

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**UNIVERSITY AND COLLEGE
PROGRAMS**

**HISTORICALLY BLACK COLLEGES
AND UNIVERSITIES (HBCU) PROGRAM**

Billing Code 4210-01-C

Historically Black Colleges and Universities (HBCU) Program

Overview Information

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

B. Funding Opportunity Title: Historically Black Colleges and Universities (HBCU) Program.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Numbers: FR-5200-N-20; OMB Approval Number is 2528-0235.

E. Catalog of Federal Domestic Assistance (CFDA) Number: The CFDA Number for this program is 14.520.

F. Dates: The application deadline date is *July 2, 2008*. Application must be received and validated by Grants.gov by 11:59:59 p.m. eastern time on the deadline date. Please be sure to read the *General Section*, published March 19, 2008 (73 FR 14882), for electronic application submission and receipt requirements.

G. Additional Overview Content Information

1. Purpose of the Program: To assist Historically Black Colleges and Universities (HBCU) to 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. *et seq.*) as amended.

2. Award Information: In Fiscal Year (FY) 2008, approximately \$9 million has been made available for this program by the Consolidated Appropriations Act, 2008 (Pub. L. 110-161). An applicant can request up to \$700,000 for a three-year (36 months) grant performance period. In order to ensure that institutions that have never received a HUD HBCU Program grant (First Time HBCU applicants) receive awards in this competition, approximately \$1 million will be made available to fund First Time HBCU applicants. In addition, approximately \$8 million will be made available to fund Previously Funded HBCU applicants. If funding designated for First Time HBCU applicants remains after all eligible First Time HBCU applicants are awarded, the remaining funds will be made available to fund eligible Previously Funded HBCU applicants.

3. Eligible Applicants: Colleges and Universities that meet the definition of Historically Black Colleges and Universities as determined by the Department of Education in 34 CFR 608.2 in accordance with that Department's responsibilities under Executive Order 13256, dated February 12, 2002. Applicants must be institutions of higher education accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

Full Text of Announcement

I. Funding Opportunity Description

The purpose of the Historically Black Colleges and Universities (HBCU) Program is to assist HBCUs 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 Title I of Housing and Community Development Act of 1974 (42 U.S.C. *et seq.*) as amended.

For the purposes of this program NOFA, the term "locality" includes any city, county, township, parish, village, or other general political subdivision of a state, 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 HBCU grant. If an institution wants to provide services/activities in a location other than the target area of that institution an applicant must provide justification in their application for why they want to do so.

A. Authority

HUD's authority for making funding available under this NOFA is the Consolidated Appropriations Act, 2008 (Pub. L. 110-161). 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 FY2007 program funding announcement:

1. Applicants can now request up to \$700,000 for a three-year (36 months) grant performance period.

2. Abstract and budget narrative responses must be submitted electronically and formatted to fit an 8½-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.

3. Project budgets will be evaluated and scored under *Factor 3, Soundness of Approach*. HUD will assess the applicant's budget in relation to its quality, thoroughness, reasonableness, and rationality to the proposed project.

4. There is a maximum allowance for administrative cost. Applicants can utilize up to 20 percent of their grant for payments of reasonable grant administrative costs related to planning and executing the project (e.g., preparation/submission of HUD reports, etc.). Detailed explanations of these costs are provided in the 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/index.html>.

5. Applicants must ensure that 51 percent or more of all funds awarded will be utilized for the community and/or general public. These funds are not for the direct benefit of the institution.

6. For the purpose of responding to *Rating Factor 1, Capacity of the Applicant and Relevant Experience subfactor (a) Knowledge and Experience*, HUD now defines Previously Funded Applicants as any applicants that received funding in FY 1999 through FY 2007. If an applicant has received a grant prior to these years then they should respond to this factor as a First-Time Applicant. This definition is relevant to this rating factor and the abstract only.

7. Applicants that propose ineligible activities will not be disqualified, but will not receive points under *Factor 3, Soundness of Approach for the ineligible activities*. 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.

