

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5300-N-28]

**Notice of Funding Availability (NOFA) for Fiscal Year 2009
Hispanic-Serving Institutions Assisting Communities (HSIAC) Program**

AGENCY: Office of the Assistant Secretary for Policy Development and Research, HUD.

ACTION: Notice of Funding Availability (NOFA) for HUD's Fiscal Year (FY) 2009 Hispanic-Serving Institutions Assisting Communities (HSIAC) Program.

SUMMARY: Today's publication establishes the funding criteria for the FY 2009 Hispanic-Serving Institutions Assisting Communities (HSIAC) program. This NOFA is governed by the information and instructions found in HUD's Fiscal Year 2009 Notice of Funding Availability (NOFA) Policy Requirements and General Section to the SuperNOFA that HUD published on December 29, 2008 (73 FR 79548) and the FY 2009 Opportunity to Register Early and Other Important Information for Electronic Application Submission Via Grants.gov (FY 2009 Early Registration Notice) that was published on December 5, 2008 (73 FR 74179).

APPLICATION DEADLINE DATE: The application deadline date is **August 7, 2009**.

Applications must be received by Grants.gov by deadline date. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. The process may take 24 to 48 hours to complete. Please see the 2009 **General Section** for instructions for timely receipt, including actions to take if the application is rejected. Applicants should carefully read the section titled "APPLICATION and SUBMISSION INFORMATION" in the 2009 **General Section**, published December 29, 2008 (73 FR 79548) for electronic application submission and receipt requirements. This section

contains information on using Adobe Reader, HUD's timely receipt policies, and other application information.

FOR FURTHER INFORMATION CONTACT: The agency contact listed in Section VII of today's publication. Questions regarding the **General Section** or the FY 2009 Early Registration Notice, should be directed to the Office of Departmental Grants Management and Oversight at (202) 708-0667 (this is not a toll-free number) or the NOFA Information Center at (800) HUD-8929 (toll-free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10:00 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

OVERVIEW INFORMATION

A. Federal Agency Name: Department of Housing and Urban Development, Office of Policy Development and Research, Office of University Partnerships (OUP).

B. Funding Opportunity Title: Hispanic-Serving Institutions Assisting Communities (HSIAC) program.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR-5300-N-28; OMB Approval Number is 2528-0198.

E. Catalog of Federal Domestic Assistance (CFDA) Number: The CFDA Number for this program is 14.514.

F. Dates: The application deadline date is **August 7, 2009**. **Applications must be received by Grants.gov by deadline date.** Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. The process may take 24 to 48 hours to complete. Please see the 2009 **General Section** for

instructions for timely receipt, including actions to take if the application is rejected. Applicants should carefully read the section titled “APPLICATION and SUBMISSION INFORMATION” in the 2009 **General Section**, published December 29, 2008 (73 FR 79548). This section contains information on using Adobe Reader, HUD’s timely receipt policies, and other application information.

G. Additional Overview Content Information

1. Purpose of the Program: To assist Hispanic-Serving Institutions (HSI) expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, principally for persons of low- and moderate-income, consistent with the purposes of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*) as amended.

2. Award Information: In Fiscal Year (FY) 2009, approximately \$6 million is available for this program by the Department of Housing and Urban Development Appropriations Act, 2009 (Pub. L. 111-8, approved March 11, 2009). An applicant can request up to \$600,000 for a three-year (36 months) grant performance period.

3. Eligible Applicants: Nonprofit Hispanic-Serving Institutions that meet the definition of an HSI of higher education established in Title V of the Higher Education Act of 1965 (20 U.S.C. 1101), as amended. In order to meet this definition, at least 25 percent of the full-time undergraduate students enrolled in an institution must be Hispanic. In addition, all applicants must be institutions of higher education granting two-or four-year degrees that are fully accredited by a national or regional accrediting agency recognized by the U.S. Department of Education. Institutions are not required to be on the list of eligible HSIs prepared by the U.S. Department of Education. However, an institution that is not on the list is required to provide a

statement in the application that the institution meets the U.S. Department of Education's statutory definition of an HSI as cited above. If an applicant is one of several campuses of the same institution, the applicant may submit a separate application for each campus. If applying for funding from separate campuses of the same institution, each applicant must have a separate DUNS number to identify the separate campuses from the parent university, an administrative and budgeting structure independent of the other campuses in the system, and must meet the definition of an HSIAC as outlined above to be eligible to receive HUD grant funds (see the **General Section**). Only **one** application can be submitted per campus. If multiple applications are submitted from the same campus, all will be disqualified.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

The purpose of the Hispanic-Serving Institutions Assisting Communities (HSIAC) program is to assist Hispanic-Serving Institutions (HSI) of Higher Education expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing and economic development, principally for persons of low- and moderate-income consistent with the purpose of the Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*) as amended.

For the purpose of this program Notice of Funding Availability (NOFA), the term "locality" includes any city, county, township, parish, village, or other general political subdivision of a state, Puerto Rico, or the U.S. Virgin Islands where the institution is **located**.

A "target area" is the area within the locality in which the institution will implement its proposed HSIAC program grant.

A. Authority

HUD's authority for making this funding available under this NOFA is the Department of Housing and Urban Development Appropriations Act, 2009 (Pub. L. 111-8). This program is being implemented through this NOFA and the policies governing its operation are contained herein.

B. Modifications

Listed below are major modifications from the Fiscal Year (FY) 2008 program funding announcement:

1. Applicants must submit all letters, memoranda of understanding, and/or agreements with the application at the time of submission.
2. The appendix section of the application must not exceed 10 pages (excluding forms, budget narrative, assurances, and commitment letters, memoranda of understanding and/or agreements).
3. In addressing Factor 2, Need/Extent of the Problem applicants must only provide data that are specific to the need presented in the application. Please do not provide any data that are not relevant to the specific need identified in the application.
4. Entities (organizations/individuals) that are listed in the budget to receive HUD funding in this application cannot be presented under **Factor 4: Leveraging Resources/Developing Partnerships** as a contributing resource. Therefore, no points will be awarded for the aforementioned contribution if listed.

II. Award Information

In FY 2009, approximately \$6 million is available for this program. An applicant can request up to \$600,000 for a three-year (36 months) grant performance period.

III. Eligibility Information

A. Eligible Applicants

Nonprofit Hispanic-Serving Institutions that meet the definition of an HSI of Higher Education established in Title V of the Higher Education Act of 1965 (20 U.S.C. 1101), as amended. In order to meet this definition, at least 25 percent of the full-time undergraduate students enrolled in an institution must be Hispanic. In addition, all applicants must be institutions of higher education granting two- or four-year degrees that are fully accredited by a national or regional accrediting agency recognized by the U.S. Department of Education. Institutions are not required to be on the list of eligible HSIs prepared by the U.S. Department of Education. However, an institution that is not on the list is required to provide a statement in the application that the institution meets the U.S. Department of Education's statutory definition of an HSI as cited above. If an applicant is one of several campuses of the same institution, the applicant may apply submit a separate application for each campus. If applying for funding from separate campuses of the same institution, each applicant must have a separate DUNS number to identify the separate campuses from the parent university, and an administrative and budgeting structure independent of the other campuses in the system and meets the definition of a HSIAC outlined above to be eligible to receive HUD grant funds (see the **General Section**). Only **one** application can be submitted per campus. If multiple applications are submitted from the same campus, all will be disqualified.

