important feature of this initiative is its short duration and ambitious agenda. The initiative, therefore, is geared to housing authority communities which already have in place operational components such as needs assessments and economic development incentive packages. The intent of this initiative is to integrate existing resources and focus them on families affected by welfare reform to achieve the specific outcome of self-sufficiency.

Application Deadline Dates: HUD will serve as the receiving agency for applications on behalf of all the co-sponsors.

(a) Applications for funding under this NOFA must be physically received at the correct HUD Headquarters Office on or before September 12, 1997 at 3:00 pm, local time. This application deadline is firm as to date and hour.

(b) In the interest of fairness to all competing co-applicants, the

Departments will treat as ineligible for consideration any application that is received after the respective program deadline. Co-applicants should take this practice into account and make early submission of their materials to avoid any risk of loss of eligibility brought about by any unanticipated or delivery-related problems. Delivery of applications by facsimile (FAX) is not acceptable.

Application Submission

Requirements: The Community Partnerships for Resident Uplift and Economic Development NOFA is required as the formal submission to apply for funding under this initiative. The application checklist in Appendix A contains information on all exhibits and certifications required under this NOFA, as well as additional guidance. An application package consists of one application per each co-applicant. Only one application from each co-applicant may be submitted under this initiative (See Appendix A for each co-applicant's submission within the consolidated application package). The NOFA may be obtained from the HUD Resident Initiatives Clearinghouse, telephone 1-800-955-2232.

An original application and two identical copies of the original application must be received by the deadline at the following address. It is not sufficient for an application to bear a postage date within the submission time period. Applications should be addressed to: Patricia Arnaudo, Senior Program Advisor, U.S. Department of Housing and Urban Development, Office of Community Relations and Involvement, 451 Seventh Street, SW, Room 4126, Washington, DC 20410-5000. Applications may also be addressed to La Wanda Young, Administrative Officer, at the same address.

Program Information Contacts: For questions concerning the Department of Housing and Urban Development (HUD), contact Patricia Arnaudo, Office of Community Relations and Involvement, 451 7th Street SW Washington DC 20410, telephone (202) 619-8201 ext. 4250 or call HUD's Resident Initiatives Clearinghouse, telephone (800) 955-2232; or consult the funding cross reference under HUD's Business and Community Partner HomePage on the Internet's World Wide Web (<http://www.hud.gov/bushome.html>): look under funding, then under Public Housing, and then under OCRI.

For questions concerning the U.S. Department of Health and Human Services, contact Thelma Woodland, HHS Administration for Children and

Families, 370 L'Enfant Promenade S.W., Washington D.C. 20447, telephone (202) 401-5294, fax (202) 401-4687, e-mail: twoodland@acf.dhhs.gov.

Hearing-or-speech impaired persons may call (800) 877-8339. (Federal Information Relay Service TTY.) Except for the "800" number, these telephone numbers are not toll-free.

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Part I—Summary and Overview

(a) Background

The recent passage of The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-73) transformed the former Aid to Families with Dependent Children (AFDC) program into the Temporary Assistance to Needy Families Program (TANF). This change confronts the public housing and surrounding communities with a profound challenge and opportunity. The role of the Federal government changed from manager of the welfare system to a partner with the states in identifying how best to assist recipients to effect their transition from welfare to work. As a result, it is important that the combined funding of a variety of discretionary programs from the sponsoring Federal Departments be used to encourage local partnerships and innovation in utilizing public and private resources to address complex problems with the corresponding multiple strategies as contained in this initiative. This specifically entails the simultaneous implementation of accessible human services centers, economic development, and job creation with the primary focus on individual economic self-sufficiency.

Approximately forty percent (40%) of the families residing in public housing list AFDC/TANF as their primary source of income. The rewards of moving this substantial segment of the public housing residents from welfare dependency to work and self sufficiency have never been more clear. The potential consequences of failure are equally clear and threaten not only the economic well being of individual families, but of entire public housing neighborhoods that could experience significant losses of rental income as residents become ineligible for further welfare assistance.

(b) Purpose

(1) This initiative is designed to assist public housing residents and others in the surrounding neighborhood who are affected by welfare reform in becoming economically self-sufficient. The co-sponsors believe that an effective joint welfare-to-work program requires leveraging of existing resources. Two primary strategies will be pursued:

(i) Revitalize the public housing neighborhood by attracting public and private investment for business or commercial development and create new, full-time, permanent jobs and/or business ownership opportunities in those businesses and industries for the

target population affected by welfare reform. Co-applicants should be able to immediately identify existing or new businesses and industries, especially those in projected job growth areas, that would be willing to expand their activities and/or relocate into the target area, pursuant to a package of economic incentives. This will entail coordination with currently operational economic development strategies. It will also require in most instances a mix of different businesses/industries that are willing to design and dedicate a certain number and type of positions appropriate for the target population. Among the fastest growing and marketable employment growth areas in various sizes and types of American communities are property management and maintenance, education, child care, information systems, environmental services, and health care. Co-applicants are urged to focus their job development strategies in these or other documented local growth areas.

(ii) Support the participating residents in their transition to self-sufficiency by concentrating supportive services in human service centers including nearby schools and business/employer facilities, located within or in proximity to the targeted public housing development at locations that are highly visible and accessible to persons with disabilities. It is envisioned that the following essential supportive services will be available: child care, remedial and vocational education (permitted to be off-site to take advantage of local resources), job readiness preparation, transportation and other health and human resources deemed important to prepare and support the residents in their transition from welfare to work.

(2) Key elements for this two-pronged approach include:

(i) Implementing larger community-based strategic plans, such as the Empowerment Zone/Enterprise Community strategies, to optimize the use of community resources and more effectively achieve the economic and community revitalization in public housing neighborhoods.

(ii) Leveraging of existing Federal, State and local human, material, real property and financial resources (including tax abatements and related financial investment incentives) to support the revitalization activities.

(iii) Creating a child care system with linkages to other comprehensive supportive services through a plan addressing consumer education, utilization of existing resources, and development of a coordinated network of new and existing child care homes

and centers and before/after school activities.

(iv) Enhancing or developing appropriate recreational, tutoring, mentoring and related activities for children and youth located in the targeted neighborhoods.

(3) This joint initiative is particularly relevant to the Administration's mission of strengthening the American family and promoting self-sufficiency. This program has goals of increasing the access of low-income people to employment-related opportunities, improving job skills, and improving the integration, coordination, and continuity of the various services potentially available to families living in poverty.

Additional information regarding these program ingredients is contained in Appendices B and C.

(c) Funding

HUD and HHS are each making \$2.5 million available for award under this joint initiative.

The Boys & Girls Clubs of America is making up to \$500,000 available to selected co-applicants for after school programs and other youth development activities providing constructive environments for children of program participants.

The Departments of Housing and Urban Development, Health and Human Services, and Agriculture will provide technical assistance related to the implementation of economic and job development strategies related to EZ/EC communities, child care, employment preparation and coordinated transportation systems to facilitate the participating residents' transition from welfare-to-work efforts.

(d) Structure

This is a three year initiative. Grants will be awarded by September 30, 1997 and are expected to be underway immediately upon award. Since a comprehensive, integrated strategy is important to enable families to achieve self-sufficiency, this initiative is designed to foster collaboration between the public and private sectors. Toward this end, a number of components and features are required.

(1) Co-Applicants

Co-sponsored applications are required. The co-applicants will function as joint administrators to develop, direct, and coordinate appropriate financial and human resources. Together, they will be responsible for creating and managing the essential community-based social

and economic architecture to assure successful implementation.

At a minimum, each application must have a Housing Authority (HA) and Community Development Corporation (CDC) as co-applicants to be eligible. All HAs (urban, rural, suburban, except Indian Housing Authorities) and CDCs are eligible. The co-applicants must identify a grant manager to assure effective administration and resource integration.

The required co-applicants may also, if they wish, have additional co-applicants, such as nonprofit and for-profit corporations and public bodies, including their agencies or instrumentalities.

All co-applicants must have a legal partnership evidenced by an executed Memorandum of Agreement (MOA) which delineates the partners' roles and responsibilities for grant administration. Co-applicants are considered an integral part of the application and cannot be changed once applications are submitted and under review without disqualifying an application. If a co-applicant is awarded a grant, it must obtain HUD and HHS approval prior to dissolving a partnership with a co-applicant or significantly changing its role. Dissolution of the Joint Grant is not permitted and is considered grounds for default under the Grant Agreement.

(2) Required Partnerships

The HA and CDC partners must secure partnerships with appropriate social, economic, educational, transportation, and employment readiness agencies in the public and private sector in advance of applying for the funds under this joint initiative. Through these partnerships, the public and private service providers will describe the specific resources to be provided in the targeted community, and the process for consulting with residents to assure successful implementation of programs. The specific requirements for each partnership are described in Part III, Section (a)—Threshold Requirements. Required partnerships with the HA and CDC include, but are not limited to:

(i) *Partnership with Residents:* The purpose of this partnership is to promote customer participation in the planning and implementation of the project.

(ii) *Partnership with Business/Industry:* The purpose of these partnerships is to provide incentives for businesses or industries to locate in the target area and create new and/or expand existing job opportunities for residents affected by welfare reform.

(3) Other Partnerships

(i) *Boys & Girls Club Partnership:* Applications with a partnership with the local Boys & Girls Club to provide enhanced child care, afterschool services, or other youth development activities may receive funding from the Boys & Girls Club of America. This funding will be provided to the local Boys & Girls Club to support those activities.

(ii) *Empowerment Zone/Enterprise Community Partnership:* In addition, special consideration will be given for collaboration with Empowerment Zone/Enterprise Community Agencies as this type of partnership can have substantial impact on the number of new jobs created in these communities.

(4) Coordination

This joint initiative will be coordinated locally through a grant manager designated by the co-applicants.

A Federal Interagency Coordinating Committee will oversee this joint initiative at the national level. An Interagency Agreement, signed by all participating Federal agencies (HUD, HHS, and USDA) outlines the administrative, legal and fiscal responsibilities agreed upon by each agency. The Coordinating Committee, constituted by program officers from each participating agency, will be responsible for the development and implementation of the grant application review, rating and selection process, and monitoring of the progress of grants, except that HHS will assume sole responsibility for any construction or renovation. The Chair of the Interagency Coordinating Committee will rotate among the participating agencies. Ultimate responsibility on grant implementation will be retained by each agency on individual grants.

(e) Promoting Comprehensive Approaches to Housing and Community Development

HUD is interested in promoting comprehensive, coordinated approaches to housing and community development. Economic development, community development, public housing revitalization, homeownership, assisted housing for special needs populations, supportive services, and welfare-to-work initiatives can work better if linked at the local level. Toward this end, HUD in recent years has developed the Consolidated Planning process designed to help communities undertake such approaches.

In this spirit, it may be helpful for co-applicants under this NOFA to be aware

of other related HUD NOFAs that have recently been published or are expected to be published in this fiscal year. By reviewing these NOFAs with respect to their program purposes and the eligibility of co-applicants and activities, co-applicants may be able to relate the activities proposed for funding under this NOFA to the recent and upcoming NOFAs and to the community's Consolidated Plan.

With respect to community and economic development, the following related NOFAs have been published: (1) The NOFA for the Community Outreach Partnership Centers (March 20, 1997, at 62 FR 13506); (2) the NOFA for the Tenant Opportunity Program—Economic Development and Supportive Services (June 6, 1997, at 62 FR 31272); and (3) the NOFA for Historically Black Colleges (May 12, 1997, 62 FR 26180).

To foster comprehensive, coordinated approaches by communities, the Department intends for the remainder of FY 1997 to continue to alert co-applicants of HUD's NOFA activity. In addition, a complete schedule of NOFAs published during the fiscal year appears under the HUD Homepage on the Internet, which can be accessed at <http://www.hud.gov/nofas.html>. Additional steps to better coordinate HUD's NOFAs are being considered for FY 1998.

To help in obtaining a copy of your community's Consolidated Plan, please contact the community development office of your municipal government.

