

**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 for this Notice of Funding Availability (NOFA) is FR-4950-N-10. The OMB Approval Number for this program is 2528-0180.

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

F. *Dates*: The application submission date is June 23, 2005. Please be sure to read the General Section for electronic application submission and 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) 2005, approximately \$6.64 million has been appropriated by the Consolidated Appropriations Act, 2005 (Pub. L. 108-447). HUD will award two kinds of grants under this program, First Time Grants and New Directions Grants.

a. First Time 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 maximum 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. Applicants are only eligible to receive one New Directions Grant. The maximum amount an applicant can request for award is \$200,000 for a maximum two-year (24 months) grant performance period.

HUD will use up to \$5.2 million to fund approximately (13) First Time Grants and up to \$1.4 million to fund approximately seven (7) New Directions Grants.

3. *Eligible Applicants*: Public or private nonprofit institutions 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. A consortium 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 New First Time Grant applications (applications that receive a minimum score of 75 points) that serve Colonias (as defined in the General Section). While it is not necessary for the institution to be located in a Colonias, all program activities must be directed to the Colonias 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 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 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 activities and technical assistance to address multidimensional urban problems;
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. Authority

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, 2005 (Pub. L. 108-447) continues this program beyond the initial five-year demonstration by providing funding for Community Outreach Partnership Centers for FY 2005. This program is being implemented through this NOFA and the policies governing its operation are contained herein.

C. Modifications

Listed below are major modifications from the FY 2004 program-funding announcement:

1. Applicants are required to submit their application electronically via the following Web site: <http://www.grants.gov/Apply>. Read the General Section for further discussion.
2. Applicants that apply as a Consortium must include a memorandum of understanding or agreement signed by each of the Chief Executive Officers of the institutions involved. The document must describe all the members of the Consortium, outline each institution's roles and responsibilities, and how much funding each institution will receive from the grant. (Applicants must place the memorandum of understanding or agreement in the Appendix.)
3. Letters, memoranda of understanding, or agreements in response to Factor 4 now can be dated no earlier than nine months prior to the date of this published NOFA and received no later than the application submission date.

II. Award Information

In Fiscal Year (FY) 2005, approximately \$6.64 million is being made available under this program. HUD will award two kinds of grants under this program, First Time Grants and New Directions Grants.

A. First Time 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 maximum 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 maximum two-year (24 months) grant performance period.

HUD will use up to \$5.2 million to fund approximately (13) First Time 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 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 for funding under this program. A Consortium of eligible institution may also apply, as long as one institution is designated the lead applicant. Applicants that apply as a Consortium must include a memorandum of understanding or agreement signed by each of the Chief Executive Officers of the institution involved. The document must describe all the members of the Consortium, outline each institution's roles and responsibilities, and how much funding each institution will receive from the grant. (Applicants must place the memorandum of understanding or agreement in the Appendix if submitting a paper copy application or following the submission instructions in the General Section for electronic copy submission. **Note:** Institutions that participated in a COPC grant as a member of a Consortium are eligible to apply for a First Time Grant if they received 25 percent or less of the earlier grant funds.) HUD intends to fund at least two eligible COPC First Time Grant applications (applications that receive a minimum score of 75 points) that serve Colonias (as defined in the General Section). While it is not necessary for the institution to be located in a Colonias, all program activities must be directed to the Colonias 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. First Time 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 First Time COPC Grant was \$710,000, with \$110,000 for research and \$600,000 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 \$205,000. The research match would be \$55,000 ($\$110,000 \times 50$ percent) and the outreach match would be \$150,000 ($\$600,000 \times 25$ percent). The Federal grant requested would be \$400,000 ($\$710,000$ minus the match of \$310,000). 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 homeownership, economic development, neighborhood revitalization, health care, job training, education, crime prevention, planning, the environment, and capacity building.

a. Outreach activities, 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 to 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.)

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 may be used 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. *Audit Requirements.* Applicants must ensure that their most current A-133 audit is on file at the Federal Audit Clearinghouse. (Applicants are not required to submit a copy of the audit with the application.) 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 part 84. Additional information regarding this requirement can be accessed at the following Web site: <http://harvester.census.gov/sac>.