B. Cost Sharing or Matching. None Required.

C. Other

1. **Eligible Activities.** Eligible activities are listed in 24 CFR Part 570, subpart C, particularly §570.201 through §570.206. Information regarding these activities can be found at:

http://www.access.gpo.gov/nara/cfr/waisidx_06/24cfr570_06.html. These funds are not for the

direct benefit of the institution; 51 percent or more of all funds must be utilized for the community and/or public.

a. Examples of eligible activities include, but are not limited to:

(1) Acquisition of real property;

(2) Clearance and demolition;

(3) Rehabilitation of residential structures, including lead-based paint hazard evaluation and reduction and making accessibility modifications in accordance with the requirements of the Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the Fair Housing Act (42 U.S.C. § 3601 *et seq.*) Where the requirements of Section 504 do not supersede them, visitability modifications in accordance with the policy priorities described in **Section V.B.2.b** of the **General Section, Encouraging Accessible Design Features are also an eligible activity.** Applicants that propose rehabilitation and/or construction of a building on campus must sustain that facility for the purpose of the activities proposed in this grant for at least five (5) years after the end of the grant performance period.

(4) Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities and streets, and compliance with accessibility requirements, such as those under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 *et seq.*) and the Fair Housing Act (42 U.S.C. § 3601 *et seq.*);

(5) Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations where the assistance is:

(a) Required under the provisions of 24 CFR 570.606(b) or (c); or

(b) Determined by the grantee to be appropriate under the provisions of 24 CFR 570.606(d);

(6) Direct homeownership assistance to low- and moderate-income persons, as provided in section 105(a) (25) of the Housing and Community Development Act of 1974 (42 U.S.C. § 5305 (a) (25));

(7) Special economic development activities described at 24 CFR 570.203 and assistance to facilitate economic development by providing technical or financial assistance for the establishment, stabilization, and expansion of microenterprises, including minority enterprises;

(8) Assistance to community-based development organizations (CBDO) to carry out neighborhood revitalization, community economic development, or energy conservation projects, in accordance with 24 CFR 570.204. This could include activities in support of a HUD-approved local entitlement grantee, CDBG Neighborhood Revitalization Strategy (NRS) or HUD-approved State CDBG Community Revitalization Strategy (CRS).

(9) Public service activities such as general support activities that can help to stabilize a neighborhood and contribute to sustainable redevelopment of the area, including but not limited to such activities as those concerned with employment, crime prevention, child care, health care services, drug abuse, education, fair housing and fair lending counseling, energy conservation, homebuyer down payment assistance, establishing and maintaining Neighborhood Networks centers in federally assisted or insured housing, job training and placement, and recreational needs;

(10) Up to 20 percent of the grant may be used for payments of reasonable grant administrative costs related to executing the project (e.g., preparation/submission of HUD reports). Detailed explanations of these costs are provided in OMB circular A-21, Cost

Principles for Educational Institutions that can be accessed at the White House web site at:

<http://www.whitehouse.gov/omb/circulars>. **Please remember that administrative costs are not the same as an indirect cost rates;** and

(11) Fair housing services designed to further civil rights objectives of the Fair Housing Act (42 U.S.C. 3601-3619) by making all persons, without regard to race, color, religion, sex, national origin, familial status, and/or disability aware of the range of housing opportunities available to them.

b. Each activity proposed for funding must meet the established Community Development Block Grant (CDBG) program requirements and at least one of the three CDBG national objectives. The three national objectives of the CDBG program are listed in Rating Factor 3 in Section V.A.3 of this NOFA.

Criteria for determining whether an activity addresses one or more national objectives are provided at 24 CFR 570.208.

c. The CDBG publication entitled “Community Development Block Grant Program Guide to National Objectives and Eligible Activities for Entitlement Communities” describes the CDBG regulations, and a copy can be obtained online at:

<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>.

2. Threshold Requirements Applicable to all Applicants. All applicants must comply with the threshold requirements as defined in the **General Section (Section III. C.2)** and the requirements listed below. **Applications that do not meet these requirements will not be rated or ranked.**

a. The applicant must meet the eligibility requirements as defined in Section III.A, Eligible Applicants.

b. The maximum amount an applicant can request is \$600,000 for a three-year (36 months) grant performance period.

c. An applicant organization must have a DUNS number and an active registration at the Central Contractor Registration (CCR) to receive HUD grant funds (See the **General Section**). Only **one** application can be submitted per campus. If multiple applications are submitted, all will be disqualified. However, different campuses of the same university system are eligible to apply as long as they have a separate DUNS number to identify the separate campuses from the parent university, and an administrative and budgeting structure independent of the other campuses in the system and meet the enrollment requirements as defined in Section III.A, Eligible Applicant.

d. Institutions that received an HSIAC grant in FY 2008 are not eligible to submit an application under this NOFA. If an institution received an HSIAC grant in FY 2005, FY 2006, or FY 2007, the institution may apply under this NOFA as long as it proposes a different activity (activities) that has not been previously undertaken in their current project location, or proposes replicating their current project in a new location.

e. Applicants must receive a **minimum score of 75 points** to be considered for funding.

f. Electronic applications must be **received** by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.

3. Program Requirements. Applicants must meet the following program requirements:

a. All funds awarded are for a three-year (36 months) grant performance period;

b. Applicants must ensure that not less than 51 percent of the aggregated expenditures of a grant award are used to benefit low- and moderate-income persons under the criteria specified in 24 CFR 570.208(a) (ii) or 570.208(d)(5) or (6);

- c. Applicants must ensure that 51 percent or more of all funds awarded will be utilized for community use as opposed to campus use;
- d. Applicants that propose to construct new housing or rehabilitate existing housing must ensure that their projects and/or facilities are constructed or rehabilitated in accordance with applicable design and construction requirements, either the Fair Housing Act (42U.S.C. § 3604(f)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Architectural Barriers Act (42 U.S.C. § 4151 *et seq.*), and corresponding HUD implementing regulations at 24 C.F.R. parts 8 and 40. Please note that in situations where more than one set of design and construction accessibility requirements apply, applicants must apply both standards to obtain maximum accessibility. The Uniform Federal Accessibility Standards (UFAS) are the accessibility standards applicable to housing funded by HUD. Applicants may obtain technical guidance on the Fair Housing Act's design and construction requirements by contacting Fair Housing Accessibility FIRST at 1-888-341-7781 or (<http://www.fairhousingfirst.org/documents/UFAS.pdf>), Fair Housing Accessibility FIRST is a HUD-funded initiative that promotes compliance with the Fair Housing Act's design and construction requirements; and
- e. Applicants that propose non-housing programs and facilities must ensure that their projects are operated in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the American with Disabilities Act (42 U.S.C. § 12101 *et seq.*), the Architectural Barriers Act (42 U.S.C. § 4151 *et seq.*), and corresponding HUD implementing regulations at 24 C.F.R. parts 8 and 40. Note that the Uniform Federal Accessibility Standards (UFAS) are also applicable to non-housing programs.

4. Site Control. Where grant funds will be used for acquisition, rehabilitation, or new construction, an applicant must demonstrate site control. Funds may be recaptured or deobligated when recipients fail to demonstrate control of a suitable site within one year after the initial notification of award.