8. Applicants that have no external leveraging resources (the institution is not considered an external resource) under *Factor 4 Leveraging Resources/Developing Partnerships* will receive no points under this factor. In addition, HUD will now score Factor 4 as follows:

a. Ten (10) points to an applicant that provides leveraging resources as listed in their application that are 15 percent or more of the amount requested under this program;

b. Nine (9) points to an applicant that provides leveraging resources as listed in their application that represents 13 to 14 percent of the amount requested under this program;

c. Eight (8) points to an applicant that provides leveraging resources as listed in their application that represents 11 to 12 percent of the amount requested under this program;

d. Seven (7) points to an applicant that provides leveraging resources as listed in their application that represents 8 to 10 percent of the amount requested under this program;

e. Six (6) points to an applicant that provides leveraging resources as listed in their application that represents 6 to 7 percent of the amount requested under this program;

f. Five (5) points to an applicant that provides leveraging resources as listed in their application that represents 5 percent of the amount requested under this program; and

g. Zero (0) points to an applicant that provides leveraging resources as listed in their application that is 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).

II. Award Information

In FY2008, approximately \$9 million is made available for this program. An applicant can request up to \$700,000 for a three-year (36 months) grant performance period.

In order to ensure that institutions that have never received a HUD HBCU program grant (First-Time HBCU applicants) receive awards in this competition, approximately \$1 million will be made available to fund First-Time HBCU applicants. In addition, approximately \$8 million will be made available to fund Previously Funded HBCU applicants. If funding designated for First-Time HBCU applicants remains after all eligible First-Time HBCU applicants are awarded, the remaining funds will be made available to fund eligible Previously Funded HBCU applicants.

III. Eligibility Information

A. Eligible Applicants

Historically Black Colleges and Universities as determined by the U.S. Department of Education in 34 CFR 608.2 in accordance with that Department's responsibilities under Executive Order 13256, dated February 12, 2002. All applicants must be institutions of higher education accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

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 online at: http://www.access.gpo.gov/nara/cfr/waisidx_06/24cfr570_06.html. The 15-percent cap on the total grant amount that can be used on public service activities that benefit low- and moderate-income persons can be waived. Institutions seeking to devote more than 15-percent of the grant funds to public service activities must include a written request in their application addressed to Darlene F. Williams, Assistant Secretary for Policy Development and Research. The written request must include the following information: (1) The basis for the request; (2) a description of the proposed public service activities; (3) the dollar amount dedicated to the proposed public service activities; and (4) a statement describing how the proposed activities meet the Community Development Block Grant eligibility requirements and at least one national objective.

Note: This letter must be included in the application. If an applicant devotes more than 15 percent of their grant funds to public service activities and the letter is not included and/or does not include the information requested above, the public service activities over the 15-percent cap will not be considered fundable and this exclusion will result in a lower score.

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 Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and visitability modifications in accordance with the policy priorities described in the *General Section*;

- (4) Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities and streets 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);

- (5) 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;

- (6) 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);

(7) Public service activities such as those 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 counseling, energy conservation, homebuyer down payment assistance, establishment of Neighborhood Networks centers in federally assisted or insured housing, job training and placement, and recreational needs;

(8) 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));

(9) There is a maximum allowance for administrative cost. Up to 20 percent of the grant may be used for payments of reasonable grant administrative costs related to planning and 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/index.html>;

(10) 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 general public; and

(11) Fair housing services designed to further the civil rights objectives of the Fair Housing Act (42 U.S.C. 3601-20) 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 Community Development Block Grant (CDBG) program eligibility 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* and the requirements listed below. Applications that do not meet these requirements will be considered ineligible for funding and will be disqualified:

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

b. The maximum amount an applicant can request is \$700,000 for a three-year (36 months) grant performance period.

c. An applicant must have a DUNS number to receive HUD grant funds. (See the *General Section*). Only one application can be submitted per institution. 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 and an administrative and budgeting structure independent of the other campuses in the system.