Part II—Program Specifications

(a) Authority

This joint initiative is authorized pursuant to:

(1) The Community Planning and Development section of the 1997 HUD Appropriations Act entitled, "An Act Making Appropriations for the Departments of Veteran Affairs and Housing and Urban Development, and for sundry independent agencies; boards, commissions, corporations, and offices for the fiscal year ending September 30, 1997, and for other purposes", (P.L. 104-204, approved September 26, 1996), which provides grants to housing authorities to enable them to establish programs that increase resident self-sufficiency.

(2) The Community Initiative program is authorized by Sections 681(a) and 681(b)(1) of the Community Services Block Grant Act (42 U.S.C. sections 9910(a) and (b)(1)), as amended. Under the Community Initiative Program, the HHS Secretary is authorized to make funds available to support on-going program activities of national or regional significance to alleviate the

causes of poverty in economically distressed communities with special emphasis on community and economic development activities.

(b) Definitions

Budget Period: The interval of time into which a grant period of assistance is divided for budgetary and funding purposes.

Commitment: Documented evidence in the form of a written obligation (on appropriate letterhead) specifying:

(1) The dollar amount (or value), source of funds or types of resources promised for the program, and their use in the program;

(2) The date of availability and duration of funds or other types of resources;

(3) The authority by which the commitment is made (such as board resolution, grant award notification); and

(4) The signature of the appropriate executive officer authorized to commit the resources.

Community Development Corporation (CDC): A private, nonprofit entity, governed by a board consisting of residents of community and business and civic leaders, which has as a principal purpose planning, developing, or managing low-income housing or community development projects (proof of non profit status, i.e., the IRS determination letter of tax exemption must be included.)

Community Facility: A non-dwelling structure that provides space for multiple supportive services for the benefit of public housing residents (as well as others eligible for the services provided) including but not limited to: child care, after-school activities for youth, job training, Campus of Learners activities, and English as a Second Language (ESL) classes.

Construction Projects: For the purpose of this announcement, construction projects, funded only by HHS, involve land improvements and development or major renovation of (new or existing) facilities and buildings, including their improvements, fixtures and permanent attachments. HHS will have sole responsibility for reviewing construction-related projects.

Development: Has the same meaning as the term "Project" below.

Distressed Community: A geographic urban neighborhood or rural community of high unemployment and pervasive poverty.

Empowerment Zones/Enterprise Communities: Those communities designated as such by the Secretaries of Agriculture or Housing and Urban Development.

Equity Investment: The provision of capital to an organization for use as working capital or for some other specified purpose in return for a portion of ownership.

Job Placement: Placing a person in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity.

Project: For an HA's purposes, is the same as "low-income housing project" as defined in section 3(b)(1) of the United States Housing Act of 1937 (42 U.S.C. 1437 et.).

Public Housing Agency (HA): Any state, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in the development and operation of low-income housing.

Resident Council (RC): An incorporated or unincorporated nonprofit organization or association that consists of persons residing in public housing and that meets each of the requirements specified in 24 CFR 964.115.

Resident Management Corporation: An entity that consists of residents residing in public housing and that meets the requirements specified in 24 CFR 964.120.

Rural: An area that is not within the outer boundary of a metropolitan entity having a population of 25,000 or more and contiguous communities with a population density of 100 persons or more per square mile according to the latest decennial census. Such an area may be located entirely within one State or made up of contiguous interstate communities.

Secretary: The Secretary of Housing and Urban Development and/or the Secretary of Health and Human Services, as appropriate.

Surrounding Neighborhood: A geographic area within a jurisdiction of a unit of general local government (but not the entire jurisdiction unless the population of the unit of general local government is less than 25,000) designated in comprehensive plans, ordinances, or other local documents as neighborhood, village, or similar geographical designation, or the entire jurisdiction of a unit of general local government with a population that is less than 25,000.

Technical Assistance: A problem-solving event generally utilizing the services of an expert. Such services may be provided on-site, by telephone, or other means of communication. These services address specific problems and are intended to assist with the

resolution of a given problem or set of problems.

(c) Eligible Participants

Residents of public housing and residents in the surrounding neighborhood who are below the poverty line and affected by the welfare reform legislation (including AFDC/TANF recipients, legal immigrants, disabled SSI recipients, etc.) are eligible to participate in and/or receive the benefits of this grant. Section 8 tenants with certificates or vouchers or tenants in Section 8 project-based units are eligible to participate in and/or receive the benefits of this grant, as long as they are residing in the surrounding neighborhood as identified in the application. Eligible participants also include low-income residents in the neighborhood surrounding the HA project, who are displaced workers; at-risk teenagers; non-custodial parents, particularly those of children receiving AFDC/TANF assistance; individuals who are homeless; and those with developmental disabilities.

Projects proposed for funding must result in direct benefits to low-income people as defined in the most recent Annual Revision of Poverty Income Guidelines published by HHS (See Appendix E).

Annual revisions to the Poverty Income Guidelines are normally published in the **Federal Register** in February or early March. Grantees will be required to apply the most recent guidelines throughout the project period. These revised guidelines may be obtained at public libraries, Congressional offices, or by writing the Superintendent of Documents, U. S. Government Printing Office (GPO), Washington, D.C. 20402. No other government agency or privately-defined poverty guidelines are applicable for the determination of low-income eligibility for the OCS programs.

Note, however, that low-income individuals granted lawful temporary resident status under Section 245A or 210A of the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986 (Public Law 99-603) may not be eligible for direct or indirect assistance based on financial need under this program for a period of five years from the date such status was granted.

(d) Maximum Grant Amounts

(1) The maximum combined grant awards are estimated to be as follows:

(i) For housing authorities with 1 to 1,250 units, the maximum grant award is \$400,000 in combined HHS/HUD funds.

(ii) For housing authorities with 1,251 to 10,000 units, the maximum grant award is \$600,000 in combined HHS/HUD funds.

(iii) For housing authorities with more than 10,000 units, the maximum grant award is \$1.2 million in combined HHS/HUD funds.

(2) **Note:** HUD and HHS funds will be awarded to HAs and CDCs respectively. Budgets must therefore be broken down to separate HUD/HHS funds. Amounts may or may not be equal in sum from HUD/HHS.

(e) Matching Requirements

HUD funds must be matched dollar-for-dollar (100%) in either in-kind (including contributions of personnel, space and/or equipment) or in cash. HHS funds do not require any matching contribution. If a match is included, grantees will be held accountable and a disallowance could result from failure to meet the match. See Part III, Section (a), Item 8 (Leveraging Other Resources) for more detailed information.

(f) Eligible Activities

Please note that grantees will need to establish separate books of account for any specific funding sources, including the two prime Federal programs. Under OMB Cost Circulars (A-87, A-21, A-110, and A-122), grantees may not duplicate funding from (i.e., charge the same costs to) this joint grant and any other funding sources, although the costs of budget line items may be shared between the grant and other funding sources in accordance with allocation criteria in the applicable OMB Cost Circular. Adequate financial controls must be in place to assure compliance with these requirements.

While an array of eligible activities, as described below, can be funded with HHS resources, the activities must be linked directly to the development of new employment opportunities and/or the preparation and support of the individuals that will be employed in the new jobs. "Job creation" means new jobs that are realized as a result of an HHS funded project. This includes the development of either new or expanding business, service, physical and commercial activities. The jobs created must not have been in existence prior to the start of the project. Job creation is to be distinguished from job placement services which are concerned with the placing of a person in an existing vacant job or business, service or commercial activity not related to new development or expansion. Following is a description of eligible activities:

(1) *Economic Development activities* includes activities essential to facilitate

job creation and economic uplift and provide access to the skills and resources needed for self-development and business development. HUD funds, however, cannot be used toward capital costs for acquisition, construction, and equipment. Economic development activities may include:

(i) Entrepreneurship training (e.g., literacy training, computer skills training, business development planning);

(ii) Entrepreneurship development (e.g., entrepreneurship training curriculum, entrepreneurship courses);

(iii) Job creation activities (i.e., new jobs which result from new or expanded businesses, services, or commercial activities). For OCS funding, the jobs created must not have been in existence prior to the start of the project;

(iv) Micro/Loan fund entails developing a strategy for establishing a revolving micro loan fund and/or capitalizing a loan fund. A loan fund (from non-grant funds and/or grant funds) may be included as part of a comprehensive entrepreneurship training program. HHS/OCS funds may not be used to establish or expand revolving loan funds;

(v) Developing credit unions entails creating on-site credit union(s) to provide financial and economic development initiatives to HA residents. The credit union could support the normal financial management needs of the community (i.e., check cashing, savings, consumer loans, micro-businesses and other revolving loans); HUD funds cannot be used to capitalize a credit union. HHS/OCS funds cannot be used for any type of credit union activity.

(vi) Employment training and counseling (e.g., job training, preparation and counseling, job search assistance, job development and placement, and continued follow-up assistance after job placement); and

(vii) Employer linkage and placement includes collaboration with area employers to determine job placement and training issues and on-going follow-through with residents placed in training or full-time positions; please note that HHS/OCS funds for economic development are limited to providing job related training for newly created (not existing) jobs; program components involving training and placement in existing vacant positions are not eligible for HHS/OCS funding.

(2) *Supportive Services* entail the provision of services to assist eligible residents become economically self-sufficient, particularly families with children where the head of household would benefit from the receipt of

supportive services and is working, seeking work, or is preparing for work by participating in job-training or educational programs. Please note that HHS funding is restricted to activities related to new job creation as discussed above, under Economic Development Activities. Supportive services may include:

(i) Child Care, of a type that provides sufficient hours of operation and serves appropriate ages as needed to facilitate parental access to education and job opportunities, and ensure the healthy development of children. Categories of care include center-based child care, family child care and in-home child care;

(ii) Employment training and counseling (e.g., job training such as apprenticeship programs, job preparation and counseling, job search assistance, job development and placement, and continued follow-up assistance after job placement);

(iii) Computer-based educational opportunities, skills training, and economic development activities;

(iv) Education (e.g., remedial education, literacy training, assistance in the attainment of certificates of high school equivalency, trade school assistance, two-year college tuition assistance, youth leadership skills and related activities). Activities may include peer leadership roles training for youth counselors, peer pressure reversal, life skills, goal planning;

(v) Youth mentoring of a type that mobilizes a potential pool of role models to serve as mentors to public housing youth. Mentor activities may include after-school tutoring, drug abuse treatment, job counseling or mental health counseling;

(vi) Transportation costs, as necessary to enable any participating family member to commute to training, supportive services' activities and/or place of employment, including but not limited to assessing needs and resources, purchase of transit passes, joint purchase of vehicles with local transit providers, assistance with vehicle repairs and maintenance;

(vii) Personal welfare (e.g., family/parental development counseling, parenting skills training for adult and teenage parents, substance/alcohol abuse treatment and counseling, and self-development counseling, etc.);

(viii) Supportive health care services (e.g., outreach and referral services); and

(ix) Any other services and resources that are determined to be appropriate in assisting eligible residents.

(3) *The employment of service coordinator(s)/case manager(s).* For the purposes of this NOFA, a service

coordinator/case manager is any person who is responsible for one or more of the following functions:

(i) Assessing the training and supportive service needs of eligible residents;

(ii) Working with community service providers to coordinate the provision of services and to tailor the services to the needs and characteristics of eligible residents;

(iii) Monitoring and evaluating the delivery, impact, effectiveness and outcomes of supportive services under this program;

(iv) Coordinating this program with other self-sufficiency, education and employment programs;

(v) Performing other duties and functions that are appropriate to assist eligible public housing and other neighborhood residents to become self-sufficient;

(vi) Mobilizing other national and local public/private resources and partnership; and

(vii) Any other services and resources proposed by the co-applicant and approved by the co-sponsors that are determined to be appropriate in assisting eligible residents.

(g) Term of Grant/Period of Availability of Funds

With certain exceptions of HHS grant funds, all funds must be expended within three years (36 months) after the effective date of grant agreement. Grant implementation progress must be evident and documented within the first six (6) months of grant award. Grantees must have completed all but grant close-out activities within 30 months after the effective date of the grant agreement. Grant terms may not be extended without substantial good cause (circumstances reasonably unforeseen and reasonably beyond the grantee's control) and are subject to approval by HUD and HHS. Concerning HHS grant funds, co-applicants with projects involving construction only may request project and budget periods of up to 36 months. Co-applicants for non-construction projects under these priority areas may request project and budget periods of up to 17 months.