5. Environmental Requirements. Selection for award does not constitute approval of any proposed sites. Following selection for award, the grantee must contact the HUD environmental officer for their state (this information can be located at www.oup.org). HUD will perform an environmental review of properties proposed for assistance in accordance with 24 CFR Part 50. The results of the environmental review may require that proposed activities be modified or proposed sites be rejected. **Applicants must not undertake, commit and/or expend funds for acquisition or development of proposed properties prior to the completion of an environmental review and approval from HUD of the specific properties or areas.** An application constitutes an assurance that the institution will assist HUD to comply with 24 CFR Part 50; will supply HUD with all available and relevant information to perform an environmental review for each proposed property; **will carry out mitigating measures required by HUD or select alternate property; and will not acquire, rehabilitate, convert, demolish, lease, repair, or construct property, and not commit or expend HUD or local funds for these program activities with respect to any eligible property until HUD's written approval of the property is received.** Applicants should use the protocol at <http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/environment/review/protocol.pdf> to supply the HUD environmental officer with the information needed for HUD to start and complete the environmental review. Further information and assistance on HUD's

environmental requirements is available at

<http://www.hud.gov/offices/cpd/environment/index.cfm>.

6. Lead-Based Paint Requirements. Institutions and their sub-grantees, contractors, and subcontractors must comply with the Lead-Based Paint Poisoning Prevention Act (42 USC 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 USC 4851-4856), and relevant subparts of the implementing regulations at 24 CFR Part 35, such as subparts A, B, J, K and R, which apply to activities under this grant program.

7. Labor Standards. Institutions and their sub-grantees, contractors, and subcontractors must comply with the labor standards (Davis-Bacon) requirements referenced in 24 CFR 570.603.

8. Executive Order 13166, Improving Access to Services For Persons With Limited English Proficiency (LEP). Successful applicants may not exclude participants or beneficiaries on the basis of race, color, or national origin under Title VI of the Civil Rights Act. Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Applicants obtaining federal financial assistance from HUD shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. To ensure that persons with limited English proficiency on the basis of national origin have meaningful access to the program, successful applicants may follow HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons 72 Fed. Reg. 2732 (Jan. 22, 2007). See Section III.C.4.f. of the **General Section** for more information.

9. Affirmatively Furthering Fair Housing Requirements. Under Section 808(e)(5) of the Fair

Housing Act (42 U.S.C. 3608(e)(5)), HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. If you are a successful applicant, you will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. For example: Working with other entities in the community to overcome impediments to fair housing that have been identified in the jurisdiction's Analysis of Impediments to Fair Housing Choice; Expanding housing opportunities, including homeownership, and improving quality of services for minorities, families with children, and persons with disabilities; or providing housing mobility counseling services. Additionally, applicants proposing to carry out neighborhood revitalization may affirmatively further fair housing by ensuring that pre-award residents of the revitalized area have a first right of return and receive the benefits of the revitalization. If housing is the benefit of the activity, pre-award residents may be allowed to return even if they have received permanent relocation benefits.

Applicants subject to the Fair Housing Act must include a statement on affirmatively furthering **10. Economic Opportunities for Low- and Very-Low-Income Persons (Section 3)**. If the applicant receives an award of \$200,000 or more under this NOFA, and proposes to use these funds for activities that involve housing construction, rehabilitation, or other public construction, the requirements of Section 3 of the Housing and Urban Development Act of (12 U.S.C. 1701u) apply. Specifically, if usage of the grant award will result in new employment, training, or contracting opportunities, priority consideration must be given to low- and very-low-income residents to the greatest extent possible residing in the area in which the funds are spent and to local businesses that employ such persons. Please refer to subpart B and E of 24 CFR part 135 and Section III.C.4.c of the NOFA **General Section** for additional information.

IV. Application Instructions and Submission Information.

A. Instructions to Download Application Package

Applicants may download the instructions to the application found on the Grants.gov Web site at: http://www07.grants.gov/applicants/apply_for_grants.jsp

If you have difficulty accessing the information you may call the Grants.gov Support Desk toll-free (800) 518-GRANTS or e-mail your questions to Support@Grants.gov. See the **General Section** for information regarding the registration process or ask for registration information from the Grants.gov Support Desk.

B. Application Content and Forms for Submission

1. Application Content. Applications must consist of the following elements: abstract, narrative, budget, budget narrative, and other program specific forms. Copies of the application and all forms are available online at: http://www07.grants.gov/applicants/apply_for_grants.jsp.

a. SF-424, Application for Federal Assistance. Please remember the following:

(1) The full grant amount requested from HUD (entire three years) should be entered, not the amount for just one year;

(2) Include the name, title, address, telephone number, facsimile number, and e-mail address of the designated contact. This is the person who will receive **all correspondence regarding the content of the application from HUD; therefore, please ensure the accuracy of the information;**

(3) The Employer Identification/Tax ID;

(4) The DUNS Number associated to the applicant's legal name identified in Box 8a of the SF-424 form;

(5) The Catalog of Federal Domestic Assistance Number for this program is 14.514;

(6) The project's proposed start date and completion date. For the purpose of this application, the program start date should be October 1, 2009; and

(7) The signature of the Authorized Organization Representative (AOR) who by virtue of submitting an application via Grants.gov has been authenticated by the credential provider and approved by the University's eBusiness Point of Contact to submit applications on behalf of the institution. If the AOR has not been granted approval to submit the application, the application will be rejected by the Grants.gov system. The AOR must be able to make a legally binding agreement with HUD. See the **General Section** for further information.

b. Abstract. Applicants must include no more than a two-page, doubled-spaced summary of the proposed project. Please include at least the following:

(1) A clear description of each proposed project activity, where it will take place (be located), the target population that will be served, and the impact this project is expected to have on the community;

(2) A statement that the institution is an eligible applicant because it is currently a two- or four-year fully accredited institution, the name of the accrediting agency, and an assurance that the accrediting agency is recognized by the U.S. Department of Education;

(3) A statement that the institution meets the definition of an HSI: at least 25 percent of the full-time undergraduate students enrolled in an institution are Hispanic;

(4) The designated contact person, including phone number, facsimile number, and e-mail address (**this is the person who will receive all correspondence regarding the content of this application from HUD. This person must have knowledge of the content of the application submitted under this program. For the purpose of this application, this individual does not have to be the authorized official or a representative from the Office of Sponsored Research; therefore, please ensure the accuracy of the information**);

(5) The project director, if different from the designated contact person, for the project, including phone number, facsimile number, and e-mail address; and

(6) If a previously funded applicant, include the name and date the past project(s) were funded. Remember **HUD now defines Previously Funded Applicants as any applicants that received funding in FY 2002 through FY 2008.**

c. Narrative statement addressing the rating factors. HUD will use the narrative response to the “Rating Factors” to evaluate, rate, and rank applications. This NOFA has five rating factors that need to be addressed and are the main source of information. Applicants are advised to review each factor carefully for program-specific requirements. **All applicants submitting electronic applications must attach their narrative responses to Rating Factors 1-4 as one attachment. Remember, Factor 5 is addressed by using the HUD-96010, Program Outcome Logic Model form. Please do not repeat material in response to factors 1-3; instead, focus on how well the proposal responds to each of the factors.** The response to each factor and subfactor should be concise and contain only information specific to the factor, yet detailed enough to address each factor fully. Where there are subfactors, each subfactor must be addressed and presented separately, with the short title/name of the subfactor presented. Make sure to address each subfactor and provide sufficient information about every element of the subfactor. Make sure to address each subfactor and provide sufficient information about every element of the subfactor. Consistent with the instructions in the General Section, applicants who must comply with the Fair Housing Act must submit a description of the barriers to fair housing in their justification or service area; the programs and activities receiving funding under this NOFA that addresses these barriers; and a description on how records will be maintained on such program activities and their results. See Section III.C. of the **General Section**. Do not include any Social

Security Numbers in your application. The narrative section of an application must be submitted electronically. It must not exceed 50 pages in length but can be less (excluding forms, budget narrative, assurances, and abstract) and must be formatted to fit an 8 ½ by 11-inch page.

