

ROSS FY 2001 FUNDING

PART IV

CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

ROSS FY 2001 FUNDING CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

OVERVIEW

PROGRAM DESCRIPTION

These grants are available for two types of awards:

Capacity Building Grants (CB) are available to provide technical assistance and training activities to establish and strengthen organizational capacity for site-based resident associations and Resident Management Corporations that do not have the capacity to administer welfare-to-work and other programs, work with PHAs/Tribes/TDHEs, or conduct management activities. Capacity Building Grants will be targeted to help establish new site-based resident organizations or enhance the capacity of existing organizations to assist residents, to participate in Housing Agency decision making, to manage all or a portion of their housing development, and to develop skills and expertise needed to administer grants.

Conflict Resolution Grants (CR) are available to secure the services of mediators or groups with grassroots intervention experience to resolve conflicts involving public housing residents and/or Site-Based Resident Associations. For Conflict Resolution Grants, a skilled mediator or partner, under the auspices of an applicant, will bridge impasses between residents and/or factions within specific developments, among active participants of a Site-Based Resident Association (RA), or between an RA and its partners, especially local Housing Agencies. The applicant **must** apply in partnership with a recognized mediation organization.

If you are a grass roots organization with successful mediation experience, this experience can be substituted for prior professional mediation experience. However, your organization's experience in the area of violence-free zones must be specifically related to your proposed grant activities. After awarding the grants, HUD will refer cases requiring mediation to the grantee. Also, conflicting parties, on their own initiative can make requests for mediation services directly to the grantee. While mediating for residents and their partners, the mediator will also train grantee staff in mediation principles and skills for mediation in the future.

ELIGIBLE APPLICANTS

- Intermediary Resident Organizations (IROs) on behalf of public and Indian housing residents (including Public Housing Site-Based Resident Councils and Resident Management Corporations), may apply for **either** a Capacity Building or Conflict Resolution grants. IROs include National Resident Organizations, Statewide Resident Organizations, Regional Resident Organizations, City-Wide Resident Organizations (CWRO), and Jurisdiction-Wide Resident Organizations.
- Tribes/TDHEs on behalf of tribal housing residents, resident organizations, and RMCs.
- Non-profits that operate as associations and/or networks that administer programs that benefit public housing resident organizations are also eligible for this funding category.
- Eligible applicants cited above may submit **either** one application for Conflict Resolution **or** one application for Capacity Building.

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- FY 2000 ROSS applicants may apply for FY 2001 ROSS programs. In FY 2001 HUD will not fund duplicate applications from FY 2000.

ELIGIBLE ACTIVITIES

Capacity Building. Eligible activities for CB grants may include, but are not limited to:

- Training Board members in community organizing, Board development, and leadership training;
- Determining the feasibility of and training existing resident groups for resident management, or for a specific resident management project;
- Assisting in the creation of a Resident Management Corporation, such as consulting and legal assistance to incorporate, preparing by-laws, and drafting a corporate charter;
- Developing the management capabilities of existing resident organizations;
- Determining the feasibility of homeownership by residents, including assessing the feasibility of other housing (including HUD-owned or held single or multi-family) affordable housing for purchase by residents.

Conflict Resolution. Conflict resolution grant activities may include, but are not limited to:

- Establishing violence-free zones to enhance the quality of living environment for public housing residents; you must identify the public housing development(s) that will serve as the focus of proposed grant activities. Where appropriate, negatively impacted neighborhoods, adjacent areas, or assisted/insured housing developments may be included in the proposed violence-free zone.
- Training programs on mediation and communication skills;
- Training programs on dispute resolution and reconciliation, including training addressing racial, ethnic, and other forms of diversity;
- Workshops for youth services including: child abuse and neglect prevention, tutorial services, youth leadership skills, youth mentoring, peer pressure reversal, life skills, social skills, goal planning, health, wellness, and nutrition. The workshops may be held in partnership with community-based organizations such as local Boys and Girls Clubs, YMCA/YWCA, Boy/Girl Scouts, Campfire and Big Brother/Big Sisters, etc. Food costs that are directly attributed to the actual nutrition and health training are eligible grant expenditures.
- Training in the development of strategies to successfully implement a youth program. For example, assessing the needs and problems of youth; improving youth initiatives that are currently active; and training youth, housing agency staff, resident management corporations, and resident councils on youth initiatives and program activities.

