

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**STUDENT RESEARCH AND STUDY
PROGRAMS**

**COMMUNITY DEVELOPMENT WORK
STUDY PROGRAM**

Billing Code 4210-32-C

The Community Development Work Study Program

Overview Information

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

B. *Funding Opportunity Title:* The Community Development Work Study program (CDWSP).

C. *Announcement Type:* Initial announcement.

D. *Funding Opportunity Number:* The **Federal Register** number is FR-4900-N-03. The OMB approval number for this program is 2528-0175.

E. *Catalog of Federal Domestic Assistance (CFDA) Number:* The CFDA Number for this program is 14.512.

F. *Dates:* The application due date is June 16, 2004. Please see the General Section of the SuperNOFA for application submission, delivery, and timely receipt requirements.

G. *Additional Overview Content Information:*

1. *Purpose of the Program:* The Community Development Work Study Program (CDWSP) funds two-year grants to accredited institutions of higher education, Area Planning Organizations (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 lawful permanent residents (recipient of an Alien Registration Recipient Card—Form I-551, commonly referred to as a Green Card) and enrolled full-time in a graduate community building academic degree program. Grants will cover the academic period August 2004 through August 2006.

2. *Award Information:* In Fiscal Year (FY) 2004, approximately \$2.98 million has been appropriated by the Consolidated Appropriations Act, 2004 (Pub. L. 108-199, approved January 23, 2004, 118 Stat. 3) for this program. In addition, \$378,844 in previously unexpended funds is made available for this program. The 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 number of students that can be assisted under this program per participating institution is three. The maximum number of students that can be assisted under this program per

participating institution is five. The maximum amount an institution can request for funding is \$150,000.

3. *Eligible Applicants:* Organizations are eligible if they are:

- a. 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;
- b. An APO applying on behalf of two or more eligible accredited institutions of higher education recognized by the U.S. Department of Education that offer a graduate degree in a community development academic program and 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
- c. A State applying on behalf of two or more eligible accredited institutions of higher education recognized by the U.S. Department of Education that offer a graduate degree in a community development academic program and 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.

Full Text of Announcement

I. Funding Opportunity Description

The Community Development Work Study Program (CDWSP) funds two-year grants to accredited institutions of higher education, Area Planning Organizations (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.

A. Listed below are major modifications to the Fiscal Year (FY) 2003 program-funding announcement:

1. This program has a separate NOFA and is no longer a part of the combined Office of Universities Partnership Program NOFA.
2. All institutions are eligible to apply for these funds (including those that have received funding in prior years).
3. Applicants that have graduate degree programs in community organizing are now eligible to apply for funding under this program.
4. Applications must be submitted to: University Partnerships Clearinghouse; c/o Danya International, 8737 Colesville Road, Suite 1200, Silver Spring, MD 20910.
5. An applicant can request less than \$90,000 for the two-year grant

performance period, as long as three (the minimum number) students are being assisted per participating institution.

B. HUD's authority for making funding available under this NOFA is section 107(c) of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*). Regulations for the program appear at 24 CFR 570.415.

II. Award Information

In Fiscal Year (FY) 2004, approximately \$2.98 million has been appropriated by the Consolidated Appropriations Act, 2004 (Pub. L. 108-199, approved January 23, 2004, 118 Stat. 3). In addition, \$378,844 in previously unexpended funds is made available for this program. 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 performance period will commence on the effective date of the grant agreement. The minimum number of students that can be assisted per participating institution is three. The maximum number of students that can be assisted under this program is five per participating institution. The maximum amount an institution can request for funding is \$150,000.

III. Eligibility Information

A. *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 Department of Education that offer a graduate degree in a community development academic program and 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 Department of Education that offer a graduate degree in a community development academic program 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.

B. Cost Sharing or Matching

None Required

C. Other**1. Threshold Requirements Applicable to all Applicants**

All applicants must comply with the threshold requirements as defined in the General Section of the 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:

a. The applicant must meet the eligible requirement as defined in Section III.A, Eligible Applicants.

b. 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 <http://www.HUDUSER.org>.

c. 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, community organizing, public administration, public policy, urban economics, urban management, and urban planning.

d. 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. The maximum amount an institution can request for funding is \$150,000.

e. Only *one* application is eligible for funding from an institution.

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

g. An applicant must have a DUNS Number to receive HUD grant funds. (The General Section of the SuperNOFA provides information regarding the DUNS requirement.)