Part III—Application Process

Each application that is submitted in a timely manner to the HUD Headquarters Office of Community Relations and Involvement and that otherwise meets the requirements of this NOFA will be evaluated competitively on a joint basis by the sponsoring Federal agencies under the auspices of the Federal Interagency Coordinating Steering Committee using a point scale.

Co-applicants may submit only one application package under this NOFA (See Appendix A for each co-applicant's submission within a consolidated package). The proposed funding can be no more than the cost limits described in Section I.(e) above.

(a) Threshold Requirements

The following information must be contained in the application as threshold requirements to be considered essential for rating and ranking as discussed in Section III.(b) of this NOFA.

(1) Joint Application

The application must be jointly submitted by the HA and the CDC, and there must be an MOA between the two organizations.

(2) Needs Assessment Report

The application must contain a report on the proposed recipient population that includes, at minimum, sections containing statistical or survey information that addresses the economic status of the target and surrounding area (including a description of local business conditions), the relative needs of the recipient population in the affected community(s) to be served, and an identification of economic strategies and supportive services resources to meet the needs. The Needs Assessment Report must include supporting data to justify the economic needs of the development/neighborhood to be served, the viability of existing businesses in the area and prospective opportunities for job growth, and identified businesses or industries which are under-represented in the area that could improve the economic vitality of the neighborhood.

(3) Grant Implementation Plan

The application must contain a grant implementation plan (See Appendix A). The plan must be based on a thorough examination of the public housing and adjacent neighborhood needs and resources and address a portion of the needs in the Needs Assessment Report. The plan must, at a minimum, include the following:

(i) A component promoting training, employment and contracting opportunities through the HA (in accordance with section 3 of the Housing and Urban Development Act of 1980; see 24 CFR part 135);

(ii) A brief description outlining how the plan conforms to the applicable state AFDC/TANF and child care plans, community economic development strategies and job creation efforts.

- (iii) A business plan (can be an existing or a new business plan);
- (iv) Specific measurable objectives (such as the objective of 200 residents being employed, 10 resident businesses started, and 250 residents completing GED requirements) to be achieved as a result of grant activities;
- (v) Major milestones and activities necessary to accomplish the goals;
- (vi) A timetable for accomplishing activities;
- (vii) A detailed budget;
- (viii) A description of how resources and/or services firmly committed by the co-applicants and other partners are effectively directed to support the residents self-sufficiency efforts and how they will be provided for at least three years. To be considered firmly committed there must be a written agreement to provide the resources. These resources must be provided for a period of at least three years. The written agreement may be contingent upon a co-applicant receiving a grant award;
- (ix) Identification of a grant manager, selected by the co-applicants, to assure effective administration and resource integration.
- (x) Identification of HA development(s) and surrounding neighborhoods to be assisted under this joint initiative.

(4) Required Partnerships

(i) *Partnership with Business/ Industry:* The application must contain signed commitments from businesses or industries that intend to participate describing how these businesses/ industries will create new and/or expand existing job opportunities for residents in the target area. The following specific features must be included:

(A) Jobs to be created will accommodate the projected number of AFDC/TANF and other residents affected by welfare reform targeted for employment. This does not suggest that a single business/industry must employ only AFDC/TANF residents or absorb all the targeted population. It is anticipated that a variety of businesses/ industries will be needed to produce the appropriate number and type of employment opportunities.

(B) The co-grantees will have authority to screen co-applicants for jobs to be filled by AFDC/TANF recipients and to verify their eligibility.

(ii) *Partnership with Residents:* The application must contain a written commitment to involve residents of the target area in plan development and implementation, and a corresponding commitment from appropriate resident

groups. The residents may be represented by a Resident Council, Resident Management Corporation, or applicable neighborhood association or tenant organization. Also, experience with such collaborations should be described.

(iii) *Partnership with a Boys & Girls Club* (if B&GCA funds are sought):

The application must contain a Memorandum of Agreement (MOA) between the co-applicants and the appropriate Boys & Girls Club that will be providing enhanced services to the HA communities. Boys & Girls Club funds are added on and will be provided to the co-applicants' awarded funds.

(5) Welfare and Child Care Plan Linkage

The application must provide documentation from the appropriate State welfare agency that the proposed Grant Implementation Plan is consistent with the State TANF (welfare) and Child Care Plans or the State's proposed plans to date. In order to be consistent with these State plans, the implementation plan must have a performance objective that would result in a majority of the participants becoming self-sufficient and working by the deadline for the termination of AFDC/TANF assistance set by the State. In addition, the co-applicants' plan must be guided by the goals, objectives and schedules of the State TANF plan both overall and to the extent that such goals, objectives and schedules are set for individual families. With respect to time limits, the co-applicants must, however, comply with the restrictions of this joint initiative if its requirements conflict with those of the State Welfare plan. For example, the State Welfare Plan may give the AFDC/TANF recipients five years to leave public assistance, but this joint program is to be completed within three years regardless.

(6) Focus on Residents affected by Welfare Reform

The application must provide written evidence from the co-applicants that all (100%) of area residents to be targeted in the proposed program are affected by the welfare reform legislation, including AFDC/TANF recipients, legal immigrants, and disabled SSI recipients.

(7) Accessible Community Facility(s)

The application must contain evidence (e.g., through a use agreement) that a preponderance of the proposed activities will be administered at community facilities in or within easy access of the specific public housing development(s). These facilities must be accessible to persons with disabilities.

This may include deprogrammed units, existing community space or off-site facilities, such as a neighborhood school. If units have to be converted from dwelling use into a community facility or a facility to be constructed, the co-applicants must submit a plan for the conversion or construction that provides for adequate resourcing and a time schedule. Only HHS funds may be used for construction or renovation. If the proposed community facility is to be provided by an entity other than the co-applicants, the application must include an agreement with the proper authority (owner or operator of the site) for use of the proposed facility. The community facilities must be operational within nine (9) months of the grant award. In the case of applications for programs to be implemented for the primary benefit of residents in housing that is dispersed in a rural setting, the co-applicants must provide evidence that participants will have access to transportation to the facility that is convenient. This community facility requirement also shall not apply to reverse commute activities that provide transportation to jobs that are distant from the dwellings of participants.

(8) Leveraging Other Resources (Matching Requirements)

(i) For HUD-sponsored funds, the application (including the budget, narrative, and other Memoranda of Agreement (MOAs)) must clearly evidence firm commitments for non-grant resources and services equal to the HUD grant amount proposed in the application. These resources and services can include commitments from HUD's Comprehensive Grant, all other governmental units/agencies of any type and/or private sources, whether for profit or nonprofit. However, current HUD/Economic Development and Supportive Services and HHS/Community Services funds do not qualify as a part of the match. The match amount may consist of a monetary commitment of funds, such as in-kind or other types of contributions. The remainder of the one for one match can consist of personnel, space, and/or equipment.

(ii) For HUD, the following are OMB guidelines for valuing certain types of in-kind contributions:

(A) The value of volunteer time and services shall be computed at a rate of five dollars per hour except that the value of volunteer time and service involving professional and other special skills shall be computed on the basis of the usual and customary hourly rate paid for the service in the community where the joint initiative is located;

(B) The value of any donated material, equipment, building, or lease shall be computed based on the fair market value at time of donation. Such value shall be documented by bills of sales, advertised prices, appraisals, or information for comparable property similarly situated not more than one-year old taken from the community where the item or program is located, as appropriate.

(iii) No match is required for HHS funds. However, if a match is included, third party in-kind contributions are defined as the value of non-cash contributions provided by non-Federal third parties which may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefitting and specifically identifiable to the project or program. Also, grantees will be held accountable and a disallowance could result from failure to meet match.

(9) PHMAP Score

An HA co-applicant must provide documentation that its last Public Housing Management Assessment Program (PHMAP) score included an overall "B" average, as well as a "C" on Indicator #7, Resident Services and Community Building, and a "C" on Indicator 6(a), Operating Reserves. (See 24 CFR Part 901 published December 30, 1996.) If the HA's most recent PHMAP score was based on the prior PHMAP regulation, the HA must provide documentation that its overall score included an overall "B" average, as well as a "C" on Indicator #11, Resident Initiatives, and at least a "C" on Indicator #9, Operating Reserve. No HA co-applicant designated as "troubled" as a result of its most recent PHMAP score is eligible for this initiative.

(10) Audit Findings and Equal Opportunity

The co-applicants cannot have unresolved, outstanding audit findings or fair housing and equal opportunity monitoring review findings or field office (for HUD)/Regional office (for HHS) management review findings related to discriminatory practices. In addition, the co-applicants must be in compliance with civil rights laws and equal opportunity requirements. Co-applicants will be considered to be in compliance if:

(i) As a result of a formal administrative proceeding, there are no outstanding findings of non-compliance with civil rights laws or the co-applicants are operating in compliance with a Federally-approved compliance

agreement designed to correct the area(s) of non-compliance.

(ii) There is no adjudication of a civil rights violation in a civil action brought against them by a private individual, or the co-applicants demonstrate that they are operating in compliance with a court order, or implementing a HUD-approved selection and assignment plan or compliance agreement, designed to correct the area(s) of non-compliance.

(iii) There is no deferral of Federal funding based on civil rights violations.

(iv) HUD has no deferred application processing by HUD under Title VI of the Civil Rights Act of 1964 942 U.S.C. 2000d-1) (Title VI), the Attorney General's Guidelines (28 CFR 50.3) and HUD's Title VI regulations (24 CFR 1.8) and procedures (HUD Handbook 8040.1) or under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504) and HUD's implementing regulations (24 CFR 8.57);

(v) There is no pending civil rights suit brought against the co-applicants by the Department of Justice; and

(vi) There is no unresolved finding of discrimination against the co-applicants issued under section 810 of the Fair Housing Act (24 U.S.C. 3601-3619), as implemented at 24 CFR 103.400.

(11) Automated Capability

The application must provide certification that the program will include access to on-line computer/internet capability as a means of communication with HUD on grant matters.

(12) Compliance With Current Programs

The co-applicants must provide certification that they are not in default at the time of application submission with respect to applicable grant programs funded by HUD and HHS. Such compliance may be waived if the co-applicants provide sufficient evidence that any aspects of non-compliance with prior grants were beyond their control, such as a natural disaster.

(b) Selection Criteria

Each application for a grant award submitted in a timely manner, as specified in this NOFA, that otherwise meets the threshold and other requirements of this NOFA will be evaluated competitively using a point scale. The number of points that an application receives will depend on how well it addresses the selection factors described below. HUD and HHS program components of the applications will be scored on the following factors:

(1) FACTOR I: Quality of Planning for Community-Building/Economic Development (maximum points: 40)

(i) Needs Assessment Report (maximum points: 5)

A description of the proposed target neighborhood containing a socio-demographic profile of the residents, an economic assessment of the area's business development and growth, and a brief discussion of the current social problems, available resources and corresponding service needs of the resident population. Up to five (5) points will be awarded based on the quality and comprehensiveness of the needs assessment document and its discussion of existing and potential businesses and job opportunities in the community. In order to obtain maximum points, this document must contain statistical data which provides:

(A) A socio-economic profile of the eligible residents in relationship to relevant jurisdictional and national data on the following: AFDC/TANF, SSI, and other fixed income arrangements; in job training or entrepreneurship and community services programs; in resident owned businesses; and those employed. Specific information should be provided on training, contracting and employment through the HA.

(B) An assessment of the current economic situation in the target area and within the surrounding community, including current economic and job development strategies, and their current status and effectiveness.

(C) An assessment of the current service delivery system as it relates to the needs of the target population, including the number and type of services, the location of services, and community facilities currently in use.

(D) A timetable of the proposed plan to address the needs identified in the assessment report. The timetable should cover the three-year period of the grant term and include the planning and implementation phases of the support services to be provided to the target population and how such services and objectives can be met in the limited time frame.