Responses must be double-spaced (**information submitted in chart format does not have to be doubled-spaced but has to be 12-point font and adhere to the margin requirements**) with one inch margins (for the top, bottom, left, and right sides of the document), using the standard Times New Roman 12-point font. Each page of the application must include the applicant's name and be numbered. Note that although submitting pages in excess of the page limit will not disqualify an applicant, HUD will not consider the information on any excess pages. This exclusion may result in a lower score or failure to meet a threshold requirement. **Please do not attach your response to each factor separately. Please follow the instructions on use of zipped files, file extensions, and file names in the General Section. File names should not contain spaces or special characters. Failure to follow the file name requirements can result in your application being rejected by the Grants.gov system.**

d. Budget. The budget submission must include the following:

(1) HUD-424-CB, Grant Application Detailed Budget.” This form shows the total budget by year and by line item for the program activities to be carried out with the proposed HUD grant. Each year of the program should be presented separately. Applicants must also budget for travel costs (airfare, lodging, and per diem) for two individuals to attend at least one HUD-sponsored HSIAC conference/workshop each year of the three-year grant performance period. To calculate travel expenses, applicants located in eastern and central time zones or the U.S. Virgin Islands and Puerto Rico should use San Francisco, California, as the site of all conferences/workshops. Applicants located in mountain and Pacific time zones or Puerto Rico

should use Washington, D.C., as the site of all conferences/workshops. Partners described in **Factor 4 Leveraging Resources/Developing Partnerships** cannot receive funding from this grant; if they are included, points will be deducted under **Factor 3, subfactor f., Budget and Cost Estimates**.

Applicants must also submit form HUD-424-CB to reflect the total cost (summary) for the entire grant performance period (Grand Total).

Make sure that the amounts shown on the SF-424, the HUD-424-CB, and budget narrative are consistent and the budget totals are correct. Remember to check addition in totaling the categories on all forms so that all items are included in the total. If there is an inconsistency between any of the required budget forms and/or budget narrative, the amount listed on the HUD-424-CB will be the amount HUD will use to calculate the amount the applicant is requesting for funding. All budget forms must be fully completed. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during negotiations.

(2) Budget Narrative. A narrative must be submitted that explains how the applicant arrived at the cost estimates for each line item listed in the budget and must reflect the same dollar amounts. This information must be submitted and formatted to fit an 8 ½ by 11-inch page. Responses must be double-spaced, with one inch margins (for the top, bottom, left, and right sides of the document), using the standard Times New Roman 12-point font. Project budgets will be evaluated and scored under **Factor 3, Soundness of Approach**. HUD will assess the soundness of an applicant's approach by evaluating the quality, thoroughness, reasonableness, and rationality of the proposed project budget. In addition, please provide the name/title of position, hourly or daily rate, and the estimated time that will be devoted to the project for each

consultant. For example, an applicant proposes to construct a building using HUD funding totaling \$200,000. The following cost estimates reflects this total: foundation cost \$75,000, electrical work \$40,000, plumbing work \$40,000, finishing work \$35,000, and landscaping \$10,000. The proposed cost estimates should be reasonable for the work to be performed and consistent with rates established for the level of expertise required to perform the work proposed in the geographical area. Where appropriate, please use estimates based on prevailing wages as determined under the Davis-Bacon Act, as required by 24 CFR 570.603. When necessary, quotes from various vendors or historical data should be used (please make sure they are kept on file and are available for review by HUD at any time). All direct labor or salaries must be supported with mandated institution and/or city/state pay scales, the Davis-Bacon rate, (if applicable) or other documentation. When an applicant proposes to use a consultant, the applicant must indicate whether there is a formal written agreement. Applicants must use cost estimates based on data from the institution and/or from a qualified firm (e.g., architectural or engineering firms), vendor, and/or qualified individual (e.g., independent architect or contractor) for a project that involves rehabilitation of residential, commercial, and/or industrial structures, and/or acquisition, construction, or installation of public facilities, and improvements. Such an entity must be involved in the business of housing rehabilitation, construction, and/or management. Equipment and contracts cannot be presented as a total estimated cost. For equipment, applicants must provide a list by type and cost for each item. Applicants using contracts must provide an individual description and cost estimate for each contract. Construction costs must be broken down to indicate how funds will be utilized (e.g., demolition, foundation, exterior walls, roofing, electrical work, plumbing, finishing work, etc.).

(3) Indirect costs. Indirect costs, if applicable, are allowable based on an established approved indirect cost rate. **Applicants must have on file, and submit to HUD if selected for award, a copy of their approved indirect cost rate agreement.** Applicants who are selected for funding that do not have an approved indirect cost rate agreement, established by the cognizant federal agency, will be required to establish a rate. In such cases, HUD will issue an award with a provisional rate and assist applicants with the process of establishing a final rate.

e. Appendix. The appendix section of the application must not exceed 10 pages in length (excluding forms, budget narrative, assurances, and commitment letters, memoranda of understanding and/or agreement). Each page must include the applicant's name and be numbered. **An applicant should not submit resumes, or other back-up materials to supplement the application's narrative.** If this information is included, it will not be considered during the review process. HUD will not consider the information on any excess pages. **The additional items will also slow the transmission of your application.**

2. Forms. The following forms are needed for submission. All forms listed below must be placed in the appendix section of the application.

- a. SF-424, Application for Federal Assistance;
- b. SF-424 Supplement Survey on Ensuring Equal Opportunities for Applicants ("Faith Based EEO Survey SF-424 SUPP);
- c. HUD-424-CB, Grant Application Detailed Budget;
- d. SF-LLL, Disclosure of Lobbying Activities, if applicable;
- e. HUD-2880, Applicant/Recipient Disclosure/Update Report ("HUD Applicant Recipient Disclosure Report"), if applicable;
- f. HUD-2990, Certification of Consistency with RC/EZ/EC-II Strategic Plan, if applicable;

- g. HUD-2991, Certification of Consistency with the Consolidated Plan, if applicable;
- h. HUD-2993, Acknowledgement of Applicant Receipt. Applicants are not required to include this form, but if you want a receipt, please include in your application with the name and address completed;
- i. HUD-2994-A, You Are Our Client! Grant Applicant Survey, Applicants are not required to complete this form;
- j. HUD-96010, Program Outcome Logic Model; and
- k. HUD-96011, Third Party Documentation Facsimile Transmittal ("Facsimile Transmittal Form" on Grants.gov). This form must be used as the cover page to transmit third party documents and other information. Applicants are advised to download the application package and complete the SF-424, which will pre-populate the Transmittal Cover page. The Transmittal Cover page will contain a unique identifier embedded in the page that will help HUD associate your faxed materials to your application. Please do not use your own fax sheet. HUD will not read any faxes that are sent without the HUD-96011 fax transmittal cover page. **Note: In order for your application to be transmitted you must complete this form even if you have no items to fax.**

3. Certifications, Assurances. Please read the **General Section** for detailed information on all Certifications and Assurances.

