

**ROSS – Elderly/Persons with
Disabilities Program NOFA**

For Fiscal Year 2006

CFDA # 14.876

REQUEST

- **PLEASE READ THE ENTIRE NOFA SEVERAL TIMES AND READ THE GENERAL SECTION.**
- **WATCH THE LOGIC MODEL AND GRANTS.GOV WEBCASTS**
 - **<http://www.hud.gov/offices/adm/grants/nofa06/broadcasts.pdf>**

PROGRAM PURPOSE

Purpose: the delivery and coordination of supportive services and other activities designed to help improve the living conditions of public and Indian housing residents who are elderly and/or disabled.

FUNDS AVAILABLE

- **\$10 million**

APPLICATION DEADLINE

July 13, 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.**
- **Extra days were built into the deadline for this process**
- **PLEASE start your submission at least 3 days before the deadline. Earlier is better!**
- **Make sure that someone will be available for that time to cure the deficiencies!**

Application Deadline Date/Waivers

It is unlikely that any waivers will be granted authorizing submission of paper applications.

Application Deadline Date:

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.**

ELIGIBLE APPLICANTS

- **PHAs and Tribes/TDHEs**
- **Non-profit organizations that have resident support or the support of tribes or PHAs**
- **Resident Associations/Resident Councils in several different iterations**

ELIGIBLE APPLICANTS

- **In general - Applicants may submit up to one application for each ROSS funding category (e.g. Family, Elderly, PH FSS, PH NN)**
- **Non-profits may submit more than one application per category provided they will be serving residents of distinct PHAs/Tribes**
- **Only one application in each category will be funded per development.**

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**

Joint Applicants

- **Non-lead applicants are subject to the following threshold requirements as applicable**
 - Letters of support for nonprofit applicants
 - evidence of Nonprofit status, as outlined in *Threshold Requirements*
 - Threshold Requirements outlined in Section III.C. of the General Section
- **All parties to the joint application must be eligible applicants**

ELIGIBLE DEVELOPMENTS & PARTICIPANTS

- Only conventional Public and Indian housing developments may be served by ROSS grant funds.
- All participants must be residents of conventional public housing or NAHASDA-assisted housing.
- Participants in PH FSS are also eligible to participate in activities funded
- HCV residents are not eligible.

MAXIMUM FUNDING AMOUNTS

- ROSS Elderly:
 - PHAs and Tribes:
 - 1-217 units: \$180,000
 - 218-1,155 units: \$240,000
 - 1,156 or more units: \$300,000
 - RAs: \$100,000 max
 - Nonprofits: \$100,000 for each RA, max of \$300,000.

Funding Restrictions

- **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

Regulations and Requirements

- **ROSS programs must be administered in accordance with HUD regs in 24 CFR Part 964.**

GRANT TERM

- **All grants are for three years from the date of Grant Agreement**
- **Grant begins when the HUD-1044 is signed by both grantee and HUD**
- **ONE extension of no more than 6 months may be granted by the Field Office with at least 60 days notice and one further extension of not more than 6 months may be granted by HQ**

CHANGE FROM LAST YEAR

- Changes have been made throughout the Eligible Activities, primarily allowing direct delivery of some services.
- Grant awards can be used in two ways: one portion for salaries and fringe benefits of a Project Coordinator; and one portion for direct delivery of supportive services
- Logic Model is excel spreadsheet with drop-down menus

Eligible Activities

- **Hiring Project Coordinator**
 - one person, up to full time, up to \$50,000 salary and benefits (removed the 30% restriction)

Eligible Activities

- Coordination, referral to, and delivery of meal services adequate to meet nutritional needs (i.e., not related to entertainment activities);
- Coordination, referral to, and delivery of transportation services including purchase, rental or lease of a vehicle for the grantee and limited in use for program purposes;
- Coordination, set-up and referral to assistance with daily activities (ADLs);

