PUBLIC HOUSING NEIGHBORHOOD NETWORKS

Fiscal Year 2006

CFDA # 14.875

RECOMMENDATION

- PLEASE READ THE ENTIRE NOFA AND THE GENERAL SECTION OF THE SUPERNOFA SEVERAL TIMES.
- WATCH THE LOGIC MODEL AND GRANTS.GOV WEBCASTS
 - http://www.hud.gov/offices/adm/grants/nofa 06/broadcasts.pdf

FUNDS AVAILABLE

- **\$7.5** million
 - 40% of this funding will be used for updating and expanding <u>existing</u> centers
 - 60% will be used to fund <u>new</u> centers

APPLICATION DEADLINE

June 23, 2006

11:59:59 pm **Eastern**

No exceptions

Received *AND validated* (which may take 24-48 hours)

APPLICATION DEADLINE

- If there is something wrong with your application, you will get an email telling you that validation failed.
- PLEASE start your submission at least 3 days before the deadline, but the earlier the better.
- Make sure that someone will be available to cure the deficiencies!

APPLICATION DEADLINE/WAIVERS

 Unlikely that any waivers will be granted authorizing submission of paper applications.

APPLICATION DEADLINE/WAIVERS

However, if such a waiver is obtained:

- The application must reach HUD by the deadline date.
- There will be no 15-day grace period for HUD to receive the application.
- See the General Section of the SuperNOFA.

PROGRAM PURPOSE

- NN centers provide:
 - Computer and Internet access
 - A full range of computer and job training services for youths, adults and seniors
 - Programs that help residents achieve economic self-sufficiency

PROGRAM PURPOSE

- NN grants are available to update/expand existing centers OR to start a new center.
- Applicants may not use funds to "maintain" an existing center, they can <u>only</u> use funds to create a new center or <u>update</u> or <u>expand</u> an existing center.

ELIGIBLE APPLICANTS

- PHAs only
- Only one application per PHA is permitted
- Joint applications between one or more PHAs are permitted

JOINT APPLICANTS

- Joint Applicants must designate a lead applicant.
- Lead applicant must be registered with Grants.gov and must submit the application
- Lead applicants are subject to all threshold requirements
- Maximum funding amount will be determined by size of lead applicant

JOINT APPLICANTS

- Non-lead applicants are also subject to the Threshold Requirements outlined in Section III.C. of the General Section of the SuperNOFA
- All parties to the joint application must be eligible applicants
- May not submit an individual AND joint application

ELIGIBLE DEVELOPMENTS & PARTICIPANTS

- LOCATION OF NN CENTERS: NN Centers must be located within a public housing development or on PHA land within reasonable walking distance to the development that will be served.
- ELIGIBLE PARTICIPANTS: Residents of Public Housing or residents of other housing assisted with funding made available under the 2006 Appropriations Act.

MAXIMUM FUNDING AMOUNTS

- For existing centers:
 - -1-780 units: \$100,000
 - -781-2,500 units: \$150,000
 - -2,501-7,300 units: \$200,000
 - -7,301 or more units: \$250,000

MAXIMUM FUNDING AMOUNTS

- For <u>new</u> centers:
 - -1-780 units: \$250,000
 - -781-2,500 units: \$350,000
 - -2,501-7,300 units: \$450,000
 - -7,301 or more units: \$550,000

- Requests in excess of maximum grant amount.
 - Don't do it!
 - Applicants will only be given consideration for the funds for which they are eligible. If the proposed program looks like it will be compromised by smaller grant funds, application will be marked down.
 - Budget will be re-worked with Field Office after award.
 - Only eligible activities proposed in the original application will be allowed.