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Eligible Activities (continued)**

Please note that the cost of preparing your application is **not** an eligible grant expenditure.

APPLICATION SELECTION PROCESS

Applicants for the Conflict Resolution or Capacity Building grants are required to address application submission requirements but are not required to address selection factors. Applicants are required to include letters of support from the PHA/Tribe/TDHE on behalf of the RAs to be served.

Eligibility for award will be determined by applications that meet the threshold requirements of Section VI (A) & (C) of this NOFA and the General Threshold Requirements of the SuperNOFA. HUD will accept for funding until **May 24, 2001** the first two eligible applications from each of the ten federal regions or ONAP.

Any funds remaining after making awards to the first two eligible applications from each region or ONAP will be awarded to the next eligible application from each region, then the next, and so forth until funds are exhausted.

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APPLICATION CHECKLIST

I CERTIFY that the following application checklist is complete and that it accurately reflects the contents of my application.

Signed this _____ day of _____, 2001.

By: _____
Applicant Chief Executive Officer or Other Authorized Representative

For Applicant: _____

SUBMISSION	APPLICANT USE ONLY	HUD USE ONLY
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Cover Materials

(See Part II of this application kit for forms in this tab.)

- Table of Contents _____
- Application Checklist _____
- Application Cover Sheet _____
- Application for Federal Assistance
(Standard Form SF-424) _____
- Federal Assistance Funding Matrix
(Form HUD-424M) _____
- Budget Information—Non-Construction
Programs (Standard Form SF-424A) _____
- Assurances—Non-Construction Programs
(Standard Form SF-424B) _____
- ROSS Fact Sheet _____
- ROSS Program Summary _____

CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

APPLICATION CHECKLIST (continued)

SUBMISSION	APPLICANT USE ONLY	HUD USE ONLY
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TAB 1: Threshold Requirements

- | | | |
|--|-------|-------|
| <input type="checkbox"/> Threshold Checklist | _____ | _____ |
| <input type="checkbox"/> Written Agreement With Mediator
(Conflict Resolution <u>only</u>) | _____ | _____ |
| <input type="checkbox"/> Mediation Experience Certification AND one referral agreement with a judicial, law enforcement, or social service agency OR a narrative on direct experience with public or assisted housing residents.
(Conflict Resolution <u>only</u>) | _____ | _____ |
| <input type="checkbox"/> Proof of Applicant Nonprofit Status -- Copy of Certification of Incorporation or Good Standing from the State or Copy of IRS 501(c) designation (not for tribes/TDHEs) | _____ | _____ |
| <input type="checkbox"/> Match Agreements -- Not less than 25% of grant requested | _____ | _____ |
| <input type="checkbox"/> List of RAs to Receive Support and Letters of Support from RAs | _____ | _____ |
| <input type="checkbox"/> Certificate of Compliance with either 24 CFR Part 84 or Contract Administrator Signed Statement(not for tribes/TDHEs) | _____ | _____ |
| <input type="checkbox"/> MOU between Applicant and PHA/tribe/TDHE | _____ | _____ |
| <input type="checkbox"/> Accessible Community Facility – Description or Executed Use Agreement
(if facility provided is not a PHA) | _____ | _____ |
| <input type="checkbox"/> Certification of Consistency and Compliance with General SuperNOFA Threshold Requirements | _____ | _____ |

TAB 2: Program Description and Budget

- | | | |
|---|-------|-------|
| <input type="checkbox"/> Needs Assessment Report | _____ | _____ |
| <input type="checkbox"/> Program Activities Description | _____ | _____ |

- Experience and Staffing—Narrative _____
- Chart A: CB/CR Program Staffing _____

CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

APPLICATION CHECKLIST (continued)

SUBMISSION	APPLICANT USE ONLY	HUD USE ONLY
<input type="checkbox"/> Resumes or Summary of Proposed Staff's Qualifications	_____	_____
<input type="checkbox"/> Chart B: Applicant Track Record	_____	_____
<input type="checkbox"/> Work Plan Summary	_____	_____
<input type="checkbox"/> Chart C: Summary Budget Line Items	_____	_____
<input type="checkbox"/> Chart D: Budget Workplan Summary, Parts I and II	_____	_____

TAB 3: Other Certifications and Assurances
(See Part VII of this Application Kit for all forms in this tab.)

