

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**COMMUNITY DEVELOPMENT  
WORK STUDY PROGRAM**

Billing Code 4210-32-C



## Funding Availability for the Community Development Work Study Program

### Program Overview

*Purpose of the Program:* To provide assistance to economically disadvantaged and minority graduate students who participate in community development work study programs, are U.S. citizens or resident aliens, and are enrolled full-time in a graduate community building academic degree program.

*Available Funds:* Approximately \$2.981 million from Fiscal Year (FY) 2003 Consolidated Appropriation Resolution, (plus any additional funds recaptured from prior appropriations).

*Eligible Applicants:* Institutions of higher learning accredited by national or regional accrediting agency recognized by the U.S. Department of Education, Area-Wide Planning Organizations (APOs), and states.

*Application Deadline:* May 27, 2003  
*Match:* None.

### Additional Information

Applicants interested in applying for funding under this NOFA should carefully review the General Section of this SuperNOFA and the following additional information. There is no separate Application Kit for this NOFA.

#### I. Application Due Date and Technical Assistance

*Application Due Date.* A completed application package is due on or before May 27, 2003, based on the following submission requirements.

*Address for submitting applications.* A completed application package (*one original signed application, three copies, and one computer disk (in Word 6.0 or higher)*) of the application. This package must be submitted to the following address: Processing and Control Branch, Office of Community Planning and Development, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW., Room 7251, Washington, DC 20410. When submitting an application package, also please include the following information on the outside of the envelope: (a) the Office of University Partnerships, (b) refer to the Community Development Work Study Program, (c) Room number 7251, (d) the applicant's name and mailing address (including zip code), and (e) the applicant's telephone number (including area code).

*Mailing and Receipt Procedures.*

Applicants must refer to the General Section of this SuperNOFA for detailed requirements governing application submission and receipt.

*For Further Information and Technical Assistance.* Applicants may contact Armand Carriere of HUD's Office of University Partnerships at (202) 708-3061, ext. 3181 or Susan Brunson, at (202) 708-3061, ext. 3852. Hearing-or speech-impaired individuals may call the Federal Information Relay Service at 1-800-877-8339 (this is the only toll-free number). Applicants may also reach Mr. Carriere via e-mail at [Armand\\_W\\_Carriere@hud.gov](mailto:Armand_W_Carriere@hud.gov) and Ms. Brunson at [Susan\\_S\\_Brunson@hud.gov](mailto:Susan_S_Brunson@hud.gov).

*Satellite Broadcast.* HUD will hold an information broadcast via satellite for potential applicants to learn more about this program and preparation of the application. For more information about the date and time of this broadcast, consult HUD's website at [www.hud.gov](http://www.hud.gov).

#### II. Amount Allocated, Grant Size and Term, and Performance Period

Up to \$2.981 million, plus approximately \$120,000 in previously unexpended funds and any additional funds recaptured from prior appropriations will be available for funding under this program.

The maximum grant performance period is two years (24 months). The performance period will commence on the effective date of the grant agreement.

Institutions may request no more than \$15,000 per year per student for a total of \$30,000 for a two-year (24 months) grant performance period. The minimum amount an institution can request is \$90,000 (funding for three students) and the maximum amount is \$150,000 (funding for five students).

#### III. Program Description; Eligible Applicants; Eligible Activities and Costs

##### (A) Program Description

Community Development Work Study Program (CDWSP) funds two-year grants to accredited institutions of higher education, APOs, and states applying on behalf of institutions of higher education to provide assistance to economically disadvantaged and minority graduate students who participate in a community development work study program. Students must be U.S. citizens or resident aliens and enrolled full-time in a graduate community building academic degree program. Grants will cover the academic period August 2003 through August 2005.

##### (B) Eligible Applicants

Organizations are eligible if they are:

- (1) An accredited institution of higher education recognized by the U.S. Department of Education that offers a graduate degree in a community development academic program;

- (2) An APO applying on behalf of two or more eligible accredited institutions of higher education recognized by the U.S. Department of Education that are located in the same Standard Metropolitan Statistical Area (SMSA) or non-SMSA as the APO (in accordance with the regulations at 24 CFR 570.415, institutions of higher education are permitted to choose whether to apply independently or through an APO); or

- (3) A state applying on behalf of two or more eligible accredited institutions of higher education recognized by the U.S. Department of Education that are located in the state. If a state is approved for funding, accredited institutions of higher education located in that state may not apply independently.

