- (iii) Delineate the tasks and sub-tasks involved in the areas necessary to carry out the responsibilities to include training, technical assistance, research, outreach, seminars, etc. (0–5 points).
- (iv) State the intermediate and end products to be developed by task and sub-task (0–5 points).
- (v) Provide realistic time frames and chronology of key activities for the goals and objectives (0–5 points).
- (d) Criterion IV: Significant and Beneficial Impact (Maximum: 25 Points)

Project funds under this sub-priority area must be used for the purpose of providing training and technical assistance on a national basis to the network of Community Development Corporations. Applicant must document how the success or failure of the assistance provided will be documented.

(i) Application should adequately describe how the project will assure long-term program and management improvements for Community Development Corporations (0–10 points):

(ii) The project will impact on a significant number of Community Development Corporations (0–10

points);

- (iii) Applicant should document how the project will leverage or mobilize significant other non-federal resources for the direct benefit of the project (0– 5 points);
- (e) Criteria V: Budget Reasonableness (Maximum 10 Points)
- (i) The resources requested are reasonable and adequate to accomplish the project (0–5 points).
- (ii) Total costs are reasonable and consistent with anticipated results (0–5 points).

## Part E—Contents of Application and Receipt Process

### 1. Contents of Application

Each application, whether involving construction or not, should include one original and four additional copies of the following:

a. A signed "Application for Federal Assistance" (SF-424);

b. "Budget Information-Non-

Construction Programs' (SF-424A); c. A signed "Assurances-Non-Construction Programs" (SF-424B);

- d. A Project Abstract (a paragraph which succinctly describes the project (in *300* characters or less));
- e. A Project Narrative consisting of the following elements preceded by a consecutively numbered Table of Contents that will describe the project in the following order:

- (i) Eligibility Confirmation
- (ii) Analysis of Need (except for Sub-Priorities 1.4, 1.5)
- (iii) Organizational Experience and Staff Responsibilities
- (iv) Work Program (including Executive Summary)
- (v) Appendices, including relevant sections of By-Laws and/or Articles of Incorporation which confirm eligibility of organization as a CDC; proof of nonprofit status where applicable; resumes; written agreements re grants, coordination with JOBS, etc.; Single Point of Contact comments, where applicable; certification regarding antilobbying activities; and a disclosure of lobbying activities.

The application package should not exceed 50 pages for applications submitted under sub-priority areas 1.1 and 1.2., and 30 pages for all applications submitted under the other sub-priority areas.

Applications should be two holed punched at the top center and fastened with a compressor slide paper fastener or a binder clip. The submission of bound applications, or applications enclosed in binders, is especially discouraged.

Applications must be uniform in composition since OCS may find it necessary to duplicate them for review purposes. Therefore, applications must be submitted on white 8 1/2 X 11 inch paper only. They must not include colored, oversized or folded materials. Do not include organizational brochures or other promotional materials, slides, films, clips, etc. in the proposal. They will be discarded, if included.

#### 2. Acknowledgement of Receipt

All applicants will receive an acknowledgement notice with an assigned identification number. Applicants are requested to supply a self-addressed mailing label with their application which can be attached to this acknowledgement notice. The identification number and the program priority area letter code must be referred to in all subsequent communications with OCS concerning the application. If an acknowledgement is not received within three weeks after the deadline date, please notify ACF by telephone (202) 401–9365.

# Part F—Instructions for Completing Application Package

(Approved by the Office of Management and Budget under Control Number 0970–0062. The standard forms attached to this announcement shall be used to apply for funds for all priority areas described in this announcement.)

It is suggested that you reproduce the SF-424 and SF-424A, and type your application on the copies. If an item on the SF-424 cannot be answered or does not appear to be related or relevant to the assistance requested, write "NA" for "Not Applicable."

Prepare your application in accordance with the standard instructions given in Attachments B and C corresponding to the forms, as well as the OCS specific instructions set forth below:

### 1. SF-424 "Application for Federal Assistance" Item

- 1. For the purposes of this announcement, all projects are considered "Applications"; there are no "Pre-Applications." Also for the purposes of this announcement, construction projects are those which involve major renovations or new construction. All others are considered non-construction. Check the appropriate box under "Application."

  5. and 6. The legal name of the
- 5. and 6. The legal name of the applicant must match that listed as corresponding to the Employer Identification Number. Where the applicant is a previous Department of Health and Human Services grantee, enter the Central Registry System Employee Identification Number (EIN) and the Payment Identifying Number (PIN), if one has been assigned, in the Block entitled "Federal Identifier" located at the top right hand corner of the form.
- 7. If the applicant is a non-profit corporation, enter "N" in the box and specify "non-profit corporation" in the space marked "Other." Proof of non-profit status, such as IRS determination or appropriate sections of the Articles of Incorporation, or By-laws, must be included as an appendix to the project narrative.
- 8. For the purposes of this announcement, all applications are "New".
  - 9. Enter DHHS-ACF/OCS.
- 10. The Catalog of Federal Domestic Assistance number for OCS programs covered under this announcement is 93.570. The title is "CSBG Discretionary Awards."
- 11. The following letter program priority area designations must be used: UR—for Sub-Priority Area 1.1. Urban and Rural Community Economic Development (Operational)

HB—for Sub-Priority Area 1.2. Urban and Rural Community Economic Development (HBCU Set-Aside)

PD—for Sub-Priority Area 1.3. Urban and Rural Community Economic Development (Pre-Developmental Set-Aside)