- Certification for a Drug-Free Workplace (Form HUD-50070) _____
- Certification of Payments to Influence Federal Transactions (Form HUD-50071), and if applicable, Disclosure of Lobbying Activities (Form SF- LLL) and Disclosure of Lobbying Activities Continuation Sheet (Form SF-LLL-A) _____
- Applicant/Recipient Disclosure/Update Report (Form HUD-2880) _____
- Certification Regarding Debarment and Suspension (Form HUD-2992) _____
- Acknowledgement of Application Receipt (Form HUD-2993) _____

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**CAPACITY BUILDING AND/OR
CONFLICT RESOLUTION**

TAB 1

THRESHOLD REQUIREMENTS

**ROSS FY 2001 FUNDING
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THRESHOLD CHECKLIST

Applicant: _____ **Date:** _____

You must address the following threshold requirements for your application to be complete and acceptable for rating and ranking. You can verify that information is included in your application kit by using a check mark in the space provided. Please note that HUD will also verify that information is included appropriately. (See ROSS NOFA, Section VI (A) & (C) and General SuperNOFA Section II). *Note: Items marked with an * do not apply to tribes/TDHEs.*

THRESHOLD REQUIREMENT	APPLICANT USE ONLY	HUD USE ONLY
1. Written Agreement with Mediator(CR <u>only</u>)	_____	_____
2. Mediation Experience Certification AND one referral agreement with a judicial, Law enforcement, or social service agency OR a narrative on direct experience with public or assisted housing residents. (Conflict Resolution only)	_____	_____
3. *Proof of Applicant Nonprofit Status -- Copy of Certification of Incorporation or Good Standing from the State or Copy of IRS 501(c) designation	_____	_____
4. Match Agreements—Not less than 25% of grant requested	_____	_____
5. List of RAs to Receive Support and Letters of Support from RAs	_____	_____
6. *Certificate of Compliance with either 24 CFR Part 84 or Contract Administrator Signed Statement	_____	_____
7. MOU between Applicant and PHA/tribe/TDHE	_____	_____

8. Accessible Community Facility – Description or Executed Use Agreement (if facility provided is not a PHA)

9. Certification of Consistency and Compliance with General SuperNOFA Threshold Requirements

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Applicant:_____ **Date:**_____

Threshold Requirements

1. Written Agreement with Mediator. **Conflict Resolution applicants only** must develop a work plan with a professional mediator or “grass roots” mediation organization (mediator/partner) that outlines the roles and responsibilities of each party, as well as any compensation to the mediator/partner (which must be reasonable and based on the work to be performed). The work plan must specify that the mediator/partner will train grantee staff and/or volunteers such that the grantee staff and/or volunteers will be capable of providing mediation assistance independently by the end of the grant term.

2. Mediation Experience/Referral Agreement. **Conflict Resolution applicants only** must provide evidence that their mediator/partner has at least 1 year of experience in providing mediation services and at least 1 year of experience in mediation training. Include **either** one referral agreement with a judicial, law enforcement, or social service agency such as the court system or Welfare Department for mediation referral of public housing residents, **or** a narrative description of direct experience with public or assisted housing residents.

To demonstrate mediation experience, also complete the Certificate of Mediation Experience that follows. Please add partner agency names and signatures as necessary.

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CERTIFICATE OF MEDIATION EXPERIENCE

All Conflict Resolution applicants must provide the following certification of their mediation/PHA partner's experience with providing mediation services and mediation training/grass roots intervention experience. All applicants must also attach **either** one referral agreement with a judicial, law enforcement, or social service agency such as the court system or Welfare Department for mediation referral of public housing residents, **or** a narrative description of direct experience with public or assisted housing residents.

