

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**COMMUNITY DEVELOPMENT
TECHNICAL ASSISTANCE (CD-TA)**

HOME

CHDO (HOME)

McKinney-Vento Homeless Assistance

HOPWA TA

CDBG TA

Youthbuild TA

Billing Code 4210-32-C

**COMMUNITY DEVELOPMENT
TECHNICAL ASSISTANCE**

Overview Information

A. Federal Agency Name. Department of Housing and Urban Development, Office of Community Planning and Development.

B. Funding Opportunity Title. Community Development Technical Assistance (CD-TA).

C. Announcement Type. Initial Announcement.

D. Funding Opportunity Number. The **Federal Register** number for this NOFA is FR-4900-N-12. The OMB approval number for this program is 2506-0166 for HOME Investment Partnerships Program (HOME), HOME Investment Partnerships Program for Community Housing Development Organizations [CHDO (HOME)], McKinney-Vento Homeless Assistance (Homeless), and Community Development Block Grants (CDBG), 2506-0133 for Housing Opportunities for Persons With AIDS (HOPWA), and 2506.0142 for Youthbuild.

E. Catalog of Federal Domestic Assistance (CFDA) Numbers. The HOME and CHDO (HOME) CFDA numbers are 14.239; Homeless is 14.235; HOPWA is 14.241; CDBG Entitlement Grants is 14.218; CDBG for Small Cities Program is 14.219; CDBG for States is 14.228; CDBG for Insular Areas is 14.225; CDBG—Section 108 is 14.248; Youthbuild is 14.243.

F. Dates. The application due date is July 8, 2004.

G. Additional Overview and Content Information. Applicants interested in providing technical assistance to entities participating in HUD's community development programs should carefully review the General Section of the SuperNOFA and the information listed in this CD-TA NOFA. Funds are available to provide technical assistance for six separate program areas: HOME, CHDO (HOME), Homeless, HOPWA, CDBG, and Youthbuild. Applicants may apply for one, two, three, four, five, or all six CD-TA program areas. The application is

contained in this CD-TA NOFA at Section IV.B. Approximately \$36.8 million is available. No cost sharing is required. Grants will be administered under cooperative agreements with significant HUD involvement (see Section II.C of this NOFA).

Full Text of Announcement

I. Funding Opportunity Description

A. CD-TA Purpose. The purpose of the CD-TA program is to provide assistance to achieve the highest level of performance and results for six separate community development program areas: (1) HOME; (2) CHDO (HOME); (3) Homeless; (4) HOPWA; (5) CDBG; and (6) Youthbuild. Information about the six community development programs and their missions, goals, and activities can be found on the HUD Web site at www.hud.gov.

B. Description of National TA and Local TA. There are two types of technical assistance (TA) funding available in this NOFA: National TA and Local TA.

National TA activities are those that address, at a nationwide level, one or more of the CD-TA program activities and/or priorities identified in Section III.C. of this NOFA. National TA activities may include the development of written products, development of on-line materials, development of training courses, delivery of training courses previously approved by HUD, organization and delivery of workshops and conferences, and delivery of direct TA as part of a national program. Applicants for National TA must also be willing to work in any HUD field office area, although work in the field office areas is likely to be a negligible portion of National TA activities. National TA activities are administered by a Government Technical Representative (GTR) and Government Technical Monitor (GTM) at HUD Headquarters.

Local TA activities also must address the CD-TA program activities and/or priorities identified in this NOFA, however the Local TA is targeted to the specific needs of the HUD community

development program recipients in the field office area in which the TA is proposed. Local TA activities are limited to the development of need assessments, direct TA to HUD community development program recipients, organization and delivery of workshops and conferences, and customization and delivery of previously HUD-approved trainings. Local TA will be administered by a GTR and GTM in the respective HUD field office. Please note that the Pooled Local HOME and Homeless TA (described in Section II.A. below) are Local TA carried out in field office jurisdictions and directed by field office GTRs and GTMs.

C. Authority. HOME TA is authorized by the HOME Investment Partnerships Act (42 U.S.C. 12781-12783); 24 CFR part 92. CHDO (HOME) TA is authorized by the HOME Investment Partnerships Act (42 U.S.C. 12773); 24 CFR part 92. For the McKinney-Vento Act Homeless Assistance Programs TA, the Supportive Housing Program is authorized under 42 U.S.C. 11381 *et seq.*; 24 CFR 583.140; Emergency Shelter Grants, Section 8 Moderate Rehabilitation Single Room Occupancy Program, and Shelter Plus Care TA are authorized by the FY2004 HUD Appropriations Act. HOPWA TA is authorized under the FY2004 HUD Appropriations Act. CDBG TA is authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301-5320); 24 CFR 570.402. Youthbuild TA is authorized under Title IV of the Cranston-Gonzalez National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899); 24 CFR part 585.