(ii) Grant Plan Implementation Strategies (maximum points: 35)

A description of the co-applicants' proposed plan to address the goals of the initiative within the target neighborhood within the grant period. The score on this factor will be based on the viability and comprehensiveness of the strategies proposed to meet the unmet need in the following areas: economic development/job creation, including a business plan, as well as welfare-to-work and other necessary supportive services and strategies.

(A) Economic Development/Job Development Strategies (maximum points: 10)

The score in this factor will be based on the extent and comprehensiveness of economic development/job development strategies to be provided. A high score will be received if there is a comprehensive description of the economic and job development strategies with accompanying business plan(s) that explains how the co-applicants' plan provides the additional economic opportunities and creates new jobs for targeted residents affected by welfare reform in the three-year time frame of the grant program. Briefly, the plan should describe the key work tasks and show how the project objectives will be accomplished including the development of business and creation of jobs for welfare recipients (AFDC/TANF) during the allowable OCS project period. It is anticipated that co-applicants responding to this announcement will be using existing economic development/business plans initiated under other public or private developmental efforts (e.g., EZ/EC strategies) rather than attempting to develop a completely new strategy. As a result, the Business Plan Guideline in Appendix D is provided to assist the co-applicants in assessing the completeness of the existing plans rather than the development of new ventures in response to this initiative.

(B) Supportive Services Strategies (maximum points: 6)

The score in this factor will be based on the comprehensiveness of services that will be provided. A high score is received if there is a comprehensive description of how the co-applicants' plan provides the core services that specifically address the unmet resident needs to successfully transition from welfare to work AFDC/TANF recipients. In addition, the plan's description should discuss how the planned supportive services relate to the existing economic and business resources of the community, as identified in the needs assessment report. To receive a high score, co-applicants should include case management/counseling, job training/development/placement (and/or business training/development/start-up), child care and transportation. To obtain maximum points the services must be located in the community facility(ies) (services may be provided at more than one community facility) and be available on a 12-hour-day basis or as needed by the eligible residents.

(C) Resident Contracting and Employment Strategies (maximum points: 5)

The score in this factor will be based on the extent to which residents will achieve self-sufficiency through the HA co-applicant contracting with resident-owned businesses and through resident employment. A high score will be awarded where there is documentation (letter or resolution) describing the HA's commitment to hire or contract with a substantial number of residents and a narrative describing the number of jobs or contracts, as well as the training processes related to the grant implementation plan.

(D) Work Incentive Strategies including Rent Reform and Occupancy Incentives (maximum points: 4)

The score in this area will be based on the degree to which the co-applicants have implemented or propose to implement or collaborate with the State AFDC/TANF agency to implement work incentive initiatives designed to promote resident self-sufficiency. These work incentives could include, but are not limited to, rent strategies such as income disregards, ceiling rents, rent escrows¹, occupancy preferences for co-applicants who work or are in a self-sufficiency program and stipends. A high score is received if the co-applicants can show how various incentives, including but not limited to rent escrows and/or occupancy preferences for co-applicants who work or who are in a self-sufficiency program, complement other aspects of the program implementation plan.

(E) Budget Appropriateness and Reasonableness (maximum points: 5)

Funds requested are commensurate with the level of effort necessary to accomplish the goals and objectives of the project. The application must include a detailed budget breakdown for each of the budget categories prescribed in the standardized application forms. The co-applicants must present reasonable administrative costs for each component within a 15% cap as a guideline. The estimated cost to the government of the project must also be reasonable in relation to the anticipated results.

(F) Reasonableness of the Timetable (maximum points: 5)

The score in this factor will be based on the speed at which the co-applicants can realistically accomplish the goals of the proposed program. To receive a high score the co-applicant must demonstrate that it will make substantial progress within the first six months after grant execution, including putting staff in place, finalizing partnership

agreements, completing the development of requests for proposals and achieving other milestones that are prerequisites for implementation of the program. In addition, the co-applicants must demonstrate that the proposed timetable for all components of the proposed program is reasonable considering the size of the grant and its activities and that it can accomplish its objectives within the 36 months of the grant term.

(2) *Factor II: Co-Applicant's Organizational Structure for Administering Grant Activities* (maximum points: 35)

In assessing this factor, the following will be considered:

(i) *Proposed Program Staffing* (maximum points: 5)

The score in this factor will be based on the extent to which the co-applicants' proposed staffing in support of the program is suited to accomplishing the program's objectives in terms of the appropriateness of staff/consultant skills, assignments, and level of responsibility. In order to receive a high score, the co-applicants must provide a comprehensive description of who will provide the services and how the services identified will be delivered. This should include an organizational chart, proposed staff/other resources/consultants proposed, and a discussion of coordination among various services providers.

(ii) *Program Administration* (maximum points: 10)

The score in this factor will be based on the soundness of the proposed management of the program. In order to receive a high score, the application must contain a comprehensive description of the project management structure, including the use of a grant manager. The narrative must provide a description of how any other co-applicants, subgrantees and other partner agencies relate to the program administrator as well as the lines of authority and accountability among all components of the proposed program.

(iii) *Fiscal Management* (maximum points: 5)

The score in this factor will be based on the soundness of the co-applicants' proposed fiscal management. In order to receive a high score the co-applicants must provide a comprehensive description of the fiscal management structure, including but not limited to budgeting, fiscal controls and accounting as well as procedures for tracking the contributions from the participating state and local public and private partners. The application must explain the staff responsible for fiscal

¹ Unlike the FSS program, HUD will not subsidize the rent escrows so that the PHA or some other source would need to fund the escrow amounts.

management, and the processes and timetable for implementation during the proposed grant period.

(iv) *Program Evaluation* (maximum points: 5)

The score in this factor will be based on the quality of the co-applicants' plan to assess the progress and success of the proposed program from the inception of the program, during program implementation, as well as at the end of the grant. In order to receive a high score, the application must contain a comprehensive description of the program evaluation system, including staff designated for the program quality controls, performance measures, use of automated systems for collecting the program data, and timetable for undertaking this activity. The performance measures must be related to the specific goals and objectives of the proposed program and could include but not be limited to the following: the number of residents starting jobs or entrepreneurship training programs, the number of residents successfully completing job training, or starting businesses, the number of residents receiving supportive services (specified by type of service), the number of community facilities used for welfare to work and other self-sufficiency/independence efforts, and the number of community partnerships executed in support of self-sufficiency for residents.

(v) *Track Record* (maximum points: 10)

The score in this factor will be based on each of the co-applicants' prior performance in successfully carrying out grant programs to assist residents in increasing their self-sufficiency and in building a community economic base. Co-applicants with no prior experience in operating programs that foster self-sufficiency and economic development will receive a score of 0 on this factor.

(A) For the HA co-applicant (up to 5 points), prior performance will include but not be limited to the following grant programs for the HA co-applicant: the Family Investment Center Program (FIC), the Youth Development Initiative under FIC, the Youth Apprenticeship Program, the Apprenticeship Demonstration Program in the Construction Trades Program, the Urban Youth Corps Program, the HOPE I Program, the Public Housing Services Coordinator Program, the Public Housing Drug Elimination program, the Youth Sports Program. Performance on the Family Self-Sufficiency Program will be rated as well, whether or not the PHA has received a grant for service coordination.

(B) For the CDC co-applicant (up to 5 points), prior performance will include but not be limited to projects previously undertaken that have provided permanent benefits to the low income population; whether the co-applicant has demonstrated the ability to implement major activities in such areas as business development, commercial development, physical development, or financial services, and the ability to mobilize dollars from sources such as the private sector (corporations, banks, etc.), foundations, the public sector, including State and local government, or individuals. The applicable grant programs include the Discretionary and Job Opportunities for Low Income Individuals (Joli) Grants. In order to receive a high score, the co-applicant must demonstrate compliance and successful implementation of any applicable grant programs (including those listed above).

(3) Factor III: Partnerships (maximum points: 25)

(i) *Overall Partnerships* (maximum points: 20)

The score in this factor will be based on the successful integration of partners into implementation of the proposed joint initiative. In order to receive a high score, the co-applicants must provide signed Memoranda of Agreement (MOA)—or equivalent signed documentation provided that it delineates the responsibilities of each of the parties and the benefits they will receive—that delineate specific partnerships related to the components in the grant implementation plan. In assessing this factor, a number of aspects of the proposed partnership will be examined including:

(A) The appropriateness of the level of expertise of the partners related to activities proposed in the application;

(B) The soundness of the division of responsibilities/management structure of the proposed partnership relative to the expertise and resources of the partners;

(C) The extent of the commitment of the partners (such as, time, resources, and funds); and

(D) The extent to which the partners, and the partnership as a whole, addresses a broader level of unmet resident needs; and the extent to which the addition of the partners provides the ability to meet needs of the co-applicants that could not otherwise be met without the partners.

(ii) *EZ/EC Partnership* (maximum points: 5)

The co-applicants will receive up to 5 points based on the criteria specified under Factor III(i), above, if they show

a partnership with an EZ/EC organization.

(c) *Selection Processing*

(1) Corrections to Deficient Applications

After the submission deadline date, each application will be screened to determine whether it is complete, consistent, and contains correct computations.

(i) Co-applicants will be notified, in writing, of any curable technical deficiencies in the application that must be completed before the grant is awarded.

(ii) Curable technical deficiencies relate to items that:

(A) Are not necessary for review under threshold/selection criteria/ranking factors; and

(B) Would not improve the quality of the co-applicant's program proposal.

(C) An example of a curable technical deficiency would be the failure of a co-applicant to submit a required assurance, certification, co-applicant data form, summaries of written resident comments, incomplete forms or lack of required signatures, appendices and documentation referenced in the application or a computational error based on the use of an incorrect number(s) such as incorrect unit counts.

(iv) An example of a non-curable defect or deficiency would be a missing SF-424A (Budget Information).

(2) Scoring

Each application that meets the requirements of this NOFA will be evaluated jointly by the sponsoring Federal agencies using a review process. Points will be awarded on the basis of the quality and responsiveness of the application in addressing the selection criteria for the program. Components will each be evaluated according to the selection criteria in Part III, Section (b). The two scores will be averaged and ranked on a national basis. Awards shall be made in ranked order, until all funds are expended. HUD/HHS will select the highest ranking applications that can be fully funded. However, in the event Departments determine that the available funds exceed quality projects, the Departments will not fund projects that are poor in quality.

(3) Post Selection Administration

(i) All awards will be made to fund fully an application, except as follows: The co-sponsors may approve an application for an amount lower than the amount requested, withhold funds after approval, adjust line items in the proposed grant budget within the amount requested and/or the grantee

will be required to comply with special conditions added to the grant agreement, in accordance with 24 CFR 85.12 (HAs), as applicable, and the requirements of this NOFA, or where:

(A) HUD/HHS determine that the amount requested for one or more eligible activities is not supported in the application, and/or is unreasonable or unnecessary;

(B) The application does not otherwise meet applicable cost limitations established for the program;

(C) The co-applicants have requested an ineligible activity; an activity proposed for funding does not qualify as an eligible activity and can be separated from the budget;

(D) Insufficient amounts remain in that funding round to fund the full amount requested in the application and HUD/HHS determines that partial funding is a viable option; or

(E) For any other reason where good cause exists.

(ii) Grantees are required to attend a HUD/HHS sponsored training specifically designated for grantees under this program. The sponsoring Departments intend to offer this training session within four months of grant award.

Part IV—General Grant Requirements

In addition to the requirements set forth in this NOFA, grantees are responsible for ensuring that grant funds are administered in accordance with all applicable laws and regulations, OMB circulars, fiscal and audit controls, grant agreements, grant special conditions, the grantee's approved budget (SF 424A), and supporting budget narrative, plan and activity timetable. Applicable Federal laws include but are not limited to those related to fair housing and equal opportunity and the following:

(a) Grant Administration

The policies, guidelines, and requirements of the following apply to this NOFA:

(1) For HAs and any governmental co-applicants/subgrantees/partners: 24 CFR Part 85, OMB Circular A-87 and 24 CFR Part 44;

(2) For CDCs or other private non-profit grantees or co-applicants/subgrantees/partners: 45 CFR Part 74 and OMB Circulars A-110 or A-133; and

(3) For-profit participants: 24 CFR Part 84 and Federal Acquisition Requirements (FAR).

