

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**UNIVERSITIES AND COLLEGES
PROGRAMS**

**COMMUNITY OUTREACH
PARTNERSHIPS CENTERS (COPC)**

Billing Code 4210-32-C

The Community Outreach Partnership Centers (COPC) 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:* Community Outreach Partnership Centers (COPC) Program.

C. *Announcement Type:* Initial announcement.

D. *Funding Opportunity Numbers:* The **Federal Register** Number is FR-4900-N-26. The OMB Approval Number for this program is 2506-0180.

E. *Catalog of Federal Domestic Assistance (CFDA) Number:* The CFDA Number for this program is 14.511.

F. *Dates:* The application due date shall be on or before July 9, 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 Outreach Partnership Centers (COPC) Program provides funds to two-year and four-year colleges and universities to establish and operate COPCs to address the problems of urban areas.

2. *Award Information.* In Fiscal Year (FY) 2004, approximately \$6.9 million has been appropriated for this program by the Consolidated Appropriations Act, 2004 (Pub. L. 108-199, approved January 23, 2004, 118 Stat. 3), plus \$7,113 in previously unexpended funds. HUD will award two kinds of grants under this program, New Grants and New Directions Grants.

a. New Grants will be awarded to applicants who have never received a COPC grant to undertake eligible work. The maximum amount an applicant can request for award is \$400,000 for a three-year (36 months) grant performance period.

b. New Directions Grants will be awarded to applicants who have previously received a COPC grant to undertake new directions in their activities. The maximum amount an applicant can request for award is \$200,000 for a two-year (24 months) grant performance period.

HUD will use up to \$5.5 million to fund approximately 13 New Grants and up to \$1.4 million to fund approximately seven (7) New Directions Grants.

3. *Eligible Applicants:* Public or private nonprofit institutions of higher education granting two-or four-year

degrees that are accredited by a national or regional accrediting agency recognized by the U.S. Department of Education are eligible to apply.

Consortia of eligible institutions may also apply for funding under this program, as long as one institution is designated the lead applicant (Note: Institutions that participated in a COPC grant as a member of a consortium are eligible to apply for a New Grant if they received 25 percent or less of the funding from the earlier grant). HUD intends to fund at least two eligible COPC applications (applications that receive a minimum score of 75 points) that serve Colonias, (as defined in the General Section of the SuperNOFA). While it is not necessary for the institution to be located in a Colonia, all program activities must be directed to the Colonia and its residents. If less than two fundable applications are eligible for award these funds will be used to award additional COPC grants.

Full Text of Announcement

I. Funding Opportunity Description

The main purpose of the Community Outreach Partnership Centers (COPC) program is to assist in establishing or carrying out outreach and applied research activities that address problems of urban areas. The program also seeks to encourage structural change, both within an institution of higher education and in the way the institution relates to its neighbors.

A. Funding under this program shall be used to establish and operate local Community Outreach Partnership Centers (COPCs). The five key concepts that a COPC Program should include are:

1. Outreach and technical assistance
2. Empowerment efforts that engage community-based organizations and residents as partners with the institution throughout the life of the project and beyond;
3. Applied research related to the project's outreach activities (**Note:** Applicants are not required to undertake any research as part of their project and may apply for a project that is totally outreach focused);
4. Assistance to target communities primarily from the faculty, students, and to a limited extent by neighborhood residents and community-based organizations funded by the university; and
5. Support from the university's senior officials to make the program part of the institution's broader effort to meet its urban mission.

B. Listed below are major modifications from the FY2003 program funding announcement:

1. This program has a separate NOFA and is no longer a part of the combined Office of Universities Partnerships Program NOFA;

2. All applications must be mailed to: University Partnerships Clearinghouse, c/o Danya International, 8737 Colesville Road, Suite 1200, Silver Spring, MD 20910;

3. Points will no longer be assigned to the budget. However, a budget narrative must be submitted that addresses the total dollar amount reflected on the HUD-424-CB for the entire grant performance period (three years for New Grant applicants and two years for New Directions grant applicants);

4. New Directions applicants can now request \$200,000 for a two-year (24 months) grant performance period; and

5. New Directions Grant applicants must have drawn down at least 75 percent of its grant funds from any previous COPC award three weeks prior (not two weeks as stated previously) to the program's application due date to be eligible to apply for and receive a New Directions Grant. It is the applicant's responsibility to make sure this requirement is met.

C. The COPC program is authorized under the Community Outreach Partnership Act of 1992 (42 U.S.C. 5307 note; the "COPC Act"). The COPC Act is contained in section 851 of the Housing and Community Development Act of 1992 (Pub. L. 102-550, approved October 28, 1992) (HCD Act of 1992). Section 801(c) of the HCD Act of 1992 authorized \$7.5 million for each year of the 5-year demonstration to create Community Outreach Partnership Centers as authorized in the COPC Act. The Consolidated Appropriations Act, 2004 (Pub. L. 108-199, approved January 23, 2004, 118 Stat. 3) continues this program beyond the initial five-year demonstration by providing funding for Community Outreach Partnership Centers for FY2004. This program is being implemented through this NOFA and the policies governing its operation are contained herein.

II. Award Information

In FY2004, approximately \$6.9 million has been appropriated for this program by the Consolidated Appropriations Act, 2004 (Pub. L. 108-199, approved January 23, 2004, 118 Stat. 3), plus \$7,113 in previously unexpended funds. HUD will award two kinds of grants under this program, New Grants and New Directions Grants.

a. New Grants will be awarded to applicants who have never received a COPC grant to undertake eligible work. The maximum amount an applicant can request for award is \$400,000 for a

three-year (36 months) grant performance period.

b. New Directions Grants will be awarded to applicants who have previously received a COPC grant to undertake new directions in their activities. The maximum amount an applicant can request for award is \$200,000 for a two-year (24 months) grant performance period.

HUD will use up to \$5.5 million to fund approximately 13 New Grants and up to \$1.4 million to fund approximately seven (7) New Directions Grants.

III. Eligibility Information

A. Eligible Applicants

Public or private nonprofit institutions of higher education granting two- or four-year degrees that are accredited by a national or regional accrediting agency recognized by the U.S. Department of Education. Consortia of eligible institutions may also apply, as long as one institution is designated the lead applicant. (**Note:** Institutions that participated in a COPC grant as a member of a consortium are eligible to apply for a New Grant if they received 25 percent or less of the earlier grant funds.) HUD intends to fund at least two eligible COPC applications (applications that receive a minimum score of 75 points) that serve Colonias (as defined in the General Section of this SuperNOFA). While it is not necessary for the institution to be located in a Colonia, all program activities must be directed to the Colonia and its residents. If less than two fundable applications are eligible for award these funds will be used to award additional COPC grants.