##### (C) Eligible Activities and Costs

Applicants may request no more than \$15,000 per year per student, for a total of \$30,000 for two years. The total is broken down per year as follows: an administrative allowance of \$1,000 per student per year; a work stipend of no more than \$9,000 per student per year; and tuition, fees, and additional support of no more than \$5,000 per student per year.

#### IV. Program Requirements

In addition to the program requirements listed in the General Section of this SuperNOFA, applicants must meet the following program requirements.

##### (A) Statutory Requirements.

Applicants *must* comply with all statutory and regulatory requirements applicable to this program. CDWSP regulations can be found at 24 CFR 570.415. Copies of the regulations are available on request from HUD User ([www.HUDUSER.org](http://www.HUDUSER.org)).

*(B) Recipient/Student Bonding Agreement.* This agreement should cover the purpose of the work placement, responsibilities of both parties, including financial support and work component. This agreement should also address the student's responsibilities as described in the program regulations.

##### (C) Recipient Workplace Agreement.

This agreement should cover the purpose of the work placement and the respective roles of the parties. Among other matters determined to be appropriate, this agreement should address the work placement agency's responsibilities described in the program regulations.

**(Note:** HUD does not provide a model or sample format for either of these agreements).

## V. Application Selection Process

### (A) Two Types of Reviews

Two types of reviews will be conducted:

(1) A threshold review to determine an applicant's eligibility; and

(2) A technical review based on the "Factors for Award" rating factors listed in Section V below.

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

### (B) Threshold Criteria for Funding Consideration

All applicants must be in compliance with the threshold requirements as defined in the General Section of this SuperNOFA and the requirements listed below to be evaluated, rated, and ranked. Applications that do not meet these requirements will be considered ineligible for funding and will be disqualified:

(1) *Eligibility.* Applicants must be eligible to apply for the program (Sec. III B). In an effort to expand the program to include a greater variety of institutions, institutions that received grants in FY 2002 (independently or through an APO or state) are not eligible to submit an application.

(2) *Eligibility of the Degree Program.* An eligible community building academic program includes but is not limited to accredited graduate degree programs in community and economic development, community planning, community management, public administration, public policy, urban economics, urban management, and urban planning. An eligible community building academic program excludes social and humanistic fields such as law, economics (except for urban economics), education, sociology, social work, business administration, history, and joint degree programs except where both joint degree fields have the purpose and focus of educating students in community building. Applicants are encouraged to contact Armand Carriere or Susan Brunson at the above listed telephone numbers if they have any questions about eligibility of a proposed degree program.

(3) *Number of students to be assisted.* The minimum number of students that may be assisted per participating institution is three. If an APO or state receives assistance for a program that is conducted by two or more institutions, each participating institution must have a minimum of three students per program. The maximum number of students that can be assisted under this

program is five per participating institution.

(4) *Graduation rates.* If an applicant received funding during the FY 2000 round, at least 50 percent of the students assisted must have graduated. This round of funding covered the school years August 2000 to August 2002. To address this requirement an applicant must submit a copy of the final Community Development Work Study Program Student Data Sheet, HUD-30007, for each student that received assistance from the program. This rate must be achieved two weeks prior to the application submission date of this NOFA. Institutions funded under the FY 2000 CDWSP funding round that cannot verify such a rate will be excluded from participating in the FY 2003 funding competition.

(5) *Budget.* Submit a completed budget Form HUD-30015 (Community Development Work Study Program Student Budget Sheet) for the August 2003 through August 2005 funding period. Applicants may request no more than a total of \$15,000 per year per student and funding for no more than five or fewer than three students per institution of higher education. An APO and/or state must also complete the HUD 30014 (Community Development Work Study Program State/Areawide Planning Organization Budget Summary).