(b) Cost Principles

The cost principles of OMB Circulars A-87, A-21, A-110 or A-122, as applicable to the specific entity incurring the cost, apply to co-applicant

grantees and subgrantees funded under this NOFA.

(c) Ineligible Contractors

The provisions of 24 CFR Part 24 (HA's) and 45 CFR Part 76 (CDC's) relating to the employment, engagement of services, awarding of contracts, or funding of any contractors or subcontractors during any period of debarment, suspension, or placement in ineligibility status apply to those co-applicant grantees and sub-grantees funded under this NOFA.

(d) Freedom of Information Act

Applications submitted in response to this NOFA are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. 552.

(e) Grant Staff Personnel

For HUD grant purposes, all persons or entities compensated by grants for services provided under a grant must meet all applicable personnel or procurement requirements and shall be required, as a condition of employment, to meet relevant State, local government, insurance, training, licensing, civil rights, or other similar standards and requirements.

(f) Grant Agreements

After an application has been approved, each co-applicant shall enter into a Grant Agreement setting forth the amount of the grant and its applicable terms, conditions, financial controls, payment mechanism and special conditions, including sanctions for violation of the agreement. Except as otherwise specified in the Grant Agreement, the co-applicant's entire application, including but not limited to the budget, timetable, and narrative will be incorporated in the Grant Agreement.

(g) Duplication of Funds

Under OMB Cost Circulars (A-87, A-21, A-110, and A-122), grantees may not duplicate funding from (i.e., charge the same costs to) this joint grant and any other funding sources, although the costs of budget line items may be shared between the grant and other funding sources in accordance with allocation criteria in the applicable OMB Cost Circular. Adequate financial controls must be in place to assure compliance with these requirements.

(h) Risk Management

Co-Grantees are required to implement, administer and monitor programs so as to minimize the risk of fraud, waste, abuse, and liability for losses from adversarial legal action. The

following requirements address these concerns:

(1) Insurance/Indemnification

Each grantee shall obtain adequate insurance coverage to protect itself against any potential liability arising out of the eligible activities under this part.

(2) Failure to Implement Program

If the grant plan, approved budget, and timetable, as described in the approved application, are not operational within 90 days of the grant agreement date, the grantee must report by letter to the designated grant monitors in HUD/HHS the steps being taken to initiate the plan and timetable, the reason for the delay, and the expected starting date. Any timetable revisions that resulted from the delay must be included. The designated monitors will determine if the delay is acceptable, approve/disapprove the revised plan and timetable, and take any additional appropriate action.

(3) Default

HUD/HHS may impose sanctions, subject to notice and the co-grantee opportunity to respond/correct as described in the grant agreement if the co-grantees:

(i) Are not complying with the requirements of this part or any other Federal laws or requirements;

(ii) Fail to make satisfactory progress toward their program goals, as specified in their plan and reflected in performance or financial status reports or through other information available to the co-sponsors;

(iii) Do not establish procedures that will minimize the time lapsing between drawdowns and disbursements of funds (45 CFR 74.21(b)(5));

(iv) Do not adhere to grant agreement requirements or special conditions;

(v) Propose substantial plan changes to the extent that, if originally submitted, the application would not be selected for funding;

(vi) Engage in improper award or administration of grant subcontracts;

(vii) Do not submit reports; or

(viii) File false certification.

(4) Sanctions

The sanctions that may be imposed include but are not limited to:

(i) Temporarily withhold cash payments pending correction of the deficiency by the grantees or subgrantee(s);

(ii) Disallow all or part of the cost of the activity or action not in compliance;

(iii) Wholly or partly suspend or terminate the current award for the co-grantees' program;

(iv) Require that some or all of the grant amounts be remitted to HUD and/or HHS;

(v) Condition a future grant(s) and/or elect not to provide future grant funds to the co-grantees until appropriate actions are taken to ensure compliance;

(vi) Withhold future awards for the program; or

(vii) Take any other remedies that may be legally available.

(i) Treatment of Income

For policies pertaining to treatment of income for public housing and Section 8 families, see 24 CFR, Part 5, Subpart F.

(j) Reports and Closeout

(i) Semi-Annual Reports

Each grantee (HA/CDC) shall submit to HUD/HHS, as applicable, a semi-annual progress report and a Form 269 (CDC) in a format prescribed by HUD and HHS that indicates program expenditures and measures performance in achieving program milestones and goals. No grant payments will be approved for grantees with overdue progress reports.

(ii) Final Reports and Closeout

As part of a grant closeout process, each joint grantee shall submit to HUD and HHS a final report in a format prescribed by the departments that reports final program expenditures and measures performance in achieving program goals.

(iii) Audits and Closeouts

HUD/HHS will make maximum use of audits required under 24 CFR part 44 and 45 (HUD); 45 CFR 74.26 and 74.71 (HHS), as applicable in conducting grant close-outs. At grant close-out, HUD grantees shall make the last audit available to HUD with the final report. For OCS grantees, a final audit report covering the total grant period will be due in compliance with the requirements of OMB Circular No. A-133.

Part V—Findings and Certifications

The following findings and certifications apply to this Initiative:

(a) Paperwork Reduction Act

The information collection requirements contained in this Notice have been approved by the Office of Management and Budget under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501–3520), and assigned OMB control numbers 2577–0211 (the ED/SS Program) and 0970–0062 (HHS/OCS Program). An agency may not conduct or sponsor, and a person is not required

to respond to, a collection of information unless the collection displays a valid control number.

(b) Environmental Impact

The HUD portions of this NOFA do not direct, provide for assistance or loan or mortgage insurance for, or otherwise govern or regulate real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under HUD's regulations in 24 CFR 50.19 (c) (l), the portion of this NOFA pertaining to HUD assistance is categorically excluded from environmental review under the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321).

(c) Federalism Executive Order

The General Counsel, as the Designated Official under Section 6(a) of Executive Order 12612, Federalism, has determined that the policies contained in this notice will not have substantial direct effects on States or their political subdivisions, or the relationship between the Federal government and the States, or on the distribution of power and responsibilities among the various levels of government. As a result, the notice is not subject to review under the Order. This notice announces the availability of funds to HAs and CDCs to provide economic development opportunities and supportive services to assist residents of public housing and other low-income families in the surrounding neighborhood to become economically self-sufficient, and, thus could benefit families significantly.

(d) Prohibition of Advance Disclosure of Funding Decisions

HUD's regulation implementing Section 103 of the Department of Housing and Urban Development Reform Act of 1989, codified as 24 CFR part 4, subpart B, applies to the funding competition announced today. The requirements of the rule continue to apply until the announcement of the selection of successful co-applicants. All persons including HUD and other Federal employees involved in the review of applications and in the making of funding decisions are prohibited by part 4 from providing advance information to any person (other than an authorized employee of HUD) concerning funding decisions, or from otherwise giving any co-applicant an unfair competitive advantage. Persons who apply for assistance in this competition should confine their

inquiries to the subject areas permitted under 24 CFR part 4. Co-applicants or Federal employees who have ethics related questions should contact the HUD Ethics Law Division (202) 708–3815. (This is not a toll-free number.)

(e) Section 102 HUD Reform Act—Documentation and Public Access Requirements

Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (HUD Reform Act) and the final rule codified at 24 CFR part 4, subpart B, contain a number of provisions that are designed to ensure greater accountability and integrity in the provision of certain type of assistance administered by HUD. On January 14, 1992 (57 FR 1942), HUD published a notice that also provides information on the implementation of Section 102. The documentation, public access, and disclosure requirements of section 102 are applicable to assistance awarded under this NOFA as follows:

(i) Documentation and public access requirements

HUD/HHS will ensure that documentation and other information regarding each application submitted pursuant to this NOFA are sufficient to indicate the basis upon which assistance was provided or denied. This material, including any letters of support, will be made available for public inspection for a 5-year period beginning not less than 30 days after the award of the assistance. Material will be made available not less than 30 days after the award of the assistance. Materials will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and HUD's implementing regulations at 24 CFR part 15. In addition, HUD/HHS will include the recipients of assistance pursuant to this NOFA in its **Federal Register** notice of all recipients of assistance awarded on a competitive basis.

(ii) Disclosures

HUD will make available to the public for five years all co-applicant disclosure reports (HUD Form 2880) submitted in connection with this NOFA. Updated reports (also Form 2880) will be made available along with the co-applicant disclosure reports, but in no case for a period less than three years. All reports—both co-applicant disclosure and updates—will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and HUD's implementing regulations at 24 CFR part 15.

(f) Prohibition Against Lobbying Activities

Co-applicants for funding under this NOFA are subject to the provisions of Section 319 of the Department of Interior and Related Agencies Appropriation Act for Fiscal Year 1991, 31 U.S.C. Section 1352 (the Byrd Amendment) and to the provisions of the Lobbying Disclosure Act of 1995, P.L. 104-65 (December 19, 1995). The Byrd Amendment, which is implemented in regulations at 24 CFR part 87, prohibits applicants for Federal contracts and grants from using appropriated funds to attempt to influence Federal Executive or legislative officers or employees in connection with obtaining such assistance, or with its extension, continuation, renewal, amendment or modification. The Byrd Amendment applies to the funds that are the subject of this NOFA. Therefore, co-applicants must file a certification stating that they have not made and will not make any prohibited payments and, if any payments or agreement to make payments of nonappropriated funds for these purposes have been made, a form SF-LLL disclosing such payments must be submitted. The certification and the SF-LLL are included in the application package. The Lobbying Disclosure Act of 1995, P.L. 104-65 (December 19, 1995), which repealed Section 112 of the HUD Reform Act and resulted in the elimination of the regulations at 24 CFR Part 86, requires all persons and entities who lobby covered Executive or Legislative Branch officials to register with the Secretary of the Senate and the Clerk of the House of Representatives and file reports concerning their lobbying activities.

Co-applicants must provide a certification concerning Lobbying. Prior to receiving an award in excess of \$100,000, co-applicants shall furnish an executed copy of the lobbying certification. Co-applicants must sign and return the certification with their applications.

Co-applicants must fill out, sign and date form SF-LLL, Disclosure of Lobbying Activities, if applicable.

(g) Intergovernmental Review

The HHS programs are covered under Executive Order 12372, "Intergovernmental Review of Federal Programs." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. The HHS program is also subject to 45 CFR Part 100, "Intergovernmental Review of

Department of Health and Human Services Programs and Activities."

All States and Territories except Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia and Washington have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Co-applicants from these twenty-three jurisdictions need take no action regarding E.O. 12372. Co-applicants should contact their SPOCS as soon as possible to alert them of the prospective applications and receive any necessary instructions. Co-applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the co-applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

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

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which they intend to trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., Mail Stop 6C-462, Washington, DC 20447.

(h) Standard Form 424

The application must contain a Standard Form 424 "Application for Federal Assistance" (SF-424) for each co-applicant. The SF 424 must be signed by an official of the CDC and HA applying for the grant who has authority to obligate the organization legally.

(i) Standard Form 424A

The application must contain Standard Form 424A "Budget Information—Non Construction Programs" (SF 424A) for each co-applicant.

(j) SF-424B "Assurances-Non-Construction"

All co-applicants, whether or not the project involves construction, must file the Standard Form 424B, "Assurances: Non-Construction Programs." Co-applicants must sign and return the Standard Form 424B. The SF 424B must be signed by an official of the CDC and HA applying for the grant who has authority to obligate the organization legally.

(k) Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

Co-applicants must make the appropriate certification. By signing and submitting the applications, co-applicants are providing the certification regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions and need not mail back the certification with their application.

(l) Certification Regarding Environmental Tobacco Smoke

CDC Co-applicants must make the appropriate certification of their compliance with the Pro-Children Act of 1994. By signing and submitting the applications, co-applicants are providing the certification regarding environmental tobacco smoke and need not mail back the certification with their applications.

(m) Certification Regarding Drug-Free Workplace Requirements

OCS applicants must fill out and return this form.

(n) Catalog of Federal Domestic Assistance Numbers

The Catalog of Federal Domestic Assistance Number for the HUD Economic Development and Supportive Services Program is 14.853; and for the HHS Community Services is 93.570.

Dated: July 23, 1997.