Eligible Activities

- Coordination, set-up and referral to housekeeping assistance;
- Coordination, referral to, and delivery of wellness programs including but not limited to health and nutrition programs, preventive health education, referral to rehabilitation services, structured programs to build social support, services for the disabled, and other community resources;
- Coordination, set-up and referral to personal emergency response;

Eligible Activities

- Coordination, referral to, and delivery of congregate services - includes supportive services provided in a congregate setting at a conventional public housing development; and
- Coordination, referral to, and delivery of case management;
- Coordination and referral to health services (e.g., medical and dental check-ups)

Eligible Activities

- Coordination, referral, and delivery of job training opportunities under Section 3;
- Coordination and referral of residents to employment opportunities under Section 3;
- direct services staff;

Eligible Activities

- Lease or rental of space for program activities, but only 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 Resources System designated under the Coastal Barrier Resources Act cannot be leased or rented with Federal Funds.

Eligible Activities

- Administrative costs must not exceed 10% of the total grant;
- Administrative Costs: purchase of furniture, office equipment and supplies, local travel, utilities, printing, postage and lease or rental of space for program activities (subject to the lease restrictions in the NOFA).
 - **No salaries * * * ***

Eligible Activities

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

Eligible Activities

- Staff training;
- Long-distance travel (subject to funding restrictions, up to \$5,000); and
- Evaluation costs for the grant program.

Threshold Requirements

- All applicants must clearly demonstrate at least a 25% firmly committed match
 - If you are applying for more than one grant, you must have different sources of match for each one.
 - Applicant staff time may not be counted

Threshold Requirements

- Past Performance
 - Evaluated by the Field Office or Area ONAP
 - Rating Factor 1 plus personal knowledge of program history

THRESHOLD REQUIREMENTS

Contract Administrator partnership agreement

- for all non-profits, RAs and troubled PHAs
- Under NO circumstances will you be allowed to pay for a contract administrator

THRESHOLD REQUIREMENTS

For Non-Profit applicants:

- **Nonprofit applicants must demonstrate support from Resident Associations, RABs, civic organizations, or units of local government or tribes/TDHEs or PHAs**
- **501(c)(3) status must be documented with IRS designation letter.**

THRESHOLD REQUIREMENTS

- **Minimum score of 75 in order to be funded**
- **All General Section requirements**
- **DUNS**
- **Code of Conduct**

FUNDING RESTRICTIONS

- **Project Coordinator Salary - up to \$50,000 for salary and fringe benefits**
 - **May hire 1 part-time person at proportional lesser salary**
 - **May not propose more than one part-time positions to make up project coordinator**
 - **Must have documentation on file that the salary is comparable to similar professions in local area**

Funding Restrictions

- **Other salaries – direct services personnel ONLY.**
- **Long Distance Travel - \$5000**
- **Admin costs – 10% of grant**
- **No grant funds may be used to pay for fee or salary of contract administrator**

INELIGIBLE ACTIVITIES

- Payment of wages/salaries to participants just for participating
- Purchase, lease, rental of land
- Purchase of space
- New construction, construction materials
- Rehab or physical improvements

Ineligible Activities

- Entertainment costs
- Payment of wages/salaries to doctors/nurses for medical services
- Purchase of prescriptions/ or non-prescription medications
- Costs which exceed NOFA limits
- Cost of application preparation

Ineligible Activities

- Vehicle insurance and/or maintenance
- Salaries for non-direct services staff
- Hiring a contract administrator

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.11920 for a list of required application content for ROSS-Elderly/Persons with Disabilities**

Application Submission

- **Application forms in the Instruction Download should be saved to your hard drive, completed and then attached to your electronic application package for submission to [Grants.gov](https://www.Grants.gov).**

Application Requirements - Forms

- **SF-424 – DO THIS FIRST – it will fill in sections of other forms automatically**
 - **Found in mandatory forms**

Application Requirements - Forms

- **SF-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants**
 - **Found in “optional documents” called “Faith-Based EEO Survey”**

Application Requirements - Forms

- **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**

Application Requirements - Forms

- HUD-52751 – ROSS Fact Sheet
 - Found in “Instructions Download”
 - Called “Fact Sheet”

Application Requirements - Forms

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

Application Requirements - Forms

- 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.