II. Award Information

A. Available Funds. Approximately \$36.8 million is available for the CD-TA program. Additional funds may become available as a result of recapturing unused funds. This chart shows how the funds are divided among National TA and Local TA activities:

Program	National TA	Local TA	Pooled local TA
HOME	\$3,500,000	\$2,845,000	\$3,245,250
CHDO (HOME)	1,600,000	5,392,250	0
Homeless	6,600,000	2,941,000	1,000,000
HOPWA	2,000,000	0	0
CDBG	Up to 1,500,000.	0	0
Youthbuild	6,211,325	0	0

The Local TA funds are divided among HUD's field office jurisdictions for the HOME, CHDO (HOME), and Homeless programs. No Local TA funds are available for HOPWA, CDBG, or Youthbuild.

For the HOME and Homeless Local TA, field offices were given the option to either accept applications directly for their local CD-TA funds or to place their funds into a pooled account and choose from the pooled account

selectees. Field offices participating in the pooled account will receive assistance from selected TA providers serving the pooled account jurisdictions. Consequently, applicants proposing TA services to the members of the pool must be willing to provide coverage to all the field office jurisdictions in the pool. An applicant for Pooled Local TA should take this requirement into account when determining its funding request.

Applicants for Pooled Local TA are encouraged to partner with other TA providers to expand the coverage of the application. The lead organization in the TA partnership should submit the application reflecting the joint efforts of the TA partnership.

The chart below shows the amounts available in dollars for Local TA by CD-TA program:

Local TA area	HOME	Pooled HOME	CHDO (Home)	Homeless	Pooled homeless
Alabama	0	165,000	48,000	0	30,000
Alaska	40,000	0	35,000	30,000	0
Arkansas	20,000	0	60,000	40,000	0
California—Northern and Arizona, Nevada	250,000	0	200,000	200,000	0
California—Southern	300,000	0	250,000	250,000	0
Caribbean	0	100,000	200,000	0	40,000
Colorado and Montana, North Dakota, South Dakota, Utah, Wyoming	170,000	0	170,000	0	150,000
Connecticut	55,000	0	55,000	40,000	0
District of Columbia area	0	100,000	60,000	50,000	0
Florida—Southern	60,000	0	60,000	70,000	0
Florida—Northern	150,000	0	100,000	0	180,000
Georgia	0	140,000	0	0	60,000
Hawaii	75,000	0	25,000	40,000	0
Illinois	0	250,000	525,000	225,000	0
Indiana	100,000	0	230,000	0	40,000
Kansas and Missouri—Western	0	50,000	50,000	0	40,000
Missouri—Eastern	85,000	0	85,000	85,000	0
Kentucky	0	150,000	150,000	60,000	0
Louisiana	0	100,000	100,000	0	40,000
Maryland, except District of Columbia area	0	60,000	30,000	0	60,000
Massachusetts, Maine, New Hampshire, Rhode Island, Vermont	300,000	0	250,000	300,000	0
Michigan	250,000	0	250,000	138,000	0
Minnesota	125,000	0	125,000	125,000	0
Mississippi	0	111,250	156,250	0	50,000
Nebraska and Iowa	0	40,000	90,000	20,000	40,000
New Jersey	0	250,000	125,000	0	80,000
New Mexico	200,000	0	200,000	50,000	0
New York—Downstate	0	200,000	150,000	310,000	0
New York—Upstate	0	85,000	70,000	0	57,000
North Carolina	0	125,000	225,000	0	80,000
Ohio	365,000	0	290,000	180,000	0
Oklahoma	0	35,000	35,000	0	40,000
Oregon and Idaho	0	100,000	100,000	26,000	0
Pennsylvania—Eastern	0	75,000	100,000	0	75,000
Pennsylvania—Western and West Virginia	145,000	0	158,000	102,000	0
South Carolina	75,000	0	0	50,000	0
Tennessee	0	150,000	150,000	60,000	0
Texas—Northern	0	600,000	150,000	140,000	0
Texas—Southern	80,000	0	0	50,000	0
Virginia, except District of Columbia area	0	75,000	50,000	0	40,000
Washington	0	84,000	35,000	0	48,000
Wisconsin	0	200,000	250,000	150,000	0

B. Performance Period. The awards are for a period of up to 36 months. HUD, however, reserves the right to withdraw funds from a specific TA provider if HUD determines that the urgency of need for the assistance is greater in other field office jurisdictions or the need for assistance is not commensurate with the award.

C. Terms of Award. HUD will enter into a cooperative agreement with selected applicants for the performance

period. Because CD-TA awards are made as cooperative agreements, implementation entails significant HUD involvement. Significant HUD involvement is required in all aspects of TA planning, delivery, and follow-up.

In addition to the requirements listed in the General Section of the SuperNOFA, selected applicants are subject to the following requirements:

1. Demand/Response System. All CD-TA awardees must operate within the

structure of the demand-response system. Under the demand-response system, TA providers are required to:

- a. When requested by a GTR, market the availability of their services to existing and potential recipients within the jurisdictions in which the assistance will be delivered;
- b. Respond to requests for assistance from the GTR;
- c. When requested by a GTR, conduct a needs assessment to identify the type

and nature of the assistance needed by the recipient of the assistance;

d. Obtain the local HUD field office's approval before responding to direct requests for technical assistance from HOME Participating Jurisdictions (PJs), Community Housing Development Organizations (CHDOs), and McKinney-Vento Act Homeless Assistance, HOPWA, and CDBG; and

e. For CHDO (HOME) TA providers, secure a letter from a PJ stating that a CHDO, or prospective CHDO to be assisted by the provider, is a recipient or intended recipient of HOME funds and indicating, at its option, subject areas of assistance that are most important to the PJ.