B. Cost Sharing or Matching

Applicants are required to meet the following match requirements:

1. New Grant Applicants Match Requirements

a. *Research Activities.* 50 percent of the total project costs of establishing and operating research activities.

b. *Outreach Activities.* 25 percent of the total project costs of establishing and operating outreach activities.

2. New Directions Grant Applicants Match Requirements

a. *Research Activities.* 60 percent of the total project costs of establishing and operating research activities.

b. *Outreach Activities.* 35 percent of the total project costs of establishing and operating outreach activities.

For each match, cash or in-kind contribution to the program, applicants must submit a signed letter of

commitment (*see* section V, Application Review Information, Factor 4:

Leveraging Resources). Applicants may not count as match any costs that would be ineligible for funding under the program (*e.g.*, housing rehabilitation). In previous competitions, some applicants incorrectly based their match calculations on the federal grant amount only. An applicant's match is evaluated as a percentage of the total cost of establishing and operating research and outreach activities, not just the Federal grant amount.

Assume that the total project cost for a New COPC Grant was \$500,000, with \$125,000 for research and \$375,000 for outreach. Note that this project meets the requirement that no more than one-quarter of the total project costs be allocated for research as defined in section III, Eligibility Information, Other. The total amount of the required match would be \$156,250. The research match would be \$62,500 ($\$125,000 \times 50$ percent) and the outreach match would be \$93,750 ($\$375,000 \times 25$ percent). The Federal grant requested would be \$343,750 ($\$500,000$ minus the match of \$156,250). In calculating the match, administrative costs should be applied to the appropriate attributable outreach or research component.

C. Other

1. Eligible Activities

COPC Programs may combine outreach activities with research (if applicable) and work with communities and local governments to address the multidimensional problems that beset urban areas. Examples of urban problems include, but are not limited to housing, economic development, neighborhood revitalization, health care, job training, education, crime prevention, planning, the environment, and community organizing.

a. Outreach, technical assistance, and information exchange activities must be designed to address specific urban problems in designated communities and neighborhoods served by the grant.

b. Research activities (if applicable, research activities are not required) must have a clear near-term potential and practical application for solving specific, significant urban problems in designated communities and neighborhoods, including evaluation of the effectiveness of the outreach activities and how they relate to HUD programs. Applicants must have the capacity to apply the research results directly to the proposed outreach activities outlined in the application's work plan. In addition, applicants must work with communities and local

institutions, including neighborhood groups, local governments, and other appropriate community stakeholders, in applying these results to real-life urban problems.

(1) Examples of outreach activities include, but are not limited to:

(a) Assistance to communities to improve consolidated housing and community development plans and eliminate impediments to the design and implementation of such plans;

(b) Innovative use of funds to provide direct technical expertise and assistance to local community groups, residents, and other appropriate community stakeholders to resolve local problems such as homelessness, housing discrimination, and impediments to fair housing choice;

(c) Technical assistance in business start-up activities for low- and moderate-income individuals and organizations, including business start-up training and technical expertise and assistance, mentor programs, assistance in developing small loan funds, business incubators, etc;

(d) Technical assistance to local public housing agencies on welfare-to-work initiatives and physical transformations of public or assisted housing, including development of accessible and visitable housing;

(e) Job training and other training projects, such as workshops, seminars, and one-on-one and on-the-job training; and

(f) Assistance to communities in eliminating or reducing excessive, unnecessary or duplicative regulations, processes or policies that restrict the development or rehabilitation of affordable housing (For further discussion of Regulatory Barriers see the General Section of this SuperNOFA).

c. Funds for faculty development, including paying for course time or summer support, to enable faculty members to work with the COPC.

d. Funds for stipends or salaries for students (but the program cannot cover tuition and fees) while students are working with the COPC.

e. Up to 20 percent of the grant for payments of reasonable grant administrative costs related to planning and execution of the project (*e.g.*, preparation/submission of HUD reports). Detailed explanations of these costs are provided in the Office of Management and Budget (OMB) circulars that can be accessed at the White House Web site at: <http://www.whitehouse.gov/omb/circulars/index.html>.

f. Activities to carry out the "Program Requirements" as defined in this NOFA. These activities may include leases for

office space in which to house the Community Outreach Partnership Center, under the following conditions:

(1) The lease must be for existing facilities not requiring rehabilitation or construction;

(2) No repairs or renovations of the property may be undertaken with Federal funds; and

(3) Properties in the Coastal Barrier Resource System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased with Federal funds.

g. Components of the program may address metropolitan or regional strategies. Applicants must clearly demonstrate how:

(1) Strategies are directly related to what the targeted neighborhoods and neighborhood-based organizations have decided is needed; and

(2) Neighborhoods and neighborhood organizations are involved in both the development and implementation of the metropolitan or regional strategies.

2. 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: There will be two separate competitions, one for New Grants applicants and one for New Directions Grant applicants. For each type of grant applicants will be rated, ranked, and selected separately.

a. The applicant must meet the eligibility requirements as defined in section III A Eligible Applicants.

b. The maximum amount an applicant applying for a New Grant can request for award is \$400,000. The maximum amount an applicant applying for a New Directions Grant can request for award is \$200,000.

c. Applicants must meet the program's statutory match requirement (the requirement is defined in section III.B Cost Sharing or Matching).

d. New Grant applications must be multifaceted, address three or more urban problems, and propose at least one distinct activity to address each separate urban problem. Single purpose applications are not eligible.

e. New Directions Grant applications must address two urban problems and undertake at least one activity for each of these problems. Applicants must also demonstrate that the proposed activities either implement new eligible projects in the current target neighborhood(s) or

implement eligible projects in a new target neighborhood(s). Single purpose applications are not eligible.

f. New Directions Grant applicants must have drawn down at least 75 percent of the grant funds from any previous COPC award three weeks prior to the program's application due date to be eligible to apply for and receive a New Directions Grant. It is the applicant's responsibility to make sure that this requirement is met.

g. Applicants who were a member of a consortium and received more than 25 percent of the earlier funding are not eligible to apply for a New Grant. However applicants may submit an application for a New Directions Grant (Applicants may submit an application individually or as part of the old consortium).