Application Requirements - Forms

- **HUD-2880 – Applicant/Recipient Disclosure/Update Report**
 - Found in “Optional Documents”
 - called “HUD Applicant-Recipient Disclosure Report”

Application Requirements - Forms

- **HUD-2990 – Certification of Consistency with RC/EZ/EC-II Strategic Plan (if applicable)**
 - **Get this signed – 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”

Application Requirements - Forms

- **HUD-52752 – Certification of Consistency with Indian Housing Plan (if applicable)**
 - Found in Instructions Download
 - called “HUD-52752”

Application Requirements - Forms

- HUD-52753 – Certification of Resident Council Board of Election (not required for tribes/non-profits working on behalf of tribes)
 - Found in “Instructions Download”
 - Called “HUD 52753 Certification of Resident Council BOE”

Application Requirements - Forms

- **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 in to the package. You can either download it from HUDCLIPS or make one up yourself. It’s basically a blank piece of paper.**

Application Requirements - Forms

- **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.**

Application Requirements - Forms

- **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 each document and fax separately**

Application Requirements - Forms

- HUD-52754 – List of Resident Organizations Supporting Nonprofit Applicants (mandatory for non-profit applicants)
 - Found in “Instruction Download”
 - Called HUD-52754 – “Chart of Resident Association Participating”

Application Requirements

- **Contract Administrator Partnership Agreement (if applicable)**
 - **Mandatory for All Troubled applicants, RAs and non-profits**
 - **Found in Instructions Download called “HUD-52755 Administrator Partnership Agreement”**

Application Requirements - Forms

- 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”

Application Requirements - Forms

- Sample ROSS Work Plan (HUD-52764)
 - Found in Instructions Download.
 - Called HUD-52764

Application Requirements – Logic Model

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

Application Requirements – Logic Model

- Drop down menus**
- Short, intermediate and long term on separate sheets**

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 - Attachments

- **Please label your attachments clearly – Word and Excel will let you put spaces in the names of documents – please name it EXACTLY what it is and who you are if you can.**
- **Please use the Logic model Naming conventions in the Logic Model instructions in the form**

REVIEW PROCESS

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

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

RATING FACTOR 1

Capacity of the Applicant & Relevant Organizational Staff

1. Proposed Program Staffing

a. Staff experience

- Recent, relevant and *successful*
- Use HUD-52756

Rating Factor 1

- b. Organizational capacity
 - Applicant staff and Partners
 - Begin within 3 months
 - Include resumes or job descriptions (these do not count towards 35 pages)
 - But not JUST resumes and job descriptions

Rating Factor 1

- 2. Past Performance of Applicant/Contract Administrator**
- Receiving and successfully managing other grants with similar intended outcomes
 - Measurable outcomes (see p. 11922 for examples)
 - Success in attracting and keeping residents in past programs

Rating Factor 1

- Documentation that past programs benefited a significant number of residents
- Timely expenditure of old grants; regular drawdowns, etc.
- Description of going above and beyond proposal on leveraging funds in old grants

Rating Factor 1

3. Program Administration and Fiscal Management

a. Program Administration and Accountability

- 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

Rating Factor 1

b. Fiscal Management

- a complete description of fiscal management structure, including fiscal controls in place,
- Contract Administrator if applicable
- if applicable, a list of 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. Socio-economic Profile

- thorough socioeconomic profile of the eligible residents to be served by the program, including education levels, income levels, health statistics, economic statistics for the local area.

Rating Factor 2

2. Demonstrated Link Between Proposed Activities and Local Need

- strong, clear relationship between the proposed activities, community needs and the purpose of the program funding.