3. *Threshold Requirements*

Applicable to All Applicants. All applicants must comply with the threshold requirements as defined in the General Section 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 First Time Grant applicants and one for New Directions Grant applicants.

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 First Time 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. First Time Grant applications must be multifaceted. For purposes of this grant, multifaceted means an applicant must address three or more distinct urban problems and propose at least one distinct activity for each of the problems identified. For instance, an applicant might identify inadequate educational systems for grades K-12 as an urban problem and propose a program to train parents to successfully influence change and become involved in the public school system as the distinct activity. The applicant might address a second urban problem relating to unemployment of youth released from the local juvenile justice detention center and propose a counseling and job placement program. The third urban problem the applicant might address is inadequate social service for homeless families. The proposed activity would be to coordinate with or become part of a local Continuum of Care to conduct surveys to develop a strategy and create an implementation plan to more efficiently address the needs identified. Single or dual-purpose applications are not eligible and will be disqualified. For example, an applicant proposes: (1) A program to train residents for employment in the energy assistance industry; (2) a model curriculum for incorporating energy conservation into public school science programs; and (3) a program to assist local nonprofit organizations to conduct home energy assessments. Although all three activities are distinct, they address the same urban issue—energy conservation.

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 and will be disqualified.

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 submission date to be eligible to apply for 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 First Time 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 First Time Grant or New Directions application will be eligible for funding from an institution. If multiple applications are submitted, all will be disqualified. 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 matching funds) 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 provides information regarding the DUNS requirement.)

n. Electronic applications must be received by Grants.gov no later than 11:59:59 p.m. Eastern time on the June

23, 2005. See the General Section for information on application submission and timely receipt requirements.

4. *Program Requirements.* In addition to the requirements listed in Section III.C of the General Section, applicants must meet the following program requirements:

a. All funds awarded under this program to First Time Grant applicants are awarded for a three-year (36 months) grant performance period. All funds awarded under this NOFA to New Directions grant applicants are awarded for a two-year (24 months) grant performance period;

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

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

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

f. Act as both a national and a regional/local clearinghouse for dissemination of information;

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

h. 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); and

i. Applicants must seek to provide access to program benefits and information to individuals who may be limited English proficient through translation and interpretive services in accordance to HUD's LEP Recipient Guidance published in the **Federal Register** on December 19, 2003.

IV. Application and Submission Information

A. Addresses To Request Application Package

Applicants may download the instructions to the application found on the Grants.gov Web site at <http://www.Grants.gov/Apply>. The instructions contain the General Section of the published NOFA as well as forms that you must complete and attach as a zip file to your application submission.

If you have difficulty accessing the information you may call the Grants.gov Support desk toll free (800-518-GRANTS) or emailing your questions to Support@Grants.gov. The Support Desk staff will assist you in accessing the information. Please remember that you must be registered to submit an application utilizing Grants.gov. Your registration allows you to electronically sign the application and enables Grants.gov to authenticate that the person signing the application has the legal authority to submit the application on behalf of the applicant. Please see the General Section for information regarding the registration process or ask for registration information from the Grants.gov Support Desk. Please be aware that the registration process is a separate process from requesting e-mail notification of funding opportunities or downloading the application and should be done as soon as you download the application from the Grants.gov Web site. If you are not sure if you are already registered, the Grants.gov Support Desk can assist in verifying whether you are registered.

B. Content and Form of Application Submission

1. *Forms.* The following forms are required for submission. Copies of these forms are included in Appendix A of the General Section. The electronic version of the NOFA contains all forms required for submission.

