

FRONT COVER FRONT PAGE

FRONT COVER BACK PAGE

1998 Grant Application

Fair Housing Initiatives Program (FHIP) National Focus Education and Outreach Competition

National Housing Counseling Training Program

National Lead Hazard Awareness Campaign

Sponsored by the
U.S. Department of Housing and Urban Development
Andrew Cuomo, Secretary

Fair Housing Initiatives Program (FHIP) National Focus Education and Outreach Competition

OMB Approval No. 2529-0033

National Housing Counseling Training Program

OMB Approval No. 2502-0261

National Lead Hazard Awareness Campaign

OMB Approval No. 2539-0014

The information collection requirements contained in this notice of funding availability and application kit will be used to rate applications, determine eligibility, and establish grant amounts.

Selection of applications for funding under the Fair Housing Initiatives Program (FHIP) National Focus Education and Outreach Competition, the National Housing Counseling Training Program, and the National Lead Hazard Awareness Campaign are based on the rating factors for these programs listed in the Super Notice of Funding Availability for National Competition Programs (National SuperNOFA), published on April 30, 1998 (63 FR 23958).

Public reporting burden for collection of this information for the **National Housing Counseling Training Program** is estimated to average **13 hours** and the reporting burden for collection of information for the **Fair Housing Initiatives Program National Focus Education and Outreach Competition** is estimated to average **53 hours** per response. The reporting burden for the collection of information for the **National Lead Hazard Awareness Campaign** is estimated to average **50 hours** per response. These estimates includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding these burden estimates or any other aspect of these collections of information, including suggestions for reducing the burden, to the Reports Management Officer, Paperwork Reduction Project to the Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, DC 20410-3600. When providing comments please refer to OMB approval number 2502-0261 for the National Housing Counseling Training Program, OMB approval number 2529-0033 for the Fair Housing Initiatives Program National Focus Education and Outreach Competition, and Fair Housing Initiatives Program National Focus Education and Outreach Competition, and OMB approval number 2539-0014 for the National Lead Hazard Awareness Campaign.

Do not send this form to the above address.

The agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

The information submitted in response to the notice of funding availability for the National Housing Counseling Training Program, the Fair Housing Initiatives Program National Focus Education and Outreach Competition, and the National Lead Hazard Awareness Campaign is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Pub.L. 101-235, approved December 15, 1989, 42 U.S.C. 3545).

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

[LETTER FROM SECRETARY]

[LETTER FROM PROGRAM OFFICES]

Super Notice of Funding Availability for National Competition Programs (National SuperNOFA) Application Kit

To improve customer service and provide you with the necessary tools to revitalize your community, HUD is consolidating 3 competitive national programs into a single National SuperNOFA (Notice of Funding Availability) announcement. HUD has also streamlined its application process to reduce your administrative burden and to make our programs easier to understand and use. We have grouped together these national programs into a single application kit to minimize, to the extent allowed by law, the paperwork you fill out if you chose to apply for one or more than one program.

The application materials for these programs have been included in one application because each program's activities complement and support the activities of the other. The National SuperNOFA solicits applicants to implement information, outreach and education activities that have a nationwide scope rather than a local focus, and seeks to ensure that all communities are well informed to participate in and benefit from our common national goals. Applicants under this National SuperNOFA are urged to use the new SuperNOFA process as an opportunity to create truly holistic, coordinated, national strategies to promote fair housing rights, lead hazard awareness, and housing counseling services.

Applicants who are eligible and choose to apply for more than one program will find the application process easier this year, because all three programs are available in one application. **Eligible applicants are able, as they have been in the past, to apply for funding under just one of these programs.**

This application kit has three parts:

Part I includes information regarding application submission and responding to the Rating Factors, a checklist to ensure that you have addressed all of the submission requirements, and an acknowledgement of receipt HUD will send to you upon receiving your application.

Part II contains all of the required standard forms and certifications for all three programs.

Part III is the National SuperNOFA as published in the Federal

Register.