When submitting attachment files, please pay attention to the requirements for naming attachment files. Attachment file names cannot have spaces, special characters or be longer than 50 characters in length. Failure to follow these directions will result in a "VIRUSDETECT" error message and your application being rejected by the Grants.gov system.

C. Receipt Date and Time.

Your completed application must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date of August 7, 2009. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. The process may take 24 to 48 hours to complete. Please see the 2009 **General Section** for instructions for timely receipt, including actions to take if the application is rejected. Applicants should carefully read the section titled “APPLICATION and SUBMISSION INFORMATION” in the 2009 **General Section** published December 29, 2008 (73 FR 79548). This section contains information on using Adobe Reader, HUD’s timely receipt policies, and other application information.

D. Intergovernmental Review

This program is excluded from the Intergovernmental Review process.

E. Funding Restrictions

Ineligible CDBG activities are listed at 24 CFR 570.207. Ineligible activities include but are not limited to the following:

1. Curriculum development and/or expansion of an institution’s existing curriculum;
2. General government expenses;
3. Political activities;
4. Planning and administrative activities that would result in a grantee exceeding the 20 percent cost limitations (e.g., preparation/submission of HUD reports); and
5. Activities and/or buildings constructed for only campus use and/or less than 51 percent community/public use.

F. Other Submission Requirements

1. Application and Receipt Instructions

Applications under this NOFA must be received electronically through the Federal website Grants.gov, unless a waiver of this requirement is granted in accordance with the instructions below. The procedures for electronic submission of applications published in HUD's General Section on December 29, 2008 (73 FR 79548), including the provisions at Section IV.C., entitled "Receipt Dates and Times," removed by HUD's Amendment to the General Section published on April 16, 2009 (74 FR 17685), are reinstated and apply to this NOFA. Applicants must follow the instructions on the December 29, 2008 General Section,, unless a waiver for cause in accordance with HUD's waiver policy of 24 CFR 5.1005, to the electronic application requirements is approved by HUD. Applicants requesting a waiver should submit their waiver requests in writing using e-mail or fax. Waiver requests must be submitted no later than 15 days prior to the application deadline date and must be submitted to:

Susan Brunson

Office of University Partnerships

E-mail: Susan.S.Brunson@hud.gov

FAX: (202) 708-0309.

Paper applications will not be accepted from applicants that have not been granted a waiver. If an applicant is granted a waiver, approval notice will provide instructions for submission. **All applications in paper format must have received a waiver to the electronic application requirement and the application must be received by HUD on or before the application deadline date.**

1. The application deadline for receipt of HUD applications via Grants.gov is 11:59:59 p.m. on August 7, 2009. Applications must be received by Grants.gov by the deadline in order to meet the program deadline. Received means that the application has been successfully uploaded to the Grants.gov server and the applicant has received confirmation of successful submission to Grants.gov. Applicants should be aware that hitting the “sign and submit” button to transmit the application does not mean the application has been successfully uploaded to Grants.gov. Only when the upload is complete is the application date and time stamped by the Grants.gov system. An application that has been rejected by Grants.gov is not deemed to have been received by Grants.gov. (Please see Section D.1. of the General Section for a detailed explanation of Timely Receipt Requirements and Proof of Timely Receipt.) As in the past, HUD encourages applicants to submit their applications early and with sufficient time to address any issues that might affect the applicant’s ability to have an application successfully uploaded and received by Grants.gov.

In FY 2009, HUD is establishing a one-day grace period from the date of notification of a rejection from Grants.gov, to allow applicants that successfully upload an application to Grants.gov prior to the deadline date and time, but receive a rejection notice after the deadline date and time, to cure the reason for rejection and re-upload the application to Grants.gov. The paragraphs below describe HUD’s Grace Period Policy for FY2009.

a. Applicants that have successfully uploaded their application to Grants.gov prior to the deadline, and subsequently receive a rejection notice from Grants.gov after the deadline date and time, will have a one-day grace period from the date stamp on the first Grants.gov rejection notice after the deadline, to cure the basis for the rejection and upload an application that corrects the problems cited in the rejection notice. Applicants can upload the application as many times as needed to cure noted deficiencies within the one-day grace period. The Grants.gov rejection

notice identifies the reasons why the application was rejected. Applicants that do not understand the error messages received in the rejection notice should immediately contact the Grants.gov Help Desk so they can get assistance in clearing the problem. Generally, Grants.gov will reject an application because it contains an incorrect DUNS number or a DUNS number that does not match the AOR's registration, the application was submitted by an individual without proper authorization as the AOR, and/or the application contains file names that trigger a "VirusDetect" message. The grace period ends one day after the date stamp on the first rejection notice received after the deadline date. **WARNING:** Applications that contain file names which are longer than 50 characters (HUD recommends using file names with 32 characters or less), or contain spaces or special characters, will result in the file being detected as a virus by the Grants.gov system and the application will be rejected with a "VirusDetect" message. Note: eliminate hyphens, special characters, and spaces even in form names. In FY2008, the use of spaces and special characters in file names, and the use of file names which were longer than fifty characters, resulted in the most instances of an applicant receiving a "VirusDetect" rejection. Applicants should also scan files for viruses because the Grants.gov system will also reject files with viruses.

Applications received by Grants.gov, including those received during the grace period, must be validated by Grants.gov to be rated or ranked or receive funding consideration by HUD. HUD will use the date and time stamp on the Grants.gov system to determine dates when the grace period begins and ends.

b. Applications uploaded to Grants.gov after the deadline date under the following circumstances do not qualify for the grace period and will not be considered for funding:

(1) Applications uploaded and received by Grants.gov after the deadline date and time for which there is no prior rejection notice in the Grants.gov system logs will be considered late and will not be rated and ranked or receive funding consideration. Failure to successfully upload the application to Grants.gov by the deadline date and time does not qualify for the grace period as described above.

(2) Applications receiving a rejection notice due to the funding opportunity being closed will not be provided the one day grace period to correct the “opportunity closed” deficiency or any other basis for rejection because the applicant missed the deadline date and time and therefore does not qualify for the grace period as described above.

(3) If an application is uploaded during the grace period and is subsequently rejected after the grace period ends, the applicant will not be afforded additional time to correct the deficiency (ies) noted in the rejection notice.

c. The grace period ends at 11:59:59 p.m. one day from the date stamp on the first rejection notice issued by the Grants.gov system to the email address provided in the Grants.gov registration. Applicants must ensure that their email notification address contained in the Grants.gov registration is up-to-date. Neither HUD nor Grants.gov will be responsible if email messages are not received at the address listed in the registration process. Applicants must also ensure that their email systems will accept messages from Grants.gov. Applicants are responsible for monitoring their email messages. Messages from Grants.gov come from Support@grants.gov.

d. The only exceptions to HUD’s grace period policy are:

(1) The Grants.gov system is down and not available to applicants for at least 24 hours prior to the deadline date, or the system is down for 24 hours or longer, impacting the ability of applicants to cure a submission deficiency within the grace period; and/or

(2) There is a presidentially declared disaster in the applicant's area. In the event of either or both of these events, HUD will publish a notice extending the deadline or cure period, for applicants affected, as appropriate.

e. Busy servers or slow processing are not the basis for HUD to extend the deadline dates or the grace period.