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

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

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

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

e. America's Affordable Communities Initiative (HUD-27300), if applicable;

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

g. Community Outreach Partnership Center Program Matching Requirements (HUD-30001);

h. Community Outreach Partnership Center Program Breakdown of Outreach and Research Activities (HUD-30002);

i. Verification of Match (HUD-30011);

j. Program Logic Model (HUD-96010);

k. 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. In providing comments, please be as specific as possible. General statements that the NOFA is better than before but needs improvement do not provide HUD with the type of information that will allow us to improve the process. Applicants are not required to complete this form;

l. Certification of Consistency with RC/EZ/EC-II Strategic Plan (HUD-2990), if applicable;

m. Certification of Consistency with the Consolidated Plan (HUD-2991), if applicable;

n. Acknowledgement of Applicant Receipt (HUD-2993). Only applicants that do not submit an electronic application need to include this form with their application. Please complete this form if you have received a waiver to the electronic application submission requirement. Applicants are not required to include this form, but it is recommended that they do so; and

o. Facsimile Transmittal Cover Page (HUD 96011). This form must be used as part of the electronic application to transmit third party documents and other information as described in the General Section as part of your electronic application submittal (if applicable). Applicants are advised to download the application package, complete the SF 424 first and it will pre-populate the Transmittal Cover page. The Transmittal Cover page will contain a unique identifier embedded in the page that will help HUD associate your faxed materials to your application. Please download the cover page and then make multiple copies to provide to any of the entities responsible for submitting faxed materials to HUD on your behalf.

2. *Certifications and Assurances.*

Please read the General Section for detailed information on all Certifications and Assurances. All applications submitted through Grants.gov constitute an acknowledgement and agreement to all required certifications and assurances. Please include in your application each item listed below. Applicants submitting paper copy applications should submit the application in the following order:

a. SF-424, *Application for Federal Assistance*. Please remember the following:

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

(2) 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;

(3) The Employer Identification/Tax ID;

(4) The DUNS Number;

(5) The Catalog of Federal Domestic Assistance Number for this program is 14.511;

(6) The project's proposed start date and completion date. For the purpose of this application, the program start date should be November 1, 2005; and

(7) The signature of an Authorized Organization Representative (AOR) who has been authenticated by the credential provider to submit applications via Grants.gov. The AOR must be able to make a binding legal agreement with HUD. See the General Section for instructions and requirements for Registration with Grants.gov.

b. *Application Checklist.* Applicants should use the checklist to ensure that they have all the elements required in their application submission.

Applicants receiving a waiver of the electronic application submission requirements must include a copy of the checklist in their application submission. Applicants submitting an electronic application do not have to submit the checklist in their application. The checklist can be found in the NOFA (See Attachment A).

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

(1) 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;

(2) A statement that the institution is an eligible institution because it is a two- or four-year fully accredited institution, the name of the accrediting agency and an assurance that the accrediting agency is recognized by the U.S. Department of Education;

(3) The designated contact person, including phone number, facsimile number, and e-mail address (This is the person who will receive the reviewers' comments; therefore, please ensure the accuracy of the information);

(4) University's name, department, mailing address, telephone number, facsimile number, and e-mail address; and

(5) The principal investigator, if different from the designated contact person, for the project, including phone number, facsimile number, and e-mail address.

d. *Narrative statement addressing the Rating Factors.* HUD will use the

narrative response to the "Rating Factors" to evaluate, rate, and rank applications. The narrative statement is 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. The narrative section of an application must not exceed 75 pages, doubled spaced (excluding forms, budget narrative, commitment letters, memoranda of understanding, agreements, and abstract). Each page of the narrative must include the applicant's name and be numbered. Please note that although submitting pages in excess of the page limit will not disqualify an applicant, HUD will not consider the information on any excess pages. This exclusion may result in a lower score or failure to meet a threshold requirement.

e. *Budget.* The budget submission must include the following form:

(1) *HUD-424-CB "Grant Application Detailed Budget."* This budget 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 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 all forms so that all items are included in the total. If there is an inconsistency between any of the budget forms required, the HUD-424-CB will be used. All budget forms must be fully completed. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during grant agreement negotiations.

(2) *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 \times 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.

(3) *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. Please refer to Section IV.F of the General Section for instructions on how these documents are to be submitted to HUD using the electronic submission process. 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.

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

(1) *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.

(2) 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. Only 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 and note in this section a list of the letters that have been placed there.