- Project Coordinator \$65,000 in combined annual salary and fringe benefits for a full-time position.
 - The salary may not exceed 30% of the total grant amount
 - May hire 1 part-time person at proportional (lesser) salary
 - May not propose more than one part-time person to fill the project coordinator position
 - Must have documentation on file that the salary is comparable to similar professions in local area

- Up to 5% for resident salaries
- Administrative costs may not exceed 10% of the total grant amount
- Grantees may not use more than \$5,000 for training and long-distance grant related travel

- Grantees may not use grant funds for ineligible activities:
 - Payment of wages and/or salaries to participants for receiving supportive services and/or training programs;
 - Purchase, lease, or rental of land;
 - Purchase, lease, or rental of vehicles;

- Vehicle maintenance and/or insurance;
- Entertainment costs;
- Purchasing food;
- Salaries and fringe benefits for staff that are not direct services staff;
- Stipends;
- Scholarships;
- Cost of application preparation;

- Physical Improvements:
 - For <u>new</u> centers, costs for physical improvements may not exceed 20% of total funds requested;
 - For <u>existing</u> centers, costs for physical improvements may not exceed 10% of total funds requested;
- Any other costs not eligible under section
 9(d)(1)(E) of the U.S. Housing Act of 1937;
- NN funds cannot be used to pay for the services of a Contract Administrator; and

 Costs which exceed limits identified in the NOFA for the following: Project Coordinator, resident salaries, physical improvements, long distance travel, and administrative expenses.

REGULATIONS

 The Neighborhood Networks program must be administered according to 24 CFR Parts 905 and 968.

GRANT TERM

- Grant begins when the grant agreement and the HUD-1044 are signed by both grantee and HUD
- All grants are for three years from the date the grant agreement is signed
- ONE extension of no more than 6 months may be granted by the Field Office with at least 30 days notice and one further extension of 6 months may be granted by HQ

CHANGE FROM LAST YEAR

- Logic Model is an excel spreadsheet with drop-down menus;
- Space is an eligible use of funds (out of administrative costs) and eligible as part of match

- Hiring a qualified Project Coordinator
 - Qualified means someone with at least 2 years of experience managing a similar program
- The Project Coordinator is responsible for:
 - Marketing the program;
 - Assessing residents' needs for programming;
 - Assessing residents' needs for supportive services;

- Designing and coordinating grant activities based on residents' needs and interests; and
- Monitoring the progress of program participants and evaluating the overall success of the program.
- Literacy training and GED preparation
- Computer training
- College prep classes
- Job training and activities leading to selfsufficiency

- Physical Improvements
- Maintenance and insurance costs
- Purchase of computers, printers, software, other peripheral equipment, and furniture
- Distance learning equipment
- Security and related costs
- Hiring residents (up to 5% of requested grant amount)

- Staff training and long distance travel (not to exceed \$5,000)
- Administrative costs (10%)
 - Office furniture, office equipment and supplies,
 program outreach, postage and printing, local
 travel, utilities, lease or rental of space for
 program activities
 - No salaries

- No salaries under administrative costs means that you cannot pay for book-keepers, accountants, executive directors, finance managers, etc.
- These are not eligible for match, either.

- All applicants must <u>clearly</u> demonstrate at least a 25% firmly committed match
 - Match must be on organization letterhead (even applicant's) and amounts must be clear.
 - Example: \$200 for three years does this mean \$200 per year for a total of \$600, or does this mean \$200 total?
 - If you are applying for more than one grant, you must have different sources of match for each grant and you must attach a narrative to each application stating what your sources are for each grant.

Past Performance

- Evaluated by the Field Office using Rating Factor 1
- Field offices will also evaluate past performance based on applicant's program implementation history

- Contract Administrator (CA) partnership agreement
 - Troubled PHAs <u>must</u> have a signed CA agreement (HUD-52755)
 - Under NO circumstances will applicants be allowed to pay for a contract administrator

- Minimum score of 75 in order to be funded
- All General Section threshold requirements must be met including having a Code of Conduct (See General Section for more information)

APPLICATION FORMAT

- All applications must be submitted electronically unless a waiver has been obtained.
- It is very unlikely that waivers will be given. See the General Section for request procedures and justifications

APPLICATION SUBMISSION

- In the Grants.gov application package only the "PureEdge" forms, such as the SF-424, are identified as "mandatory documents."
- HOWEVER, the Logic Model and other application forms ARE ALSO REQUIRED of all applicants. These forms are included in the "optional documents" section or in the Instructions Download.