This National SuperNOFA and application kit consolidate three programs that implement information, outreach and education activities on a nationwide scale. Approximately \$5,050,000 is available for eligible applicants and activities as indicated in the following chart:

ELIGIBILITY CHART

Program/Initiative/ Component	Allocation Amount Available	Applicant Eligibility	Eligible Activities (See NOFA in this Kit for Additional Details)	Project Period
Fair Housing Initiatives Program (FHIP) National Focus Education and Outreach Competition/Nationwide Education Project	\$2,000,000	QFHOs, FHOs, and Other non-profit organizations representing groups of persons protected under the Fair Housing Act. All applicants must include a subcontract with an established media/advertising organization which has experience in conducting national media campaigns.	Activities must provide a centralized, coordinated effort for the development and implementation of a fair housing media campaign designed to educate the public of their fair housing rights, including activities related to Fair Housing Month.	18 months
Fair Housing Initiatives Program (FHIP) National Focus Education and Outreach Competition/Community Tensions Project	\$1,500,000	QFHOs, FHOs, public or private non-profit organizations or institutions and other public or private entities that are formulating or carrying out programs to prevent or eliminate discriminatory housing practices, State or local governments, and FHAP agencies.	Address tensions that arise in local communities as persons protected under the Fair Housing Act seek to expand their housing choices.	24 months
National Housing Counseling Training Program	\$550,000	Public or private non-profit organizations with at least 2 years of relevant training experience.	Comprehensive housing counseling training, or a portion of such training, which may be conducted on-site, through satellite broadcast, or by means of CD-ROM computer training software.	12 to 18 months
National Lead Hazard Awareness Campaign	\$1,000,000	(a) Public Relation Firms (PRFs) - For profit firms may not include a fee or profit in their budget or costs; (b) Marketing/Advertising Companies (MACs); and (c) Non-profit organizations - must submit proof of non-profit status.	Developing and conducting a national media campaign to increase lead awareness on a national scale to market "The Campaign for A Lead-Safe America."	Up to 24 months

PART I. - Application Submission; Rating Factors; Submission Checklist; Acknowledgement of Receipt.

A. Application Submission

1. General Submission Requirements for All Applications.

- * **All applications are to be submitted by July 7, 1998.**
- * Number each page of your application, including attachments, sequentially and insert it in the order designated in the Checklist.
- * Legibility, clarity and completeness are important and essential.
- * Applicants will be limited to 10 pages of narrative responses for each Factor. This does not include forms or documents which are required under each criteria). Brochures, news articles or other examples of relevant work included in the application will not count against the 10 page limitation. Applicants that exceed the page limit for any factors will not be evaluated on any pages in excess of the limit. Failure to provide narrative responses to the five criteria will result in an application being deemed ineligible. All forms and other documents which are requested under the Selection Criteria and other forms/certifications which are not included within the page limitation are indicated *in italics*.

2. Fair Housing Initiatives Program (FHIP) National Focus Education and Outreach Competition

- * Submit an **original and five (5) copies** of your application. Place a copy of the SF-424, Application for Federal Assistance, and attached Matrix showing the program(s) on top of the original application.
- * Submit applications to:

FHIP/FHAP Support Division
Fair Housing and Equal Opportunity, Room 5234
Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20410-2000
- * **On the face of the envelope, show the following items:**
Application in response to FHIP NATIONAL FOCUS
Name, address and telephone number including area code of the applicant.

3. National Housing Counseling Training Program

* Submit an **original and two (2) copies** of your application.

* Submit applications to:

Director, Marketing and Outreach Division
Office of Single Family Housing, Room 9166
Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20410-2000

* **On the face of the envelope, show the following items:
Application in response to NATIONAL HOUSING COUNSELING TRAINING PROGRAM
Name, address and telephone number including area code of the applicant.**

4. National Lead Hazard Awareness Campaign

* Submit an **original and two (2) copies** of your application.