(3) HUD-30011, "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. Electronic filers should use the PureEdge Electronic form found on the Grants.gov application package. Paper copy filers should use this form found on HUD's Web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

g. Appendix. Applicants receiving a waiver of the electronic submission requirements and submitting a paper copy of the application must place all letters of commitment, memoranda of understanding, and agreements for funds/resources in response to Factor 4 and all other required forms for this section. For applicants submitting electronic applications, please refer to Section IV.F of the General Section for instructions on how third party documents are to be submitted to HUD using the electronic submission process. An applicant SHOULD NOT submit general support letters or resumes or

other back-up materials. If this information is included, it will not be considered during the review process. The additional items will also slow the transmission of your application.

Applicants applying as a Consortium must include a memorandum of understanding or agreement signed by each of the Chief Executive Officers of the institutions involved. The document must describe all the members of the Consortium, outline each institution's roles and responsibilities, and describe how much funding each institution will receive from the grant.

C. Submission Dates and Times

A complete application package must be received electronically by the Grants.gov portal no later than 11:59:59 p.m. Eastern time on June 23, 2005. Applications may be submitted in advance of the submission date. Electronic faxes using the Facsimile Transmittal (Form HUD 96011) cover sheet contained in the electronic application may be submitted prior to the application submission date and must be received no later than 11:59:59 p.m. Eastern time on the application submission date. Please see Section IV.F of the General Section for electronic application submission instructions and timely receipt requirements.

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. Application Submission and Receipt Procedure. Please read the General Section carefully and completely for the submission and receipt procedures for all applications

because failure to comply may disqualify your application.

2. *Wavier of Electronic Submission Requirements*. Please refer to the General Section for further discussion.

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 First Time Applicants (20 Points) For New Directions Grant Applicants (10 Points)*. The knowledge and experience possessed by the proposed project director and staff, including the day-to-day program manager, consultants (including technical assistance providers), and contractors in planning and managing the kind of program for which funding is being requested. Applicants must clearly identify the following: Key project team members, titles (e.g., project manager/coordinator, etc.), respective roles for the project staff, and a brief description of their relevant experience. 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 (5) years to be recent and experience pertaining to similar activities 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 tasks, measurable objectives and outcomes consistent with the approved timeline/work plan in previously awarded grant;

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

(3) A detailed list outlining the timeliness and completeness of complying with all the COPC reporting requirements. In addressing timeliness compare when reports were due with when they were actually submitted.

HUD will also review an applicant's past performance in managing funds, including, but not limited to: the ability to account for funding appropriately; timely use of funds received from HUD; meeting performance targets for completion of activities; and receipt of promised match funds. In evaluating past performance, HUD reserves the right to deduct up to five (5) points from this rating score as a result of the information obtained from HUD's records (*i.e.*, progress and financial reports, monitoring reports, Logic Model submissions, and amendments), including the timely submission of required progress reports.

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 importance 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.

In rating this factor, HUD will consider data collected within the last five (5) 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.

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.fjiec.gov>.

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 (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 (26 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; and

(iv) The staff member, as described in Factor 1, who will be responsible for research activities 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 community's 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 provide 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(s) 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. (5 Points) Dissemination Strategies.

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, 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. will be assessed. (Note: Applicants must make materials available in alternative formats for persons with disabilities (e.g., Braille, audio, large type) upon request, and provide materials in languages other than English that are common in the community, if speakers of these languages are found in significant numbers and come into frequent contact with the program.)

d. (2 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 opportunities for individuals on the basis of race, color, national origin, sex, religion, familial status, or disability. 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. (2 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 FY2006, 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 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 (HUD-27300) "HUD's Initiative on Removal of Regulatory Barrier" found in the General Section along with required documentation. The form is part of the electronic application and is constructed to permit the required documentation to be attached to the electronic form. For the full list and explanation of each policy priority, please refer to the General Section.