2. *Training.* When conducting training sessions as part of its CD-TA activities, CD-TA providers are required to:

a. Design the course materials as "step-in" packages so that HUD or other

CD-TA providers may independently conduct the course on their own;

b. Make the course materials available to the GTR in sufficient time for review (minimum of three weeks) and receive concurrence from the GTR on the content and quality prior to delivery;

c. Provide all course materials in an electronic format that will permit wide distribution among TA providers, field offices, and HUD grantees;

d. Arrange for joint delivery of the training with HUD participation when requested by the GTR;

e. Deliver HUD-approved training courses that have been designed and developed by others on a "step-in" basis when requested; and

f. Send trainers to approved "train-the-trainers" sessions. The costs associated with attending these required sessions are eligible under the cooperative agreement.

3. *Field Office Involvement under National TA awards.* When National TA providers are undertaking activities in field office jurisdictions, the National TA providers must work cooperatively with HUD field offices. Providers must notify the applicable HUD field office of the planned activities; consider the views or recommendations of that office, if any; follow those recommendations, to the degree practicable; and report to the applicable field office on the accomplishments of the assistance.

III. Eligibility Information

A. *Eligible Applicants.* The eligible applicants for each of the six CD-TA programs are listed in the chart below. In accordance with the President's faith-based initiative, HUD welcomes the participation of eligible faith-based and community organizations in the CD-TA programs.

Program	Eligible applicants
HOME	A for-profit or nonprofit professional and technical services company or firm that has demonstrated knowledge of the HOME program and the capacity to provide technical assistance services; A HOME Participating Jurisdiction (PJ); A public purpose organization, established pursuant to state or local legislation, responsible to the chief elected officer of a PJ; An agency or authority established by two or more PJs to carry out activities consistent with the purposes of the HOME program; or a national or regional nonprofit organization that has membership comprised predominately of entities or officials of entities of PJs or PJs' agencies or established organizations.
CHDO (HOME)	A public or private nonprofit intermediary organization that customarily provides services, in more than one community, related to the provision of decent housing that is affordable to low-income and moderate-income persons or related to the revitalization of deteriorating neighborhoods; has demonstrated experience in providing a range of assistance (such as financing, technical assistance, construction and property management assistance) to CHDOs or similar organizations that engage in community revitalization; and has demonstrated the ability to provide technical assistance and training for community-based developers of affordable housing. Note: Any organization funded to assist CHDOs under CD-TA may not undertake CHDO set-aside activities itself within its service area while under cooperative agreement with HUD.
Homeless	A state; A unit of general local government; A public housing authority; or A public or private nonprofit or for-profit organization, including educational institutions and area-wide planning organizations.
HOPWA	A for-profit or nonprofit organization; A state; or A unit of general local government.
CDBG	A state; A unit of general local government; A national or regional nonprofit organization that has membership comprised predominately of entities or officials of entities of CDBG recipients; A for-profit or nonprofit professional and technical services company or firm that has demonstrated knowledge of the CDBG program and the capacity to provide technical assistance services; or A public or private nonprofit or for-profit organization, including educational institutions and area-wide planning organizations.
Youthbuild	A public or private nonprofit agency that has significant prior experience in the operation of projects similar to the Youthbuild program and that has the capacity to provide effective technical assistance.

Applicants must also meet the threshold requirements of the General Section of the SuperNOFA, including the Civil Rights threshold at Section III(C).

A consortium of organizations may apply for one or more CD-TA programs, but one organization must be designated as the applicant.

Applicants may propose assistance using in-house staff, consultants, sub-contractors, sub-recipients, and local organizations with the requisite experience and capabilities. Where appropriate, applicants should make use of TA providers located in the field office jurisdiction receiving services. This draws upon local expertise and persons familiar with the opportunities

and resources available in the area to be served while reducing travel and other costs associated with delivering the proposed TA services.

B. *Cost Sharing or Matching.* None.

C. *Other:*

1. *Eligible Activities and Priorities.* Funds may be used to provide TA to prospective applicants, applicants, grantees, and project sponsors of the

HOME, CHDO (HOME), Homeless, HOPWA, CDBG, and Youthbuild programs. The TA activities may include but are not limited to written information such as papers, manuals, guides, and brochures; assistance to individual communities; needs assessments; and training. The priority TA areas for each of the six program areas are:

a. HOME TA. By statute, HUD may provide HOME program technical assistance to meet specified objectives. From these objectives, HUD has identified four HOME program technical assistance priorities for FY2004. These priorities are:

(1) Improve the ability of PJs to design and implement housing programs that reflect sound underwriting, management, and fiscal controls; demonstrate measurable outcomes in the use of public funds; and provide accurate and timely reporting of HOME program accomplishments.