The Applicant _____ **certifies that:**

All mediator/PHA partners must have at least 1 year of experience in providing mediation services.

AND

All mediator/PHA partners must have at least 1 year of experience in providing mediation training and/or effective grass roots intervention experience.

Applicant Signature

Date

Partner Agency Name

Date

Partner Signature

Partner Agency Name

Date

Partner Signature

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Applicant: _____ **Date:** _____

3. Applicant Nonprofit Status. Unless you are a Tribe/TDHE, you must provide evidence that the applicant is either registered with the State as a nonprofit corporation **or** has 501(c) nonprofit corporation status with the United States Internal Revenue Service at the time of application submission.

Evidence of State registration shall be a copy of the Certificate of Incorporation or Certificate of Good Standing from the State government (i.e. Secretary of State or Secretary of Corporations). Evidence of an applicant's current 501(c) nonprofit status shall be a copy of the IRS's 501(c) designation.

4. Match Requirement. CB and CR applicants must supplement grants funds with an in-kind and/or cash match of not less than 25% of the grant amount. This match does not have to be a cash match. The match may include: the value of in-kind services, contributions or administrative costs provided to the applicant; funds from Federal sources (but not ROSS funds); funds from any State, local, or tribal government sources; and funds from private contributions.

Both CB and CR applications must demonstrate that the cash or in-kind resources and services, which the applicant will use as match amounts (including resources from the applicant's Comprehensive Grant, other governmental units/agencies of any type, and/or private sources, whether for-profit or not-for-profit), are firmly committed and will support the proposed grant activities. "Firmly committed" means there must be a written agreement to provide the resources and services, signed by an official legally able to make commitments on behalf of the organization. The written agreement may be contingent upon an applicant receiving a grant award.

Attach all separate firm commitments that equal at least 25% of the CB/CR grant amount requested. See the NOFA Section VI (A)(6)(c-d) for guidelines on valuing in-kind contributions.

5. List of RAs to Receive Support and Letters of Support from RAs. In both CB and CR applications, eligible applicants **must** list in their application the name of the RAs that will receive training, technical assistance, and/or coordinated supportive services **and must** submit letters of support from each entity identified in the application. Also acceptable is one statement of support for the application that is signed by each Site-Based Resident Association to be served.

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Applicant: _____

Date: _____

6. MOU Between the Applicant and the PHA/Tribe/TDHE. Your application must contain a Memorandum of Understanding (MOU) between the IRO/nonprofit applicant and the PHA/Tribe/TDHE that describes the specific roles, responsibilities, and activities to be undertaken by all parties to the MOU. Your MOU, at minimum, must identify the principal parties, the terms of agreement, expectations or terms for each party, and a statement that the MOU refers to the support of the applicant's CB or CR grant application. This document is the basis for the foundation of the relationship between the IRO/nonprofit and the PHA. The MOU must be precise and outline specific duties and objectives to be accomplished under the grant. All MOUs must be finalized, dated, and signed by duly authorized officials of both the applicant and the PHA upon submission of the application.

7. Contract Administrator. Unless you are a Tribe/TDHE, you must provide **either** a signed certification from HUD or an Independent Public Accountant that your financial management system and procurement procedures fully comply with 24 CFR Part 84 **or**, your application must contain a signed statement that you will use the services of a Contract Administrator in administering your grant. In cases where the Contract Administrator is the PHA, the contract administration responsibilities can be incorporated into the MOU discussed above. Please note that troubled PHAs are not eligible to perform the duties of a Contract Administrator. Furthermore, if you intend to **pay** for the services of a Contract Administrator, you will be required to procure one through the competitive procurement process, as required by 24 CFR Part 85.36. However, this is not necessary if your intended Contract Administrator will provide services at no cost.