(6) *Compliance with nondiscrimination requirements.* All applicants and their subrecipients must comply with all Fair Housing and civil rights laws, statutes, regulations and executive orders as enumerated in 24 CFR 5.105(a). In addition, applicants must comply with Title X of the Education Amendments Act of 1972 (2 U.S.C. 1681 et seq.). HUD will not approve an application for funding under this NOFA if, as of the due date, the applicant:

(a) Has been charged with a systemic violation of the Fair Housing Act alleging ongoing discrimination;

(b) Is the defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or

(c) Has received a letter of noncompliance findings identifying ongoing or systemic noncompliance, under Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, or Section 109 of the Housing and Community Development Act; and if the charge, lawsuit, or a letter of findings has not been resolved to HUD's satisfaction before the application deadline stated in this NOFA, the applicant may not apply for assistance under this program. HUD will not rate and rank the application.

HUD's decision regarding whether a charge, lawsuit, or letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit, or letter of findings. Examples of actions that may be taken prior to the application due date to resolve the charge, lawsuit, or letter of finding include, but are not limited to:

(i) A voluntary compliance agreement signed by all parties in response to the letter of findings;

(ii) A HUD-approved conciliation agreement signed by all parties;

(iii) A consent order or consent decree; or

(iv) A judicial ruling or a HUD Administrative Law Judge's decision that exonerates the respondent of any allegations or discrimination.

### (C) Factors for Award Used to Evaluate and Rank Applications.

The factors for evaluating, rating, and ranking an application, and the maximum points for each factor, are listed below. The maximum number of points available for this program is 100. To be eligible for funding, an application must have a minimum score of 75 points out of the total possible points. The RC/EZ/EC bonus points described in the General Section of this SuperNOFA do not apply to this program.

#### Rating Factor 1: Capacity of the Academic Program and Relevant Past Experience (25 points)

This factor addresses the extent to which an applicant's academic program has the capacity to prepare students for careers in community building. In evaluating this factor, HUD will consider:

(1) *Capacity of the Academic Program* (20 points) for previously unfunded applicants and 15 points for previously funded applicants)

Applicants must describe the quality of the academic program the institution offers (or in the case of an application from an APO or state, those offered by the institutions included in the application) including, without limitation, the:

(a) Quality of the course offerings in terms of their depth and emphasis on applied coursework;

(b) Appropriateness of the courses offered for preparing students for careers in community building; and

(c) Qualifications of the faculty, such as the number of PhD's, and the percentage of their time devoted to

teaching and research in community building.

As a supplement to the narrative response, applicants can include photocopies of excerpts from official publications of the educational institution or department. Please make sure to place these documents after the narrative and include them in the page count requirement.

(2) *Rates of Graduation* (5 points for previously unfunded applicants and 10 points for previously funded applicants)

HUD will evaluate the graduation rates of students previously enrolled in a community building academic degree program, specifically (where applicable) graduation rates from any previously funded CDWSP academic programs or similar programs. This factor measures the rate of graduation for all applicable years and awards points based on the extent to which the applicant exceeds a 50 percent graduation rate each applicable year. Previously funded CDWSP programs should include copies of the final Community Development Work Study Program Student Data Sheet, HUD-30007 for each previously enrolled student that received assistance from the program.

#### **Rating Factor 2: Need for the Program (10 Points)**

This factor addresses the extent to which there is a need for funding the proposed program activities and an indication of the importance of meeting the need. In responding to this factor, HUD will evaluate the applicant's commitment to meeting the needs of economically disadvantaged and minority students as demonstrated by the institution's policies and plans, past efforts and successes recruiting, enrolling, and financially assisting economically disadvantaged and minority students, including the provision of reasonable accommodations for students with disabilities. If the applicant is an APO or state, HUD will consider the demonstrated commitment of each accredited institution of higher education on whose behalf the APO or state is applying.

#### **Rating Factor 3: Soundness of Approach (45 Points)**

This factor addresses the quality and effectiveness of the proposed student work placement assignments.