Applicants are advised to monitor the Grants.gov system using the Grants.gov blog at <http://grants.gov.blogspot.com/>. The Grants.gov blog provides information on server capacity, traffic on the Grants.gov site, and other federal grant closings each day. Applicants should monitor the site and take into account the amount of traffic on the site when applying.

2. An applicant will not be provided additional opportunities to correct rejection errors if an application is rejected after the one-day grace period has expired.

As with any electronic system, applicants may experience issues when attempting to submit their application which does not permit the uploading of the application to Grants.gov. Such issues can be due to firewall and virus protection software that the applicant has placed on their system or network; proxy and cache settings; Internet traffic; limitation on the size of the files attempting to be transmitted established at the applicant's site or by the applicant's Internet provider; Grants.gov servers experiencing busy traffic; or any number of issues. Therefore, HUD strongly advises applicants to submit their applications at least 48 hours prior to the deadline and when the Grants.gov Help Desk is open so that assistance can be provided.

Assistance may require diagnosing an applicant's particular issues. An applicant that does not

follow HUD's advice increases the applicant's risk of not being able to meet the timely receipt requirements. A submission attempt less than the recommended 48 hours before the deadline does not allow the time needed to research the reason for the problem or to work with the applicant in overcoming the uploading difficulty. Similarly, attempting to submit within 24 hours of the deadline or when the Grants.gov Help Desk is closed does not allow the time needed for Grants.gov or HUD to provide the needed assistance. In addition, HUD staff cannot provide assistance or contact Grants.gov on your behalf after the Help Desk is closed. HUD strongly encourages applicants to carefully read the December 29, 2008 General Section for additional information regarding the Grants.gov registration process, submitting an application through Grants.gov, and timely receipt instructions.. HUD also encourages applicants to submit their applications early with sufficient time to address issues that might prevent their applications from being received by Grants.gov.

Applicants should also note that Adobe has put out new versions of Adobe Reader compatible with Grants.gov. These versions are Adobe Reader 8.1.6 and 9.1.2. Applicants should monitor the Grants.gov website for issuance of newer versions, which currently are Adobe Reader 8.1.6 or Adobe Reader 9.1.2.

V. Application Review Information

A. Criteria

1. Rating Factor 1: Capacity of the Applicant and Relevant Experience (25 Points). This factor addresses the extent to which the applicant has the resources, experience, and capacity necessary to successfully complete the proposed project by the end of the grant performance period.

a. Knowledge and Experience for First Time Applicants (25 Points) or Previously Funded Applicants (10 Points). For the purpose of responding to this subfactor only, Previously Funded Applicants are any applicants that received funding in FY 2002 through FY 2008. If an applicant received a grant prior to these years they should respond to this factor as a First Time Applicant. This definition is relevant to this rating factor ONLY.

In rating this subfactor, HUD will consider how well an applicant clearly addresses the following:

(1) Identifies key project team members/staff and partners, their titles and name (e.g., project manager/coordinator-Sally Susan Smith, etc.), respective roles, and time each individual involved in the day-to-day operation/implementation of the project;

If key personnel have not been hired, identify the position title, description of duties and responsibilities, and qualifications to be considered in the selection of personnel, including subcontractors and consultants (Please remember that contractors cannot be selected prior to the application deadline as per OMB Circular A-21);

(2) Describes the knowledge and relevant experience of the proposed project team member/staff and partners (as outlined above) that will conduct the day-to-day project activities/implementation, consultants (including technical assistance providers), and contractors in planning and managing the type of project for which funding is being requested; and

(3) Explains the institution's experience and capacity to administer and monitor the type of project for which funding is being requested.

Applicant's staff and partners' (as outlined above) experience and the institution's capacity to do the work will be evaluated in terms of recent and relevant knowledge and skills to

undertake the proposed eligible program activities. HUD will consider experience within the last five (5) years to be recent and experience pertaining to similar activities to be relevant.

b. Past Performance (15 Points) for Previously Funded Grant Applicants Only. This subfactor will evaluate how well an applicant has performed successfully under completed and/or open HUD HSIAC grants. Applicants must demonstrate this by addressing the following information for **all previously completed and open HUD/HSIAC grants**:

(1) List all HUD/HSIAC grants received between FY 2002 through FY 2008, including the grant number, dollar amount awarded and the amount expended and obligated as of the date the application is submitted;

(2) Provide the date the project(s) was completed; was it completed during the original three-year grant performance period; if not completed, why (including when it was or will be completed); if the project is still in progress, provide details on the project's current status;

(3) Describe the achieved results (outcomes) consistent with the approved project management plan. If not completed as proposed, explain why;

(4) List and compare the amount of proposed leveraged funds and/or resources (outlined in the original application) to the amount that was actually leveraged as of the date the application is submitted; and

(5) Explain how and/if all reporting requirements were met. Were reports submitted on time, were they complete and did they address all the information, i.e., progress reports include narratives, financial reports and Program Outcome Logic Model, as required by the grant agreement.

HUD will also review an applicant's past performance in managing funds, including but not limited to the ability to account for funding appropriately; timely use of funds received from

HUD; meeting performance targets for completion of activities; timely submission of required progress reports; compliance with the program's terms and conditions; and receipt of promised leveraged resources. In evaluating past performance, HUD reserves the right to deduct up to ten (10) points from this rating score as a result of the information obtained from HUD's records, i.e., progress reports (including financial status and final reports), monitoring reports, Program Outcome Logic Model submissions, and grant amendments.

2. Rating Factor 2: Need/Extent of the Problem (8 Points).

a. This factor addresses the extent to which there is a need for funding the proposed activities and an indication of the importance of meeting the need(s) in the target area. The need(s) described must be relevant to the activities for which funds are being requested under Factor 3, Soundness of Approach. In addressing this factor, applicants should provide only data that are specific to the need(s) being addressed. Please do not provide any data that are not relevant to the specific need(s) presented in the application. At a minimum, an applicant must include the following and cite statistics and/or analyses contained in at least one or more current, sound, and reliable data sources:

(1) Describe the need(s); and

(2) Describe the importance of meeting the proposed needs.

b. In rating this factor, HUD will consider only current data that are specific to the target area where the proposed project activities will be carried out. Sources for localized data can be found online at: <http://www.ffiec.gov>.

c. HUD considers data collected within the last five (5) years to be current. However, applicants must utilize the most current version of the data source(s) that exist. To the extent that the targeted community's Five Year Consolidated Plan and Analysis of Impediments to Fair Housing

Choice (AI) identify the level of the problem and the urgency in meeting the need, applicants should include references to these documents in the response to this factor.

Other reliable data sources include, but are not limited to, Census reports, law enforcement agency crime reports, Public Housing Agencies' Comprehensive Plans, American Housing Survey, community needs analyses such as those provided by the United Way, the applicant's institution, and other sound, reliable, and appropriate sources. Needs in terms of fulfilling court orders or consent decrees, settlements, conciliation agreements, and voluntary compliance agreements may also be addressed.