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

e. Electronic applications must be received and validated 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 and/or general public use. These funds are not for the direct benefit of the institution;

d. Applicants that propose to construct new housing or rehabilitate existing housing must ensure that their project and/or facilities are operated in accordance with applicable design and construction requirements, including either the Fair Housing Act and/or Section 504 of the Rehabilitation Act of 1973 and corresponding HUD implementing regulations. Please note

that in situations where both the Fair Housing Act design and construction accessibility requirements and Section 504 design and construction accessibility requirements apply, applicants must apply both standards to obtain maximum accessibility; 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, the American with Disabilities Act (ADA), the Architectural Barriers Act (ABA), and corresponding HUD implementing regulations. Note that the accessibility standard for non-housing projects is the Uniform Federal Accessibility Standards (UFAS).

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 from recipients that cannot 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, 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 are particularly cautioned not to undertake or commit funds for acquisition or development of proposed properties prior to HUD approval of specific properties or areas. An application constitutes an assurance that the institution will assist HUD to comply with 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 HUD 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 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 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. *Economic Opportunities for Low- and Very Low-Income Persons (Section 3).* The provisions of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) apply to this NOFA. One of the purposes of the assistance is to give to the greatest extent feasible and consistent with existing federal, state, and local laws and regulations, job training, employment, contracting, and other economic opportunities to Section 3 residents and Section 3 business concerns. See the Section 3 Regulations located at 24 CFR Part 135.36.

9. *Affirmatively Furthering Fair Housing Requirements.* Under Section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. If you are a successful applicant proposing housing-related activities, 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: (1) Working with other entities in the community to overcome impediments to fair housing, such as discrimination in the sale or rental of housing or in advertising, provision of brokerage services, or lending; (2) Promoting fair housing choice through the expansion of homeownership opportunities and improved quality of services for minorities, families with children, and persons with disabilities; or (3) Providing housing mobility counseling services.

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://www.grants.gov/applicants/apply_for_grants.jsp. If you have

difficulty accessing the information you may call the Grants.gov Support Desk toll-free at (800) 518-GRANTS or e-mail your questions to Support@Grants.gov. Hearing- and speech-challenged individuals may access this number through TTY by calling the toll-free Federal Information Relay Service at (800) 877-8339. 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 for the rating factors, budget, budget narrative, and forms. Applicants that received a waiver of the electronic application submission requirement must submit their application in the order below. Copies of the instructions and all forms are available online at http://www.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 person 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 number;

(4) The DUNS Number;

(5) The Catalog of Federal Domestic Assistance Number for this program is 14.520;

(6) The project's proposed start date and completion date. For the purpose of this application, the program start date should be October 1, 2008; 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 to submit applications on behalf of the institution and approved by the eBusiness Point of Contact to submit an application via Grants.gov. The AOR must be able to make a legally binding agreement with HUD.

b. *Abstract.* Applicants must include no more than a two-page, double-spaced summary of the proposed project. Please include 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 a 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) 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; therefore, please ensure the accuracy of the information);

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

(5) 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 1999 through FY 2007.

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. The narrative statement is 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 should be concise and contain only information relevant 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. Do not include any individual's Social Security Numbers in your application. The narrative section of an application must be submitted electronically. It must not exceed 50 pages in length (excluding forms, budget narrative, assurances, and abstract) and must be formatted to fit an

8½-by-11-inch page. Responses must be double-spaced (information submitted in chart format does not have to 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. 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 zip files, file extension, and file names in the General Section. File names should not contain spaces or special characters.

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 HBCU conference/workshop every 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 should use San Francisco, CA, as the site of all conferences/meetings. Applicants located in mountain and pacific time zones should use Washington, DC, as the site of all conferences/workshops.

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

(2) HUD-40076-HBCU, "Response Sheet, Budget-By-Activity." The form should include a listing of each activity and task necessary to be performed to implement the program, the overall costs for each activity, and the cost from each funding source. The budget-by-activity should clearly indicate the HUD grant amount and identify the source and dollar amount of the leveraged resources, if any.

Make sure that the amounts shown on the SF-424, HUD-424-CB, HUD-40076-HBCU, 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 completed fully. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during grant agreement negotiations.