(1) *Quality of the Work Placement Assignments* (13 Points) HUD will evaluate the extent to which participating students will receive a variety of work placement assignments. (Note: Students cannot be placed with a Federal Government agency). The

assignments should provide practical and useful experience to students participating in the program and further the participating students' preparation for professional careers in community building. In rating this factor, HUD will consider the quality in terms of the variety of work placement agencies, and the variety of projects/experiences at each agency and overall. Applicants must also include a description of the plan for rotating students among work placement agencies. **Note:** Students engaging in community building projects through an institution of higher education (rather than being directly supervised by local work placement sites) may do so only through a HUD funded Community Outreach Partnership Center (COPC), which will in that instance be considered a work placement agency even if the community building projects are undertaken with or through a separate organization or entity. Accordingly, students engaging in community building through an institution of higher education's outreach center should do so during only part of their academic program and should rotate to other work placement agency responsibilities as well. In order to receive higher points on this subfactor, applicants must propose at least three different work placement experiences for each student (typically, one each school year and one during the summer between the two school years) and include executed agreements with their proposed work study sites, rather than just listing these sites.

(2) *Effectiveness of Program Administration* (15 Points) HUD will evaluate the degree to which the applicant will be able to coordinate and administer the program. HUD will allocate the maximum points available under this criterion equally among the following three considerations, except that the maximum points available under this criterion will be allocated equally only between (a) and (b), if the applicant has not previously administered a CDWSP-funded program. If an applicant received a CDWSP grant in FY 1999 or before and has not received one since, the applicant is considered a new applicant, for the purposes of this factor. Applicants must include a Management Work Plan that addresses the following details at a minimum:

(a) The strength and clarity of the plan for placing CDWSP students on rotating work placement assignments and for monitoring CDWSP students' progress both academically and in their work placement assignments. In addition, include plans, procedures, schedules,

and preferably a milestone chart that indicates the sequence in which these tasks will be performed, noting areas of work that will be performed simultaneously and continually during the life of the grant, along with the name of the responsible individual. Also, include plans for recruiting and selecting students, monitoring and guidance of students academic progress, coordinating and monitoring student work placement agencies, and other matters deemed significant;

(b) The key personnel responsible for administering, managing, and evaluating the project, the experience, responsibilities, available time, and authority of the individual who will coordinate and administer the program; and

(c) The effectiveness of prior coordination and administration of a CDWSP-funded program, where applicable. In addressing this factor, applicants should describe the timeliness of report submissions. Applicants should review their prior CDWSP grant agreements and reports and compare when reports were due with when the reports actually were submitted. Applicants should also describe their timeliness in drawing down grant funds. Applicants are encouraged to provide a chart that outlines report submissions for each grant by the submission date and the pattern of drawing down of funds.

(3) *Likelihood of Fostering Students' Permanent Employment in Community Building* (15 Points)

HUD will evaluate the extent to which the proposed program will lead participating students directly and immediately to permanent employment in community building. Include a statement that describes, at a minimum, the following:

(a) Past success in placing graduates (particularly CDWSP-funded and similar program graduates, where applicable) in permanent employment in community building; and

(b) How the institution will assist students (particularly students in CDWSP-funded and similar programs, where applicable) in finding permanent employment in community building. Include the amount/type of faculty/staff time and resources that will be devoted to assisting students.

(4) *HUD 2003 Policy Priorities* (2 Points). The extent to which an applicant provides students with work place assignments that undertake specific activities that will further and support HUD's policy priorities and FY 2004 goals. In rating this factor, HUD will evaluate the quality of the responses provided to one or more of

HUD's priorities to determine the score an applicant will receive. For each policy priority addressed an applicant cannot receive one point. Applicants cannot receive more than two points. [S1] For a full list and explanation of each priority, please refer to the General Section of this SuperNOFA.

#### **Rating Factor 4: Leveraging Resources (10 points)**

HUD will evaluate the applicant's commitment and ability to assure that CDWSP students will receive sufficient financial assistance above and beyond the CDWSP funding to complete their academic program in a timely manner and without working in excess of 20 hours a week during the school year. When addressing this issue, delineate the full costs budgeted annually per student (including living expenses, fees, etc), explain the basis for the budget and how the financial assistance package offered to each CDWSP student will meet that budget. Applicants must explain how variations in the budget needs and emergency financial needs will be addressed among students. Loans are less preferred than grants because of the burden placed on the student to repay them. Therefore, higher points will be given to applicants that provide assistance in the form of grants rather than loans.