2. Program Requirements

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

a. All funds awarded under this program must be spent during a two-year (24 months) grant performance period.

b. Applicants must have on file a signed agreement with each student that covers the purpose of the work placement, responsibilities of both parties, including financial support and work components. This agreement should also address the student's responsibilities as described in the program regulations.

c. Applicants must have on file a signed agreement with each work placement agency that covers the purpose of the work placement, and the respective roles of all 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.)

IV. Application and Submission Information**A. Address to Request Application Package**

Applicants may request general information, copies of the General Section and Program Sections of the SuperNOFA from the NOFA Information Center by calling 800-HUD-8929 or persons with hearing or speech impairments may call 800-HUD-2209 (TTY) between the hours of 9 a.m. and 8 p.m. (eastern time) Monday through Friday, except on Federal holidays. When requesting information, please refer to the Community Development Work Study Program. Be sure to provide your name, address (including zip code), and telephone number (including area code). To ensure sufficient time to prepare an application, requests for copies of the SuperNOFA can be made immediately following publication of the SuperNOFA. The NOFA Information Center opens for business simultaneously with the publication of HUD's 2004 NOFA. Applicants can also obtain information on the SuperNOFA and download application information for the SuperNOFA through the HUD Web site, <http://www.hud.gov>.

B. Content and Form of Application Submission

A completed application package *must* include an original signed application, three copies, and one computer disk of the application (in Word 6.0 or higher) of the items listed below. (The computer disk must include the narrative portion of the application and all required forms. Forms can be downloaded from the HUD Web site, <http://www.hud.gov>.) In order to recycle paper, applicants must not submit

applications in bound form; binder clips or loose-leaf binders are acceptable. Please do not use colored paper. The application narrative must not exceed 50 pages in length (excluding forms and assurances, Executive Summary, agreements and letters) and must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper, with one inch margins (from the top, bottom, left and right) and printed in standard Times New Roman 12-point font. The double-spacing requirement applies to all parts of the program narrative (the Executive Summary, maps, tables, agreements, letters, 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 pages. 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 that all pages are numbered and the name of the university on each page. Except where a particular form may direct otherwise, all forms included in an 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.

Please include in your application each item listed in the order below:

1. *SF-424, Application for Federal Assistance*. Applicants can find instructions for completing this form on the back of the first page of the form. Please remember the following:

a. The full grant amount for the entire two years should be entered, not the amount for just one year;

b. Include the name, title, address, telephone number, facsimile number, and e-mail address of the designated contact. This is the person who will receive the reviewers' comments; therefore, please ensure the accuracy of the information;

c. The Employer Identification/Tax ID;

d. The DUNS Number;

e. The Catalog of Federal Domestic Assistance Number for this program is 14.512;

f. The project's proposed start date and completion date. For the purpose of

this application, the program start date should be October 1, 2004; and

g. The signature of an authorized official (an individual who has the authority to make a binding commitment on behalf of the institution).

2. *Transmittal Letter.* This letter should contain a statement that the institution of higher education (not the department or program) that will be receiving funds under this grant is fully accredited. This 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. The Chief Executive Officer (usually the President or Provost) of the institution must sign this letter. If the Chief Executive Officer has delegated this responsibility to another official, that person may sign, but a copy of the delegation must be included or clearly stated in the letter.

3. *Application Checklist.* Applicants must include the completed checklist in their application. On the checklist, the applicant must indicate the page number where each of the items can be found in the application (See Appendix A).

4. *Executive Summary.* Applicants must include no more than three pages in length. The Executive Summary must, 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);

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

d. The contact person and the address where correspondence and all other information should be sent. If this is not included, all information will be forwarded to the address and the official named on the Form SF-424.

5. *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 Madlyn Wohlman-

Rodriguez or Susan Brunson for additional guidance.

6. *Narrative statement addressing the Factors for Award.* HUD will use the narrative response to the "Factors for Award" to evaluate, rate, and rank applications. This statement and management plan are the main source of information. Applicants are advised to review each factor carefully for program specific requirements. The response to each factor should be concise and contain only information relevant to the factor, but detailed enough to address each factor fully. Please do not repeat material in response to the five factors; instead, focus on how well the proposal responds to each of the factors. In factors where there are subfactors, each subfactor must be presented separately, with the short title of the subfactor presented. Make sure to address each subfactor and provide sufficient information about every element of the subfactor.

7. *Budget.* Use the budget form HUD-30015 (Community Development Work Study Program Student Budget Sheet) for the August 2004 through August 2006 funding period. 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.

8. *Audits.* Applicants must ensure that their most current A-133 audit is on file at the Federal Audit Clearinghouse. Grantees that expend \$500,000 or more in Federal financial assistance in a single year (this can be program year or fiscal year) must be audited in accordance with the OMB requirements as established in 24 CFR parts 84 and 85. Additional information regarding this requirement can be accessed at the following Web site <http://harvester.census.gov/sac>.