h. Only one New Grant or New Directions application will be eligible for funding from an institution. However different campuses of the same university system are eligible to apply, even if one campus has already received COPC funding if they have an administrative and budgeting structure independent of other campuses in the system.

i. Applicants may be part of only one consortium or submit only one application, or all applications will be disqualified. HUD will hold the applicant responsible for ensuring that neither the applicant nor any part of their institution, including specific faculty, participates in more than one application.

j. Programs must operate in an urban area. The statute creating COPC is very specific that programs address the problems of urban areas. HUD uses the Census definition of an urban area: a single geographic place (*e.g.*, a city, town, or village, but not a county) with a population of 2,500 or more. Applicants cannot meet this test by aggregating several places smaller than the population threshold in order to meet this requirement. (However, because of the size of the grant and the three-year performance period, HUD encourages applicants to target activities in a minimum number of definable neighborhoods or communities.)

k. In order to ensure that the primary focus of the proposed project is on outreach, there is a limit on the amount of money that can be budgeted for research costs for this program. No more than 25 percent of the total project costs (federal share plus match) can be spent on research activities. However, applicants are not required to undertake any research as part of their project and may apply for a project that is totally outreach focused.

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

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

3. 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 to New Grant applicants must be spent during a three-year (36 months) grant performance period. All funds awarded under this NOFA to New Directions grant applicants must be spent during a two-year (24 months) grant performance period.

b. Employ the outreach and research resources of the institution of higher education to solve specific urban problems identified by communities served by the Center;

c. Establish outreach activities in areas identified in the application as the communities to be served;

d. Establish a community advisory committee comprised of representatives of local institutions and residents of the communities to be served to assist in identifying local needs and advise on the development and implementation of strategies to address those issues;

e. Coordinate outreach activities in communities to be served by the Center;

f. Facilitate public service projects in the communities served by the Center;

g. Act as a regional or local clearinghouse for dissemination of information;

h. Develop instructional programs, convene conferences, and provide training for local community leaders, when appropriate;

i. Exchange information with other Centers. The clearinghouse function described in section III Eligibility Information, refers to a local or regional clearinghouse for dissemination of information and is separate and distinct from this function, which relate to the provision of information to the University Partnerships Clearinghouse, which is the national clearinghouse for the program; and

j. Grant funds will pay for activities conducted directly, rather than passing funds to other entities (in order for an application to be competitive, no more than 25 percent of the grant funds should be passed through to other entities).

IV. Application and Submission Information

A. Addresses 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 800-HUD-8929 or 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 Outreach Partnership Centers 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 NOFA 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 applications through the HUD Web site, <http://www.hud.gov>.

B. Content and Form of Application Submission

A complete 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 Web site, <http://www.hud.gov>.) In order to recycle paper, applications must not be submitted in bound form; binder clips or loose-leaf binders are acceptable. Please do not use colored paper. Applications must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper, with one-inch margins (from top, bottom, left and right) and printed in a standard Times New Roman 12-point font. Each page must include the applicant's name and be numbered. Each section must be tabbed sequentially. The application narrative, including tables, and maps must not exceed 75 pages (excluding forms, budget narrative, assurances, commitment letters, memoranda of understanding, agreements and abstract). The double-spacing requirement applies to the application narrative (excluding the abstract, tables, maps, budget narrative, commitment letters, memoranda of understanding, and agreements). Please note that although submitting pages in excess of the page limit will not disqualify an

application, HUD will not consider the information on any excess page. This may result in a lower score or failure to meet a threshold requirement. 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 authorized legally to make a commitment on behalf of the institution. If a designee signs, the application must contain a copy of the official designation of signatory authority.

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

1. *SF-424, Application for Federal Assistance*. Instructions for completing this form are found on the back of the first page of the form. Please remember the following:

a. The full grant amount (New Grant applicants entire three-years and New Directions applicants entire two-years) should be entered, not the amount for just one year;

b. Include the name, title, address, telephone number, facsimile number, and email 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 14.511;

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*. The letter should contain a statement that the institution is an eligible applicant because it is a two-or four-year fully accredited institution. This letter should state the name of the accrediting agency, and that the accrediting agency is recognized by the U.S. Department of Education. Applicants may also use the transmittal letter as one way to demonstrate the President's commitment to the institutionalization of the program. 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, applicants must indicate the page number where each of the items can be found in the application (*see Appendix A*).

4. *Abstract*. Applicants must include no more than a two-page summary of the proposed project. Please include the following:

a. A clear description of the proposed project activities, the target population that will be assisted, and the impact this project will have on the institution;

b. The designated contact person, including phone number, facsimile number, and email address (this is the person who will receive the reviewers' comments; therefore, please ensure the accuracy of the information);

c. University's name, department, mailing address, telephone number, facsimile number, and email address; and

d. The principal investigator, if different from the designated contact person, for the project, including phone number, facsimile number, and email address.

5. *Narrative statement addressing the Factors for Award*. HUD will use the narrative response to the "Factors for Award" to evaluate, rate, and rank applications. The statement and work 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.

6. *Budget*. The budget submission must be placed behind the narrative statement addressing the Factors for Award and include the following form:

a. *HUD-424-CB "Grant Application Detailed Budget."* This form shows the total budget by year and by line item for the program activities to be carried out with the proposed HUD grant. Each year of the program should be presented separately. Applicants must also submit this form to reflect the total cost for the entire grant performance period (Grand Total).

Make sure that the amount shown on the SF-424, the budget form HUD-424-

CB and all other required program forms is consistent and the budget totals are correct. Remember to check addition in totaling the categories on the HUD-424-CB form so that all items are included in the total. All forms must be completed in full. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during grant agreement negotiations.

b. *Budget Narrative.* A narrative must be submitted that explains how the applicant arrived at the cost estimates for any line item, including match items, over \$5,000. For example, a van rental, \$150 per month x 36 months equals \$5,400. The proposed cost estimates should be reasonable for the work to be performed and consistent with rates established for the level of expertise required to perform the work proposed in the geographical area. When necessary, quotes from various vendors or historical data should be used and included. When an applicant proposes to use a consultant, the applicant must indicate whether there is a formal agreement or written procurement policy. For each consultant, please provide the name, if known, hourly or daily rate, and the estimated time on the project. For equipment, applicants must provide a list by type and cost for each item and explain how it will be used. Applicants using contracts must provide an individual description and cost estimate for each contract.

c. *Indirect costs.* Indirect costs, if applicable, are allowable based on an established approved indirect cost rate. Applicants should include a copy of their indirect cost rate agreement with their application. Applicants who are selected for funding that do not have an approved indirect cost rate agreement (established by the cognizant Federal agency, Certified Public Account, or auditor) will be required to establish a rate. In such cases, HUD will issue an award with a provisional rate and enter into an agreement to have one established.

d. *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 at the following Web site: <http://harvester.census.gov/sac>.