#### **Rating Factor 5: Achieving Results and Program Evaluation (10 Points)**

HUD will evaluate the extent to which an applicant identifies program activities, outcomes, interim benchmarks, and performance indicators that will describe how performance will be measured. Applicants must also describe the steps that will be taken to make adjustments to the work plan if performance targets are not met within the established timeframe associated with each activity. At a minimum, the evaluation plan should address the following activities:

- (a) Student recruitment;
- (b) Student completion of degree program; and
- (c) Long term placement after graduation (1 year after graduation).

All performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. This information should be provided in a Logic Model format. This form and information on how to use it can be found in the General Section of this SuperNOFA.

#### **VI. Application Submission Requirements**

(A) *Content of Application.* The application package should include one original signed application, three (3) copies, and one computer disk of the application (in Word 6.0 or higher) of the items listed below. In order to be able to recycle paper, applicants should not submit applications in bound form; binder clips or loose-leaf binders are acceptable. Also, please do not use colored paper. The application narrative must not exceed 50 pages in length (excluding forms and assurances) and must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper, and printed in a standard Times Roman 12-point font. The double-spacing requirement applies to all parts of the program narrative, including agreements and tables (photocopies of excerpts from official publications of the educational institution or department are excluded from this requirement). Please do not provide any additional exhibits, appendices, or resumes to support responses. No additional attachments are permitted. Please note that although submitting pages in excess of the page limit will not disqualify an application, HUD will not consider the information on any excess page. This may result in a lower score or failure to meet a threshold. Please make sure that all items are submitted in the order listed below and all pages numbered. Except where a particular form may direct otherwise, all forms included in the application, as well as the transmittal letter, must be signed by the Chief Executive Officer (this is generally the President or Provost) or an official designee legally authorized to make a commitment on behalf of the institution. If a designee signs, the application must contain a copy of the official delegation of signatory authority.

(1) Transmittal Letter. This letter must contain the following:

(a) A statement assuring that the institution of higher education (not the department or program) that will be receiving funds under this grant is fully accredited. The letter must state not only the name of the accrediting agency but also that the particular accrediting agency is recognized by the U.S. Department of Education. If a state or APO is the applicant, the transmittal letter must set forth this assurance for each institution of higher education with whom they will be working;

(b) The name, title, address, telephone number, fax number, and e-mail address of the Program Director and the individual(s) authorized to legally negotiate on the institution's behalf. All

APOs and states must provide this assurance with respect to accreditation for each institution that would participate in their FY 2003 CDWSP grant.

(2) HUD Form 424 (Application for Federal Assistance). When completing this form, please remember the following:

(a) The full grant amount should be entered in block 15, not the amount for the first year;

(b) In designating the contact (in box 5), please include a title, address, telephone number, fax number, and e-mail address. This is the person who will be receiving the reviewer comments, so please ensure the accuracy of the address;

(c) Item 10, the Catalogue of Federal Domestic Assistance Number for this program is 14.512; and

(d) The project start date should be August 1, 2003 and the completion date should be August 31, 2005.

(3) Table of Contents.

(4) Application Checklist (See attachment A) fully completed.

(5) Executive Summary—no more than three (3) pages in length. The Executive Summary should, at a minimum, describe:

(a) The academic degree programs for which the students will be selected;

(b) The type of work placement agencies (including specific examples) that have committed to participate in the program (students cannot be placed at a Federal Government agency); and

(c) The plans and resources/facilities for administering the program and assisting students to pursue post-academic or community building opportunities.

(6) Designation of Applicable Graduate Degree Program(s) Form HUD-30013 (Community Development Work Study Program Designation of Applicable Graduate Academic Degree Program). Review carefully the regulations dealing with eligible types of degree programs before completing this form. If the proposed program is other than one listed as an eligible degree program, please contact Armand Carriere or Susan Brunson for additional guidance.