* Submit applications to:

Office of Lead Hazard Control, Room B-133
Department of Housing and Urban Development
451 7th Street, SW
Washington, DC 20410-2000

* **On the face of the envelope, show the following items:
Application in response to NATIONAL LEAD HAZARD AWARENESS CAMPAIGN
Name, address and telephone number including area code of the applicant.**

B. Responding to Rating Factors

PROJECT ABSTRACT

Provide a brief abstract that summarizes the proposed project. The abstract should not exceed two or three paragraphs in length.

RESPONSES TO RATING FACTORS

Complete all the information requested in the following five rating factors. HUD will evaluate and rank your application according to these rating factors. Therefore, it is very important that you carefully review and respond to each factor.

Provide a brief response to rating factors 1 through 5. Applicants are limited to 10 pages of narrative responses for each of the five rating factors (this does not include forms or documents which are required under each criterion). Any pages in excess of 10 will be removed from the package prior to evaluation. Manuals, brochures, news articles or other examples of capability included in the application will not count against the 10 page limitation.

For factors 1, 2, 4 and 5 applicants have the choice of preparing a single response that is responsive to all applications submitted or an individual response tailored to each application that is submitted. If a single response is prepared, include a copy of the response in all applications submitted. Factor 3 must be an individual response tailored to the application submitted.

Failure to provide narrative responses to each of the five factors will result in the application being deemed ineligible.

All forms and other documents which are requested under the rating factors and other Certification and Standard Forms which are not included within the 10 page limitation are indicated *in italics*.

The response to each factor should be clear, concise and complete. Lengthy responses do not necessarily result in favorable funding determinations.

The corresponding rating factors can be found in the General Section of the National SuperNOFA in Part III of this application kit.

One Program. If you are submitting an application for just one Program or just **one** Component of the Fair Housing Initiatives Program (FHIP), respond by writing and submitting a separate narrative description for the Program for which you are applying. **Your narrative should not exceed 10 pages.**

Multiple Programs or Multiple FHIP Components. If you are submitting an application for **more than one** Program **AND/OR** one or more FHIP Components, you have two options. The first option is to write a combined narrative description so it provides complete information for **all** Programs and Program Component(s).

Under the first option, submit the identical combined narrative in its entirety in response to rating factors 1, 2, 4, and 5. **Your combined narrative must clearly provide all requested information for each program, or in the case of multiple FHIP Components, for each Component. Each description (within the combined narrative) should not exceed 10 pages for each factor.**

The second option is to simply write and submit a separate narrative for each Program/Component (if more than one) in response to each rating factor. **Each narrative should not exceed 10 pages.**

*****IMPORTANT NOTE*****

**ALL ACTIVITIES AND MATERIALS FUNDED BY THE NATIONAL SUPERNOFA
MUST BE REASONABLY ACCESSIBLE TO PERSONS WITH DISABILITIES.**

FACTOR #1

Capacity of the Applicant and Relevant Organizational Experience (30 points)

A. Applicant's organization and relevant experience (10 points)

- (1) Describe the applicant's organization, including type of organization (e.g. public, private, non-profit, for profit) and the organization's general areas of activity or line of business.
- (2) Describe any large, complex, interdisciplinary projects, the applicant has managed.
- (3) *Provide documented evidence, such as performance reviews, newspaper articles, or monitoring findings, that may reflect positively or negatively upon the ability of the applicant and its proposed staff to perform the work.*
- (4) Describe the applicant's capability in handling financial resources with adequate financial control procedures and accounting procedures. Considerations will include findings identified in their most recent audits, internal consistency in the application of numeric quantities, accuracy of mathematical calculations and other available information on financial management capability. *Provide a certification from an Independent Public Accountant or the appropriate government auditor, stating the financial management system employed by the applicant meets the prescribed standards of fund control and accountability required by 24 CFR 84.21 for nonprofits or 24 CFR 85.20 for State and local governments.*
If any audit in the last three years showed any problems or major financial audit findings, list the problems and describe how the findings were resolved.