7. *Match and Research Compliance.* All applicants must include the following forms:

a. *HUD-30001, "Community Outreach Partnership Centers Matching Requirements."* This form should show how the match requirements have been met. Under each category, list the specific project activities. Only the dollar totals for research and outreach activities should be listed; costs by activity do not need to be listed. For the purpose of this form, administrative costs should be allocated between research and outreach activities, as appropriate. Applicants must provide letters, memoranda of understanding or agreements that show the extent and firmness of commitments of leveraged funds (including an applicant's own resources) in order for these resources to count. Any resource for which there is no commitment letter will not be counted, nor will the resource be counted without the proposed level of commitment being quantified. Each letter must include the specific dollar amount and the use of the funds. If a dollar amount and use is not shown, the source cannot be counted toward the match requirement in Factor 4. This form is included in Appendix B.

b. *HUD-30002, "Community Outreach Partnership Centers Breakdown of Outreach and Research Activities."* This form is used to demonstrate that the applicant has not allocated more than 25 percent of the total budget (including federal and matching funds) to research activities. This form is included in Appendix B. For purposes of this form, all costs (including administrative costs) must be categorized or apportioned as either research or outreach, as appropriate.

(**Note:** While indirect costs can count toward meeting the required match, they will not be used to calculate the match percentage above the match requirement. Only direct costs can count in this factor). Letters, memoranda of understanding, and agreements must be signed by an authorized representative of the funding source. If any matching sources are for more than one year, the commitment letter, memorandum of understanding, or agreement must state the number of years, the per year commitment, and the total commitment. Items eligible for program funding can be counted as match. Include matching documentation at the end of the narrative statement addressing the Factors for Award (*see* below) and note in this section a list of the letters that have been placed there.)

c. *HUD-30011 or HUD-30012, "Verification of the Match."* Applicants must include a multiple page worksheet (included in Appendix B) to determine if a sufficient match has been provided. This worksheet must be included in the

application. Please note on this form by each commitment listed if the match is an inside or outside match commitment.

8. *Appendix.* Applicants must place all letters of commitment, memoranda of understanding, and agreements for funds/resources in response to Factor 4 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 additional material count toward the page limit requirements).

C. *Submission Dates and Times*

A complete application package is due on or before July 9, 2004.

D. *Intergovernmental Review:*

This program is excluded from an Intergovernmental Review.

E. *Funding Restrictions*

1. Activities such as, but not limited to, the following are ineligible for funding:

a. Research activities that account for more than 25 percent of the total project cost (federal share plus match) and/or that have no clear and immediate practical application for solving urban problems or do not address specific problems in designated communities and neighborhoods or have any specific link to HUD programs.

b. Any type of construction, rehabilitation, or other physical development costs.

c. Costs used for routine operations and day-to-day administration of institutions of higher education, local governments, or neighborhood groups.

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

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:

a. Office of University Partnerships;
b. Community Outreach Partnerships Center Program;

c. Applicant's name and mailing address (including ZIP code).

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

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) of the institution and can be downloaded from the HUD Web site at <http://www.hud.gov>.

a. Application for Federal Assistance (SF-424).

b. Applicant Assurances and Certifications (HUD-424-B).

c. Grant Application Detailed Budget (HUD-424-CB).

d. Disclosure of Lobbying Activities (SF-LLL).

e. America's Affordable Communities Initiative Removal of Regulatory Barriers (HUD-27300), if applicable.

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

g. Certification of Consistency with the Consolidated Plan (HUD-2991).

h. Certification of Consistency with the EZ/EC/RC Strategic Plan (HUD-2990). Must be signed by the certifying official of the EZ/EC/RC. The General Section of the SuperNOFA provides procedures and guidelines required to certify that proposed grant activities are being conducted in the EZ/EC/RC that serve the residents of these areas, and are certified to be consistent with the area's strategic plan.

i. Program Logic Model (HUD-96010).

j. Survey on Equal Opportunity (HUD-32004).

k. Community Outreach Partnership Centers Matching Requirements (HUD-30001).

l. Community Outreach Partnership Centers Breakdown of Outreach and Research Activities (HUD-30002).

m. Verification of the Match (HUD-30011 or HUD-30012).

n. Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement)

o. Acknowledgment of Receipt of Application (HUD-2993). To confirm that HUD has 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.

p. 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 us to assess whether the changes 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 Applicant and Relevant Organizational Experience (20 Points)*. This factor addresses the extent to which the institution has the organizational resources necessary to successfully implement the proposed activities in a timely manner. In rating this factor, HUD will consider the extent to which the proposal demonstrates:

a. Knowledge and Experience *For New Grant Applicants (20 Points); For New Directions Grant Applicants (10 Points)*. The knowledge and experience possessed by the proposed overall project director and staff, including the day-to-day program manager, consultants (including technical assistance providers), and contractors for planning and managing this kind of program. Experience will be judged in terms of recent and relevant knowledge and skills of the staff to undertake eligible program activities. HUD will consider experience within the last five years to be recent and experience pertaining to specific activities and producing specific accomplishments to be relevant. The more recent and substantial the experience of the staff, particularly the institution's own staff who will work on the project have in successfully conducting and completing similar activities, the higher the number of points an applicant can receive for this rating factor. The following areas will be evaluated:

(1) Outreach activities in communities to solve or ameliorate significant urban issues;

(2) Projects with community-based organizations or local governments;

(3) Solving community problems that have a direct bearing on the proposed activities and that make a national contribution to solving long-term and immediate urban problems/issues; and

(4) Research activities (if applicable) that have a practical application to significant urban issues.

b. Past Performance (10 points). *New Directions Grant Applicants Only*. This subfactor will evaluate the extent to which an applicant has performed successfully under a previous COPC grant. Applicants must demonstrate this by providing the following information:

(1) A detailed list outlining the achievement of specific measurable objectives and outcomes consistent with the approved timeline/work plan in the previously awarded grant; and

(2) Comparison of proposed required match funds and resources in a previous grant with what was actually matched.

