

Community Service (CNCS) and HUD to promote the development of home modifications as a means to encourage the employment of individuals with disabilities. This unique partnership will allow the Federal government to promote both the spirit and the responsibilities of both the New Freedom Initiative and the *Olmstead* Executive Order, while concurrently recognizing the valuable community roles played by America's faith-based and community organizations. Moreover, it is the intention of this solicitation to assist individuals with disabilities to remain in their homes or move into accessible housing and thereby directly facilitate and provide these employment supports to further their opportunities to seek and retain employment and training in their communities.

#### **Part IV. Funding Availability and Period of Performance**

The ODEP anticipates awarding approximately up to ten competitive grants in the amount of \$50,000 to \$100,000 each to provide home modifications as a means of further expanding the community integration of individuals with disabilities, and particularly those seeking employment. Grants will be awarded for a 12-month period of performance. After one year of support, it is anticipated that the grantees will have identified and developed the funds and resources needed to continue the expansion of such home modification programs within their respective localities.

This solicitation calls for the creation of several local programs to provide home modifications to assist individuals with disabilities and older Americans to live and work in their communities. Funding will be provided for local organizations to purchase materials, analyze accessibility, and build the necessary modifications. These organizations are encouraged to seek donations of materials and labor from local businesses, labor organizations, and community associations. In addition, these organizations are also strongly encouraged to work with their local Centers for Independent Living and other disability advocacy organizations to determine local need and potential resources.

#### **Part V. Eligible Applicants and Required Partnerships**

##### *Eligible Applicants*

Eligible applicants include faith-based and community organizations that must be non-profit entities (although not

501(c)(4) entities subject to the Lobbying Disclosure Act) that also:

- (1) Have social services as a major part of their mission;
- (2) Are headquartered in the local community to which they provide these services; and
- (3) Have a total annual operating budget of \$300,000 or less, or have six (6) or fewer full-time equivalent employees.

**Note:** For purposes of this SGA, local affiliates of national social service organizations are not considered "faith-based and community organizations" and are not eligible to apply.

#### **Part VI. Format Requirements for Grant Application**

##### *General Requirements*

Applicants must submit one (1) paper copy with an original signature and two (2) additional paper copies of their signed proposal. To aid with the review of applications, USDOL also encourages Applicants to submit an electronic copy of their proposal on a disc or CD using Microsoft Word. Applicants who do not provide an electronic copy will not be penalized. The Application Narrative must be double-spaced with standard margins on 8½ x 11 papers, and be presented on single-sided, numbered pages with the exception of format requirements for the Executive Summary. The Executive Summary must be limited to no more than two single-spaced, single-sided pages on 8½ x 11 papers with standard margins throughout. A font size of at least twelve (12) pitch is required throughout. Applications that fail to meet these requirements will be considered non-responsive.

The three required sections of the application are:

- Section I—Project Financial Plan
- Section II—Executive Summary—Project Synopsis
- Section III—Project Narrative (including Attachments, not to exceed 15 pages)

Mandatory requirements for each section are provided as follows in this application package. Applications that fail to meet the stated mandatory requirements of each section will be considered non-responsive.

##### *Mandatory Application Requirements*

- Section I. Project Financial Plan (Budget) [The Project Financial Plan will not count against the application page limits.] Section I of the application must include the following three required parts:
  - (1) Completed "SF 424—Application for Federal Assistance" (See Appendix A of this SGA for required form)

- (2) Completed "SF 424A—Budget Information Form" by line item for all costs required to implement the project design effectively. (See Appendix B of this SGA for required forms.)
- (3) Budget Narrative and Justification that provides sufficient information to support the reasonableness of the costs included in the budget in relation to the service strategy and planned outcomes.

The application must include one SF-424 with the original signatures of the legal entity applying for grant funding and 2 additional copies. Applicants shall indicate on the SF-424 the organization's IRS status, if applicable. Under the Lobbying Disclosure Act of 1995, Section 18 (29 U.S.C. 1611), an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities will not be eligible for the receipt of Federal funds constituting an award, grant, or loan. (See 2 U.S.C. 1611; 26 U.S.C. 501(c)(4).) For item 10 of the SF-424, the Catalog of Federal Domestic Assistance (CFDA) number for the program is 17.720.

The Budget Narrative and Justification must describe all costs associated with implementing the project that are to be covered with grant funds. Grantees must support the travel and associated costs with sending at least one representative to the annual ODEP Policy Conference for Grantees, to be held in Washington, DC, at a time and place to be determined. Grantees must comply with the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," (also known as the "Common Rule") codified at 29 CFR part 97, and must comply with the applicable OMB cost principles circulars, as identified in 29 CFR 95.27 and 29 CFR 97.22(b).

In addition, the budget must include on a separate page a detailed cost analysis of each line item. Justification for administrative costs must be provided. Approval of a budget by the DOL is not the same as the approval of actual costs. The individual signing the SF 424 on behalf of the applicant must represent and be able to legally bind the responsible financial and administrative entity for a grant should that application result in an award. The applicant must also include the Assurances and Certifications Signature Page (Appendix C).

- Section II. Executive Summary—Project Synopsis [The Executive Summary is limited to no more than two single-spaced, single-sided pages on 8½