(3) Budget Narrative. A narrative must be submitted that explains how the applicant arrived at the cost estimates for each line item. This information must be electronically submitted and formatted to fit an 8½-by-11-inch page. Responses must be doubled-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, if known, 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. 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). When an applicant proposes to use a consultant, the applicant must indicate whether there is a formal written agreement. Applicants must use a cost estimate based on data from the institution, and/or from a qualified firm (e.g., architectural or engineering firm), vendor, and/or qualified individual (e.g., independent architect or contractor) other than the institution 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.).

(4) 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 funding, 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 the applicant with the process of establishing a final rate.

e. *Appendix*. The appendix section of the application must not exceed 15 pages in length (excluding forms, budget narrative, and assurances). Each page must include the applicant's name and be numbered. An applicant should not submit resumes, letters of support, commitment letters, memoranda of understanding, and/or agreements, 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 required for submission. All required forms are contained in the electronic application package. Applicants receiving a waiver of the electronic submission requirements and submitting a paper copy of the application must place all required forms in the appendix section of the application.

a. SF-424 Supplement, Survey on Ensuring Equal Opportunities for Applicants ("Faith Based EEO Survey (SF-424 SUPP)" on Grants.gov);

b. SF-LLL, Disclosure of Lobbying Activities, if applicable;

c. HUD-27300, Questionnaire for HUD's Removal of Regulatory Barriers ("HUD Communities Initiative Form" on Grants.gov), if applicable;

d. HUD-2880, Applicant/Recipient Disclosure/Update Report ("HUD Applicant Recipient Disclosure Report" on Grants.gov), if applicable;

e. HUD-2990, Certification of Consistency with RC/EZ/EC-II Strategic Plan, if applicable;

f. HUD-2991, Certification of Consistency with the Consolidated Plan, if applicable;

g. HUD-2993, Acknowledgement of Applicant Receipt. Complete this form only if you have received a waiver to the electronic application submission requirement. Applicants submitting electronically are not required to include this form;

h. HUD-2994-A, You Are Our Client! Grant Applicant Survey. Applicants are not required to complete this form;

i. HUD-40076, Response Sheet Performance Narrative, Previously Funded HBCU Applicant Only;

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.

3. *Certifications and Assurances*. Please read the *General Section* for detailed information on all Certifications and Assurances. All applications submitted through Grants.gov constitute an acknowledgement and agreement to all required certifications and assurances.

C. Submission Dates and Times

A complete application package must be received and validated electronically by the Grants.gov portal no later than 11:59:59 p.m. eastern time on July 2, 2008, the application deadline date. In an effort to address any issues with transmission of your application, applicants are strongly encouraged to submit their applications at least 48 to 72 hours prior to the application deadline. This will allow an applicant enough time to make the necessary adjustments to meet the submission deadline in the event Grants.gov rejects the application. Please see the *General Section* for further instructions. Electronic faxes using the Facsimile Transmittal Cover Sheet (Form HUD-96011) contained in the electronic application must be received no later than 11:59:59 p.m. eastern time on the application deadline date.

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 Submission and Receipt Procedure.* Please read the *General Section* carefully and completely for the submission and receipt procedures for all applications because failure to comply may disqualify your application.

2. *Waiver of Electronic Submission Requirements.* Applicants 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 should 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, the Office of University Partnerships (OUP) will provide instructions for submission. All applicants submitting applications in paper format must have received a waiver to the electronic application submission requirement and the application must be received by HUD on or before the application deadline date. All paper applications must be submitted on 8½-by-11-inch paper, double-spaced, on one side of the paper, with one inch margins (for the top, bottom, left, and right sides of the document), and printed in standard Times New Roman 12-point font.