B. Description of Staff for Proposed Activities (10 points)

- (1) Describe the knowledge, and recent and relevant experience of the proposed project director and staff (including the day-to-day program manager, consultants and contractors) in planning and managing programs for which funding is being requested. Describe the applicant's readiness and ability to immediately begin the proposed work plan, or for FHIP, on the date specified in the Statement of Work. For any personnel, including subcontractors, not yet hired or selected, describe the qualifications (in terms of required knowledge and experience) to be considered in the selection and how quickly the selection process will be completed.
- (2) For each identified employee and consultant/subcontractor to be allocated to the project, identify the titles, and describe the proposed number of staff hours and the roles to be performed.

C. Description of Experience Relevant to the Proposed Activities (10 points)

- (1) Describe the applicant's ability to effectively develop, implement, and manage a media campaign, tension reduction project for communities, or training program, as appropriate, on a national scale. Applicants for FHIP program funding must specifically describe their experience in formulating or carrying out programs to prevent or eliminate discriminatory housing practices. Applicants must discuss their knowledge of implementing coordinated national training programs, reducing community tensions, or marketing national awareness campaigns, especially in the areas of fair housing, discrimination, public health, and housing. In responding to this subfactor, the applicant must describe the extent to which its past activities have resulted in successful national media campaigns, training programs, or reduction of tensions in communities, as appropriate, especially with respect to developing and implementing innovative strategies resulting in positive public response.
- (2) Describe awards and major accomplishments of the applicant. Describe the applicant's ability to attain measurable progress in the implementation of its most recent HUD funded project(s). Describe the activity(ies) undertaken, achievements and results, and the method of assessing project progress, including information on expenditures. If the applicant has managed large, complex, interdisciplinary

projects, include information on these projects. Include in the description any problems or delays encountered during project implementation. *In addition, identify the HUD grant number for each project (if more than one) and include a copy of your most recent Standard Form (SF) 269a, Financial Status Report, for each project. HUD will consider its progress reviews for current grants, closeout assessments on grants closed within 18 months of the NOFA deadline, and any other evidence that documents a grantee's failure to comply with the grant award provisions under past awards in evaluating this subfactor.*

If the applicant **has not received HUD funding** in the past, describe the applicant's ability to attain measurable progress in managing projects, and carrying out grant management responsibilities for programs similar in scope or nature directly relevant to the work activities proposed. Describe the activity(ies) undertaken, achievements and results, and the method of assessing project progress. Include in the description any problems or delays encountered during project implementation.

FACTOR #2

Need/Approach to the Problem (10 points)

A. Documentation of Need (5 points)

(1) Describe and document the national need the application intends to address. The description will be assessed on how well it demonstrates a grasp of the elements of the problem and its pervasiveness at the national level. The applicant's description of the national need will be used to evaluate the depth of the applicant's understanding of the problem as an indication of ability to address the problem.

(2) Include applicable statistics and analyses contained in a data source(s) that is sound and reliable. *Charts, tables, Community 2020 software mapping and other graphic presentations of data may be used to supplement the narrative.*

B. Rationale for proposed activities and methods (5 points)

(1) Provide a rationale for how applicant's proposed activities and methods most effectively deal with the national need described by the applicant in response to subfactor (1), immediately above. To the extent possible, applicants should demonstrate effectiveness in terms of scope and cost.

FACTOR #3

Soundness of Approach. (40 points)

A separate response **must** be prepared for this factor for each application submitted by the applicant. This criterion addresses the quality and cost-effectiveness of the applicant's proposed work plan. There must be a clear relationship between the project activities and the purpose of the program funding for the applicant to receive points for this factor.

EXPLANATORY DOCUMENTS PROVIDED

- Blank Work Plan format
- Blank SF-424A Budget Information-Non-Construction Programs form
- Instructions for the SF-424A
- Blank Budget Narrative Work Plan format

A. Work Plan (20 points)

1. Prepare a work plan--using the format provided, which lists the major objectives activities and attaches a chart that details the specific tasks/deliverables and the timeframes for completion/submission for implementation of the project. The work plan should show a proposed start date no later than October 1, 1998. A blank work plan is attached. **Be sure to include those specific administrative and project tasks included in the blank work plan format. If additional space is needed to respond to any item, the blank pages may be photocopied and used to provide the additional information.**

The work plan must provide national coverage, specific protected class focus, as well as focus on persons traditionally underserved, or high risk communities, as applicable; and show the geographic areas to be served. All specific activities necessary to complete the proposed project must be included in the task listing. Completeness of identification of specific tasks also will be considered in judging the management approach.