8. Accessible Community Facility. You must provide written evidence (e.g. through an executed use agreement if the facility is to be provided by an entity other than the PHA or Tribe/TDHE) that the proposed CB or CR activities or training will take place in an accessible community facility. The community facilities must be within easy transportation access (i.e., walking or by direct (no transfers required), convenient, inexpensive, and reliable transportation of the property represented by the PHA. The written evidence must certify that community facilities meet the structural accessibility requirement of section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990* – this must be stated explicitly.

Provide a description of the location where training and other activities will be held. Describe where the facility is in relation to the developments to be served, the days and hours of operation, how transportation needs of participants will be addressed, and how the facility will be accessible to persons with disabilities. Also describe whether or not the facility to be used is currently in operation, and if not, what steps will be taken to adequately operate the facility. If the PHA/Tribe/TDHE is providing the community facilities for the implementation of grant activities, all accessibility requirements as noted above must be incorporated into the MOU between the applicant and the PHA/Tribe/TDHE, or into a separate document.

Failure to provide all details required by the NOFA to document use of an accessible community facility **may result in failure** of this threshold.

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Applicant: _____

Date: _____

9. General SuperNOFA Threshold Requirements [General Section II].

Federally recognized Indian tribes must comply with the *Age Discrimination Act of 1975* and the *Indian Civil Rights Act*.

Other applicants must be in compliance with all fair housing and civil rights laws, statutes, regulations, and executive orders as enumerated in 24 CFR 5.105(a). If you, the applicant, **(a)** have been charged by the Secretary with a systemic violation of the *Fair Housing Act* alleging ongoing discrimination, **(b)** are the defendant in a *Fair Housing Act* lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination, or **(c)** have received a letter of noncompliance findings under Title VI of the *Civil Rights Act*, Section 504 of the *Rehabilitation Act*, or Section 109 of the *Housing and Community Development Act*, then you are not eligible to apply for funding under this NOFA until you resolve such charge, lawsuit, or letter of noncompliance findings under Section 109 to the satisfaction of HUD. HUD will verify the applicant's compliance with this portion of the General SuperNOFA thresholds. You are **not** required to submit any documentation in your application.

To meet the additional General SuperNOFA Threshold Requirements, you **must** complete the following Certification of Consistency and Compliance with General SuperNOFA Requirements.

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***Certification of Consistency and Compliance with General
SuperNOFA Threshold Requirements***

I CERTIFY that the proposed CB or CR activities will be consistent with the following and comply with all statutes, regulations, and U.S. Department of Housing and Urban Development guidance related to the following:

1. **Economic Opportunities for Low and Very Low-Income Persons.** Section 3 of the *Housing and Urban Development Act of 1968*, 12 U.S.C. sec. 1791u, Economic Opportunities for Low and Very Low-Income Persons; HUD regulations at 24 CFR part 135, including but not limited to subpart E and G reporting requirements; and any Section 3 employment, housing opportunity, or other plan adopted by the Housing Agency.
2. **Affirmatively Furthering Fair Housing.** Affirmative duty to further fair housing, including elimination of impediments to fair housing; the local jurisdiction or regional Analysis of Impediments to Fair Housing Choice; and the affirmative duty to carry out activities proposed specifically in your application to address the furtherance of fair housing. *Section 109 of the Housing and Community Development Act of 1974.*
3. **Uniform Relocation.** *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended (URA) and implementing regulations at 49 CFR part 24.
4. **Nondiscrimination.** The *Americans with Disabilities Act*, Title IX of the *Education Amendments Act of 1972*, *Fair Housing Act*, Title VI of the *Civil Rights Act of 1964*, section 504 of the *Rehabilitation Act of 1973*, the *Age Discrimination Act of 1975*, and section 109 of the *Housing and Community Development Act of 1974.*
5. **Cost Principles.** OMB Circular No. A-122 (Cost Principles for Nonprofit Organizations) or OMB Circular No. A-87 (Cost Principles for Local Units of Government), as appropriate.

Signed this _____ day of _____, 2001.