2. *Rating Factor 2: Need/Extent of the Problem (10 Points)*. This factor addresses the extent to which there is a need for funding the proposed program activities and an indication of the urgency of meeting the need(s) in the target area. The need(s) described must be relevant to the activities for which funds are being requested. The proposal will be evaluated on the extent to which the level of need for the proposed activities and the importance of meeting the need(s) are documented.

Applicants must use statistics or other analyses contained in at least one or more current data sources that are sound and reliable. Sources for localized data can be found at: <http://www.ffiec.gov> or <http://www.econdatata.com>. In rating this factor, HUD will consider data collected within the last five years to be current. To the extent that the targeted community's Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice (AI) identify the level of the problem and the urgency in meeting the need, applicants should include references to these documents in response to this factor. Other reliable sources of data include, but are not limited to, Census reports, HUD Continuum of Care gap analysis and its E-Map (To find additional information go to HUD's Web site: <http://www.hud.gov/emaps>), law enforcement agency crime reports, Public Housing Agencies' Comprehensive Plans, community needs analyses such as provided by the United Way, the applicant's institution, and other sound and reliable appropriate sources. Needs in terms of fulfilling court orders or consent decrees, settlements, conciliation agreements, and voluntary compliance agreements may also be addressed.

The data used must be specific to the area where the proposed activities will be carried out. Needs must be documented as they apply to the area where the activities will be targeted (not the entire locality or state). Remember the statute creating COPC is very specific that the program addresses problems of an urban area: a single geographic place (e.g., a city, town, or village, but not a county) with a population of 2,500 or more. (However, because of the size of the grant and the three-year period of performance, HUD encourages applicants to target activities in a minimum number of definable neighborhoods or communities.)

3. *Rating Factor 3: Soundness of Approach (40 Points)*. This factor addresses the quality and effectiveness of the proposed work plan. There must be a clear relationship between

proposed activities and community needs for an applicant to receive points for this factor. This factor will be evaluated based on the extent to which the proposed work plan demonstrates the following:

a. Quality of Work Plan (25 Points).

(1) Specific Services and/or Activities. The work plan must describe all proposed activities and major tasks required to successfully implement the proposed project. HUD will consider the probability of success of the program, the significance of the tasks identified, how realistic are the proposed time frames, and who will be responsible for completing each proposed activity. (Note: applicants are not required to undertake research as part of the grant.)

(a) Describe a clear outreach agenda and demonstrate this by providing the following:

- (i) Identifiable outreach activities;
- (ii) Required tasks to be completed (in sequential order) for each proposed activity;
- (iii) Target completion date for each proposed task/activity to be successfully implemented (in six-month intervals); and

(iv) The staff member, as described in Factor 1, who will be responsible and accountable for completing each task.

(b) Describe how the project will:

- (i) Involve the institution as a whole (*i.e.*, variety of academic disciplines and administrative offices);
- (ii) Provide for on-site or frequent presence in the target area; and
- (iii) Ensure proposed activities do not duplicate outreach activities by the institution or others for the target area previously completed or currently underway.

(c) Applicants proposing research activities must describe a clear research agenda that applies the proposed research results directly to the proposed outreach activities and demonstrate this by providing the following:

- (i) Identifiable research activities and outcomes (*e.g.*, reports, surveys, etc.);
- (ii) Required tasks to be completed (in sequential order) for each proposed activity;
- (iii) Time necessary for each proposed task/activity to be successfully implemented (in six-month intervals) and target completion date;
- (iv) The staff member, as described in Factor 1, who will be responsible for it and accountable for completing each task;

(v) Ensure that the proposed research is tied to the proposed outreach agenda (*e.g.*, a proposed study of the extent of housing abandonment in a neighborhood is followed by a plan for reusing this housing demonstrates a link

between the proposed research and outreach strategies); and

(vi) Describe how the research does not duplicate the research by the institution or others for the target area previously completed or currently underway. If similar research is underway, describe how the proposed research agenda would complement it.

b. (5 Points) Community Involvement. The applicant must describe the extent to which it proposes to integrate the community as partners in the planning and implementation of proposed program activities. In reviewing this subfactor, HUD will look at the extent to which:

(1) One or more Community Advisory Committees have been formed that represent the communities' diversity (including businesses, community groups, residents, and others) and will serve to develop and implement strategies to address the needs identified in Factor 2. In addressing this subfactor, applicants must demonstrate by providing evidence that such a committee(s) has been in place and what groups are represented, or that commitments have been secured from the appropriate persons to serve on a committee(s), rather than just describing generally the types of people whose involvement will be sought.

(2) The committee and partners play an active role in all stages of the project and not serve as merely advisors or monitors.

(3) The outreach agenda includes training projects for local community leaders to increase their capacity to direct their organizations or undertake various kinds of community development projects.

c. (4 Points) Innovative Strategies or Best Practices. This subfactor will be evaluated based on the extent to which an applicant has the potential to yield strategies or best practices that can be replicated and disseminated to other organizations, including nonprofit organizations, and State and local governments. In reviewing this subfactor, HUD will assess the applicant's demonstrated ability to disseminate results of outreach and research activities to other COPCs and communities. In addition, to the scope and quality of the applicant's plan to disseminate information results, strategies, and lessons learned through such means as conferences, cross-site technical assistance, Web sites, publications, etc.

d. (3 Points) Affirmatively Further Fair Housing. This subfactor will be evaluated on the extent to which an applicant describes how they propose to undertake activities designed to

affirmatively further fair housing, for example:

(1) Working with other entities in the community to overcome impediments to fair housing, such as discrimination in the sale or rental of housing or in advertising, provision of brokerage services, or lending;

(2) Promoting fair housing choice through the expansion of homeownership opportunities and improved quality of services for minorities, families with children, and persons with disabilities; or

(3) Providing housing mobility counseling services.

e. (3 Points) HUD Policy Priorities. HUD encourages applicants to undertake specific activities that will assist the Department in implementing its policy priorities that 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 subfactor, HUD will evaluate the extent to which a program will further and support HUD's priorities. The quality of the responses provided to one or more of HUD's priorities will 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 3. It is up to the applicant to determine which of the policy priorities they elect to address to receive the available 3 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: Matching Resources and Institutionalization of Program (20 Points)*. This factor addresses the ability of the applicant to secure resources and make the program activities part of the institution's future mission. In evaluating this factor, HUD will consider the extent to which the applicant established partnerships with other entities (other than HUD) to secure additional resources to increase the effectiveness of the proposed program activities.