(2) Encourage public-private partnerships that yield an increase in the amount of private dollars leveraged for HOME-assisted projects and result in an increase in the commitment and production of HOME-assisted units.

(3) Assist PJs in developing strategies that ameliorate the affordability gap between rapidly increasing housing costs and the less rapid growth in incomes among low-income households, especially among underserved populations (e.g., residents of the Colonias, homeless persons, and persons with disabilities).

(4) Assist PJs in developing strategies that increase and help sustain homeownership opportunities for low-income households—particularly low-income, minority households—and directly result in the commitment and completion of HOME-assisted units.

b. CHDO (HOME) TA:

(1) By statute, HUD may provide HOME program technical assistance to meet specified objectives. From these objectives, HUD has identified three CHDO-specific technical assistance priorities for FY2004. These priorities are:

(a) Assist new CHDOs and potential CHDOs develop the organizational capacity to own, develop, and sponsor HOME-assisted projects. A new CHDO is defined as a nonprofit organization that within three years of the publication of this NOFA was determined by a PJ to qualify as a CHDO. A potential CHDO is defined as a nonprofit organization that is expected by the PJ to qualify as a CHDO and is expected to enter into a written agreement with that PJ to own, develop, or sponsor HOME-assisted housing

within 24 months of the PJ determining the organization qualifies as a CHDO. HUD welcomes the participation of otherwise eligible faith-based and community organizations.

(b) Improve the HOME program production and performance of existing CHDOs in the areas of:

(i) Program design and management, including underwriting, project financing, property management, and compliance; and

(ii) Organizational management and capacity, including fiscal controls, board development, contract administration, and compliance systems.

(c) Provide organizational support, technical assistance, and training to community groups for the establishment of community land trusts, as defined in section 233(f) of the Cranston-Gonzales National Affordable Housing Act.

(2) Additional CHDO (HOME) Eligible Activities are:

(a) Under the "Pass-Through" provision, CD-TA providers may propose to fund various operating expenses for eligible CHDOs that own, develop, or sponsor HOME-assisted housing. Such operating expenses may include reasonable and necessary costs for the operation of the CHDO including salaries, wages, and other employee compensation and benefits; employee education, training and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies.

(b) CD-TA providers must establish written criteria for selection of CHDOs receiving pass-through funds. PJs must designate the organizations as CHDOs; and generally, the organizations should not have been in existence more than three years. CD-TA providers must enter into an agreement with the CHDO that the agreement and pass-through funding may be terminated at the discretion of HUD if no written legally binding agreement to provide assistance for a specific housing project (for acquisition, rehabilitation, new construction, or tenant-based rental assistance) has been made by the PJ with the CHDO within 24 months of initially receiving pass-through funding. The pass-through amount, when combined with other capacity building and operating support available through the HOME program, cannot exceed the greater of 50 percent of the CHDO's operating budget for the year in which it receives funds, or \$50,000 annually.

c. Homeless TA. Homeless TA funds are available to provide McKinney-Vento Homeless Assistance Act-funded grantees, project sponsors, and potential recipients with skills and knowledge

needed to develop and operate projects and activities. TA activities are focused on these priorities:

(1) Facilitate the exchange of information between community organizations to develop and implement a community-wide discharge plan for individuals exiting publicly-funded institutions (e.g., criminal justice system, foster care system, mental health system) so that these individuals do not become homeless.

(2) Improve the ability of eligible applicants to develop and operate permanent housing projects for chronically homeless persons.

(3) Develop materials on effective grant administration for grantees and sponsors.

(4) Improve the ability of eligible grantees and sponsors in reaching out to chronically homeless persons.

(5) Improve the ability of grantees and sponsors in coordinating services available through mainstream resources with housing units available for homeless persons.

(6) Facilitate the formation of metropolitan, regional, and statewide Homeless Management Information Systems (HMIS) and improve the ability of communities to prepare data for their Annual Homeless Assessment Reports.

(7) Develop materials on effective grant management for Emergency Shelter Grants (ESG) recipients, including guidance on IDIS implementation.

(A person experiencing chronic homelessness is defined as an unaccompanied individual with a disabling condition who has been continuously homeless for a year or more or has experienced four or more sustained episodes of homelessness over the last three years.)

d. HOPWA TA. HOPWA TA funds are available to provide grantees, project sponsors, and potential recipients with the skills and knowledge to effectively develop, operate, and support HOPWA-eligible project activities that result in measurable performance outputs and outcomes. TA activities focused are on these priorities:

(1) Improve the ability of grantees to develop comprehensive housing strategies, through collaborative public and private partnerships, that coordinate the use of mainstream resources and promote the long-term sustainability of HOPWA-assisted rental housing programs.

(2) Identify and train grantees and project sponsors on successful examples of how local or regional employment and re-entry discharge planning programs and efforts can complement the overall delivery and effectiveness of

housing and supportive services which result in greater client self-sufficiency and independence.