By: _____
Applicant Chief Executive Officer or Other Authorized Representative

For: _____

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TAB 2

PROGRAM DESCRIPTION AND BUDGET

Insert in this tab the following:

- Needs Assessment Report
- Program Activities Description
- Experience and Staffing--Narrative
- Chart A: CB/CR Program Staffing
- Resumes or Summary of Proposed Staff's Qualifications
- Chart B: Applicant Track Record
- Work Plan Summary
- Chart C: Summary Budget Line Items
- Chart D: Budget Work Plan Summary, Parts I and II

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NEEDS ASSESSMENT (Continued)

3. Based on your response to Question 2, identify in detail problems or issues involved with each RA or RMC to be served that would benefit from conflict resolution or capacity building.

4. What resources are currently available to residents in the target development(s) or provided by the housing authority to resolve problems (e.g., alternate conflict resolution clinics, peer counselors, informal intervention by community police)? Include the number and type of services, the location of services, and community facilities currently in use. (Exclude the courts and police arrest). **(For Conflict Resolution applicants only.)**

5. What resources are currently available to residents or resident organizations in the target development(s) or provided by the housing authority to build capacity or management. Include the number and type of services, the location of services, and community facilities currently in use. **(For Capacity Building applicants only.)**

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Applicant Name: _____ **Date:** _____

Application Submission Requirements

Instructions: You **must** submit the following narrative information and charts regarding your proposed grant application. You should respond to **all** relevant questions on the following pages. A complete set of responses will provide HUD with a comprehensive and succinct presentation of the information required to demonstrate your need for Capacity Building or Conflict Resolution funds.

1. Program Activities Description

You must provide a narrative describing the activities that you will carry out with Capacity Building (CB) or Conflict Resolution (CR) grant funds. You must include goals, objectives, and program strategies that will result in enhanced capacity or improved conflict resolution among your targeted resident organizations.

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Applicant Name: _____ **Date:** _____

2. Experience and Staffing Summary

You must provide a narrative description (2-page limit) providing information about your organization, including its history, staff qualifications, and its previous experience. For proposed grant staffing, you must include a resume or summary of qualifications for all proposed staff, including all partners administering grant funds as subgrantees. Please discuss roles and responsibilities with each partner.

Please address the extent to which your organization has the resources necessary to successfully implement your proposed activities in a timely manner.

Also include a completed Chart A: CB/CR Program Staffing.

Collectively, your responses should identify the following:

- 1) An explanation of how your staffing plan is structured to accomplish your program objectives;
- 2) A staff person(s) who will have primary responsibility for effective overall coordination of your program on a day to day basis and what percentage of his/her time will be committed to this responsibility;
- 3) Staff persons, proposed roles in implementing your proposed program, relevant skills, and percentage of time allocated to the program;
- 4) A comprehensive break-out of who will provide training and related services and how the services will be delivered. Indicate who will conduct training: you, a contractor, another partner, or expert.
- 5) Your project management structure, including how co-applicants, subgrantees, and other partner agencies relate to the program administrator as well as the lines of authority and accountability among all components of your proposed program.
- 6) Clearly identify the staff responsible for fiscal management, and the processes and timetable for implementation during your proposed grant period.

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Applicant Name: _____ **Date:** _____

3. Applicant Track Record

Complete the Applicant Track Record Chart in this Tab (Chart B). A sample and blank chart are located in this Tab. Include in Chart B your prior performance in successfully carrying out HUD grant programs designed to assist resident associations in capacity building or conflict resolution skills.

4. Work Plan Summary

You must provide a summary of a proposed work plan to carry out proposed grant activities. This plan must include tasks, budgeted amounts, and dates for all activities during the grant period. Remember that you are required to allocate at least two-thirds of the total grant to direct funding of CB or CR activities for RAs.

You must demonstrate that your program will make substantial progress within the first 6 months after grant execution including putting staff in place, finalizing partnership arrangements, completing the development of requests for proposals, and achieving other milestones that are prerequisites for implementation of the program. In addition you must demonstrate that your proposed timetable for all components of your proposed program is reasonable considering the size of the grant and your activities and that you can accomplish your objectives within the 36-month time limit.

Please address your ability to secure community resources to be combined with HUD program resources to achieve your proposed CB/CR program's purposes. HUD will consider the extent to which you have partnered with other entities to secure additional resources to increase the effectiveness of your proposed program activities.