a. (10 Points) *Matching Resources.* This subfactor addresses the applicant's ability to secure community resources combined with HUD's grant funds to achieve the program's purpose. Resources may include funding or in-kind contributions, such as services or equipment, allocated to the purpose(s) of the grant being sought. Resources may be provided by governmental entities, public or private nonprofit organizations, for-profit private organizations, or other entities willing to establish partnerships. Applicants may also establish partnerships with funding recipients in other grant programs to coordinate the use of resources in the target area. Please note that the value of the time of individuals serving on an applicant program advisory board cannot be counted as an in-kind contribution. Applicants may count overhead and other institutional costs (e.g., salaries, indirect costs, etc.) that the institution has waived. In evaluating this subfactor, HUD will allocate points as follows:

(1) (5 Points) will be awarded for a match that is 25 percent over the required match, as described in section V, Application Review Information. Fewer points will be assigned depending on the extent of the match coverage provided. Matching funds must be provided unconditionally in order to be counted for this subfactor.

HUD is concerned that applicants should be providing hard dollars as part of their matching contributions to enhance the tangible resources going into targeted neighborhoods. Thus, while indirect costs can count toward meeting the required match, they will not be used in calculating match coverage. Only direct costs can count in this factor.

(2) (5 Points) will be awarded for the extent to which applicant documents that matching funds are provided from eligible sources other than the institution (e.g., funds from the city, including CDBG, other State or local government agencies, public or private organizations, or foundations). Fewer points will be assigned depending on the amount of the outside match.

For each match, cash or in-kind contribution, a letter of commitment, memorandum of understanding, or agreement must be provided that shows the extent and firmness of the commitment of leveraged funds (including any commitment of resources from the applicant's own institution) in order for the resources to count in determining points under this factor. Resources will not be counted for which there is no commitment letter, memorandum of understanding, or

agreement, nor quantified level of commitment. Letters, memoranda of understanding, or agreements must be submitted from the provider on the provider's letterhead and be included with the application package. (Applicants must place all letters, memoranda of understanding, or agreements in the Appendices.) The date of the letter, memorandum of understanding, or agreement from the CEO of the provider organization must be dated no earlier than the date of this published SuperNOFA. Applications that do not include evidence of matching will receive zero (0) points for this Factor and will be disqualified.

a. A firm commitment letter, memorandum of understanding, or agreement must address the following:

(1) The cash amount contributed or dollar value of the in-kind goods and/or services committed (If a dollar amount and use is not shown, the source cannot be counted toward the match requirement);

(2) A specific description of how the match is to be used;

(3) The date the match will be made available and a statement that describes the duration of the contribution. If any of the matching sources are for more than one year, the commitment letter, memorandum of understanding, or agreement must state the number of years, the per year commitment, and the total commitment. Without this statement, HUD will assume that the commitment is for only one year;

(4) Any terms or conditions affecting the commitment, other than receipt of a HUD grant; and

(5) The signature of the appropriate executive officer authorized to commit the funds and/or goods and/or services. Please remember that only items eligible for funding under this program can be considered as a match.

b. (10 Points) *Institutionalization.* This subfactor looks at how the institution plans to make the COPC function and related activities a part of its urban mission and ensure funding in the future by sources other than HUD.

(1) New Grant Applicants. In reviewing this subfactor for a New Grant, HUD will consider the extent to which the New Grant applicant addresses the institution's capacity and commitment to undertake outreach activities. HUD will evaluate the following:

(a) COPC activities as they relate to the institution's urban mission;

(b) Support and involvement of the institution's executive leadership (e.g., department chairs, deans, etc.) faculty, staff and students from across many disciplines in order to demonstrate the

institution's commitment to these kinds of activities;

(c) Commitment of the institution to establish a climate that rewards faculty and staff for work in COPC neighborhoods by including this work in decisions affecting rank, tenure, and promotion;

(d) Benefit to students through the implementation of service learning programs or professional training at the institution that are reflected in the curriculum (rather than just volunteer activities);

(e) Commitment to a formal organizational structure within the university related to outreach and community partnerships as reflected in the university's budget and planning documents of the university.

(2) New Directions Applicants. In reviewing this subfactor for a New Directions Grant, HUD will consider the extent to which the New Directions applicant's proposed project will sustain the institutional capacity and commitment of the institution to undertake outreach activities. HUD will evaluate the following:

(a) Increases in the number of faculty undertaking this kind of work;

(b) Increases in the number of courses linked to outreach activities and the number of students taking these courses; and

(c) Formal changes in institutional policies related to support of outreach.

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. It measures the applicant's commitment to assess their performance to achieve the program'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.

"Outcomes" are benefits accruing to institutions of higher education and/or communities during or after participation in the COPC program. Applicants must clearly identify the outcomes to be measured and achieved. Examples of outcomes are increased business start-up in the target community by a certain percentage, or increased family financial stability (e.g., increased assets to families and communities through the development of incubators).

In addition, applicants must establish interim benchmarks and outputs that lead to the ultimate achievement of outcomes. "Outputs" are the direct products of the program's activities.

Examples of outputs are the number of new businesses developed, the number of students involved in service learning activities, the number of new courses an institution developed that focus on community outreach activities, the number of newly formed partnerships that aid in community capacity building. Outputs should produce outcomes for the program. At a minimum, an applicant must address the following activities in the evaluation plan:

- a. Specific time-phased short and long-term measurable objectives to be accomplished.
- b. Measurable impacts the grant will have on the community in general and the target area or population.
- c. The impact the grant will have on the long-term commitment of the university to the faculty and students to provide opportunities to continue this type of work.
- d. The impact the grant will have on assisting the university to obtain additional resources to continue this type of work at the end of the grant performance period.