(7) Narrative statement addressing the Factors for Award in Section V. The application narrative must not exceed 50 pages in length (excluding required forms and assurances) and must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper, and printed in a standard Times Roman 12-point font. The double-spacing requirement applies to all parts of the program narrative, including agreements and tables (photocopies of excerpts from

official publications of the educational institution or department are excluded from this requirement). Please do not provide any additional exhibits, appendices, or resumes to support your responses. No additional attachments are permitted. Please note that although submitting pages in excess of the page limit will not disqualify an application, HUD will not consider the information on any excess page. Failure to comply with this requirement may result in a lower score or failure to meet a threshold. This statement is the main source of information used to rate and rank an application; therefore, it is very important to become fully familiar with the rating factors above. In each factor there may be subfactors. Each subfactor should be presented separately, with the short title of the subfactor and sufficient information about every element of the subfactor. The response to each factor and subfactor should be concise and contain only relevant information, but detailed enough to address each factor fully. Please do not repeat material in response to the factors and subfactors.

(8) Budget. Use the budget form HUD 30015 (Community Development Work Study Program Student Budget Sheet) for the August 2003 through August 2005 funding period. Applicants may request no more than a total of \$15,000 per year per student for five students and no fewer than three students per institution of higher education. An APO and/or state must also complete the HUD 30014 (Community Development Work Study Program State/Area-wide Planning Organization Budget Summary). Please provide any necessary back-up documentation (*e.g.*, pages from course catalogues listing the fees) to demonstrate concisely that the amounts requested are reasonable and customary. Applicants are not required to submit documentation for the administrative allowance amount. Any anticipated increases to these project costs should be included and an explanation for the basis of the increases provided. If documentation is not included, the award amount will be based on current tuition rates, regardless of any subsequent tuition increase. HUD will not increase the amount of the grant once awarded to reflect any tuition or fee increases that have not been set forth in the application. Also, HUD will not cover any costs exceeding the per-student maximum.

(9) Additional required Assurances and Certifications.

(a) Applicant Assurances and Certifications (HUD-424B) if applicable.

(b) Applicant/Recipient Disclosure Update Report (HUD-2880).

(c) Assurance Regarding the Applicant's Financial Management Systems.

(d) Acknowledgement of Applicant Receipt (HUD-2993)

(e) Client Comments and Suggestions (HUD-2994).

(B) *Rating Panels.* To review and rate applications, the Department may establish panels including persons not currently employed by HUD to obtain certain expertise and outside points of view, including views from other Federal agencies.

(C) *Selections.* If an application passes the threshold requirement review, it will be rated and then ranked based on the total score it received on the rating selection factors. Applications will be considered for selection based on their rank order. HUD may make awards out of rank order to achieve geographic diversity, and may provide assistance to support a number of students that is less than the number requested under an application or a lower funding level per student, in order to provide assistance to as many highly ranked applications as possible.

The minimum fundable score is 75 points. If there is a tie in the point scores of two applications, the rank order will be determined by the scores on Rating Factor 3 entitled "Soundness of Approach." The application with the higher points on this factor will be given the higher rank. If there is still a tie, the rank order will be determined by the applicants' scores on Rating Factor 1 entitled "Capacity of the Applicant's Academic Program and Relevant Past Experience." The application with the higher points for this selection factor will be given the higher rank.

If there are insufficient funds to fund an application, even if the request is reduced to the minimum number of students that could be funded (*i.e.*, three students per institution of higher education), HUD may select the next ranked application that would not exceed the funding left available and still fund the minimum number of students allowed.

If funds remain after funding the highest ranked applications that can be fully funded, HUD may fund part of the next highest-ranking application (as long as it would provide assistance to the minimum number of students required to be served) in a given program area. If an applicant turns down the award offer, HUD will make the same determination for 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.

(1) Applicants must comply with the requirements for funding competitions established by the HUD Reform Act of 1989.

(D) *Debriefing.* The General Section of the SuperNOFA provides the procedures for requesting a debriefing. All requests for a debriefing must be made in writing and submitted to Armand W. Carriere, Acting Director, Office of University Partnerships, Robert C. Weaver Building, 451 7th Street SW., Room 8106, Washington, DC 20410.