Include quantitative data for activities to be done more than once, e.g. PSA airings, seminars. Quantities should indicate a minimum number which you propose to perform and match the costs proposed in the budget. Do not use indefinite quantities such as "up to 10". Proposed Deliverables should be adequate for HUD to assess both the quality and quantity of the work performed under each task.

The "Delivery by" column in the work plan shows the date by which you intend to submit completed work for each task. Reasonableness of dates for implementation of each proposed activity will be considered in judging the management approach.

INCLUDE **ALL** TASKS SHOWN ON THIS FORM.

WORK PLAN FOR _____

The recipient, _____, agrees to undertake the following activities in accordance with its 1998 application for funding under the Education and Outreach Initiative-- _____ Component for a _____-month project commencing _____, 1998.

-
-
-
-
-
-
-
-

Press releases and any other product intended to be disseminated to the public must first be reviewed by the GTR for approval and acceptance. Subcontracts for work under this grant must also be approved by the Government Technical Representative (GTR) prior to execution.

No recipient of assistance under the Fair Housing Initiatives Program may use any funds provided by the Department for the payment of expenses in connection with litigation against the United States. None of the funds may be used to investigate or prosecute under the Fair Housing Act any otherwise lawful activity engaged in by one or more persons, including the filing or maintaining of a nonfrivolous legal action, that is engaged in solely for the purpose of achieving or preventing action by a government official or entity, or a court of competent jurisdiction.

Recipients of funds under this program must conduct audits in accordance with 24 CFR Part 44 or 24 CFR Part 45, as appropriate.

The recipient will provide the following work products on the dates specified below to the GTR and GTM. Quarterly means within 30 days of the end of every three month period commencing three months after the effective date of the award.

ADMINISTRATIVE TASKS			
TASKS	DELIVERABLES	DELIVERY BY	DELIVERY POINT
1. The first set of tasks in the work plan should be activities for recruitment/assignment of project staff.			GTR/GTM
2. The second set of tasks in the work plan should be activities for negotiating/executing subcontracting and consultant agreements.			GTR/GTM
3. If there are any other activities that must be done to provide support to the program activities, include these as a third set of tasks here.			GTR/GTM
Complete HUD-2880 Disclosure Statements	Submit Disclosure Statement. If no changes occur, submit statement of no change with final report	When changes occur	GTR/GTM
Complete SF-269A Financial Status Report and Written Quarterly Status Reports on All Activities	Submit SF-269A and Copy of Written Report	Quarterly	GTR/GTM
Voucher for Payment and backup information, if required	Submit payment request to LOCCS	Per Payment Schedule	GTR/GTM
Complete Listing of Current or Pending Grants/Contracts/Other Financial Agreements	Submit Listing for Recipient and any contractors	45 Days and At end of Grant	GTR/GTM
Prepare summary of first year (24 month FHIP grants only)	Submit summary of first year accomplishments.	395 days	GTR/GTM
Prepare and Submit Draft of Final Report	Submit Draft of Report. Report Summary should include objectives, accomplishments and results.	One month before end of grant term.	GTR/GTM
Complete Final Report and Provide Copies of All Final Products Not Previously Submitted	Submit a copy of the Final Report and All Final Products not previously submitted to GTR and GTM.	Within 90 days after end of	GTR/GTM

ADMINISTRATIVE TASKS

TASKS	DELIVERABLES	DELIVERY BY	DELIVERY POINT
		grant term.	