Your Chart D: Budget Work Plan Summary must reflect leveraged resources based on firm commitments of funds or the value of personnel, facilities, equipment, or other in-kind resources. "Firmly committed" means there is a written agreement to provide the resources. The agreement may be contingent on your receiving CB/CR funding and services that must be signed by an official legally able to make commitments on behalf of the organization. You do not need to include extra copies of firmly written commitments in this tab if they have been provided in Tab 1 to meet the Match Threshold. Specify the amount of resources and services that your partner firmly commits to contribute to your grant program, including your supplemental grant funds with a cash and/or in-kind contribution match of not less than 25% of the grant amount. In valuing volunteer time or services and donated items, use the guidelines in the NOFA Section VI (A)(6)(c-d).

You must complete the following:

- Chart C: Summary Budget Line Items
- Chart D: Budget Work Plan Summary, Parts I and II (a sample chart is included in this tab)

Chart A: CB/CR PROGRAM STAFFING Applicant Name: _____

I. APPLICANT				
<i>Name of Staff Person</i>	Organization and Position	Role in Grant Program	Percent of Time on Grant	Cost to Grant
II. CONTRACTOR ROLE				
Type of Contractor to be Solicited	Role in Grant Program	Estimated Cost to Grant Program		

SAMPLE – Chart B: CB/CR APPLICANT TRACK RECORD

Applicant: Ourtown IRO

HUD PROGRAM	PROJECT NUMBER	% OF TERM COMPLETED	% FUNDS DRAWN DOWN	MAJOR GOAL #1	% COMPLETE	MAJOR GOAL #2	% COMPLETE
Youth Apprenticeship Program	PA99YAP 002033 94	100%	75%	To enable 30 resident youth to complete community service programs.	90%	To enable 30 resident youth to complete apprenticeship training.	67%
Drug Elimination Grant	PA99DEP 00306095	90%	80%	To train resident patrols in seven developments.	71%	To implement resident patrols in seven developments.	57%

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**CHART C
CB/CR SUMMARY BUDGET LINE ITEMS**

Applicant Name: _____

Date: _____

Check the appropriate line items for the grant for which you are applying.

Capacity Building

- _____ **3000** **Capacity Building Activities**
- _____ 3010 Training
- _____ 3011 Consultants
- _____ 3012 Other

- _____ **9100** **Travel Costs**
- _____ **9300** **Contract Administrator**
- _____ **9400** **Administrative Costs**

Conflict Resolution

- _____ **4000** **Mediation Activities**
- _____ 4010 Establishment of Violence Free Zones
- _____ 4011 Youth Services Activities
- _____ 4012 Resident/PHA Issues
- _____ 4013 Development of Materials
- _____ 4014 Training for Mediation/Reconciliation
- _____ 4015 Technical Assistance to RAs

- _____ **9100** **Travel Costs**
- _____ **9300** **Contract Administrator**
- _____ **9400** **Administrative Costs**

SAMPLE PARTIAL WORKPLAN

CHART D: BUDGET WORKPLAN SUMMARY –PART I (Capacity Building or Conflict Resolution) Applicant Name: Ourtown IRO

BUDGET LINE ITEM Include grant funding totals in each bolded line item.	ACTIVITIES (Identify lead agency: housing authority, contractor, subgrantee, etc)	CB/CR GRANT FUNDS	NON-CB/CR PARTNER FUNDS	ACTIVITY START/END DATE
3000 Capacity Building Activities TOTAL: \$ \$48,000				
3010 Training	Developing management skills of four existing resident organizations. (local nonprofits)	30,000		5/00-5/01
	Assist resident organization in Clemons Housing Dev. to incorporate (local nonprofit)	5,000	5,000	12/00-5/01
	Training in grants application and management (BHA)	3,000	17,000	6/00-12/00
3011 Consultants	Initial study of homeownership feasibility (ACORN Housing Counseling)	10,000	5,000	8/00-4/01