This information must be placed under this section on a HUD-96010 Program Outcome Logic Model form. (Applicants may use as many copies of this form as required. It will not be included in the page count requirement). A narrative is not required; however, if a narrative is provided, those pages will be included in the page count. Additional information on this form and how to use it can be found in the General Section of this 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 for all applications that pass the threshold review to rate and rank the application based on the "Factors for Award" listed in section V.A 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 experts or consultants 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 applicant must receive a minimum score of 75 points out of a possible 100 points for Factors 1 through 5. In addition, two bonus points may be awarded for RC/EZ/EC, as described in the General Section of the SuperNOFA. If two or more applications have the same number of points, the application with the most points for Factor 3, Soundness of Approach, shall be selected. If there is still a tie, the application with the most points for Factor 1, Capacity of the Applicant and Relevant Organizational Experience, shall be selected. HUD reserves the right to make selections out of rank order to provide for geographic distribution of grantees. In addition, HUD intends to fund at least two eligible COPC applications that serve Colonias (as defined in the General Section of this SuperNOFA). While it is not necessary for the institution to be located in a Colonia, all program activities must be directed to the Colonia and its residents. If less than two fundable applications are eligible for award these funds will be made available to award additional COPC grants. HUD also reserves the right to reduce the amount of funding requested in order to fund as many highly ranked applications as possible. Additionally, if funds remain after funding the highest ranked applications, HUD may fund part of the next highest-ranking application. If an applicant turns down the award offer, HUD will make the same determination for the next highest-ranking application. If funds remain after all selections have been made, the remaining funds will be carried over to the next funding cycle competition.

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 applications 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

Applicants are directed to Section III.C of the General Section of the SuperNOFA, which provides the statutory, regulatory, threshold, and public policy requirements applicable to all HUD grantees. The provisions of the HUD Reform Act of 1989 that apply to this NOFA are explained in the General Section of the SuperNOFA.

1. Debriefing

The General Section of the SuperNOFA provides the procedures for requesting a debriefing. All requests for debriefings must be made in writing and submitted to: Armand Carriere; Office of University Partnerships, Robert C. Weaver Federal Building, 451 Seventh Street, SW., Room 8106, Washington, DC 20410-6000. Applicants may also write to Mr. Carriere via e-mail at Armand_W_Carriere@hud.gov.

2. Administrative

Grants awarded under this NOFA will be governed by the provisions of 24 CFR part 84 (Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations), A-21 (Cost Principles for Education Institutions) and A-133 (Audits of States, Local Governments, and Non-Profit Organizations). Applicants can access the OMB circulars at the White House Web site at: <http://www.whitehouse.gov/omb/circulars/index.html>.

3. OMB Circulars and Governmentwide Regulations Applicable to Financial Assistance Programs

The General Section of the SuperNOFA provides further discussion of OMB circulars and governmentwide regulation.

4. Conflicts of Interest

See the General Section of the SuperNOFA for further discussion.

5. Recovered Materials

The General Section of the SuperNOFA provides further discussion of the federal law governing the procurement of recovered materials.

6. Environmental Requirements

In accordance with 24 CFR 50.19(b) of the HUD regulations, activities under the COPC program are categorically excluded from the requirements of the National Environment Policy Act and are not subject to environmental review under 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 that must reflect the activities undertaken during the reporting period and a financial report that reflect costs incurred during the reporting period as well as a cumulative summary.

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

Applicants may contact Kinnard Wright at (202) 708-3061, extension

7495 or Susan Brunson, at (202) 708-3061, extension 3852. Persons 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 Mr. Wright via e-mail at Kinnard_D._Wright@hud.gov, and/or Ms. Brunson at Susan_S._Brunson@hud.gov.

VIII. Other Information

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 2506-0180. 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 144 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, quarterly, semi-annual and final reports. 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

Attachment A--Application Checklist

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 outlined below and on each line write the page number where the item is located. Standard Forms and required certification are found in the **General Section** of the SuperNOFA, program specific forms are found at the end of this NOFA in Appendix A and B.

I. PART A

- _____ SF-424 "Application For Federal Assistance"
- _____ Transmittal Letter
- _____ Application Checklist
- _____ Abstract (must include no more than a two-page summary of the proposed project)
- _____ Narrative Statement Addressing the Factors for Award. The narrative must not exceed 75 pages, (excluding forms, abstracts, tables, maps, budget narrative, assurances, commitment letters, memorandum of understanding, and agreements) double-spaced on one side of the paper, with on-inch margins (from top, bottom, left and right) printed in standard Times New Roman 12 point font).
- _____ HUD-96010 "Logic Model"
- _____ Budget
 - _____ HUD 424-CB "Grant Application Detailed Budget"
 - _____ Budget Narrative (No form provided and must be submitted for the total grant performance period)
 - _____ Indirect Cost Rate
- _____ Match and Compliance Forms
 - _____ HUD-30001 "Community Outreach Partnership Center Program Matching Requirements"
 - _____ HUD-30002 "Community Outreach Partnership Center Program Breakdown of Outreach and Research Activities"
 - _____ HUD-30011 or HUD-30012 "Verification of Match"
- _____ Appendix (letters of commitment, memoranda of understanding, or agreements)
- _____ Computer disk

II. PART B (All Required Forms)

The following required certifications and assurance can be downloaded from *www.hud.gov*.

- ___ SF-424 “Application For Federal Assistance”
- ___ HUD-424-B “Applicant Assurance and Certifications”
- ___ HUD-424-CB “Grant Application Detailed Budget”
- ___ HUD-27300 “America's Affordable Communities Initiative Removal of Regulatory Barriers” (if applicable)
- ___ HUD-2880 “Applicant/Recipient Disclosure Update Report”
- ___ HUD-2991 “Certification of Consistency with the Consolidated Plan”, **(if applicable)**
- ___ HUD-2990 “Certification of Consistency with the EZ/EC/RC Strategic Plan”, **(if applicable)**
- ___ HUD-2993 “Acknowledgement of Applicant Receipt”
- ___ HUD-2994 “Client Comments and Suggestions”
- ___ HUD-30001 “Community Outreach Partnership Center Program Matching Requirements”
- ___ HUD-30002 “Community Outreach Partnership Center Program Breakdown of Outreach and Research Activities”
- ___ HUD-30011 or HUD 30012 “Verification of Match”
- ___ SF-424 Supplement “Survey on Ensuring Equal Opportunity for Applicants”
- ___ SF-LLL “Disclosure of Lobbying Activities”

Community Outreach
Partnership Centers Program
Matching Requirements

**U.S. Department of Housing
and Urban Development**
Office of Policy Research
and Development

OMB Approval No. 2528-0180
(exp. 05/31/2006)

	Federal Share \$	Match \$	Total Cost \$	Match as Percent of Total Cost
Research Activities: (list)				
Subtotal				%
Outreach Activities: (list)				
Subtotal				%
Total				

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 Outreach Partnership Centers (COPC) program.