(3) Develop materials and training for grantees and project sponsors (a) on implementing and achieving long-term performance outcome measures that promote housing stability, reduce the risk of homelessness, and improve access to care and (b) on implementing sound fiscal and financial management practices.

(4) Develop materials that promote the utilization and coordination of Homeless Management Information Systems in the provision of HOPWA-assisted housing and supportive services for homeless and chronically homeless persons served under this program.

(5) Provide direct TA for local HOPWA programs in coordination with HUD field office oversight of those HOPWA-funded projects. It is estimated that up to 40 percent of HOPWA TA funds will be made available for this purpose.

e. CDBG TA. HUD may provide CDBG program technical assistance to meet specified objectives, in particular the facilitating of skills and knowledge in planning, developing, and administering activities under the CDBG program for recipients and other entities that may need but do not possess such skill and knowledge, including measuring programs and activities under the CDBG program. Technical assistance funds will support local and state grantees' efforts in these areas as well as support for efforts to streamline the Consolidated Plan, program management, and analytical support of information for performance measurement. TA activities are focused on the following priorities:

(1) Assist grantees' efforts to streamline the Consolidated Plan, making it more results-oriented and useful to communities in assessing their own progress toward addressing the problems of low-income areas in their communities.

(2) Improve CDBG recipient understanding of performance measurement from a national programmatic perspective.

(3) Improve recipient knowledge and skills to develop and implement local CDBG performance measurement systems.

(4) Assist recipients' development of local CDBG performance measurement systems.

(5) Develop model, local protocols that ensure accurate, required program recordkeeping and performance data by recipients, subrecipients and sub-grantees.

(6) Develop materials on effective grant administration for grantees, subrecipients, and sub-grantees.

(7) Improve CDBG and Section 108 program knowledge through program-specific recipient training.

f. Youthbuild TA. Youthbuild TA funds are available to provide appropriate training, information, and technical assistance to federally funded Youthbuild programs and to HUD in the management, supervision, and coordination of such Youthbuild programs. TA activities are focused on the following priorities:

(1) Improve the management and implementation of Youthbuild programs by providing on-site and telephone assistance, preparing appropriate instruction materials, and conducting training workshops on key aspects of the Youthbuild program.

(2) Improve Youthbuild program applications by providing assistance to eligible applicants in the preparation of their grant applications, giving priority to community-based organizations in the provision of this assistance.

(3) Strengthen Youthbuild program design by facilitating peer-to-peer assistance for Youthbuild grantee staff and disseminating best program practices that are identified through training workshops, peer-to-peer assistance, and on-site TA.

(4) Assist HUD in the management, supervision, and coordination of Youthbuild programs by preparing handbooks or printed materials to provide guidance to Youthbuild grantees and by collecting and analyzing performance evaluation data from Youthbuild grantees.

2. DUNS Requirement. Refer to the General Section of the SuperNOFA for information regarding the DUNS requirement. Applicants need to obtain a DUNS number to receive an award from HUD.

3. Other Eligibility Requirements. All applicants requesting funding from programs under this NOFA must be in compliance with the applicable threshold requirements found in the General Section of the SuperNOFA. Applicants that do not meet these requirements will be ineligible for funding.

4. False Statements. An applicant's false statement in an application is grounds for denial or termination of an award and grounds for possible punishment as provided in 18 U.S.C. 1001.

IV. Application and Submission Information

A. *Addresses to Request Application Package.* See the General Section of the SuperNOFA.

B. *Content and Form of Application Submission.* Applicants must submit a completed application for each National TA and Local TA area and program for which they are applying. For example, an applicant for National TA for HOME, for Local TA in three field office jurisdictions, and for HOME Pooled Local TA would submit five separate and distinct applications.

A completed application consists of an application submitted by an authorized official of the organization and containing all relevant sections of the application, as shown in the checklist below in Section IV.B.4.

1. Number of Copies. Applicants for National TA must submit two copies of their application to HUD Headquarters. Applicants for Pooled Local TA must submit two copies of their application to HUD Headquarters. Applicants for Local TA must submit one copy of their application to HUD Headquarters and must also send one copy of their application to the HUD field office in which their organization is applying. See Section VII.C. of the CD-TA NOFA for information on field office addresses.

2. Page Limitation. Narratives addressing Factors 1–5 are limited to no more than 25 typed pages. That is, reviewers will not review more than 25 pages for all five factors combined, except that the page limit does not include the Form HUD-96010, Logic Model.

3. Prohibition on Attachments. Attachments are prohibited. Reviewers will not consider resumes, charts, letters, or any other documents attached to the application.

4. Checklist for Application Submission. Assemble the application in the following order. Please enter page numbers on the narrative pages of the application.

—SF-424, Application for Federal Assistance (from General Section of SuperNOFA)

—An Application Cover Page indicating in bold (a) the type of TA proposed in the application whether HOME National, HOME Local, HOME Pooled, CHDO National, CHDO Local, Homeless National, Homeless Local, Homeless Pooled, HOPWA National, CDBG National, or Youthbuild National; (b) the amount of funds requested in the application; and (c) for Local TA, the jurisdiction proposed in the application.