9. *Appendix.* Applicants must place the letters of support and agreements in this section. An applicant may not submit general support letters or resumes or other back-up materials (unless an applicant is willing to have the latter count toward the page limit requirement).

C. *Submission Dates and Times*

An application package is due June 16, 2004. Please see the General Section of the SuperNOFA for application submission, delivery, and timely receipt requirements.

D. *Intergovernmental Review*

This program is excluded from an Intergovernmental Review.

E. *Funding Restrictions*

Funding may only be provided to applicants that meet the standards for eligible applicants defined in section III.

F. *Other Submission Requirements*

1. Complete Application Package

This package must be submitted to the following address: University Partnerships Clearinghouse, c/o Danya International 8737 Colesville Road, Suite 1200, Silver Spring, MD 20910. When submitting an application package, also please include the following information on the outside of the envelope:

- Office of University Partnerships;
- Community Development Work Study Program; and
- Applicant's name and mailing address (including ZIP code).

2. Forms, Certifications, and Assurances

The following certifications and assurances must be included in *all* application packages. These forms must be signed by the Chief Executive Officer (or official designee, not the student) of the institution and can be downloaded from <http://www.hud.gov>.

- Application for Federal Assistance (SF-424).
- Applicant Assurances and Certification (SF-424B).
- Disclosure of Lobbying Activities (SF-LLL).
- America's Affordable Communities Initiative Removal of Regulatory Barriers (HUD-27300), if applicable.
- Applicant/Recipient Disclosure Update Report (HUD-2880).
- Program Logic Model (HUD-96010).

g. Acknowledgment of Receipt of Applications (HUD-2993). To confirm that HUD received the application package, please complete this form. Applicants are not required to include this form, but it is recommended that an applicant do so.

h. Client Comments and Suggestions (HUD-2994). This form is included to solicit information from the most valuable source, the applicant. The changes that we have instituted this year are designed to make things easier for the applicant. If applicants complete and submit this form, it will help HUD to assess whether the changes made to this document have had the intended results. It will also guide us in our continuing efforts to improve the competitive grant process. Applicants are not required to complete this form.

V. Application Review Information

A. Criteria

1. *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:

a. *Capacity of the Academic Program For Previously Unfunded Applicants (20 Points)*. *For Previously Funded Applicants (15 Points)*. 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 following:

(1) The course offerings in terms of their depth and emphasis on applied coursework;

(2) The necessities of the courses offered to prepare students for professional careers in community building; and

(3) Qualifications of the faculty, such as the number of relevant Ph.D.s, specific accomplishments 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.

b. *Rates of Graduation. For Previously Unfunded Applicants (5 Points)*. *For Previously Funded Applicants (10 Points)*. 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 who received assistance from the program.

2. *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.

3. *Rating Factor 3: Soundness of Approach (45 Points)*. This factor addresses the quality and effectiveness of the proposed student work placement assignments.

a. *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 subfactor, HUD will consider 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 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 the sites.

b. *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 FY2000 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:

(1) 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;

(2) 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

(3) 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 expending 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.

c. 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:

(1) Past success (in the last four years) in placing graduates (particularly CDWSP-funded and similar program graduates, where applicable) in permanent employment in community building; and

(2) 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.

d. HUD Policy Priorities (2 Points). HUD encourages applicants to undertake specific activities that will assist the Department in implementing its policy priorities and which will help the Department achieve its goals and objectives in FY2005, when the majority of grant recipients will be reporting programmatic results and achievements. In addressing this factor, HUD will evaluate the extent to which an applicant will provide students with work place assignments that undertake specific activities that will further and support HUD's policy priorities and FY2005 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 can receive. Applicants must describe how each policy priority selected will be addressed. Applicants that just list a priority will receive no points. Each policy priority addressed has a point value of one point with the exception of the policy priority to remove regulatory barriers to affordable housing, which has a point value of up to 2 points. The total number of points available to applicants that address policy priorities is 2. It is up to the applicant to determine which of the policy priorities they elect to address to

receive the available 2 points. To receive points for efforts to remove regulatory barriers to affordable housing, an applicant must submit the completed questionnaire found in the General Section. (Form HUD-27300). For the full list and explanation of each policy priority, please refer to the General Section of this SuperNOFA.

4. *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.