3. Rating Factor 3: Soundness of Approach (45 Points). This factor addresses the soundness, quality, and effectiveness of the proposed work plan and the commitment of the applicant to sustain the proposed activity(s). **Points are awarded under this factor for the quality of the approach or method used to select the activities proposed in relation to the need identified in Factor 2, Need/Extent of the Problem not for the number of activities proposed. In addition, if the activities proposed are not eligible, HUD reserves the right to deduct points under this factor for those activities and/or not fund an application if the majority of the activities are ineligible.**

a. **(30 Points) Quality of the Work Plan.** This subfactor will be evaluated on the extent to which an applicant provides a clear detailed description of the proposed project activities, the anticipated results (outcomes), and the impact they will have on the target population at the end of the grant performance period.

(1) **(24 Points) Specific Activities.** The work plan must describe all proposed activities and major tasks (steps to complete the proposed activities) required to successfully implement the proposed project. The work plan must also identify the anticipated measurable outcomes

these activities will have on the targeted population. In addressing this subfactor, HUD will consider the following:

(a) Identify the systematic method/planning strategy(s) used during the development of the project for this application and when the planning began. Describe in detail how the proposed project/activities to be undertaken were identified and if/how they relate/complement the institution's mission. List all individuals/organizations that were involved in the planning process for this project and their roles;

(b) Describe each proposed project activity in measurable terms (e.g., the number of persons to be trained; the number of homes to be built or rehabilitated; or minorities trained to start businesses etc.);

(c) Identify the major tasks (steps to complete the proposed activities) required in sequential order to successfully implement and complete each proposed project activity. Include target completion dates for each major task (in 6-month intervals, up to 36 months, e.g., to develop a training program the following steps may occur: hiring staffing, developing curricula/training modules, conducting training, etc);

(d) Identify the key team members/staff and partners, as identified in Factor 1, Capacity of the Applicant and Relevant Experience who will be responsible and accountable for completing each major task;

(e) List and describe how each activity meets one of the following Community Development Block Grant (CDBG) program national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; or

- Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs.

Criteria for determining whether an activity addresses one or more objective are provided at 24 CFR 570.208; and

(f) Describe the measurable impact (outcomes) that implementing each activity will have or is expected to have on the target population by the end of the grant performance period (e.g. number of individuals employed as a result of the training; number of new homeowners as a result of the number of houses that were built or rehabilitated; or number of minority-owned businesses started, etc).

(2) **(6 Points)** Describe clearly how each proposed activity will:

(a) Expand the role of the institution in the target community;

(b) Address the needs **identified in Factor 2, Need/Extent of the Problem;** and

(c) Relate to and not duplicate other activities in the target area. Duplicative efforts will be acceptable only if an applicant can demonstrate through documentation that there is a population in need that is not being served.

b. (3 Points) Involvement of the Faculty and Students. The applicant must describe in detail how it proposes to integrate the institution's students (this excludes students that are project recipients/participants) and faculty into proposed project activities.

c. (4 Points) Involvement of the Community. The applicant must describe in detail how the community (e.g., businesses, residents, and others) will be involved in the proposed project (e.g., development of an advisory committee that includes representatives of the target community).

The applicant must identify the specific roles that individuals will and have played in the

proposed project. The community must play an active role in all stages of the project.

Community involvement must represent the diversity (e.g., ethnic, economic, and cultural) of the target population/community.

d. (2 Points) HUD Policy Priorities. As described in the **General Section**, to earn points under this subfactor, HUD requires applicants to undertake specific activities that will assist the Department in implementing its policy priorities and that will help the Department achieve its goals and objectives in FY 2010. In rating this subfactor, HUD will evaluate the extent to which a project will further and support HUD's priorities. The quality of the responses provided to one or more of HUD's priorities will determine the score an applicant can receive. **Applicants must describe how each policy priority selected will be addressed. Applicants that just list a priority will receive no points. Please refer to the General Section for additional information about HUD's policy priorities.**

The total number of points an applicant can receive under this subfactor is two (2). Each policy priority addressed has a point value of one (1) point with the exception of the policy priority of Promotion of Energy Star and Green Development, which has a value of up to two (2) points. It is up to the applicant to determine which of the policy priorities they will address in order to receive the available two (2) points.

e. (2 Points) Economic Opportunities for Low- and Very-Low-Income Persons (Provision of Section 3). This subfactor will be evaluated on the extent to which an applicant describes how it proposes to carry out one or more of the tasks below to assist low- and very-low-income persons residing in the community in which the funds are spent (section 3 residents), and local businesses that substantially employ these persons (section 3 business concerns):

- (1) Direct new employment opportunities to Section 3 residents;

- (2) Award contracts or rehabilitation contracts to to Section 3 business concerns; and /or
- (3) Target Section 3 residents or business concerns for training opportunities.

Additional information regarding the requirements of Section 3 can be found at 24 CFR Part 135 or Section III.C.4.c. of the **General Section**.

f. (4 Points) Budget and Cost Estimates. HUD will assess the soundness of the planned approach by evaluating the quality, thoroughness, and rationality of the proposed project budget and budget narrative. The budget and narrative will be evaluated based on whether the expenses are reasonable and thoroughly explained, supported and are appropriate to carry out the proposed project. The budget narrative must be broken down by line item and must reflect the same dollar amounts listed in the budget. Administrative costs must be presented separately under the appropriate line items in the budget narrative (e.g., prorated amount of salaries, supplies, costs related to planning and executing the project, preparation/submission of HUD reports, etc. Remember no more than 20% of the requested grant amount can be used for administrative costs).

4. Rating Factor 4: Leveraging Resources/Developing Partnerships (10 Points). This factor addresses the ability of the applicant to increase capacity (internally and externally) by developing partnerships and securing resources that can be combined with HUD's grant funds. It is HUD's intent that these resources will assist the project in achieving its purpose and long-term goals after HUD funds have expired.

HUD will consider how well an applicant has established partnerships with other entities (other than their own institution) to secure additional resources to increase the effectiveness of the proposed project activities. Resources may include funding or in-kind contributions, such as services or equipment, allocated for the purpose(s) of the proposed project activities. Applicants

may also establish partnerships with other program funding recipients to coordinate the use of resources in the target area. Overhead and other institutional costs that the institution has waived may be counted. **Note: Applicants that have only an institutional contribution and no external leveraging resources will receive no points under this factor. The institution/applicant is not considered an external resource.**

a. Examples of potential sources for outside assistance include:

- Federal, state, and local governments;
- Local or national nonprofit organizations;
- Financial institutions and/or private businesses;
- Foundations; and
- Faith-based and other community-based organizations.

b. To address this factor, an applicant must include all commitment letters, memoranda of understanding, and/or agreement in the (Appendix section) application. Applicants that cannot attach their commitments letters, memoranda of understanding, and/or agreement with their document can fax the letters using the HUD-96011, Third Party Documentation Facsimile Transmittal ("Facsimile Transmittal Form" on Grants.gov). This form must be used as the cover page to transmit these documents as well as other information. Please do not use your own fax sheet. HUD will not read any faxes that are sent without the HUD-96011 fax transmittal cover page. Commitment letters, memoranda of understanding, and/or agreement must be dated no earlier than nine months prior to this published NOFA and prior to the application deadline date; if they are dated after the application deadline date **they will not be scored.**

Each letter, memorandum of understanding, and/or agreement must be dated no earlier than nine months prior to this published NOFA and include the information below:

(1) The name of the organization and the executive officer authorizing the funds/goods and/or services;

(2) The cash amount contributed or dollar value of the in-kind goods and/or services committed **(If a dollar amount and its use are not shown, the value of the contribution will not be scored)**;

(3) A specific description of how each contribution is to be used toward specific proposed activities;

(4) The date the contribution will be made available and a statement that describes the duration of the contribution; and

(5) The signature of the appropriate executive officer authorized to commit the funds and/or goods and/or services.