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 institution 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) for 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 1999 through FY 2007. If an applicant has 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 the extent to which the applicant clearly addresses the following:

(1) Identifies key project team members/staff and partners, their title and name (e.g., project manager/coordinator-Sally Susan Smith, etc.), respective roles, and time each individual will allot to this 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;

(2) Describes the knowledge and relevant experience of the proposed project team members/staff and partners (as outlined above) that will conduct the day-to-day project activities, 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 judged 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 HBCU grants. Applicants must demonstrate this by addressing the following information on the HUD-40076-HBCU, "Response Sheet" (Performance Narrative) for all previously completed and open HUD HBCU grants:

(1) A list of all HUD HBCU grants received between FY 1999 through FY 2007, including the dollar amount awarded and the amount expended and obligated as of the date the application is submitted. The HUD-40076-HBCU, "Response Sheet" (Performance Narrative) form is located at the following Web site: http://www.grants.gov/applicants/apply_for_grants.jsp. The form should be filled out completely;

(2) A list detailing the date the project(s) was completed; was it completed during the original 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) A description of the results (outcomes) achieved consistent with the approved project management plan. If not completed as proposed explain why;

(4) A list comparing 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) A detailed description of compliance with all reporting requirements, including timeliness of submission, whether reports were complete and addressed all information (both narrative and financial) 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 condition; 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 and financial reports, monitoring reports, Program Outcome Logic Model submissions, and amendments).

2. Rating Factor 2: Need/Extent of the Problem (12 Points)

a. Rating Factor addresses the extent to which there is a need for funding the proposed project and an indication of

the importance of meeting the need(s). The need(s) described must be relevant to the activities for which funds are being requested. In addressing this factor, applicants should provide, at a minimum, 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 is specific to the 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 will also consider 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 exists. 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 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, community needs analyses such as 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 (41 Points)

This factor addresses the soundness, quality, and effectiveness of the proposed work plan and the commitment of the applicant to sustain the proposed project activity(s). Points are awarded under this factor for the quality of the activities proposed in relation to the need/problem identified in Factor 2, 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. (25 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, and the anticipated results (outcomes) they will

have on the target population at the end of the grant performance period.

(1) (20 Points) *Specific Activities*. The work plan must describe all proposed project 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 method/planning strategy(s) used during the development of this application. Describe in detail how the proposed project/activities to be undertaken were identified and if and how they connect and /or complement the City's Consolidated Plan. 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; houses 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 task (in 6-month intervals, up to 36 months, e.g. to develop a training program the following steps may occur: Hiring staffing, purchasing supplies, developing curricula/training modules, conducting training etc.);

(d) Identify the key team members/staff and partners, as identified in Factor 1, who will be responsible and accountable for completing each 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 objectives are provided at 24 CFR 570.208; and

(f) Describe the measurable impact (outcome) 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 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) (5 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; 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. 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 be diverse and representative 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 that help the Department achieve its goals and objectives in FY 2009. In addressing 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 to remove regulatory barriers to affordable housing, which has a point value of up to two (2) points. To receive these two (2) points, an applicant must:

(1) Submit either Part A or Part B (not both) of the completed questionnaire HUD-27300, "HUD's Initiative on Removal of Regulatory Barriers," found in the *General Section*, (2) include appropriate documentation, (3) identify a point of contact, and (4) indicate how this priority will be addressed. 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:

(1) Provide opportunities to train and employ Section 3 residents; and/or

(2) Award contracts to Section 3 contractors (See the regulations at 24 CFR part 135). Regulations regarding the provision of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) are located at 24 CFR 135.36.

f. (5 Points) *Budget and Cost Estimates*. HUD will assess the soundness of your approach by evaluating the quality, thoroughness, and rationality of the proposed project budget and budget narrative. The budget narrative must be broken down by line item. Administrative costs must be reflected under the appropriate line items (e.g., salaries, fringe, supplies, costs related to planning and executing the project, preparation/submission of HUD reports, etc.).

4. Rating Factor 4: Leveraging Resources/Developing Partnerships (10 Points)

This factor addresses the ability of the applicant to develop partnerships and secure resources that can be combined with HUD's grant funds to achieve the project's purpose.

a. HUD will consider the extent to which the 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. Applicants that have no external leveraging resources (the institution/applicant is not considered an external

resource) will receive no points under this factor.