<p>Submit 2 copies of Final Report and all Final Program Deliverables produced under the Grant (with diskette, where feasible) to Fair Housing Information Clearinghouse (another information depository may be identified by HUD during final negotiations of the work plan).</p>	<p>Deliverables and database entry sheet(s) to FHIC Copy of FHIC database entry sheet(s) or detailed description of items submitted to GTR and GTM</p>	<p>Within 90 days after end of grant term.</p>	<p>GTR/GTM/FHIC</p>
--	--	--	---------------------

KEY PERSONNEL

<u>Title</u>	<u>Name</u>	<u>Percent of Time</u>
--------------	-------------	------------------------

PROGRAM TASKS

TASKS	DELIVERABLES	DELIVERY BY	DELIVERY POINT
Contact information sources identified by GTR and/or other information sources to obtain any appropriate materials prior to development of new materials	List of materials requested	90 days	GTR/GTM.
Review/refine referral process to refer potential victims to HUD. (Community Tension Projects)	Copy of Referral Process. All audit-based enforcement actions should be referred to HUD.	45 days	GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM
			GTR/GTM

B. Immediate Benefits (5 points)

Describe the immediate benefits of the project and how the benefits will be measured. Applicants must describe the methods they will use to determine the effectiveness of their national marketing strategies or training programs.

C. Budget and Financial Controls (15 points)

(1) Budget. Applications must include proposed budgets that demonstrate:

(a) Cost estimates of salary levels, staff assignments, number of staff hours, and all other budget items are reasonable, allowable, and appropriate for the proposed activities;

(b) The proposed program is cost effective in achieving its anticipated results, as well as in achieving significant impact;

(2) Applications must demonstrate that proposed activities will be conducted in a manner (e.g., languages, formats, locations, distribution, use of minority media) that will reach and benefit all members of the public, especially members of target groups identified in the individual program sections of the National SuperNOFA;

(3) Applications must describe how proposed activities will yield long-term results and innovative strategies or "best practices" that can be readily disseminated to other organizations and State and local governments; and

(4) Applications must describe how the proposed media campaign, community tensions project, or training program makes activities, training and meeting sites, and information services and materials in places and formats that are accessible to all persons including persons with disabilities.

(5) *Prepare the budget form following this factor (Budget Narrative Work Plan). This budget form and the Budget Information - Non-Construction Programs SF-424A, included in Part II of this kit, must show the total cost of the project and indicate other sources of funds that will be used for the project. While the costs are based only on estimates, the budget narrative work plan must include information on individual elements of the cost estimates. The estimated cost elements may be based upon information such as quotes obtained from various vendors or they may rely on historical data. Budget requests must be supported by back-up documentation which must be ready for submission if requested subsequent to notification of award.*

Generally, estimated costs for high-cost items, consultants and subcontractors should be supported by bids from at least 3 sources. Where there are travel costs for consultants and subcontractors, the applicant should show that it unsuccessfully searched for local consultants and subcontractors or that the travel costs for out-of-town contractors combined with rates and fees charged do not exceed amounts for rates and fees charged by local consultants and subcontractors.

For FHIP applications, all National Education Campaign application budgets must include costs related to subcontract(s) with media agencies which account for activities related to the subcontractor's role in the project. A separate detailed budget for each subcontract should be included in the application. At least \$200,000 must be to develop Fair Housing Month materials and activities. Although these costs should appear in the overall budget, also provide a separate budget specifically showing these costs. FHIP budgets must include \$3,000 for 18-month projects and \$6,000 (total) for two-year projects for travel costs for training sponsored or approved by the Department.

*Applicants should ensure that the amounts reflected for each budget line item category for both Federal and in-kind costs are transferred to the appropriate areas of the SF-424-A **(NOTE: For applicants submitting a multi-year project proposal, a single budget must be prepared which includes the total costs for the budget over the proposed project period; however, the applicant should retain individual yearly budgets for future reference purposes.)***

Assessment of the Budget will include the following:

- (i) The quality, thoroughness and reasonableness of the cost estimates provided;**
- (ii) The extent to which the program is cost effective in achieving the anticipated results of the proposed activities as well as in achieving significant national impact.**