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 on-going 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. *Matching Resources (10 Points)*. 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. External resources (those acquired from outside the college or university) may be provided by governmental entities (only block grants or formula grants will be considered, no direct grants), 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 or more 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 external 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). Federal funds can be used for the match as long as the funds are not a result of a direct Federal grant, but are block or formula grant funds that allow states or local governments allocation authority. 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, as well as an indirect cost considered an internal match) 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 on the provider's letterhead and be submitted as part of the application package. (Applicants submitting paper copy applications must place all letters, memoranda of understanding, or agreements in the Appendix. Applicants submitting these items electronically must follow the submission directions in Section IV.F of the General Section.) The date of the letter, memorandum of understanding, or agreement from the CEO of the provider organization must be dated no earlier than nine months prior to the date of this published NOFA. Applications that do not include

evidence of matching or address all items described below 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 will not be counted toward the match requirement);

(2) A specific description of how the match is to be used toward one of the proposed program activities;

(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;

(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; and

(6) Internal match provided by an applicant must be documented by a letter, memorandum of understanding, or agreement; describes the requirements outlined above; and be signed by the appropriate executive officer authorized to commit funds and/or goods and/or services. See the General Section for instructions on how to submit these documents to HUD using the electronic submission process.

b. *Institutionalization* (10 Points). 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) *First Time Grant Applicants*. In reviewing this subfactor for a First Time Grant, HUD will consider the extent to which the First Time 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. The Logic Model is a summary of the narrative statements presented in Factors 1–4. Therefore, the information submitted on the logic model should be consistent with the information contained in the narrative statements, but does not have to be as detailed.

“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 outputs to be accomplished.

b. Measurable outcomes 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 submit 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.

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 “Rating Factors” listed in Section V.A.

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 102 points, which includes up to two bonus points that may be awarded for activities conducted in the RC/EZ/EC-II communities, as described in the General Section. 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. If there is still a tie, the application with the most points for Factors 2, 4 and then 5 shall be selected in that order until the tie is broken. 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 First Time Grant applications that serve Colonias (as defined in the General Section). While it is not necessary for the institution to be located in a Colonias, all program activities must be directed to the Colonias 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's competition.

4. *Correction to Deficient Applications.* The General Section provides the procedures for correction to deficient applications.

C. *Anticipated Announcement and Award Dates*

Announcements of awards are anticipated on or before September 30, 2005.

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.

B. *Administrative and National Policy Requirements*

For information regarding these requirements, please refer to Section VI.B the General Section.

1. *Debriefing.* The General Section provides the procedures for requesting a debriefing. All requests for debriefings must be made in writing and submitted to: Kinnard Wright; 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. Wright via e-mail at Kinnard_D._Wright@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 Educational 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 provides further discussion.

4. *Code of Conduct.* See the General Section for further discussion.

5. *Recovered Materials.* The General Section provides further.

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 by budget line item, as well as a cumulative summary of costs incurred during the reporting period.

For each reporting period, as part of the required report to HUD, grant recipients must include a completed Logic Model (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 2528-0180. 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 COPC

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. Applicants submitting an electronic application do not have to submit the checklist. Applicants that receive a waiver of the electronic application submission requirement must include a copy of the checklist in their application.

Check off to ensure these items have been included in the application:

_____ SF- 424 “Application For Federal Assistance”

_____ Application Checklist (Applicants that submit paper applications must include in the checklist in their applications)

_____ Abstract (must include no more than a two-page summary of the proposed project)

Indicate the page number where each of the Factors is located:

Narrative Statement Addressing the Rating Factors.

The narrative including tables and maps must not exceed 75 pages, (excluding forms, abstracts, budget narrative, assurances, commitment letters, memorandum of understanding, and agreements) double-spaced with one-inch margins (from top, bottom, left and right) printed in standard Times New Roman 12 point font.

_____ Factor I

_____ Factor II

_____ Factor III

_____ Factor IV

_____ Factor V

_____ HUD-96010 “Logic Model”

Check off to ensure these items have been included in the application:

Appendix

_____ Budget

_____ HUD 424-CB” Grant Application Detailed Budget.”

_____ Budget Narrative (No form provided and must be submitted for the total grant period)

- _____ Indirect Cost Rate (if applicable)
- _____ 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
- _____ Letters of commitment, memoranda of understanding, or agreements

Attachment B (All Required Forms)

The following forms are required for submission. All required forms are contained in the electronic application package.