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/or
- Faith-based and other community-based organizations.

b. To address this factor, an applicant must provide an outline in their application that includes the information listed below of all proposed leveraged resources (including any commitment of resources from the applicant's own institution). Applicants must have on file at the time of application submission the original written commitment letters, memoranda of understanding, and/or agreements. Commitment letters, memoranda of understanding, and/or agreements must be dated 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, or agreement must include the information below:

(1) The name of the organization and the executive officer authorizing the funds/goods and/or services (only applicable to the narrative section);

(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 (including the actual role the partner will have in the proposed project activities for which their contribution will be utilized);

(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. This is only applicable to the original written documentation.

c. Resources will also 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. Commitment letters, memoranda of understanding, and/or agreements are not required at the time of application

submission but must be on file at the time of application submission. If commitment letters, memoranda of understanding, and/or agreements are included with the application at time of submission they will not be considered during the review process. However, applicants submitting paper applications must include all letters, memoranda of understanding, and/or agreements in the Appendix of the application. Applicants chosen to proceed to the next step in the selection process will be required to submit the signed and dated commitment letters, memoranda of understanding, and/or agreements outlined in the application within five (5) calendar days after initial contact from OUP. Letters, memoranda of understanding, or agreements must be submitted on the provider's letterhead and should be addressed to Sherone Ivey, Associate Deputy Assistant Secretary for University Partnerships. The date of the letter, memorandum of understanding, or agreement from the CEO of the provider organization must be dated no earlier than nine months prior to this published NOFA and no later than the application deadline date. In addition, 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. OUP will provide specific instructions on how these documents must be submitted when contact is made with the applicant. HUD will only request and consider documents from the resources/organizations that are listed in the outline in the application. If OUP does not receive those documents with the required information within the allotted timeframe, an applicant will not receive points under this factor.

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 of this factor and will not be accepted.

In scoring this factor, HUD will award:

(1) Ten (10) points to an applicant that provides leveraging resources as listed in their application that are 15 percent or more of the amount requested under this program;

(2) Nine (9) points to an applicant that provides leveraging resources as listed in their application that represents 13 to 14 percent of the amount requested under this program;

(3) Eight (8) points to an applicant that provides leveraging resources as listed in their application that

represents 11 to 12 percent of the amount requested under this program;

(4) Seven (7) points to an applicant that provides leveraging resources as listed in their application that represents 8 to 10 percent of the amount requested under this program;

(5) Six (6) points to an applicant that provides leveraging resources as listed in their application that represents 6 to 7 percent of the amount requested under this program; and

(6) Five (5) points to an applicant that provides leveraging resources as listed in their application that represents 5 percent of the amount requested under this program.

(7) Zero (0) points to an applicant that provides leveraging resources as listed in their application that is 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, "HUD Program Outcome Logic Model." The Program Outcome Logic Model is a summary of the narrative statements presented in Factors 1 through 3. Therefore, it 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, "HUD 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 provided in the forms appended to the Instruction Download from http://www.grants.gov/applicants/apply_for_grants.jsp. Applicants that do not have access to Microsoft Excel™ 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 HBCU 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, increased incomes/wages or other assets for persons trained, 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 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 through 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 with the most points for Factor 3 shall be selected. If there is still a tie, the application with the most points for Factor 4 shall be selected. If there is still a tie, the application with the most points for Factor 1, 2, and then 5 shall be selected in that order until the tie is broken. HUD reserves the right to make selections out of rank order to provide for geographic distribution of grantees.

HUD also reserves the right to reduce the amount of funding requested in order to fund as many highly ranked applications as possible. Additionally, if funds remain after funding the highest ranked applications, HUD may fund part of the next highest-ranking application. If an applicant turns down an award offer, HUD will make an award to the next highest-ranking application. If funds remain after all

selections have been made, the remaining funds will be carried over to the next funding cycle's competition.

HUD will not fund any portion of an application that is not eligible for funding under regulatory requirements; does not meet the requirements of the NOFA; or may be duplicative of other funded programs or activities/tasks from prior year awards. Only the eligible portions of an application will be funded. When the majority of the activities are ineligible, HUD will not fund the application.

4. *Correction to Deficient Applications.* See the *General Section*.

C. *Anticipated Announcement and Award Dates.* Announcements of awards are anticipated on or before September 30, 2008.

VI. Award Administration Information

A. Award Notice

After all selections have been made, HUD will notify all winning applicants in writing. HUD may require winning applicants to participate in additional negotiations before receiving an official award. For further discussion on this matter, please refer to the *General Section*.