(2) FRINGE BENEFITS					
Benefits	Rate	Base	Estimated Cost	Federal Cost	In-Kind Cost
F.I.C.A.	0.0765				
Unemployment Insurance*					
Health Insurance**					
Worker's Comp.*					
TOTAL FRINGE BENEFITS					
*Rates may vary by State **Rates may vary by organization.					
(3) MATERIALS					
Item	Quantity	Unit Cost	Estimated Cost	Federal Cost	In-Kind Cost
TOTAL MATERIALS					
(Materials/equipment prices must be supported by vouchers/cash register receipts of same or similar item or lease quotes from vendor at time of budget negotiation.)					
(4) TRAVEL					
Transportation					
1) Local Travel	Mileage/ Fare	Rate/Mile	Estimated Cost	Federal Cost	In-Kind Cost
a) Private Vehicle		30 cents*			
b)					
c)					
Subtotal Local Travel					
2) Air Travel Destination/Purpose	Number of Travelers	Roundtrip Fare	Estimated Cost	Federal Cost	In-Kind Cost
Subtotal Air Travel					

Travel (Continued)					
3) Other--Indicate by Item	Quantity	Unit Cost	Estimated Cost	Federal Cost	In-Kind Cost
HUD Sponsored Training (\$3,000 for 12 or 18 month projects; \$6,000 for 24 month projects - FHIP only)					
Parking					
Subtotal Other Travel					
Per Diem or Subsistence					
Number of Travellers	Days	Rate/Day	Estimated Cost	Federal Cost	In-Kind Cost
Subtotal Per Diem/Subsistence					
TOTAL TRAVEL					
(All travel must be grant related and rates should not exceed the Federal rates) *Amount shown is federal rate, however if organization's rate is less, that amount should be used)					
(5) EQUIPMENT					
Item	Quantity	Unit Cost	Estimated Cost	Federal Cost	In-Kind Cost
TOTAL EQUIPMENT COSTS					
(Lease equipment must be supported by three quotes at time of budget negotiations.)					

(6) CONSULTANTS					
Identity and Task Responsibility	Days	Rate/Day*	Total Cost	Federal Cost	In-Kind Cost
TOTAL CONSULTANTS					
*Daily Rate cannot exceed \$375/day unless waiver is obtained from Grant Officer					
(7) SUBCONTRACTS					
List individual subcontracts and amounts. Attach a separate budget proposal for each*					
Identity and Task Responsibility	Rate/Service	Quantity	Estimated Budget	Federal Cost	In-Kind Cost
TOTAL SUBCONTRACTS					
*For any subcontractor fees exceeding 10% of the grant amount, an itemized budget must be included. National Education Project applications must include an itemized budget for at least \$200,000 for Fair Housing Month Activities, regardless of whether all work is done by applicant. These costs should also appear in the overall budget.					

(8) OTHER DIRECT					
Item	Quantity	Unit Cost	Estimated Budget	Federal Cost	In-Kind Cost
TOTAL OTHER DIRECT					
(9) INDIRECT					
Type	Rate	Base	Estimated Cost	Federal Cost	In-Kind Cost
TOTAL INDIRECT					
*Organizations that have a federally-negotiated indirect rate should use that rate and the appropriate base in this section. In all other instances, organizations should include their current overhead rate, if any, which has been individually tailored to their organization's current operating budget.					
TOTAL BUDGET					
			Total Estimated Cost	Total Federal Cost	Total In-Kind Cost
TOTAL COST					
AMOUNT TO ENTER ON FORM 424, LINE 15a					

FACTOR #4

Leveraging Resources. (10 points)

A. Extent to which applicant has secured other resources (5 points)

(1) List estimated monetary contributions and in-kind or donated resources, such as services or equipment, from public or private sources that will be used to carry out proposed project activities and show how the resources are necessary for the purpose(s) of the award. HUD will consider whether the resources are clearly related to and necessary for the proposed activities.

(2) List and describe partnering with other entities to coordinate the use of resources in the target area or subject. Describe how this will secure additional resources, including financial resources, to increase the effectiveness of the proposed activities.

(3) Describe how applicant plans to use its affiliated branches, or partner with other organizations, to distribute materials, training or services developed under this National SuperNOFA for use at the local level.