Rating Factor 2

- Describe the service needs of the targeted residents
- Show which service needs are already being met by local resources
- Show which service needs you are unable to meet using existing resources
- Demonstrate that these services are of a high priority for the targeted residents and
- another funding source is not available

Rating Factor 3: Soundness of Approach

1. Quality of the Work Plan
 - a. Specific Services and/or Activities
 - i. involve community partners in the delivery of services
 - describe the involvement of partner organizations to deliver or support your proposed programs

Rating Factor 3

ii. Offer Comprehensive Services

- describe the specific services, and activities you plan to offer through your whole program (HUD-funded and not) and who will be responsible for each.
- provide a range of services and activities that are intended to enhance the residents' quality of life.

Rating Factor 3

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

Rating Factor 3

- ii. Description of Problem and Solution
 - show a strong connection between the proposed services and the needs outlined in Rating Factor 2.

Rating Factor 3

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."
- Do A BUDGET NARRATIVE
- Expenses are commensurate with the level of effort necessary to accomplish the goal.

Rating Factor 3

- 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 3

Ineligible Activities

- 2 points off for each ineligible activity proposed including going over funding restriction limits.
- Check your Admin – look at definition – admin may be found on several lines, so make sure you don't go over the 10% limit

Rating Factor 3

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 to continue to live independently .

Rating Factor 3

- (b) Providing Full and Equal Access to Grassroots FB & CBOs
- 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.

Rating Factor 3

(c) Removal of Regulatory Barriers

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

Rating Factor 3

3. Section 3

- Describe how you will implement Section 3 through the proposed grant activities.
- State that you will, to the greatest extent feasible, 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.)

Rating Factor 4: Leveraging Resources

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

Leverage letters

- On letterhead (even applicant match)
- Dated between March 8, 2006 and July 13, 2006 (or any revised deadline)
- Signed
- Indicates it is for 2006 ROSS Elderly/Persons with Disabilities (not another program)

Leverage Letters

- DETAILED description of what will be provided and value of EACH with a TOTAL
 - Example: \$200 for three years – does this mean \$200 per year for a total of \$600, or does this mean \$200 total?
- If only a total is provided and there is one ineligible activity proposed and the reviewer can't figure out the value of the ineligible activity, ALL funds in that letter will be not counted.
- Letters of support with no \$\$ don't help.

Leverage

- Match for ineligible activities DOES NOT COUNT.
- NOTE: Applicants MAY NOT count THEIR STAFF TIME toward the match.

Rating Factor 5

Achieving Results and Program Evaluation

- Narrative AND Logic Model
- Narrative provides opportunity to further explain the logic model

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. p3393)**
 - **E.g. MEC error is not a grants.gov error... it's a configuration error 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 electronic registration and application submission on HUD website.

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.

Renewal/Update Registration Process for CCR POCs

- You must renew your CCR Registration annually
- At www.ccr.gov 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

Instructions on how to submit an electronic application to HUD on the web site

www.grants.gov/Apply.

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

www.grant.gov/CompleteApplication

Application Submission

Download application AND Instructions packages from [Grants.gov](https://www.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

- **Help with 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 (or at another time) register to be notified of changes. Read these notices carefully when they happen – they may or may not 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 your program page

APPLICABLE REGULATIONS

- Code of Federal Regulations (CFR):
 - Administrative requirements for Nonprofits: 24 CFR Part 84
 - Administrative requirements for State, Local and Tribal governments: 24 CFR Part 85
 - ROSS program uses the CFRs for TOP
– 24 CFR part 964
 - The CFR can be found at:
<http://www.gpoaccess.gov/cfr/index.html>

APPLICABLE REGULATIONS

- OMB Regulations:
 - State, Local, Tribal Governments: OMB Circulars A-87 and A-133.
 - Nonprofits: OMB Circulars A-110, A-122, and A-133.
- OMB Circulars can be found at:
<http://www.whitehouse.gov/omb/circulars/index.html>

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