(E) *Disclosures.* HUD will make available to the public for five years all applicant disclosure reports (HUD Form 2880) submitted in connection with this NOFA. Update reports (also Form 2880) will be made available along with the applicant disclosure reports, but in no case for a period less than three years. All reports—both applicant disclosures and updates—will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and HUD's implementing regulations at 24 CFR part 15.

(F) *Negotiations.* After selections have been made, HUD may require winners to participate in negotiations to determine the Grant Budget. In cases where HUD cannot successfully conclude negotiations, or an applicant fails to provide HUD with the requested information, an award will not be made. In such instances, HUD may elect to offer an award to the next highest-ranking applicant, and proceed with negotiations with the next highest applicant.

## VII. Corrections to Deficient Applications

The General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

## VIII. Environmental Requirements

This NOFA does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction, or establish, revise, or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321) and 24 CFR 50.19(b)(3) and (b)(9).

## IX. Other Matters

The provisions of the HUD Reform Act of 1989 that apply to this NOFA are

explained in the General Section of the SuperNOFA.

**X. Authority**

Section 107(c) of the Housing and Community Development Act of 1974,

as amended (42 U.S.C. 5301 *et seq.*) authorizes CDWSP. Regulations for the program appear at 24 CFR part 57.

**COMMUNITY DEVELOPMENT WORK STUDY PROGRAM****APPLICATION CHECKLIST**

(Attachment A)

This checklist identifies application submission requirements. Applicants are requested to use this checklist when preparing an application to ensure submission of all required elements. Please present the information in the application in the order outlined below and include the completed checklist.

**I. PART A**

- \_\_\_\_\_ Transmittal Letter
- \_\_\_\_\_ HUD Form 424, Application for Federal Assistance
- \_\_\_\_\_ Table of Contents
- \_\_\_\_\_ Application Checklist
- \_\_\_\_\_ Executive Summary (no more than three (3) pages in length)
- \_\_\_\_\_ HUD 30013, Community Development Work Study Program Designation of Applicable Degree Program
- \_\_\_\_\_ Narrative statement addressing selection factors for award (Must not exceed 50 pages in length excluding required forms and assurances)
- \_\_\_\_\_ Management/Workplan
- \_\_\_\_\_ HUD 30007, Community Development Work Study Program Student Data Sheets
- \_\_\_\_\_ Recipient/Student Binding Agreement (No form provided)
- \_\_\_\_\_ Recipient/Work Placement Agreement (No form provided)
- \_\_\_\_\_ Logic Model Form (See General Section of the SuperNOFA )

**II. PART B**

- \_\_\_\_\_ HUD 30015, Community Development Work Study Program Student Budget Sheet
- \_\_\_\_\_ HUD 30014, Budget Cover Sheet for State/Area-Wide Planning Organizations Budget Summary Sheet (applicable only for states and APOs)

- \_\_\_\_\_ HUD 424-B, Applicant Assurances and Certifications (if applicable)
- \_\_\_\_\_ HUD Form 2880, Applicant/Recipient Disclosure Update Report
- \_\_\_\_\_ HUD Form 2993, Acknowledgement of Application Receipt (optional)
- \_\_\_\_\_ HUD Form 2994, Client Comments and Suggests (optional)

**Community Development Work  
Study Program  
Student Data Sheet**

**U.S. Department of Housing  
and Urban Development**  
Office of University Partnerships

OMB Approval No. 2528-0175  
(exp. 10/31/2003)

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 for the Community Development Work Study Program, (CDWSP). Total reporting burden for collection of this information is estimated to average 1 hour. This includes time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information submitted in response to the notice of funding availability for CDWSP is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 189 (Pub. L. 101-235, approved December 15, 1989, U.S.C. 3545). The agency may not conduct or sponsor, and a person is not required to, a collection of information unless the collection displays a valid control number.

Institution: \_\_\_\_\_ Grant #: CDWS \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Report : \_\_\_\_\_ Interim: \_\_\_\_\_ Final: \_\_\_\_\_

Student: \_\_\_\_\_ Gender: \_\_\_\_\_

Ethnicity: (Select one) Hispanic or Latino  Not Hispanic or Latino

Race: (Select one or more)

American Indian or Alaska Native  Asian  Black or African-American   
Native Hawaiian or Other Pacific Islander  White

Date Student Entered Program: \_\_\_\_\_

Degree/Major/Concentration: \_\_\_\_\_

Hours Required for Degree: \_\_\_\_\_ Qtr. Hrs. or \_\_\_\_\_ Semester Hrs.