Letters, memoranda of understanding, or agreements must be submitted on the provider's letterhead and should be addressed to Sherone Ivey, Deputy Assistant Secretary for University Partnerships.

c. Resources will not be counted for which there is no commitment letter, memorandum of understanding, agreement, or quantified level of commitment, and/or when the letter, memorandum of understanding, or agreement does not address ALL of the requirements outlined above. Please do not have partners send commitment letters directly to HUD because they will not be included in the review process. Entities (organizations/individuals) that are listed in the budget to receive HUD funding in this application cannot be presented under Factor 4: Leveraging Resources/Developing Partnerships as a contributing resource. Therefore, no points will be awarded for the aforementioned contribution, if included.

Applicants must include all letters, memoranda of understanding, and/or agreements in the

Appendix of the application. No points will be awarded for general support letters endorsing the project from organizations, including elected officials on the local, state, or national levels; therefore, please do not include them. **NOTE: Submission of a grant award notification from another entity/agency in place of a commitment letter, memorandum of understanding, and/or agreement does not meet the requirement for this factor and will not be accepted.**

In scoring this factor, HUD will award the following points to documents that address all requirements listed above:

(1) Ten (10) points to an applicant that provides leveraged resources, in their application that represent 15 percent or more of the amount requested under this program;

(2) Nine (9) points to an applicant that provides leveraged resources, in their application that represent 13 to 14 percent of the amount requested under this program;

(3) Eight (8) points to an applicant that provides leveraged resources, in their application that represent 11 to 12 percent of the amount requested under this program;

(4) Seven (7) points to an applicant that provides leveraged resources, in their application that represent 8 to 10 percent of the amount requested under this program;

(5) Six (6) points to an applicant that provides leveraged resources, in their application that represent 6 to 7 percent of the amount requested under this program;

(6) Five (5) points to an applicant that provides leveraged resources, in their application that represent 5 percent of the amount requested under this program; and

(7) Zero (0) points to an applicant that provides leveraged resources, in their application that are less than 5 percent of the amount requested under this program and/or have no external leveraging resources (remember, the institution/applicant is not considered an external resource).

5. Rating Factor 5: Achieving Results and Program Evaluation (12 Points). This factor reflects HUD's goal to embrace high standards of management and accountability. It measures the applicant's commitment to assess their performance to achieve the project's proposed objectives and goals. Applicants are required to develop an effective, quantifiable, outcome-oriented evaluation plan for measuring performance and determining that objectives and goals have been achieved by using the HUD-96010, "Program Outcome Logic Model." The Program Outcome Logic Model is a summary of the narrative statements presented in Factors 1-3. Therefore, the information submitted on the Logic Model should be consistent with the information contained in the narrative statements.

In evaluating this factor, HUD will assess the extent to which the applicant demonstrates how results of the project will be measured as outlined in the proposed work plan. To meet this factor requirement, applicants must submit a completed HUD-96010, "Program Outcome Logic Model." Applicants must select from the list of activities and outcomes to determine their specific methods and measures that will be used to assess progress and evaluate program effectiveness. If an item is not found on the list of activities or outcomes, applicants can select "other" and then insert the activity and/or outcome and unit of measurement. Applicants can use the "other" option for up to three activities and three outcomes. See the instructions tab in the Logic Model for further details. HUD will not accept activities or outcomes selected as "other" that do not contain an identified statement of the activities/outcomes or units of measurement. Utilizing this form will help grantees to ensure that performance measures are being met and they are establishing achievable realistic goals.

a. Program Outcome Logic Model instructions (using a Microsoft Excel[®] form) are on the Logic model form that can be downloaded from.

http://www07.grants.gov/applicants/apply_for_grants.jsp Applicants that do not have access to Microsoft Excel® 2003 or 2007, should contact the NOFA Information Center at (800) HUD-8929. Individuals with hearing or speech impairments may access this number via the toll-free Federal Information Relay Service at (800) 877-8339 and/or The Center for Applied Management Practices at (717) 730-3705 (this is not a toll-free number).

A narrative response is not required for this factor as all applicants must use the logic model form to respond to this factor. However, if a narrative is included, these pages will be included in the page count. HUD has developed a new approach to completing this form. Applicants should also review the Program Outcome Logic Model training, which can be found online at: <http://www.hud.gov/webcasts/index.cfm>.

b. HUD will review the outputs and outcomes in relation to the needs identified. **“Outcomes”** are benefits accruing to the community during or after participation in the HSIAC program. Applicants must clearly identify the outcomes to be measured and achieved. Examples of outcomes include increased employment opportunities in the target community by a certain percentage, and/or provision of stable living environments through the creation of affordable housing opportunities (e.g., increased assets to families and communities through the development of affordable housing).

Applicants must also establish outputs that lead to the ultimate achievement of outcomes. **“Outputs”** are the direct products of the program’s activities. Examples of outputs are the number of new affordable housing units, the number of homes that have been renovated, and the number of community facilities that have been constructed or rehabilitated. Outputs should produce outcomes for the program. At a minimum an applicant must address the following activities in the evaluation plan:

(1) Measurable outputs to be accomplished (e.g., the number of persons to be trained and employed; houses to be built pursuant to 24 CFR 570.207 or rehabilitated; minority-owned businesses to be started); and

(2) Measurable outcomes the grant will have on the community in general and the target area or population.

Applicants must also reference policy priorities, as stated in response to Factor 3, and relate them to the project's goals, as appropriate.

HUD will evaluate the Program Outcome Logic Model in accordance with the matrix provided in Attachment 1 of the **General Section**.

B. Review and Selection Process

1. **Application Selection Process.** Two types of reviews will be conducted:

- a. A threshold review to determine an applicant's basic eligibility; and
- b. A technical review for all applications that pass the threshold review to rate and rank the application based on the "Rating Factors" listed in Section V. A.

Only those applications that pass the threshold review will receive a technical review and be rated and ranked.

2. **Rating Panels.** To review and rate applications, HUD may establish panels that may include experts or consultants not currently employed by HUD to obtain certain expertise.

3. **Ranking.** HUD will fund applications in rank order, until all available program funds are awarded. **In order to be considered for funding, an applicant must receive a minimum score of 75 points** out of a possible 100 points for Factors 1-5; plus up to two bonus points that may be awarded for activities conducted in the **RC/EZ/EC-II** communities, as described in the **General Section**. If two or more applications have the same number of points, the application

B. Environmental.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for public inspection between 8 a.m. and 5 p.m. weekdays in the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 10276, Washington, DC 20410-0500. Due to security measures at the HUD Headquarters building, an advance appointment to review the FONSI must be scheduled by calling the Regulations Division at (202) 708-3055 (this is not a toll-free number).

Dated: JUN 15 2009



Jean Lin Pao

General Deputy Assistant Secretary for
Policy Development and Research

[FR-5300-N-28]