

include their relevant experience. Similar information should be provided with regard to consultants or staff from other organizations proposed to work on the project.

#### 6. Results or Benefits Expected (5 Points)

The application will be judged on the extent to which the benefits proposed by the applicant are reasonable and likely, will support the stated goals under this announcement, and can be expected to have a positive impact on faith-based and community organizations, particularly very small organizations or those which have not traditionally been served by Federal and other resources. The application will also be judged on the extent to which the results are likely to be beneficial to a wide range of clearly identifiable parties.

#### E. The Review Process

Applications received by the due date will be reviewed and scored competitively. Experts in the field, generally persons from outside the Federal Government, will use the evaluation criteria listed in Part III of this announcement to review and score the applications. The results of this review will be a primary factor in making funding decisions. ACF may also solicit comments from Regional Office staff and other Federal agencies. In order to ensure that the interests of the Federal Government are met in making the final selections, in addition to the review criteria identified above, ACF may consider a variety of factors including geographic diversity/coverage and types of applicant organizations. Further, ACF may limit the number of awards made to the same or affiliated organizations although they would serve different geographic areas. In this way, ACF may increase opportunities for learning about different ways to provide technical assistance and support to faith-based and community organizations.

Please note that applicants that do not comply with the requirements in the section on "Eligible Applicants" will not be included in the review process.

### Part IV. The Application Process

#### A. Required Forms

Eligible applicants interested in applying for funds must submit a complete application including the required forms listed under the "Checklist for complete application" in Part IV of this announcement. All necessary forms are available at:

<http://www.acf.dhhs.gov/programs/ofs/forms.htm>.

In order to be considered for a grant under this announcement, an application must be submitted on the Standard Form 424 approved by the Office of Management and Budget under Control Number 0348-0043. Each application must be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award. Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs" (approved by the Office of Management and Budget under control number 0348-0040). Applicants must sign and return the Standard Form 424B with their application.

Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000 (approved by the Office of Management and Budget under control number 0348-0046). Applicants must sign and return the certification with their application.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for award. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

#### B. Application Limits

Each application should include one signed original and two additional copies of the following:

The application should be double-spaced and single-sided on 8½ x 11 plain white paper, with 1" margins on all sides. Use only a standard size font no smaller than 12 pitch throughout the application. All pages of the application (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the budget justification, the principal investigator contact information and the Table of Contents. There is a 25-page limit for the application narrative. Pages submitted beyond the first 25 in the application narrative section will be removed prior to panel review. The budget and the cost-share letters are not included in

this limitation, yet applicants are urged to be concise. There is a 5-page limit to any additional supporting documentation, including letters of support. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process. In addition, applicants must not submit any additional letters of endorsement beyond any that may be required. Applicants are encouraged to submit curriculum vitae in a biographical format.

#### C. Checklist for a Complete Application

Due to the overwhelming volume of applications received, applications that are not prepared properly may not be reviewed. Please ensure that your application is prepared properly.

The checklist below is for your use to ensure that the application package has been properly prepared.

A. One original, signed and dated application plus two copies.

- Attachments/Appendices, when included, should be used only to provide supporting documentation such as resumes, and letters of agreement/support.

(1) Application for Federal Assistance (SF-424, Rev. 7-97)

(2) Budget information-non-construction programs (SF424A&B)

(3) Budget Justification, including subcontract agency budgets

(4) Application Narrative and Appendices

(5) Assurances Non-Construction Program

(6) Certification Regarding Lobbying

(7) If appropriate, a completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF-424, Rev. 7-97

#### D. Application Submission

##### Deadline

The closing (deadline) time and date for receipt of applications is 4:30 p.m. (Eastern Time Zone) July 28, 2003. Applications received after 4:30 p.m. will be classified as late.

Deadline: Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date at the: OCS Operations Center, 1815 North Fort Myer Drive, Suite 300, Arlington, Virginia 22202 and labeled:

*Application for Compassion Capital Fund Demonstration Program.*

Applicants are responsible for mailing applications well in advance, when using all mail services, to ensure that