—Narrative addressing Factor 1

- Narrative addressing Factor 2
- Narrative addressing Factor 3
- Narrative addressing Factor 4
- Narrative addressing Factor 5
- HUD-96010, Logic Model
- HUD-424-CB, Grant Application Detailed Budget Form (from General Section of SuperNOFA)
- HUD-424-CBW, Detailed Budget Worksheet for Non-Construction Projects (from General Section of SuperNOFA)
- If applying for CHDO (HOME) TA, statement as to whether the organization proposes to pass through funds to new CHDOs.
- If applying for the CHDO (HOME) TA, a certification as to whether the organization qualifies as a primarily single-state provider under section 233(e) of the Cranston-Gonzales Affordable Housing Act.
- HUD-424 B, Assurances—Non-Construction Programs (from General Section of SuperNOFA)
- SF-LLL, Disclosure of Lobbying Activities (from General Section of SuperNOFA)
- HUD-2880, Applicant/Recipient Disclosure/Update Report (from General Section of SuperNOFA)

C. Submission Dates and Times. The application is due to HUD on July 8, 2004.

D. Intergovernmental Review. Intergovernmental review is not applicable to CD-TA applications.

E. Funding Restrictions. An organization may not provide assistance to itself. An organization may not provide assistance to another organization with which it contracts or sub-awards funds to carry out activities under the TA award.

Funding from HOME and from CHDO (HOME) TA to any single eligible organization (excluding funds for organizational support and housing education “passed through” to CHDOs), whether as an applicant or sub-recipient is limited to not more than 20 percent of the operating budget of the recipient organization for any one-year period of each cooperative agreement. In addition, funding under either HOME or CHDO (HOME) TA to any single organization is limited to 20 percent of the \$17,894,000 made available for HOME and CHDO (HOME) TA in FY2004.

Not less than 40 percent of the approximately \$6,992,250 for CHDO (HOME) shall be made available for eligible TA providers that have worked primarily in one state. HUD will consider an applicant as a primarily single state TA provider if it can document that more than 50 percent of its past activities in working with

CHDOs or similar nonprofit and other organizations (on the production of affordable housing, revitalization of deteriorating neighborhoods, and/or the delivery of technical assistance to these groups) was confined to the geographic limits of a single state.

No fee or profit may be paid to any recipient or sub-recipient of an award under this CD-TA NOFA.

F. Other Submission Requirements:

Addresses for Submitting Applications. Submit applications to: HUD Headquarters; Robert C. Weaver Federal Building; 451 Seventh Street, SW., Room 7251; Washington, DC 20410; ATTENTION: CD-TA.

Submit applications for Local TA to the appropriate field office(s) at the address(es) shown in Section VII.C. of this NOFA. Please mark the package ATTENTION: CD-TA.

The General Section of the SuperNOFA describes application submission procedures and how applicants may obtain proof of timely submission.

V. Application Review Information

A. Criteria. The maximum number of points to be awarded for a CD-TA application is 100. The minimum score for an application to be considered for funding is 75 with a minimum of 20 points on Factor 1. The CD-TA program is not subject to bonus points, as described in the General Section of the SuperNOFA.

Points are assigned on five factors. Factor 1 relates to the capacity of the applicant and its relevant organizational experience. Rating of the “applicant” or the “applicant’s organization and staff” includes any sub-contractors, consultants, and sub-recipients which are firmly committed to the project. In responding to Factor 1, applicants should specify the experience, knowledge, skills, and abilities of the applicant’s organization and staff, and any persons and organizations firmly committed to the project.

When addressing Factors 2–5, applicants should discuss the specific TA projects, activities, tasks, etc., that will be carried out during the term of the cooperative agreement. Applicants should provide relevant examples to support the proposal, where appropriate. Applicants should also be specific when detailing the communities, populations, and organizations that they propose to serve and the specific outcomes expected as a result of the TA.

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (30 points) (Minimum for Funding Eligibility—20 Points)

a. (10 points) Recent and successful experience of the applicant’s organization in providing TA in all activities and to all entities for the CD-TA program applied for.

In rating this factor, HUD will consider the extent to which the application demonstrates experience within the last four years of providing TA related to the CD-TA achievement of positive outcomes.

b. (10 points) A comprehensive and efficient management plan which considers providing TA under the demand/response system and, for applicants proposing to serve more than one geographic area, experience in managing work that requires coordination with other entities or parts of the organization.

In rating this factor, HUD will consider the extent to which the application demonstrates there is a plan to manage TA assignments under the demand/response system cost effectively and, for applicants proposing to serve more than one geographic area, the ability to manage multiple TA assignments simultaneously and cost effectively.

c. (10 points) Knowledgeable key personnel skilled in providing TA in all activities and to all entities for the CD-TA program applied for. A sufficient quantity of staff or ability to procure qualified experts or professionals with the knowledge, skills, and abilities to deliver the proposed level of TA in the proposed service area in a timely and effective fashion; ability to provide CD-TA in a geographic area larger than a single city or county.