Total public reporting burden for collection of this information is estimated to average 80 hours. This includes the time for reviewing instructions, searching existing data sources, 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 the COPC program and HSI-WSP program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Pub.L. 101-235, approved December 15, 1989, 42 U.S.C. 3545).

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

Community Outreach
Partnership Centers Program
**Breakdown of Outreach and
Research Activities**

**U.S. Department of Housing
and Urban Development**
Office of Policy Research
and Development

OMB Approval No. 2528-0180
(exp. 05/31/2006)

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	Total Cost \$	Percent of Total Project Cost
Total Research Activities		%
Total Outreach Activities		%
Total		

**Verification of Match for
New Directions Grants**

U.S. Department of Housing
and Urban Development
Office of Policy Development and Research

OMB Approval No. 2528-0180
(exp. 05/31/2006)

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information collected on this form is utilized to calculate and verify the amount of matching resources as a percentage of total project costs. This collection of information is authorized by Public Law 100-242, section 501. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. HUD has submitted a request for Office of Management and Budget (OMB) approval to collect this information. That approval is pending.

Record of Match Commitments

List of matching sources

Check if commitment letter is
included and activity is eligible
for match

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Verification of Match (cont'd.)
CALCULATION OF THE MATCH**1. REQUIRED MATCH:****A. Research Total Project Costs::**

$$\begin{array}{rcl} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\ \text{(Grant request for} & & \text{(Match for Research)} & & \text{(Research Total Project Costs)} \\ \text{Research)} & & & & \end{array}$$

Research match should be:

$$\begin{array}{rcl} \underline{\hspace{2cm}} & \times & 60\% = \underline{\hspace{2cm}} \\ \text{(Research Total Project Costs)} & & \text{(Required Research Match)} \end{array}$$

B. Outreach Total Project Costs::

$$\begin{array}{rcl} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\ \text{(Grant request for} & & \text{(Match for Outreach)} & & \text{(Outreach Total Project Costs)} \\ \text{Outreach)} & & & & \end{array}$$

Outreach match should be:

$$\begin{array}{rcl} \underline{\hspace{2cm}} & \times & 35\% = \underline{\hspace{2cm}} \\ \text{(Outreach Total Project Costs)} & & \text{(Required Outreach Match)} \end{array}$$

C. Required Total Match:

$$\begin{array}{rcl} \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\ \text{(Required Research} & & \text{(Required Outreach} & & \text{(Required Total} \\ \text{Match-from 1.A.)} & & \text{Match-from 1.B.)} & & \text{Match)} \end{array}$$

2. ACTUAL MATCH FOR STATUTORY PURPOSES:

COUNT ONLY THOSE ITEMS WHICH ARE ELIGIBLE AND FOR WHICH THERE ARE COMMITMENT LETTERS, USING THE FORM HUD-30001. THAT FORM AND THE FIRST PART OF THIS WORKSHEET SHOULD CONFORM.

Research match provided: _____

Outreach match provided: _____

Total match provided: _____

Match provided is more than match required:

Yes No

3. ACTUAL MATCH FOR FACTOR 4 PURPOSES:

Actual total match provided (from # 2 above): _____

Minus indirect match: _____

Actual total match for following calculations: _____

4. MATCH OVERAGE

Total Actual Match (w/o indirect costs)(from 3)= _____
Total Required Match (from 1.C.)

(As long as the number produced is more than 1, use only amount to the right of the decimal point to determine overage. If the number is less than 1, there is no match overage and you are not eligible for any points under this subfactor.)

5. MATCH FROM OUTSIDE SOURCES

Total Match from Outside Sources = _____
Total Actual Match (w/o indirect costs) (from 3)

**Verification of Match
for New Grants**

U.S. Department of Housing
and Urban Development
Office of Policy Development and Research

OMB Approval No. 2528-0180
(exp. 05/31/2006)

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information collected on this form is utilized to calculate and verify the amount of matching resources as a percentage of total project costs. This collection of information is authorized by Public Law 100-242, section 501. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. HUD has submitted a request for Office of Management and Budget (OMB) approval to collect this information. That approval is pending.

Record of Match Commitments

List of matching sources

Check if commitment letter is
included and activity is eligible
for match

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Verification of Match (cont'd.)
CALCULATION OF THE MATCH**1. REQUIRED MATCH:**

A. Research Total Project Costs::

$$\begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Grant request for} \\ \text{Research)} \end{array} + \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Match for Research)} \end{array} = \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Research Total Project Costs)} \end{array}$$

Research match should be:

$$\begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Research Total Project Costs)} \end{array} \times 50\% = \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Required Research Match)} \end{array}$$

B. Outreach Total Project Costs::

$$\begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Grant request for} \\ \text{Outreach)} \end{array} + \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Match for Outreach)} \end{array} = \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Outreach Total Project Costs)} \end{array}$$

Outreach match should be:

$$\begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Outreach Total Project Costs)} \end{array} \times 25\% = \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Required Outreach Match)} \end{array}$$

C. Required Total Match:

$$\begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Required Research} \\ \text{Match-from 1.A.)} \end{array} + \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Required Outreach} \\ \text{Match-from 1.B.)} \end{array} = \begin{array}{r} \underline{\hspace{2cm}} \\ \text{(Required Total} \\ \text{Match)} \end{array}$$

2. ACTUAL MATCH FOR STATUTORY PURPOSES:

COUNT ONLY THOSE ITEMS WHICH ARE ELIGIBLE AND FOR WHICH THERE ARE COMMITMENT LETTERS, USING THE FORM HUD-30001. THAT FORM AND THE FIRST PART OF THIS WORKSHEET SHOULD CONFORM.

Research match provided: _____

Outreach match provided: _____

Total match provided: _____

Match provided is more than match required:

Yes No

3. ACTUAL MATCH FOR FACTOR 4 PURPOSES:

Actual total match provided (from # 2 above): _____

Minus indirect match: _____

Actual total match for following calculations: _____

4. MATCH OVERAGE

Total Actual Match (w/o indirect costs)(from 3)= _____
Total Required Match (from 1.C.)

(As long as the number produced is more than 1, use only amount to the right of the decimal point to determine overage. If the number is less than 1, there is no match overage and you are not eligible for any points under this subfactor.)

5. MATCH FROM OUTSIDE SOURCES

Total Match from Outside Sources = _____
Total Actual Match (w/o indirect costs) (from 3)