B. Administrative and National Policy Requirements

1. *Debriefing.* The *General Section* provides the procedures for requesting a debriefing. All requests for debriefings must be made in writing to: Ophelia Wilson, Office of University Partnerships, Department of Housing and Urban Development, 451 Seventh Street, SW., Room 8106, Washington, DC 20410-6000. Applicants may also write to Ms. Wilson via e-mail at Ophelia.Wilson@hud.gov.

2. *Administrative.* Grants awarded under this NOFA will be governed by the provisions of 24 CFR part 84 (Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations), OMB Circular A-21 (Cost Principles for Educational Institutions) and OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations). Applicants can access the OMB circulars at the White House Web site at <http://www.whitehouse.gov/omb/circulars/index.html>.

3. *OMB Circulars and Governmentwide Regulations Applicable to Financial Assistance Programs.* See the *General Section* for further discussion.

4. *Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor*

Relations on Federal and Federally Funded Construction Projects. See the *General Section* for further discussion.

5. *Procurement of Recovered Materials.* See the *General Section* for further discussion.

6. *Code of Conduct.* See the *General Section* for further discussion.

7. *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. To ensure that program information is accessible to persons with limited English proficiency on the basis of national origin, 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 FR 2732 (Jan. 22, 2007).

C. Reporting

1. All grant recipients under this NOFA are required to submit quarterly progress reports. The progress reports shall consist of three components: a narrative that must reflect the activities undertaken during the reporting period; a financial report that reflects costs incurred by budget line item, as well as a cumulative summary of costs incurred during the reporting period; and a HUD-96010, Program Outcome Logic Model form, which identifies output and outcome achievements.

2. Applicants selected for funding should also be aware that they will be required to report sub-award information within 30 days of making a sub-award in an amount of \$25,000 or greater as required by the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282). The Federal Funding Accountability and Transparency Act of 2006 calls for the establishment of a central Web site that makes available to the public full disclosure of all entities receiving federal funds. Applicants should be aware that the law requires the information provided on the federal Web site to include the following elements related to all sub-award transactions of \$25,000 or greater.

- The name of the entity receiving the award;
- The amount of the award;
- Information on the award, including the transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source, and

an award title descriptive of the purpose of each funding action;

(d) The location of the entity receiving the award and primary location of performance under the award, including the city, state, congressional district, and country;

(e) A unique identifier (DUNS number) of the entity receiving award and of the parent entity of the recipient (DUNS number of the parent entity) should the entity be owned by another entity;

(f) Federal parent award number and sub-award grant number;

(g) The tier level the sub-award was made at; and

(h) Any other relevant information specified by OMB.

There are exceptions for sub-awards less than \$25,000 made to individuals or to an entity whose annual expenditures are less than \$300,000.

Applicants should also be aware that the sub-award provision carries to all tiers (e.g., a direct award is made by HUD to an organization that in turn makes an award to another organization that then makes another award and so on). Collection of the tier level at which the award is made as well as federal parent award number can help in tracing the sub-award data as it tiers down several levels. Sub-award reporting requirements to meet the Federal Funding Accountability Transparency Act of 2006 requirements will be finalized through a future **Federal Register** notice.

VII. Agency Contacts

Applicants may contact Ophelia Wilson at (202) 402-4390 or Susan Brunson at (202) 402-3852. Persons with speech or hearing impairments may call the Federal Information Relay Service (TTY) at (800) 877-8339. Except for the "800" number, these numbers are not toll-free. *mailto:* Applicants may also reach Ms. Wilson via e-mail at Ophelia.Wilson@hud.gov, and/or Ms. Brunson at Susan.S.Brunson@hud.gov.

VIII. Other Information

Paperwork Reduction Act

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2528-0235. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Public reporting burden for the collection of information is estimated to average 356 hours per annum per respondent for the application and grant administration. This includes the time

for collecting, reviewing, and reporting the data for the application, quarterly, semi-annual and final reports. The information will be used for grantee selection and monitoring the

administration of funds. Response to this request for information is required in order to receive the benefits to be derived.