In rating this factor, HUD will consider the extent to which the application demonstrates the organization has an adequate number of key staff or ability to procure individuals with the knowledge of effective TA approaches and knowledge of the CD-TA program applied for and the ability to apply the knowledge to achieve positive TA outcomes.

Rating Factor 2: Need/Extent of the Problem (10 Points)

a. For National TA applications: Sound and extensive understanding of need for TA in relation to the eligible activities and priorities listed in Section III C. of the CD-TA NOFA as demonstrated by objective information and/or data, such as information from HOME Snapshots.

b. For Local TA applications: Sound and extensive understanding of high

priority needs for TA in the jurisdiction as demonstrated by objective information and/or data, such as information from HOME Snapshots.

c. For Local Pooled TA applications: Sound and extensive understanding of the high priority needs for TA of three jurisdictions in the pool as demonstrated by objective information and/or data, such as information from HOME Snapshots. (Applicants may choose any three in the pool; these serve as examples of the applicant's understanding of need.)

In rating this factor, HUD will evaluate the extent to which the application demonstrates an understanding of the specific needs for TA and supports the description of need with reliable, program-specific, quantitative information. Applicants for HOME should at a minimum draw on HOME Snapshot information to demonstrate PJs' need, in an area or nationwide, for additional training and capacity building. See <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/snapshot/index.cfm>.

Rating Factor 3: Soundness of Approach (40 Points)

a. (25 points) For National TA applications: A sound approach for addressing the need for TA in relation to the priorities listed in Section IIIC. of this CD-TA NOFA.

For Local TA applications: A sound approach for addressing high priority needs for TA in the jurisdiction.

For Local Pooled TA applications: A sound approach for addressing the high priority needs for TA described in Factor 2 of three jurisdictions participating in the pool. (Applicants should use the same three jurisdictions as in Factor 2.)

In rating this factor, HUD will evaluate the extent to which the application presents and supports a detailed, feasible, practical approach for addressing TA needs (Local TA applications and Pooled Local TA applications) or CD-TA program priorities (National TA applications).

b. (10 points) A cost-effective work plan for designing, organizing, managing, and carrying out the proposed TA activities.

In rating this factor, HUD will evaluate the extent to which the application demonstrates the efficiency of proposed activities and the effectiveness of operation in achieving positive outcomes.

c. (5 points) An effective assistance program to specific disadvantaged communities, populations, and/or organizations which previously have

been underserved and have the potential to participate in the CD-TA program.

In rating this factor, HUD will evaluate the extent to which the application demonstrates an effective approach for involving previously underserved communities, populations, and organizations with potential, and a practical strategy for engaging participation in the CD-TA program.

Rating Factor 4: Leveraging Resources (10 Points)

An efficient practical method to transfer manuals, guides, assessment forms, other work products, models, and lessons learned in its CD-TA activities to other grantees and/or program beneficiaries.

In rating this factor, HUD will evaluate the extent to which the application demonstrates a cost-effective means of sharing resources developed under the CD-TA activities with a wide audience.

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

a. (5 points) An effective, quantifiable, outcome-oriented evaluation plan for measuring performance using the Logic Model with specific outcome measures and benchmarks, including—for HOME applicants—targets for improving PJs' HOME Snapshot indicators and rankings.

In rating this factor, HUD will evaluate the extent to which the application has an evaluation plan that is specific, measurable, and appropriate in relation to the activities proposed.

b. (5 points) Successful past performance in administering HUD CD-TA programs or, for applicants new to HUD's CD-TA Programs, demonstrate successful past performance in providing TA in other community development programs. Applicants should include, as applicable, increases in CPD or community development program accomplishments as a result of TA (e.g., number of homeless people or persons with HIV/AIDS receiving housing and services, efficiency or effectiveness of administration of CPD or community development programs, number of affordable housing units, HOME Snapshot indicators, timeliness of use of CPD or community development program funds).

In rating this factor, HUD will evaluate the extent to which the application demonstrates past performance that is timely and in the delivery of community development TA. HUD will also consider past performance of current CD-TA

providers, including financial and other information in HUD's files.

B. Review and Selection Process:

1. Review Types. Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements. Second, HUD will review and assign scores to applications using the Factors for Award noted in Section V.A.

2. Rank Order. Once rating scores are assigned, rated applications submitted for each National TA program, for each Local TA program, and for each Pooled Local TA program will be listed in rank order. Applications within the fundable range (score of 75+ points with 20+ points for Factor 1) may then be funded in rank order under the CD-TA program and service area for which they applied. Applicants for Pooled Local TA may not necessarily be funded in rank order since the amount of their awards, if any, will be determined by totaling the amounts assigned to them by the individual field offices participating in the pool. A field office participating in a pooled account may distribute some or all of its amount to any applicant for pooled funds that scores in the fundable range.