APPLICATION SUBMISSION

 Please see p. 11947 of the NOFA for a list of documents required specifically for Neighborhood Networks

APPLICATION SUBMISSION

- Application forms in the Instruction Download are forms specific to the NN program
- Forms should be saved to your hard drive, completed and then attached to your electronic application package for submission to Grants.gov.

- SF-424 COMPLETE THIS FIRST it will fill in sections of other forms automatically
 - Found in mandatory forms in the application download

- SF-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants
 - Found in "optional documents"
 - Called "Faith-Based EEO Survey"

- HUD-27300 Questionnaire of HUD's Initiative on Removal of Regulatory Barriers
 - Found in "optional documents"
 - Called "HUD Community Initiative Form"
 - Fill this out this gets you points

- HUD-52751 ROSS Fact Sheet
 - Found in "Instructions Download"
 - Called "Fact Sheet"

- Grant Application Detailed Budget HUD-424-CB
 - Found in "Optional Documents"
 - Called "HUD Detailed Budget Form"

- Grant Application Detailed Budget Worksheet – HUD-424-CBW
 - Found in "Instructions Download"
 - Called "HUD 424 CBW"
 - Excel File
- IMPORTANT!!!! Any/All sub-grants for more than 10% are REQUIRED to have a separate HUD-424-CBW.

- HUD-2880 Applicant/Recipient Disclosure/Update Report
 - Found in "Optional Documents"
 - Called "HUD Applicant-Recipient Disclosure Report"

- HUD-2990 Certification of Consistency with RC/EZ/EC-II Strategic Plan (if applicable)
 - Make sure to submit it gets you points
 - Found in "Instruction Download"
 - Called "HUD-2990"

Application Requirements Forms

- HUD-2991 Certification of Consistency with Consolidated Plan (if applicable)
 - Found in Instructions Download
 - Called "HUD-2991"

- SF-LLL Disclosure of Lobbying Activities (if applicable)
 - Found in "Optional Documents"
 - Called "Disclosure of Lobbying Activities"

- SF-LLL-A Disclosure of Lobbying Activities Continuation Sheet (if applicable)
 - Somehow did not make it into the package.
 You can either download it from HUDCLIPS or make one up yourself. It's basically a blank piece of paper.

- HUD-2994-A "You are Our Client Applicant Survey" (optional)
 - Found in Instruction Download
 - Called "HUD-2994"
 - This is where you tell us about your application experience. PLEASE take the time to fill this out and include comments.

- HUD-96011 Facsimile Transmittal
 - Required of all applicants even if not transmitting any faxes
 - Found in Mandatory Documents
 - Called "HUD Facsimile Transmittal"

Side note on Faxes

- Use HUD-96011 as the cover sheet if you submit any fax attachments or they will NOT be read.
- Entire applications submitted by fax will NOT be accepted
- Use a separate cover sheet for <u>each</u> document and fax separately

- Contract Administrator Partnership Agreement (if applicable)
 - Mandatory for all troubled applicants
 - Found in Instructions Download
 - Called "HUD-52755 Administrator Partnership Agreement"

APPLICATION REQUIREMENTS

- Documentation of site control (if applicable) this should be faxed or scanned (PDF only)
 - This should be a lease agreement, ownership documentation or other appropriate documentation
 - Should show control for at least 5 years

- Chart A Program Staffing (HUD-52756)
 - Found in "Optional Documents"
 - Called "HUD ROSS"
- Chart B Applicant/Contract Administrator Track Record (HUD-52757)
 - Found in "Instruction Download"
 - Called "HUD-52757 Applicant Administrator Track Record"