Kevin Emanuel Marchman,

Acting Assistant Secretary for Public and Indian Housing, Department of Housing and Urban Development.

Donald Sykes,

Director, Office of Community Services, Department of Health and Human Services.

Appendix A**Application Checklist***Threshold Requirements*

The application MUST address the following requirements in order for it to be accepted for further consideration.

	Applica- tion page number(s)	Required certifi- cations and assur- ances	HA	CDC	Required certifi- cations and assur- ances	HA	CDC
1. Joint Application (HA-CDC MOA)	_____	2. Proof of CDC's non-profit status evidenced by a copy of the CDC's listing in the Internal Revenue Services (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code, or by a copy of a currently valid IRS tax-exemption certificate, or by a copy of the Articles of Incorporation bearing the Seal of the State in which the corporation or association is domiciled; And proof of CDC status evidenced by providing the purposes section of the Articles of Incorporation and a list of the current Board of Directors' names, titles and addresses, copies of resumes of the project director and other key management team members, written agreements, coordination with AFDC/TANF, etc. and Single Point of Contact comments (where applicable).	_____	_____	e. Certification Regarding Lobbying, Debarment, Suspension, etc., and Drug-Free Workplace Requirements	_____	_____
2. Needs Assessment	_____						
3. Grant Implementation Plan ... Business Plan	_____						
4. Partnerships	_____						
Business/Industry	_____						
Residents	_____						
Welfare and Child Care Plans	_____						
Boys & Girls Club (optional)	_____						
Other (optional)	_____						
5. Evidence that 100% of Target Participants are Affected by Welfare Reform	_____						
6. Accessible Community Facility (including Use Agreement)	_____						
7. Leveraging of Other Resources	_____						
8. Compliance with Current Programs	_____						
9. Evidence of Automated Capability	_____						
10. Audit Findings and Equal Employment Opportunity Certifications	_____						
11. PHMAP Score Requirements (HA only)	_____						
Selection Factors							
<i>HA and CDC components will each be rated and scored on the following factors.</i>							
	Applica- tion page number(s)						
1. Quality of Planning for Community Building/Economic Development:							
A. Economic/Job Development	_____						
B. Supportive Services	_____						
C. Resident Contracting/Employment	_____						
D. Work Incentives	_____						
E. Budget Appropriateness/Reasonableness	_____						
F. Reasonableness of Timetable	_____						
2. Co-Applicant Capability/Organizational Structure for Grant Administration:		3. Assurances for Non-Construction Programs (424B) ...	_____	_____			
A. Staffing	_____	4. a. Certification for a Drug-Free Workplace (HUD-2880)	_____	_____			
B. Program Administration	_____	b. Lobbying Disclosure Update Report (HUD-2880)	_____	_____			
C. Fiscal Management	_____	c. Disclosure of Lobbying Activities (SF-LLL)	_____	_____			
D. Program Evaluation	_____	d. Certification Regarding Drug-Free Workplace Requirements	_____	_____			
E. Track Record	_____						
3. Resident and Other Partnerships:							
A. Overall Partnerships	_____						
B. EZ/EC Partnerships	_____						
Required certifications and assurances			HA	CDC			
1. Application Form (SF 424 and 424A)	_____						

Appendix B

Program Elements for the Joint HHS/HUD Initiative

Community Partnerships for Economic Uplift and Economic Development

A. Program Elements

Following is a description of key program elements in this joint initiative.

1. Comprehensive Service Center

The comprehensive human service center is the focal point of this initiative. It is a neighborhood-based facility located within or adjacent to a public housing facility. It contains an array of redeployed public and private resources to support the housing residents, AFDC/TANF recipients and other low-income individuals in the area. It provides social, health, education, vocational, employment readiness, child care, transportation and other appropriate services and resources important to assisting residents and others achieve self sufficiency.

2. Job Creation/Employment Readiness

In order to induce a business/industry to locate in the public housing community setting it is essential that the target population, that will constitute the labor pool, be prepared to compete for and effectively function in the available positions offered by the host businesses/industries. Important to the adequate preparation of the resident population is a clear understanding of the businesses'/industries' labor capability requirements. These should be articulated in an education and performance standards document that stipulates what preparatory training the industry requires for an eligible employment pool. The public agency would be responsible for providing the necessary training and certifying the readiness of the candidates for employment.

There is a critical need for a highly focused and intensive remedial and vocational education and employment readiness capacity to meet the demands for qualified labor by the specific industry. This often requires upgrading existing remedial and vocational education training to more effectively address the education and performance standards. In addition, it requires coordination with a variety of support services.

3. Incentive Package

In order to attract appropriate businesses and industries the cities will have to provide an incentive package. The incentive package could include:

- Cost or rent free land/buildings to locate operations;

- Local and state tax abatement packages related to land, equipment, products, utilities, etc.;
- Assistance in developing and/or renovating the physical facilities and the affected transportation arteries and systems;
- Assistance in obtaining low interest loans to purchase equipment and inventory;
- Increased law enforcement to ensure the safety of the employees and the property;
- Preparation and support of the resident work-force through a comprehensive education/service center on or adjacent to the work site;
- Provision of public/private salary support packages involving the use of TANF/child care and other program resources as well as Labor's employment and training funds.

4. Entrepreneurial Development

The comprehensive service delivery centers should provide directly or through linkage to the Small Business Administration's Small Business Development Centers assistance to residents and local organizations interested in entrepreneurial efforts, such as, establishing small businesses in the area. The assistance could focus on financing, marketing, production, organization, engineering and technical problems and feasibility studies as well as venture capital formation. The business development could be designed to support a broad variety of individual and corporate needs such as child care, transportation, grocery stores, grounds and equipment maintenance, restaurants, cleaners and other related services.

5. Leveraging Resources

The participating communities would be expected to dedicate a variety of public and private human, financial and material resources to implement the comprehensive service centers and the economic development and revitalization efforts.

In order to effectively package the economic development plan it will be essential that the community leverage considerable public and private financial resources and taxes and other incentives to induce significant private investment. This will require close coordination with existing economic development strategies and tactical efforts with the city and county governments as part of an Empowerment Zone and Enterprise Community effort or similar venture.

Appendix C

Developing a Child Care System

Child Care is an essential component of economic and community development. Parents cannot seek and maintain employment or training unless they have adequate child care arrangements for their children. In order to meet the needs of housing residents, the Child Care Bureau is urging housing authorities to create systems of quality child care that are readily accessible and affordable. Below are some key elements to creating child care systems.

A. Needs Assessment

In order to determine the appropriate level of need in the community, co-applicants

should conduct a needs assessment of child care demand and supply. Such an assessment should be conducted in consultation with an expert on low-income child care needs such as a local Child Care Resource and Referral Agency, or a non-profit organization. The assessment would evaluate the services currently available in close proximity to the housing site, child care information resources, the training opportunities for residents entering or currently employed in child care, and the corresponding demand. Assessments of demand and supply should include breakdowns by age, type of care, and hours of care.

B. Plan

A plan should then be developed to address the findings of the needs assessment. This plan should include what type of services or job opportunities co-applicants will provide or help coordinate, to meet need. The plan should outline ways to provide child care consumer education, linkages with other services, training opportunities and provider support, jobs and direct services in either centers or family day care homes. All planned services must meet State, county, and city regulatory requirements to ensure that children are in safe and healthy child care environments. It is suggested that co-applicants also consult an expert to develop a plan, for instance before completing a use agreement; there is a need to assure the dedicated space will comply with child care licensure and other needs.

C. Coordination

Coordination with the State Child Care Administrator is necessary to be able to secure funding for services, ensure the satisfaction of health and safety standards, and to be eligible for technical assistance. The co-applicant should obtain commitment from the State Child Care Administrator, and work closely with state and local agencies to conduct the needs assessment and develop the plan.

Appendix D

Guidelines of a Business Plan

The business plan is an essential component to determine the feasibility of the economic development/job development ventures being proposed under this joint initiative and will be rated and ranked under that component of the grant implementation plan. As noted previously in this announcement, it is assumed that the business plan or plans that will be included in response to this solicitation will have been developed previously as part of other public or private development ventures. The specific business plan must address all the relevant elements as follows:

(a) *The Business and Its Industry:* This section should describe the nature and history of the business and provide some background on its industry.

(b) *Products and Services:* This section deals with the following:

(i) *Description:* Describe in detail the products or services to be sold;

(ii) *Proprietary Position:* Describe proprietary features if any of the product, e.g., patents, trade secrets; and

(iii) *Potential:* Features of the product or service that may give it an advantage over the competition.

(c) *Market Research and Evaluation:* This section should present sufficient information to show that the product or service has a substantial market and can achieve sales in the face of competition.

(d) *Marketing Plan:* The marketing plan should detail the product, pricing, distribution, and promotion strategies that will be used to achieve the estimated market share and sales projections. The marketing plan must describe what is to be done, how it will be done and who will do it. The plan should address the following topics—Overall Marketing Strategy, Packaging, Service and Warranty, Pricing, Distribution and Promotion.

(e) *Design and Development Plans:* If the product, process or service of the proposed venture requires any design and development before it is ready to be placed on the market, the nature and extent and cost of this work should be fully discussed. The section should cover items such as Development Status and Tasks, Difficulties and Risks, Product Improvement and New Products, and Costs.

(f) *Manufacturing and Operations Plan:* A manufacturing and operations plan should describe the kind of facilities, plan location, space, capital equipment and labor force (part and/or full time and wage structure) that are required to provide the company's product or service.

(g) *Management Team:* The management team is the key in starting and operating a successful business. The management team should be committed with a proper balance of technical, managerial and business skills, and experience in doing what is proposed. This section must include a description of: the key management personnel and their primary duties; compensation and/or ownership; the organizational structure; Board of Directors; management assistance and training needs; and supporting professional services.

(h) *Overall Schedule:* A schedule that shows the timing and inter-relationships of the major events necessary to launch the venture and realize its objectives. Prepare, as part of this section, a month-by-month schedule that shows the timing of such activities as product development, market planning, sales programs, and production and operations. Sufficient detail should be included to show the timing of the primary tasks required to accomplish each activity.

(i) *Critical Risks and Assumptions:* The development of a business has risks and problems and the Business Plan should contain some explicit assumptions about them. Accordingly, identify and discuss the critical assumptions in the Business Plan and the major problems that will have to be solved to develop the venture. This should include a description of the risks and the critical assumptions relating to the industry, the venture, its personnel, the product's market appeal, and the timing and financing of the venture.

(j) *Community Benefits:* The proposed project must contribute to economic, human and community development within the

project's target area. A section that describes and discusses the potential economic and non-economic benefits to low-income members of the community must be included as well as a description of the strategy that will be used to identify and hire individuals being served by public assistance programs and how linkages with community agencies/organizations administering the AFDC/TANF program will be developed.

(k) *The Financial Plan*: The Financial Plan is basic to the development of a Business Plan. Its purpose is to indicate the project's potential and the timetable for financial self-

sufficiency. In developing the Financial Plan, the following exhibits must be prepared for the first three years of the business' operation:

(i) Profit and Loss Forecasts—quarterly for each year;

(ii) Cash Flow Projections—quarterly for each year;

(iii) Pro Forma Balance Sheets—quarterly for each year.

Also, additional financial information for the business operation that must be included is an initial Source and Use of Funds Statement for project funds and a brief

summary paragraph discussing any further capital requirements and their sources.

Applications which propose to use the requested HHS/OCS funds to make an equity investment or a loan to a business concern, including a wholly-owned subsidiary, or to make a sub-grant with a portion of the HHS/OCS funds, must include a written agreement between the community development corporation and the recipient of the grant funds.

BILLING CODE 4210-33-P

APPENDIX E

1997 POVERTY INCOME GUIDELINES FOR THE 48 CONTIGUOUS STATES AND
THE DISTRICT OF COLUMBIA

<u>Size of Family Unit</u>	<u>Poverty Guidelines</u>
1.....	\$ 7,890
2.....	10,610
3.....	13,330
4.....	16,050
5.....	18,770
6.....	21,490
7.....	24,210
8.....	26,930

For family units with more than 8 members, add \$2,720 for each additional member. (The same increment applies to smaller family sizes also, as can be seen in the figures above.)