5. *Rating Factor 5: Achieving Results and Program Evaluation (10 Points)*. This factor reflects HUD's goal to embrace high standards of management and accountability. The factor measures the applicant's commitment to assess their performance to achieve the project's proposed objectives and goals. Applicants are required to develop an effective, quantifiable, outcome-oriented evaluation plan for measuring performance and determining that objectives and goals have been achieved. All performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. 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 time frame 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).

This information must be placed under this section on a HUD-96010, Program Outcome Logic Model form. (Applicants can use as many copies of this form as required. It will not be

included in the page count requirement.) A narrative is not required for this factor; however, if a narrative is provided, those pages will be included in the page count. Additional information on how to use this form can be found in the General Section of the SuperNOFA.

B. Review and Selection Process

1. Application Selection Process

Two types of reviews will be conducted.

- a. A threshold review to determine an applicant's basic eligibility; and
- b. A technical review based on the "Factors for Award" listed above.

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

2. Rating Panels

To review and rate applications, HUD may establish panels which may include persons not currently employed by HUD. These individuals may be included to obtain certain expertise.

3. Ranking

HUD will fund applications in rank order, until all available program funds are awarded. In order to be funded, an application must receive a minimum score of 75 points. The maximum number of points available for this program is 100. The RC/EZ/EC points described in the General Section of the SuperNOFA do not apply to this program. 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. 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.

4. Correction to Deficient Applications

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

C. Anticipated Announcement and Award Dates

Announcements of awards are anticipated on or before September 30, 2004.

VI. Award Administration Information

A. Award Notice

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

B. Administrative and National Policy Requirements

The provisions of the HUD Reform Act of 1989 that apply to this NOFA are explained in the General Section of this SuperNOFA.

1. 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 Carriere, Office of University Partnerships, Robert C. Weaver Federal Building, 451 7th Street, SW., Room 8106, Washington, DC 20410.

2. Environmental Requirements

In accordance with 24 CFR 50.19 (b) (3) and (b) (9) of the HUD regulations, activities assisted under this program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

C. Reporting

All grant recipients under this NOFA are required to submit semi-annual progress reports. The progress reports shall consist of two components, a narrative (including forms) that must reflect the activities undertaken during the reporting period and a financial report that reflects costs incurred during the reporting period, as well as a cumulative summary.

For each reporting period, as part of the required report to HUD, a grant recipient must include a completed Logic Model (Form HUD-96010), which identifies output and outcome achievements.

VII. Agency Contacts

Applicants may contact Madlyn Wohlman-Rodriguez at (202) 708-3061, extension 5939 or Susan Brunson, at (202) 708-3061, extension 3852. Person with speech or hearing impairments may call the Federal Information Relay Service TTY at (800) 877-8339. Except

for the "800" number, these numbers are not toll-free. Applicants may also reach Ms. Rodriguez via e-mail at *Madlyn_S._Wohlman-Rodriguez@hud.gov*, and/or Ms. Brunson at *Susan_S._Brunson@hud.gov*.

VIII. Other Information

1. *Paperwork Reduction Act*: The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2528-0175. 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 per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, semi-annual reports, and final report. 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.

BILLING CODE 4210-32-P

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

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 outline below and indicate on each line the page number where each of the items can be found in the application. Standard Forms and required certifications are found in the **General Section** of the SuperNOFA and can be downloaded from HUD's website, www.hud.gov.

I. PART A

- _____ SF-424, "Application for Federal Assistances"
- _____ Transmittal Letter
- _____ 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, assurances, Executive Summary, agreements and letters), double-spaced on one side, with one-inch margins (from top, bottom, left and right) printed in standard Times New Roman 12-point font.
- _____ Management Workplan (no form provided)
- _____ HUD-30007 "Community Development Work Study Program Student Data Sheets"
- _____ HUD-96010, "Program Outcome Logic Model"
- _____ Appendix (letters of support and agreements)
 - _____ Recipient/Student Binding Agreement (No form provided)
 - _____ Recipient/Work Placement Agreement (No form provided)
- _____ Computer disk

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)"
- _____ SF-424-B, "Applicant Assurances and Certifications"
- _____ HUD-27300 "America's Affordable Communities Initiative Removal of Regulatory Barriers" (if applicable)
- _____ HUD Form 2880, Applicant/Recipient Disclosure Update Report
- _____ HUD Form 2993, Acknowledgement of Application Receipt (not required)
- _____ HUD Form 2994, Client Comments and Suggests (not required)

**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 Support	_____

* 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

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(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)

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.03/31/2007)

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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:

**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	
Administrative Allowance (Maximum = \$1,000)							
Work Stipend (Maximum = \$9,000)							
Tuition, Fee and Additional Support (Maximum = \$5,000)							
Totals							

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 _____ (\$ _____).