- Sample Neighborhood Networks Business Plan (HUD-52766)
 - Found in Instructions Download.
 - Called HUD-52766

APPLICATION REQUIREMENTS - Logic Model

- Logic Model HUD 96010
 - Found in Instructions Download
 - Excel File
 - Please watch the March 16, 2006 archived webcast on the Logic Model

APPLICATION REQUIREMENTS - Logic Model

- HUD's Strategic Goals (column 1 left side) can be found on p3394 of the General Section
 - Logic Model instructions use "1,2,3" while General Section uses "A,B,C."HUD is doing a technical correction to follow the General Section a, b,c.
- HUD's Policy Priorities (column 1 right side) can be found on p.3394-3395 of the General Section
 - Logic Model instructions use "1,2,3" while General Section uses "A,B,C." Use A,B,C.
- PLEASE do not just pick all of them

APPLICATION REQUIREMENTS - Logic Model

- Drop down menus for "planning", "programming", "impact", and "accountability".
- The "measures" column is automatically populated based on what is selected for "programming" and "impact"
- Short, intermediate and long term on separate sheets

APPLICATION REQUIREMENTS Attachments

- Please label your attachments clearly Word and Excel will let you put spaces in the names of documents please name it EXACTLY and if possible, include your organization name.
- Please use the Naming Conventions located in the Logic Model instructions form when naming the Logic Model attachment.

REVIEW PROCESS

- Four Types of Review:
 - Eligibility;
 - Complete, meets deadline and threshold;
 - Past performance; and
 - Technical review (Rating Factors)

- Narrative for each rating factor
- Please be as specific as possible
- 35 pages, double spaced, single-sided, Times New Roman Font size 12
- Lay out your narratives according to the format established in the rating factors, e.g. Rating Factor 1 is broken down into subparts. Respond to each subpart and label each response accordingly.

Bonus Points

• Signed, Dated RC/EC/EZ Certification Form

Capacity of the Applicant & Relevant Organizational Staff

1. Proposed Program Staffing

- a. Staff experience
 - Recent, relevant, and successful
 - Relevant to both supportive services and technology services
 - In addition to narrative use Chart A: Program Staffing (HUD-52756)

b. Hiring Residents

 Points will be awarded if applicants show that they commit to hiring the required number of residents

b. Organizational Capacity

- Describe qualifications of personnel and of partners' staff
- Begin within 3 months
- Include resumes or job descriptions (these do not count towards 35 pages)
- Do not include ONLY resumes and job descriptions

2. Past Performance of Applicant/Contract Administrator

- Show in quantifiable terms how past programs benefited residents
- Timely expenditure of old grants; regular drawdowns, etc.
- Description of going above and beyond proposal on leveraging funds in old grants

- Receiving and successfully managing other grants with similar outcomes
- Measurable outcomes

3. Program Administration and Fiscal Management

- a. Program Administration
- Description of program management structure and lines of accountability
- Contract administrator, if applicable
- Staff roles and responsibility
- Lines of reporting and accountability with partners and staff

b. Fiscal Management

- A complete description of fiscal management structure, including fiscal controls in place (or those of a Contract Administrator, if applicable)
- If applicable, list any audit findings in the past 5
 years, material weaknesses and what you've done to
 address them
- Description of the skills and experience the Contract Administrator has in managing federal funds (for applicants who are required to have a Contract Administrator).

RATING FACTOR 2 Need/Extent of the Problem

- 1. Demonstrated Link Between Proposed Activities and Local Need
- Show a strong relationship between the proposed activities, community needs and the purpose of the program funding.