- _____ Application for Federal Assistance (SF-424);
- _____ Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement);
- _____ Grant Application Detailed Budget (HUD-424-CB);
- _____ America's Affordable Communities Initiative (HUD-27300), if applicable;
- _____ Applicant/Recipient Disclosure/Update Report (HUD-2880);
- _____ Certification of Consistency with RC/EZ/EC-II Strategic Plan (HUD-2990), if applicable;
- _____ Certification of Consistency with the Consolidated Plan (HUD-2991), if applicable;
- _____ Acknowledgement of Applicant Receipt (Only applicants who submit paper applications (HUD-2993);
- _____ Client Comments and Suggestions (HUD-2994);
- _____ Community Outreach Partnership Center Program Matching Requirements (HUD-30001);
- _____ Community Outreach Partnership Center Program Breakdown of Outreach and Research Activities (HUD-30002);
- _____ Verification of Match (HUD-30011 or HUD-30012); and
- _____ Facsimile Transmittal Cover Page (HUD 96011) to be used when sending electronic application third party documentation and faxes to HUD. This form is not to be used for paper copy submissions and items received by fax, as a part of the paper copy submission will not be considered.

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)

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.

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

Verification of Match

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

OMB Approval No. 2528-0180
(exp. 5/31/2006)

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 collection on this form is utilized to calculate and verify the amount of matching resources a percentage of total project costs. Public Law 100-242, section 501, authorizes this collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a current valid OMB control number.

Check appropriate box.

New Grants

New Directions Grants

Record of Match Commitments

List of matching resources

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 MATCH (New Directions Grants ONLY)**1. REQUIRED MATCH****A. Research Total Project Cost:**

$$\frac{\text{_____}}{\text{(Grant request for Research)}} + \frac{\text{_____}}{\text{(Match for Research)}} = \frac{\text{_____}}{\text{(Research Total Project Cost)}}$$

Research match should be:

$$\frac{\text{_____}}{\text{(Research Total Project Costs)}} \times 60\% = \frac{\text{_____}}{\text{(Required Research Match)}}$$

B. Outreach Total Project Costs:

$$\frac{\text{_____}}{\text{(Grant request for Outreach)}} + \frac{\text{_____}}{\text{(Match for Outreach)}} = \frac{\text{_____}}{\text{(Outreach Total Project Costs)}}$$

Outreach match should be:

$$\frac{\text{_____}}{\text{(Research Total Project Costs)}} \times 35\% = \frac{\text{_____}}{\text{(Required Research Match)}}$$

C. Required Total Match:

$$\frac{\text{_____}}{\text{(Required Research Match)}} + \frac{\text{_____}}{\text{(Required Outreach Match)}} = \frac{\text{_____}}{\text{(Required Total Match)}}$$

Verification of Match (cont'd.)
CALCULATION OF MATCH (New Grants ONLY)**2. REQUIRED MATCH****A. Research Total Project Cost:**

$$\frac{\text{_____}}{\text{(Grant request for Research)}} + \frac{\text{_____}}{\text{(Match for Research)}} = \frac{\text{_____}}{\text{(Research Total Project Cost)}}$$

Research match should be:

$$\frac{\text{_____}}{\text{(Research Total Project Costs)}} \times 50\% = \frac{\text{_____}}{\text{(Required Research Match)}}$$

B. Outreach Total Project Costs:

$$\frac{\text{_____}}{\text{(Grant request for Outreach)}} + \frac{\text{_____}}{\text{(Match for Outreach)}} = \frac{\text{_____}}{\text{(Outreach Total Project Costs)}}$$

Outreach match should be:

$$\frac{\text{_____}}{\text{(Research Total Project Costs)}} \times 25\% = \frac{\text{_____}}{\text{(Required Research Match)}}$$

C. Required Total Match:

$$\frac{\text{_____}}{\text{(Required Research Match)}} + \frac{\text{_____}}{\text{(Required Outreach Match)}} = \frac{\text{_____}}{\text{(Required Total Match)}}$$

3. 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

4. ACTUAL MATCH FOR FACTOR 4 PURPOSES:

Actual total match provided from #2 above: _____

Minus indirect match: **-** _____

Actual total match for following calculations: **=** _____

5. MATCH OVERAGE

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

(As long as the number produces is more than 1, use only the 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.)

6. MATCH FROM OUTSIDE SOURCES

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