1997 POVERTY INCOME GUIDELINES FOR ALASKA

<u>Size of Family Unit</u>	<u>Poverty Guidelines</u>
1.....	\$ 9,870
2.....	13,270
3.....	16,670
4.....	20,070
5.....	23,470
6.....	26,870
7.....	30,270
8.....	33,670

For family units with more than 8 members, add \$3,400 for each additional member. (The same increment applies to smaller family sizes also, as can be seen in the figures above.)

1997 POVERTY INCOME GUIDELINES FOR HAWAII

<u>Size of Family Unit</u>	<u>Poverty Guidelines</u>
1.....	\$ 9,070
2.....	12,200
3.....	15,330
4.....	18,460
5.....	21,590
6.....	24,720
7.....	27,850
8.....	30,980

For family units with more than 8 members, add \$3,130 for each additional member. (The same increment applies to smaller family sizes also, as can be seen in the figures above.)

APPENDIX F

OMB STATE SINGLE POINT OF CONTACT LISTING

ARIZONA

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone (602) 280-1315
FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206

ALABAMA

Jon C. Strickland
Alabama Department of
Economic and Community Affairs
Planning and Economic Development Division
401 Adams Avenue
Montgomery, Alabama 36103-5690
Telephone: (205) 242-5483
Fax: (205) 242-5515

CALIFORNIA

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 121
Sacramento, California 95814
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DELAWARE

Francine Booth
State Single Point of Contact Executive Department
Thomas Collins Building, P.O. Box 1401
Dover, Delaware 19903
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DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
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717 14th Street, N.W. - Suite 500
Washington, D.C. 20005
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FAX: (202) 727-1617

FLORIDA

Florida State Clearinghouse
Department of Community Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-2100
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GEORGIA

Tom L. Reid, III
Administrator
Georgia State Clearinghouse
254 Washington Street, S.W. - Room 401J
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(404) 656-3829
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INDIANA

Amy Brewer
State Budget Agency
212 State House
Indianapolis, Indiana 46204
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FAX: (317) 233-3323

IOWA

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
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FAX: (515) 242-4859

KENTUCKY

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive
Frankfort, Kentucky 40601-8204
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FAX: (502) 573-2512

MAINE

Joyce Benson
State Planning Office
State House Station #38
Augusta, Maine 04333
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MARYLAND

William G. Carroll, Manager
State Clearinghouse for
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Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2365
Staff Contact: Linda Janey
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FAX: (410) 225-4480

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
1900 Edison Plaza
660 Plaza Drive
Detroit, Michigan 48226
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Mississippi

Cathy Malette, Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087
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Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
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Jefferson City, Missouri 65102
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FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Telephone: (702) 687-4065
FAX: (702) 687-3983

NEW HAMPSHIRE

Jeffrey H. Taylor, Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process, Mike Blake
2 1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW JERSEY

Gregory W. Adkins, Assistant Commissioner
New Jersey Department of Community Affairs

**Please direct all correspondence and questions about
intergovernmental review to:**

Andrew J. Jaskolka, State Review Process
Intergovernmental Review Unit CN 800, Room 813A
Trenton, New Jersey 08625-0800
Telephone: (609) 292-9025
FAX: (609) 633-2132

NEW MEXICO

Robert Peters
State Budget Division
Room 190 Bataan Memorial Building
Santa Fe, New Mexico 87503
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NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
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NORTH CAROLINA

Chrys Baggett, Director
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Office of the Secretary of Admin.
116 West Jones Street
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NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170
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FAX: (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
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Office of Budget and Management
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Columbus, Ohio 43266-0411

Please direct correspondence and questions about
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RHODE ISLAND

Daniel W. Varin, Associate Director
Department of Administration/Division of Planning
One Capitol Hill, 4th Floor
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FAX: (401) 277-2083

Please direct correspondence and questions to:
Review Coordinator
Office of Strategic Planning

SOUTH CAROLINA

Omeagia Burgess
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TERRITORIES**GUAM**

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PUERTO RICO

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Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
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San Juan, Puerto Rico 00940-1119
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VIRGIN ISLANDS

Jose George
Director, Office of Management and Budget
#41 Norregade Emancipation Garden Station
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Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence about
intergovernmental review to: Linda Clarke
Telephone: (809) 774-0750
FAX: (809) 776-0069

OMB Approval No. 0348-0043

**APPLICATION FOR
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	

5. APPLICANT INFORMATION	
Legal Name:	Organizational Unit:
Address (give city, county, state, and zip code):	Name and telephone number of the person to be contacted on matters involving this application (give area code)
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div style="width: 48%;"> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____ </div> </div>
8. TYPE OF APPLICATION: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> <div style="display: flex; justify-content: space-between; font-size: small;"> A. Increase Award B. Decrease Award C. Increase Duration </div> <div style="display: flex; justify-content: space-between; font-size: small;"> D. Decrease Duration Other (specify) </div>	
9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):	

13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED STATE FOR REVIEW	
b. Applicant	\$.00		
c. State	\$.00		
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00		
g. TOTAL	\$.00	17. IS APPLICATION DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input type="checkbox"/> No	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED		
a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

Previous Editions Not Usable

Standard Form 424 (Rev 4-88)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:
- "New" means a new assistance award.
- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

BUDGET INFORMATION - Non-Construction Programs						
SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	Total (5)	
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a - 6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	
7. Program Income	\$	\$	\$	\$	\$	

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				(e) Fourth
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	\$
17.					
18.					
19.	\$	\$	\$	\$	\$
20. TOTALS (sum of lines 16 - 19)					
SECTION F - OTHER BUDGET INFORMATION					
(Attach additional Sheets if Necessary)					
21. Direct Charges:	22. Indirect Charges:				
23. Remarks					

INSTRUCTIONS FOR THE SF-424A**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a - k of Section B.

Section A. Budget Summary**Lines 1 - 4, Columns (a) and (b)**

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in *Column* (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1 - 4, Columns (c) through (g.)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1 - 4, Columns (c) through (g.) (continued)

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in column (e) the amount of the increase or decrease of Federal Funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B. Budget Categories

In the column heading (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1 - 4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1) - (4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

INSTRUCTIONS FOR THE SF-424A (Continued)

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8 - 11 - Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b) - (e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16 - 19 - Enter in Column (a) the same grant program titles shown in column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b) - (e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES -- NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetland pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

TAB 5 ASSURANCES FORM-ATTACHMENT TO SF-424B

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circular, Executive Order 12372, and Uniform Administrative Requirements for Grants and Cooperative Agreements - 24 CFR Part 85, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the applicant assures and certifies that:

It has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

It provided all information required by the NOFA to include certification and disclosures in accordance with the requirements of Section III of the NOFA.

It assessed its potential liability under State, local or tribal law, and that, upon being notified of a PHDEP grant award, will obtain adequate insurance coverage to protect itself against any potential liability out of the eligible activities under this program.

It understands that HUD may terminate funding if the applicant demonstrates an unwillingness or inability to : attain program goals; establish procedures that will minimize the time elapsing between cash advances and disbursements; adhere to grant agreement requirements or special conditions; avoid engaging in the improper award and administration of contracts; or submit reliable and timely reports.

It understands that the grant will be closeout in accordance with 24 CFR Part 85.50 and 24 CFR 761, and the FY 1997 PHDEP NOFA.

Signed this _____ day of _____ 1997

By: _____
(HOUSING AUTHORITY EXECUTIVE DIRECTOR)

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0044 (exp. 12/31/99)
OMB No. 2577-0157 (exp. 12/31/99)

The public reporting burden for this collection of information is estimated to average 0.25 hours per response, including the time for gathering the information, completing and reviewing the collection of information, completing HUD forms, and reporting. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) certify to the provisions of a drug-free workplace as a condition of assistance. Responses to the collection are required by the Drug-Free Workplace Act of 1988. The information requested does not lend itself to confidentiality.

HA Name: _____

Program/Activity Receiving Federal Grant Funding: (mark one)

☐ Operating Subsidy ☐ Sec.23 Leased Housing ☐ Development ☐ CIAP ☐ CGP ☐ HOPE VI ☐ Other (specify) _____

If Operating Subsidy or Section 23,
enter the HA's Fiscal Year Ending date
in which funds are expected to be obligated: _____

If Development, CIAP, CGP, HOPE VI, or
Other, enter the Federal Fiscal Year in
which the funds are expected to be reserved: _____

Acting on behalf of the above named HA as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

1. I certify that the above named HA will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the HA's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing a drug-free awareness program to inform employees about the following:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The HA's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee of the HA be given a copy of the statement required by paragraph a.;
- d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment with the HA, the employee will do the following:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- e. Notifying the HUD Field Office within ten days after receiving notice under subparagraph d. (2) from an employee or otherwise receiving actual notice of such conviction;
- f. Taking one of the following actions within 30 days of receiving notice under subparagraph d. (2) with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The HA shall list in the space provided below the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. (If more space is needed, attach additional page(s) the same size as this form. Identify each sheet with the HA name and address and the program/activity receiving grant funding.)

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name, Title & Signature of Authorized HA Official & Date: _____

X

CERTIFICATIONS AND ASSURANCES**AUTOMATED CAPABILITY**

As an authorized representative of the applicant I certify that the program will include access to on-line computer/Internet capability as a means for the applicant to communicate with HUD on grant matters. I certify that if such access/capability does not exist at this time, that it will be operational within three months of HUD's transmittal of a Grant Agreement to the applicant organization, if the application is selected. (NOFA, VI (g) (9))

Signed this _____ day of _____, 1997

by: _____

PHA/IHA Executive Director or Other Authorized Representative

OMB Approval No. 2510-0011 (exp. 3/31/98)

Part IV. Interested Parties

Alphabetical list of all persons with a reportable financial interest in the project or activity
(for individuals, give the last name first)

Social Security Number or
Employee ID Number

Type of Participation
in Project/Activity

Financial Interest
in Project/Activity
(\$ and %)

If there are no persons with a reportable financial interest, you must certify that this information is true.

I hereby certify that this information is true. (Signature) _____ Date _____

Part V. Report on Expected Sources and Uses of Funds

Source

If there are no sources of funds, you must certify that this information is true.

I hereby certify that this information is true. (Signature) _____ Date _____

Use

If there are no uses of funds, you must certify that this information is true.

I hereby certify that this information is true. (Signature) _____ Date _____

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature _____

Date _____

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2510-0011), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §12.34.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions (See Note 1 on last page.)

I. Overview. Subpart C of 24 CFR Part 12 provides for (1) initial reports from applicants for HUD assistance and (2) update reports from recipients of HUD assistance. An overview of these requirements follows.

A. Applicant disclosure (Initial) reports: General. All applicants for assistance from HUD for a specific project or activity must make a number of disclosures, if the applicant meets a dollar threshold for the receipt of covered assistance during the fiscal year in which the application is submitted. The applicant must also make the disclosures if it requests assistance from HUD for a specific housing project that involves assistance from other governmental sources.

Applicants subject to Subpart C must make the following disclosures:

- Assistance from other government sources in connection with the project,
- The financial interests of persons in the project,
- The sources of funds to be made available for the project, and
- The uses to which the funds are to be put.

B. Update reports: General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

C. Applicant disclosure reports: Specific guidance. The applicant must complete all parts of this disclosure form if **either** of the following **two** circumstances in paragraph 1. or 2., below, applies:

1.a. **Nature of Assistance.** The applicant submits an application for assistance for a specific project or activity (See Note 2) in which:

HUD makes assistance available to a recipient for a specific project or activity; or

HUD makes assistance available to an entity (other than a State or a unit of general local government), such as a public housing agency (PHA), for a specific project or activity, where the application is required by statute or regulation to be submitted to HUD for any purpose; **and**

b. **Dollar Threshold.** The applicant has received, or can reasonably expect to receive, an aggregate amount of all forms of assistance (See Note 3) from HUD, States, and units of general local government, in excess of \$200,000 during the Federal fiscal year (October 1 through September 30) in which the application is submitted. (See Note 4)

2. The applicant submits an application for assistance for a specific housing project that involves other government assistance. (See Note 5) **Note:** There is no dollar threshold for this criterion: **any** other government assistance triggers the requirement. (See Note 6)

If the Application meets **neither** of these two criteria, the applicant need only complete Parts I and II of this report, as well as the certification at the end of the report. If the Application meets **either** of these criteria, the applicant must complete the entire report.