OR

4000 Mediation Activities TOTAL: \$58,000				
4011 Youth Services Activities	Establishing a youth mentoring program with Capone Jr. High School.	25,000	5,000	5/00-5/01
	Maintain a child abuse prevention visiting drama performance with Pippen Nonprofit	15,000	35,000	5/00-5/01
4012 Resident/PHA Issues	Researching and acquiring services of a mediation service (Sandler Services, Kauffman Inc.)	18,000		01/01-05/01

CHART D: BUDGET WORK PLAN SUMMARYPART I (Capacity Building or Conflict Resolution) **Applicant Name:**

BUDGET LINE ITEM Include grant funding totals in each bolded line item.	ACTIVITIES (Identify lead agency: housing authority, contractor, subgrantee, etc)	CB/CR GRANT FUNDS	NON-CB/CR PARTNER FUNDS	ACTIVITY START/END DATE
3000 Capacity Building Activities TOTAL: \$				
3010 Training				
3011 Consultants				
3012 Other				
9100 Travel Costs TOTAL: \$				
9300 Contract Administrator TOTAL: \$				
9400 Administrative Costs TOTAL: \$				

CHART D: BUDGET WORK PLAN SUMMARY-PART I (Continued)

BUDGET LINE ITEM Include grant funding totals in each bolded line item.	ACTIVITIES (Identify lead agency: housing authority, contractor, subgrantee, etc)	CB/CR GRANT FUNDS	NON-CB/CR PARTNER FUNDS	ACTIVITY START/END DATE
4000 Mediation Activities TOTAL: \$				
4010 Establishment of Violence Free Zones				
4011 Youth Services Activities				
4012 Resident/PHA Issues				
4013 Development of Materials				
4014 Training for Mediation/ Reconciliation				
4015 Technical Assistance to RAs				

CHART D: BUDGET WORK PLAN SUMMARY-PART I (Continued)

BUDGET LINE ITEM Include grant funding totals in each bolded line item.	ACTIVITIES (Identify lead agency: housing authority, contractor, subgrantee, etc)	CB/CR GRANT FUNDS	NON-CB/CR PARTNER FUNDS	ACTIVITY START/END DATE
9100 Travel Costs TOTAL: \$				
9300 Contract Admin. TOTAL: \$				
9400 Administrative Costs TOTAL: \$				

Chart D: CB/CR Budget Work Plan Summary - Part II (Capacity Building)

Please insert below the totals for each Summary Budget Line Item to be included in your **Capacity Building** grant. These totals can be found in the far left column on Part I of the chart above.

SUMMARY BUDGET LINE ITEMS	CB GRANT TOTAL
3000 Capacity Building Activities	\$
9100 Travel Costs	\$
9300 Contract Administrator	\$
9400 Administrative and Other Costs	\$
TOTAL of all Capacity Building Funds Requested	\$

Chart D: CB/CR Budget Work Plan Summary - Part II (Conflict Resolution)

Please insert below the totals for each Summary Budget Line Item to be included in your **Conflict Resolution** grant. These totals can be found in the far left column on Part I of Chart D.

SUMMARY BUDGET LINE ITEMS	CR GRANT TOTAL
4000 Mediation Services	\$
9100 Travel Costs	\$
9300 Contract Administrator	\$
9400 Administrative and Other Costs	\$
TOTAL of all Conflict Resolution Funds Requested	\$

ROSS FY 2001 FUNDING

CAPACITY BUILDING AND/OR CONFLICT RESOLUTION

TAB 3

Other Certifications And Assurances

You **must** insert in this tab the following signed forms, which are threshold requirements of the General Section of the SuperNOFA.

- ❑ Certification for a Drug-Free Workplace (Form HUD-50070)
- ❑ Certification of Payments to Influence Federal Transactions (Form HUD-50071), and if applicable, Disclosure of Lobbying Activities (Form SF-LLL) and Disclosure of Lobbying Activities Continuation Sheet (Form SF-LLL-A)
- ❑ Applicant/Recipient Disclosure/Update Report (Form HUD-2880)
- ❑ Certification Regarding Debarment and Suspension (Form HUD-2992)
- ❑ Acknowledgement of Application Receipt (Form HUD-2993)