B. Evidence of firm commitment of resources (5 points)

(1) Identify which resources are firmly committed.

(2) Provide evidence of leveraging/partnerships such as letters of firm commitments, memoranda of understanding, or agreements to participate from those entities identified as partners in the application. Each letter of commitment, memoranda of understanding, or agreement to participate should include the organization's name, proposed level of commitment and responsibilities as they relate to the proposed program. The commitment must also be signed by an official of the organization legally able to make commitments on behalf of the organization. *Include copies of pledges or letters of legally binding commitments you have obtained.*

(3) Resources that are firmly committed MUST be reflected in the in-kind portion of the budget.

FACTOR #5

Comprehensiveness and Coordination. (10 points)

(A) Discuss the applicant's methods or approaches to ensure that activities and materials are made available to affiliated branches and local groups and organizations and a description of how such activities can enhance or work in tandem with local activities and materials. At a minimum, the application should discuss procedures to be used to promote awareness of the services provided by the proposed project.

(B) Describe the specific steps your organization took to identify and coordinate its proposed activities with those of other groups or organizations prior to submission. Include in your description how the proposed activities will complement and support all known activities and if funded, the specific steps your organization will take to share information on solutions and outcomes with others. Any written agreements, memoranda of understanding in place, or that will be in place after award should be described.

(C) Describe your organization's linkages, including affiliated branches, or the specific steps your organization will take to develop linkages with other organizations through meetings, coalitions, information networks, planning processes or other mechanisms to make communities and organizations aware of opportunities for linking activities to support and sustain a comprehensive system to address the purposes of these programs. Such linkages could be with:

- (1) Other HUD-funded program activities, proposed or on-going; or
- (2) Other proposed or on-going Federal, State, local or privately funded activities

C. CHECKLIST FOR COMPLETENESS OF APPLICATIONS

Use this checklist to ensure that your application includes all required items.

CHECK WHEN INCLUDED	RESPONSE ITEM
	Copy of SF-424 (Place a copy of the SF-424 and attached matrix on top of application package. This should NOT be the original.)
	Transmittal Letter or Cover Page
	Checklist
	Project Abstract Outlining Project Activities
	FACTOR #1 RESPONSE
	FACTOR #2 RESPONSE
	FACTOR #3 RESPONSE
	PROPOSED STATEMENT OF WORK
	PROPOSED BUDGET NARRATIVE AND SF 424A (424A also listed below)
	FACTOR #4 RESPONSE
	FACTOR #5 RESPONSE
APPLICATION FORMS AND CERTIFICATIONS	
	Standard Form 424 Application for Federal Assistance and Matrix
	Standard Form 424A Budget Information--Non-Construction Programs
	Standard Form 424B Standard Assurances - Non-Construction Programs
	Certification of Drug Free Workplace
	OMB SF-LLL Disclosure of Lobbying Activities
	HUD-2880 Applicant/Recipient Disclosure/Update Report
	Certification Regarding Debarment and Suspension
	Acknowledgement of Application Receipt

D. NATIONAL SUPERNOFA ACKNOWLEDGMENT OF APPLICATION RECEIPT

PART II. FORMS, CERTIFICATIONS AND ASSURANCES.

Part II includes:

- (1) Standard Form for Application for Federal Assistance (SF-424 and Matrix);
- (2) Standard Form for Budget Information--Non-Construction Programs (SF-424A);
- (3) Standard Form for Assurances--Non-Construction Programs (SF-424B);
- (4) Drug-Free Workplace Certification (HUD-50070);
- (5) Certification and Disclosure Form Regarding Lobbying (SF-LLL);
- (6) Applicant/Recipient Disclosure Update Report (HUD-2880);
- (7) Certification that the applicant will comply with the requirements of the Fair Housing Act, Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, and will affirmatively further fair housing. Certification under item (3), SF-424B, satisfies this certification requirement.
- (8) Certification regarding debarment or suspension.

PART III. Copy of National SuperNOFA Published April 30, 1998.

BACK COVER FRONT PAGE

BACK COVER BACK PAGE