The applicant disclosure report must be submitted with the application for the assistance involved.

D. Update reports: Specific guidance. During the period in which an application for covered assistance is pending, or in which the assistance is being provided (as indicated in the relevant grant or other agreement), the applicant must make the following additional disclosures:

1. Any information that should have been disclosed in connection with the application, but that was omitted.
2. Any information that would have been subject to disclosure in connection with the application, but that arose at a later time, including information concerning an interested party that now meets the applicable disclosure threshold referred to in Part IV, below.
3. For changes in previously disclosed other government assistance:

For programs administered by the Assistant Secretary for Community Planning and Development, any change in other government assistance that exceeds the amount of such assistance that was previously disclosed by \$250,000 or by 10 percent of the assistance (whichever is lower).

For all other programs, any change in other government assistance that exceeds the amount of such assistance that was previously disclosed.

4. For changes in previously disclosed financial interests, any change in the amount of the financial interest of a person that exceeds the amount of the previously disclosed interests by \$50,000 or by 10 percent of such interests (whichever is lower).

5. For changes in previously disclosed sources or uses of funds:

a. For programs administered by the Assistant Secretary for Community Planning and Development:

Any change in a source of funds that exceeds the amount of all previously disclosed sources of funds by \$250,000 or by 10 percent of those sources (whichever is lower); and

Any change in a use of funds under paragraph (b)(1)(iii) that exceeds the amount of all previously disclosed uses of funds by \$250,000 or by 10 percent of those uses (whichever is lower).

b. For all programs, other than those administered by the Assistant Secretary for Community Planning and Development:

For projects receiving a tax credit under Federal, State, or local law, any change in a source of funds that was previously disclosed.

For all other projects, any change in a source of funds that exceeds the lower of:

The amount previously disclosed for that source of funds by \$250,000, or by 10 percent of the amount previously disclosed for that source, whichever is lower; or

The amount previously disclosed for all sources of funds by \$250,000, or by 10 percent of the amount previously disclosed for all sources of funds, whichever is lower.

c. For all programs, other than those administered by the Assistant Secretary for Community Planning and Development:

For projects receiving a tax credit under Federal, State, or local law, any change in a use of funds that was previously disclosed.

For all other projects, any change in a use of funds that exceeds the lower of:

The amount previously disclosed for that use of funds by \$250,000, or by 10 percent of the amount previously disclosed for that use, whichever is lower; or

The amount previously disclosed for all uses of funds by \$250,000, or by 10 percent of the amount previously disclosed for all uses of funds, whichever is lower.

Note: Update reports must be submitted within 30 days of the change requiring the update. The requirement to provide update reports only applies if the application for the underlying assistance was submitted on or after the effective date of Subpart C.

II. Line-by-Line Instructions.

A. Part I. Applicant/Recipient Information.

All applicants for HUD assistance specified in Section I.C.1.a., above, as well as all recipients required to submit an update report under Section I.D., above, must complete the information required by Part I. The applicant/recipient must indicate whether the disclosure is an initial or an update report. Line-by-line guidance for Part I follows:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.

2. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

3. Applicants describe the HUD assistance referred to in Section I.C.1.a. that is being requested. Recipients describe the HUD assistance to which the update report relates.

4. Applicants enter the HUD program name under which the assistance is being requested. Recipients enter the HUD program name under which the assistance, that relates to the update report, was provided.

5. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.

Note: In the case of Mortgage Insurance under 24 CFR Subtitle B, Chapter II, the mortgagor is responsible for making the applicant disclosures, and the mortgagee is responsible for furnishing the mortgagor's disclosures to the Department. Update reports must be submitted directly to HUD by the mortgagor.

Note: In the case of the Project-Based Certificate program under 24 CFR Part 882, Subpart G, the owner is responsible for making the applicant disclosures, and the PHA is responsible for furnishing the owner's disclosures to HUD. Update reports must be submitted through the PHA by the owner.

B. Part II. Threshold Determinations — Applicants Only

Part II contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

1. The first question asks whether the applicant meets the Nature of Assistance and Dollar Threshold requirements set forth in Section I.C.1. above.

If the answer is Yes, the applicant must complete the remainder of the form. If the answer is No, the form asks the applicant to certify that its response is correct, and to complete the next question.

2. The second question asks whether the application is for a specific housing project that involves other government assistance, as described in Section I.C.2. above.

If the answer is Yes, the applicant must complete the remainder of the form. If the answer is No, the form asks the applicant to certify that its response is correct.

If the answer to both questions 1 and 2 is No, the applicant need not complete Parts III, IV, or V of the report, but must sign the certification at the end of the form.

C. Part III. Other Government Assistance.

This Part is to be completed by both applicants filing applicant disclosure reports and recipients filing update reports. Applicants must report any other government assistance involved in the project or activity for which assistance is sought. Recipients must report any other government assistance involved in the project or activity, to the extent required under Section I.D.1., 2., or 3., above.

Other government assistance is defined in note 5 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available. Include at least one organizational level below the agency name. For example, U.S. Department of Transportation, U.S. Coast Guard; Department of Safety, Highway Patrol.
2. Enter the program name and any relevant identifying numbers, or other means of identification, for the other government assistance.
3. State the type of other government assistance (e.g., loan, grant, loan insurance).
4. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).

If the applicant has no other government assistance to disclose, it must certify that this assertion is correct.

To avoid duplication, if there is other government assistance under this Part and Part V, the applicant/recipient should check the appropriate box in this Part and list the information in Part V, clearly designating which sources are other government assistance.

D. Part IV. Interested Parties.

This Part is to be completed by both applicants filing applicant disclosure reports and recipients filing update reports.

Applicants must provide information on:

- (1) All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- (2) any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Recipients must make the additional disclosures referred to in Section I.D.1., 2., or 4, above.

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses of all persons referred to in paragraph (1) or (2) of this Part. If the person is an entity, the listing must include the full name of each officer, director, and principal stockholder of the entity. All names must be listed alphabetically, and the names of individuals must be shown with their last names first.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

If the applicant has no persons with financial interests to disclose, it must certify that this assertion is correct.

5. Part V. Report on Sources and Uses of Funds. This Part is to be completed by both applicants filing applicant disclosure reports and recipients filing update reports.

The applicant disclosure report must specify all expected sources of funds—both from HUD and from any other source—that have been, or are to be, made available for the project or activity. Non-HUD sources of funds typically include (but are not limited to) other government assistance referred to in Part III, equity, and amounts from foundations and private contributions. The report must also specify all expected uses to which funds are to be put. All sources and uses of funds must be listed, if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the source or use will be forthcoming.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

General Instructions — sources of funds

Each reportable source of funds must indicate:

- a. The name and address, city, State, and zip code of the individual or entity making the assistance available. At least one organizational level below the agency name should be included. For example, U.S. Department of Transportation, U.S. Coast Guard; Department of Safety, Highway Patrol.
- b. The program name and any relevant identifying numbers, or other means of identification, for the assistance.
- c. The type of assistance (e.g., loan, grant, loan insurance).

Specific instructions — sources of funds.

(1) For programs administered by the Assistant Secretaries for Fair Housing and Equal Opportunity and Policy Development and Research, each source of funds must indicate the total amount of approved, and received; and must be listed in descending order according to the amount indicated.

(2) For programs administered by the Assistant Secretaries for Housing-Federal Housing Commissioner, Community Planning and Development, and Public and Indian Housing, each source of funds must indicate the total amount of funds involved, and must be listed in descending order according to the amount indicated.

(3) If Tax Credits are involved, the report must indicate all syndication proceeds and equity involved.

General instructions—uses of funds.

Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

Specific instructions -- uses of funds.

(1) For programs administered by the Assistant Secretaries for Fair Housing and Equal Opportunity and Policy Development and Research, each use of funds must indicate the total amount of funds involved; must be broken down by amount committed, budgeted, and planned; and must be listed in descending order according to the amount indicated.

(ii) For programs administered by the Assistant Secretaries for Housing-Federal Housing Commissioner, Community Planning and Development, and Public and Indian Housing, each use of funds must indicate the total amount of funds involved and must be listed in descending order according to the amount involved.

(iii) If any program administered by the Assistant Secretary for Housing-Federal Housing Commissioner is involved, the report must indicate all uses paid from HUD sources and other sources, including syndication proceeds. Uses paid should include the following amounts.

AMPO

Architect's fee — design
 Architect's fee — supervision
 Bond premium
 Builder's general overhead
 Builder's profit
 Construction interest
 Consultant fee
 Contingency Reserve
 Cost certification audit fee
 FHA examination fee
 FHA inspection fee
 FHA MIP
 Financing fee
 FNMA / GNMA fee
 General requirements
 Insurance
 Legal — construction
 Legal — organization
 Other fees
 Purchase price
 Supplemental management fund
 Taxes
 Title and recording
 Operating deficit reserve
 Resident initiative fund
 Syndication expenses
 Working capital reserve
 Total land improvement
 Total structures

Uses paid from syndication must include the following amounts:

Additional acquisition price and expenses
 Bridge loan interest
 Development fee
 Operating deficit reserve
 Resident initiative fund
 Syndication expenses
 Working capital reserve

Footnotes:

1. All citations are to 24 CFR Part 12, which was published in the Federal Register on March 14, 1991 at 56 Fed. Reg. 11032.
2. A list of the covered assistance programs can be found at 24 CFR §12.30, or in the rules or administrative instructions governing the program involved. Note: The list of covered programs will be updated periodically.
3. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Federal Acquisition Regulation (FAR) (48 CFR Chapter 1).
4. See 24 CFR §§12.32 (a)(2) and (3) for detailed guidance on how the threshold is calculated.
5. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
6. For further guidance on this criterion, and for a list of covered programs, see 24 CFR §12.50.
7. For purposes of Part 12, a person means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency: Congressional District, if known: _____	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known: Congressional District, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)	b. Individuals Performing Services (including address of different from No. 10a.) (last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)	
11. Amount of Payment (check all that apply) : \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____	14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11.: (attach Continuation Sheet(s) SF-LLL-A, if necessary)	
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 [e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency]. Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If "other," specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

TAB 11G APPLICANT'S ANTI-LOBBYING CERTIFICATION

Each applicant must sign either the Certification Regarding Lobbying or the Standard Form-LLL, Disclosure of Lobbying Activities and include it in the application as Exhibit 21. Section 319 of Public Law 101-121 prohibits recipients of Federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government. A common rule governing the restrictions on lobbying was published as an interim rule on February 26, 1990 (55 FR 6736) and supplemented by a Notice published June 15, 1990 (55 FR 24540). The rule requires applicants for and recipients of assistance exceeding \$100,000 to certify that no Federal Funds have been or will be spend on lobbying activities in connection with the assistance. The rule also requires disclosures from applicants and recipients if nonappropriated funds have been spent or committed for lobbying activities if those activities would be prohibited if paid with appropriated funds. The law provides substantial monetary penalties for failure to file the required certification or disclosure. This does not apply to Indian tribes of IHAs, tribal organizations, or any other Indian organization with respect to expenditures specifically permitted by other Federal law that are not covered by the definition of person in 24 CFR Part 87.

Attached are the appropriate certification and the Standard Form-LLL.

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATION AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of the Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering in to of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, 199_____

BY _____
Signature

(Typed or Printed Name)

(Title, if any)

TAB 10H DEBARMENT AND SUSPENSION CERTIFICATION

By signing and submitting this proposal, the applicant, defined as the primary recipient in accordance with 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency.
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (c) are not presently indicted or for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, state, or local) terminated for cause or default.

The applicant agrees that by submitting this proposal, it will include without modification the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions" i.e. with subgrantees or contractors, in all lower tier covered transactions and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

Signed this _____ day of _____, 199____

by: _____

Print Name & Title:

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements
(Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**Certification Regarding Drug-Free Workplace
Requirements**

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug

counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or

otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]