3. Threshold Eligibility Requirements. All applicants requesting CD-TA must be in compliance with the applicable threshold requirements found in the General Section of the SuperNOFA and the eligibility requirements listed in Section III of this NOFA in order to be reviewed, scored, and ranked. Applications that do not meet these requirements and applications that were received after the submission deadline (see Section IV.F. of the General Section of the SuperNOFA) will be considered ineligible for funding and will be disqualified.

4. Award Adjustment. In addition to the funding adjustment authority provided for in the General Section of the SuperNOFA, HUD reserves the right to adjust funding amounts for each CD-TA selectee. The amounts listed in the charts in Section II.A are provided to assist applicants to develop Local TA, Local Pooled TA, or National TA budgets and do not represent the exact amounts to be awarded. Once TA applicants are selected for award, HUD will determine the total amount to be awarded to any selected applicant based upon the size and needs of each of the selected applicant's service areas, the funds available for that area and CD-TA program, the number of other CD-TA applicants selected in that area or CD-TA program, and the scope of the TA to be provided.

Additionally, HUD may reduce the amount of funds allocated for field office jurisdictions to fund National CD-TA providers and other CD-TA providers for activities that cannot be fully budgeted for or estimated by HUD Headquarters or field offices at the time this NOFA was published. HUD may also require selected applicants, as a condition of funding, to provide coverage on a geographically broader basis than proposed in order to supplement or strengthen the CD-TA network in terms of the size of the area covered and types and scope of TA proposed.

If funds remain after all selections have been made, the remaining funds may be distributed among field offices proportionately for Local TA and/or used for National TA, or made available for other CD-TA program competitions.

VI. Award Administration Information

A. Award Notices. Successful applicants will receive notification from HUD in writing. Such notification is not an authorization to begin performance. Unsuccessful applicants will also receive notification from HUD in writing.

After selection, HUD requires that all selected applicants participate in negotiations to determine the specific terms of the cooperative agreement, including the TADP and budget. Costs may be denied or modified if HUD determines that they are not allowable, allocable, and/or reasonable. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to that applicant. In this instance, HUD may offer an award, and proceed with negotiations with the next highest-ranking applicant.

After selection for funding but prior to executing the cooperative agreement, the selected applicant must develop in consultation with the GTR, a TADP for each National TA and each Local TA award. The TADP must be approved by the GTR and delineate the tasks for each CD-TA program the applicant will undertake during the performance period. The TADP must specify the location of the proposed CD-TA activities, the amount of CD-TA funding and proposed activities by location, the

improved program performance or other results expected from the CD-TA activities, and the methodology to be used for measuring the success of the CD-TA. A detailed time schedule for delivery of the activities, budget summary, budget-by-task, and staffing plan must be included in the TADP. Prior to undertaking individual tasks, the selected applicant generally prepares a technical plan for assistance (TPA) for approval by the GTR. The TPA must be consistent with the approved TADP.

B. Administrative and National Policy Requirements. After selection for funding but prior to award, applicants must submit financial and administrative information to comply with applicable requirements. These requirements are found in 24 CFR part 84 for all organizations except states and local governments whose requirements are found at 24 CFR part 85. Cost principles requirements are found at OMB Circular A-122 for nonprofit organizations, OMB Circular A-21 for institutions of higher education, OMB Circular A-87 for states and local governments, and at 48 CFR 31.2 for commercial organizations. Applicants must submit a certification from an Independent Public Accountant or the cognizant government auditor, stating that the applicant's financial management system meets prescribed standards for fund control and accountability.

Activities under this program are excluded from environmental review under 24 CFR 50.19(b)(9).

The requirements to Affirmatively Further Fair Housing do not apply.

C. Reporting. CD-TA awardees will be required to report to the GTR on, at a minimum, a quarterly basis unless otherwise specified in the approved TADP. For each reporting period, as part of the required report to HUD, grant recipients must include a completed Logic Model (form HUD 96010), which identifies output and outcome achievements.

VII. Agency Contacts

A. For Assistance. Applicants may contact HUD Headquarters at 202-708-3176, or they may contact the HUD field office serving their area shown in Section VII.C. Persons with hearing and speech challenges may access the above

numbers via TTY (text telephone) by calling the Federal Relay Service at 800-877-8339 (this is a toll-free number). Information may also be obtained through the HUD website on the Internet at www.hud.gov.

B. Satellite Broadcast. HUD will hold an informational satellite broadcast for potential applicants to learn more about the CD-TA programs and preparation of the application. For information about the date and time of the broadcast, consult the HUD website at: www.hud.gov.

C. List of Field Office Addresses. For a listing of the HUD field office addresses to which applicants send Local TA applications, please use the following Internet address: <http://www.hud.gov/offices/cpd/about/staff/fodirectors/index.cfm>. At the site, click on the map to get to the field office address and other contact information.

VIII. Other Information

A. Paperwork Reduction Act

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2506-0166 and 2506-0133. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 60 hours for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

B. HUD Reform Act

The provisions of the HUD Reform Act of 1989 that apply to the CD-TA program are explained in the General Section of the SuperNOFA.

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