Hours Completed Through Reporting Period: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Work Placements: Initial  Second  Third   
(Check appropriate placement)

Agency Name: \_\_\_\_\_

Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Date Student Will Graduate/Did Graduate From Program: \_\_\_\_\_

Date Student Withdrew\* From Program Without Completion: \_\_\_\_\_

Grant Funds Expended Through This Reporting Period:

Administrative Allowance	_____
Work Stipend	_____
Tuition and Fees	_____
Additional Supprt	_____

\* An explanation of students's withdrawal must accompany the Student Data Sheet

**Community Development Work  
Study Program  
Designation of Applicable  
Graduate Academic Degree Program**

**U.S. Department of Housing  
and Urban Development**  
Office of University Partnerships

OMB Approval No. 2528-0175  
(exp. 10/31/2003)

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To be eligible for participation in the Community Development Work Study Program (CDWSP), an institution must have a graduate academic degree program in one of the relevant fields as defined in the program's regulations. Closely examine the definitions of "community building" and "community building academic program" in the regulations and, if in doubt, speak with the program staff in the Office of University Partnerships before preparing an application.

Below are the degree programs that the institution has determined as eligible programs to implement this CDWSP grant.

Academic Degree Program(s)

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Attached are photocopies of excerpts from an official publication of the educational institution(s) or department setting forth the degree requirements and listing the courses applicable for the particular academic program(s) to which this grant will apply.

\_\_\_\_\_  
Signature of Dean (or Equivalent) of Academic Department Granting Degree(s)

**Community Development Work  
Study Program  
State/Areawide Planning Organization  
Budget Summary Sheet**

**U.S. Department of Housing  
and Urban Development**  
Office of University Partnerships

OMB Approval No. 2528-0175  
(exp.10/31/2003)

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Name of State/Areawide Planning Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Total Application Budget**

Administrative Allowance: \_\_\_\_\_

Work Stipend: \_\_\_\_\_

Tuition and Fees: \_\_\_\_\_

Additional Support: \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Total number of students \_\_\_\_\_

Participating Institutions of Higher Education:

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**Community Development Work  
Study Program  
Student Budget Sheet**

**U.S. Department of Housing  
and Urban Development  
Office of University Partnerships**

OMB Approval No. 2528-0175  
(exp. 10/31/2003)

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Name of Institution of Higher Education \_\_\_\_\_ Date Submitted: \_\_\_\_\_

CATEGORY	YEAR ONE (Per Student)		YEAR TWO (Per Student)		Number of Students		TOTAL (Both years, All students)
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
<b>Administrative Allowance</b> (Maximum = \$1,000)							
<b>Work Stipend</b> (Maximum = \$9,000)							
<b>Tuition, Fee and Additional Support</b> (Maximum = \$5,000)							
<b>Totals</b>							

Total requested **per resident student** for the two **years combined**: \$ \_\_\_\_\_  
 Total requested **non resident student** for the two **years combined**: \$ \_\_\_\_\_

The requested **WORK STIPEND** is based on the prevailing hourly rate of \$ \_\_\_\_\_ for initial entry positions in the community and economic development field for graduate students multiplied by \_\_\_\_\_ hours per semester/quarter multiplied by semesters/quarters and if applicable, \_\_\_\_\_ hours during the summer for the yearly per student total work stipend.

The request **TUITION AND FEES per resident student** for the two **years combined**: \$ \_\_\_\_\_  
 The request **TUITION AND FEES resident student** for the two **years combined**: \$ \_\_\_\_\_  
 To support the request above, a tuition and fee schedule is attached to this document:  
 Yes  No

**ADDITIONAL SUPPORT** may cover books and other educational supplies (\$ \_\_\_\_\_), travel expenses for the students (\$ \_\_\_\_\_), Professional association dues (\$ \_\_\_\_\_), and other, i.e., computer diskettes \_\_\_\_\_ (\$ \_\_\_\_\_).