RATING FACTOR 3 Soundness of Approach

1. Quality of the Business Plan

- a. Specific Services and/or Activities
- Show logical order of activities
- Show that you will offer a comprehensive array of services
- Show how you will involve community partners in the delivery of services
- Identify outcomes

b. Feasibility and Demonstrable Benefits

- i. Timeliness
- Show project is ready for implementation within three months of execution of the grant agreement.
- Show timeframes and deadlines for accomplishing major activities

ii. Description of Problem and Solution

 Show a strong connection between the proposed services and the needs outlined in Rating Factor 2.

c. Budget Appropriateness/Efficient Use of Grant

- i. Justification of Expenses &
- ii. Budget Efficiency
 - Thoroughly explain all expenses. Don't be afraid to reiterate the budget. Do NOT say "see budget."
 - Expenses should be commensurate with the level of effort necessary to accomplish the goal.

Ineligible Activities

- 2 points will be taken off for each ineligible activity proposed. This includes going over funding limits.
- Make sure you meet spending caps for all eligible activities, e.g. administrative costs cannot exceed 10% of total funds requested.

- 2. Addressing HUD's Policy Priorities
- a. Improving the Quality of Life in Our Nation's Communities
 - Indicate the types of activities, services and training programs that will be offered to help residents successfully transition from welfare to work and earn higher wages.

- b. Providing Full and Equal Access to Grassroots Faith-Based and Other Community-Based Organizations.
- Clearly describe how you will work with grassroots organizations (civic organizations, faith-based and/or other community-based organizations), and what types of services will be provided by those organizations.

c. Removal of Regulatory Barriers

 Complete the form HUD-27300 and provide documentation or back-up where necessary

d. Energy Star

- Explain how you will purchase and use products that are labeled with the Energy Star logo.
- Describe how you will promote Energy Star practices and materials to residents

e. Section 3

- Describe how you will implement Section 3 through the proposed grant activities.
- Show that you will, to the greatest extent possible, direct training, employment, and other economic opportunities to Section 3 interests (low and very low-income persons, particularly those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to low- and very low-income persons.)

- HUD-424-CB AND HUD-424-CBW are required.
- Any and ALL sub-grants of more than 10% require a separate HUD-424-CBW
- Find instructions on HUDCLIPS (HUD-424-CBW-I)
- Be as detailed as possible. Break expenses down.

RATING FACTOR 4 Leveraging Resources

- At least 25%
- More is better 25% only gets you the minimum points
- Leverage from partners is better than just providing cash leverage yourself
- See NOFA for chart (p. 11951)

Leverage letters

- MUST be on letterhead
- Dated between March 8, 2006 and June 23, 2006 (or any revised deadline)
- Signed
- Indicates it is for 2006 Neighborhood Networks (not another program)

Leverage Letters

- DETAILED description of what will be provided and value of EACH with a TOTAL
- If the support letter lists a variety of activities/services to be donated to the grant, provide the value of each activity/service; otherwise, if one activity/service is ineligible and the letter doesn't show the value of the activity, the entire leveraged amount WON'T be counted
- Letters of support with no monetary value won't help.

Leverage Letters

- Match for ineligible activities DOES NOT COUNT.
- Applicants <u>cannot</u> count the value of their own staff time towards the match.

Achieving Results and Program Evaluation

- Narrative AND Logic Model
- The narrative provides the opportunity to further explain the Logic Model

REPORTING

Semi-Annual Reports

 Once awarded funds, grantees will be required to submit semi-annual progress reports to HUD field offices using financial reports (SF-269A), the Logic Model, and a narrative. Reports are due July 30 and January 31 of each year.

Final Report

 A final report will be due 90 days after grant termination.

APPLICABLE REGULATIONS

- Code of Federal Regulations (CFR):
 - 24 CFR Part 85 Administrative Requirements for State, Local and Tribal governments
 - 24 CFR Part 905 The Public Housing Capital Fund Program
 - 24 CFR Part 968 Public Housing Modernization
 - The CFR can be found online at: http://www.gpoaccess.gov/cfr/index.html

APPLICABLE REGULATIONS

- OMB Regulations:
 - OMB Circulars A-87 and A-133.
- OMB Circulars can be found at: http://www.whitehouse.gov/ omb/ circulars/index.html

Electronic Registration and Application

For information on registration and application processes see:

- 12/9/05 Federal Register Notice on early registration
- 1/20/06 Federal Register SuperNOFA General Section
 - Lots of tips (see esp. p. 3393)
 - For example, an MEC error is not a grants.gov error...
 it's something wrong with your system

Electronic Registration and Application

Additional information sources:

- Registration checklist and other information at www.grants.gov/GetStarted
- View archived 3/14/2006 webcast on HUD website about electronic registration and application submission.

Central Contract Registration Process

- Registration and submission are separate processes.
 - Five step registration process for first time registration takes approximately 10 days.
 - Update/renewal required for applicants that successfully registered last year.

Central Contract Registration Update

- Applicants that successfully registered last year are required to update/renew their Central Contract Registration (CCR) this year.
- This will be an annual requirement.

First Time Registration Process

- 1. Obtain Data Universal Number System (DUNS) Number.
- 2. Register with the Central Contractor Registration (CCR)
- 3. Register with the Credential Provider
- 4. Authorized Organization Representative (AOR) must register with Grants.gov
- 5. E-Business Point of Contact authorizes the AOR to submit grant application.

Registration Process

 If you aren't already registered, BEGIN YOUR REGISTRATION PROCESS IMMEDIATELY!

 Incomplete registration was the most common error and resulted in applicants not receiving funding.

Application Submission

• Instructions on how to submit an electronic application to HUD can be found here: www.grants.gov/Apply.

 A full set of instructions on how to complete a grant application is located here:

www.grant.gov/CompleteApplication

Renewal/Update Registration Process for CCR POCs

- You must renew your CCR Registration annually
- At <u>www.ccr.gov</u> click on Update or Renew Registrations Using TPIN
- Enter your DUNS Number and TPIN and click submit
- If there are any changes, make the changes and click submit.
- If you don't know the TPIN, you can ask for the TPIN number. It will be emailed to CCR POC

Registration Process

If you aren't already registered, BEGIN YOUR REGISTRATION PROCESS IMMEDIATELY!

If your Authorized Representative has left, follow registration steps 3-5 to have a new one registered and authorized to submit the application.

Incomplete registration was the most common error and resulted in applicants not receiving funding.

Application Submission

 Download application AND Instructions packages from Grants.gov and save to your hard drive.

Electronic Application Submission

 Upon successful submission, applicants will receive an e-mail notification confirming receipt and indicating that the application is being validated.

• The validation process will be completed in approximately 24 to 48 hours.

Electronic Application Submission

- If the application does not pass the validation check, it will be rejected and the applicant notified of the reason for the rejected application.
- DO NOT ASSUME that the application has been successfully submitted until you receive the validation notice.

Electronic Application Submission

• If a rejection notice is received, you must correct the error and resubmit.

Electronic Application Submission

- SAVE every email correspondence, email validation, the log number/call number every time you call the help desk, etc.
 These may become crucial if there is a problem.
- SAVE all fax transmission sheets that your fax machine produces.

Electronic Application Help

• For help with the Grants.gov process, please call 1-800-518-GRANTS or send an email to support@grants.gov

• Please do not call the Program office with Grants.gov questions

Application Info

• When you download the application register to be notified of changes. Read these notices carefully – they may require a new download of the application or instructions.

Application Info

- Check the Federal Register for any Technical Corrections
- If you have signed up for the Grants.gov notification service you will receive an email when a Technical Correction is issued.

Application Info

- Check
 http://www.hud.gov/offices/adm/grants/fundsavail.cfm for updates, FAQs, Tips,
 Guidance, etc.
 - This is the "Funds Available" page
 - HUD.gov Grants Funds Available then go to the specific grant program page

Question & Answers