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DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5300-N-18]

**Notice of Funding Availability (NOFA) for Fiscal Year 2009
Community Development Technical Assistance (CD-TA)**

AGENCY: Office of the Assistant Secretary for Community Planning and Development, HUD.

ACTION: Notice of Funding Availability (NOFA) for HUD's Fiscal Year (FY) 2009

Community Development Technical Assistance (CD-TA).

SUMMARY: This NOFA announces the availability of approximately \$23.8 million for the FY2009 Community Development Technical Assistance (CD-TA) program. Additional funds may become available as a result of HUD's efforts to recapture unused funds or to utilize carry over funds. No cost sharing is required. The purpose of the CD-TA program is to provide technical assistance to achieve the highest level of performance and results for five separate community development program areas: (1) HOME; (2) CHDO (HOME); (3) Homeless; (4) HOPWA; and (5) CDBG. Today's publication is governed by the information and instructions found in the Notice of HUD's Fiscal Year (FY) 2009 Notice of Funding Availability (NOFA) Policy Requirements and General Section (**General Section**) that HUD published on December 29, 2008 (73 FR, 79548), as amended April 16, 2009 (74 FR 17685) and this NOFA.

APPLICATION DEADLINE DATE: The application deadline date is **October 21, 2009**.

Applications submitted through <http://www.grants.gov> must be received by Grants.gov no later than 11:59:59 pm eastern time on the application deadline date. Applicants should carefully read Section IV of this NOFA. This section contains information on using the Adobe Reader, HUD's timely receipt policies, and other application information.

FOR FURTHER INFORMATION CONTACT: The agency contact listed in Section VII of today's publication. Questions regarding the **General Section** should be directed to the Office

of Departmental Grants Management and Oversight at (202) 708-0667 (this is not a toll-free number) or the NOFA Information Center at (800) HUD-8929 (toll-free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10:00 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

A. Federal Agency Name: Department of Housing and Urban Development, Office of Community Planning and Development.

B. Funding Opportunity Title: Community Development Technical Assistance (CD-TA).

C. Announcement Type: Initial Announcement.

D. Funding Opportunity Number: The Federal Register number for this NOFA is FR-5300-N-18. The OMB Approval Number for this NOFA is: 2506-0166 for the HOME Program (HOME), HOME Investment Partnerships for Community Housing Development Organizations (CHDO, HOME), the McKinney-Vento Homeless Assistance (Homeless) Housing Opportunities for Persons With AIDS (HOPWA) and for Community Development Block Grants (CDBG).

E. Catalog of Federal Domestic Assistance (CFDA) Numbers: 14.239, HOME and CHDO (HOME); 14.235, Homeless; 14.241, HOPWA; 14.218 CDBG Entitlement Grants; 14.219 CDBG States and Small Cities Program; CDBG /Technical Assistance Program (B) 14.227; 14.225 CDBG Insular Program; 14.248 CDBG Section 108.

F. Dates: The application deadline date is October 21, 2009. Applications must be received by Grants.gov by 11:59:59 p.m. eastern time on the deadline date. Please be sure to read the **General Section** for electronic application submission and receipt requirements.

G. Additional Overview Information: Applicants interested in providing technical assistance

to entities participating in HUD's community development programs should carefully review the **General Section** and the information listed in this CD-TA NOFA.

1. Available Funds. Funds are available to provide technical assistance for five separate program areas: HOME, CHDO (HOME), Homeless, HOPWA, and CDBG. Applicants may apply for up to all five CD-TA program areas. The application submission information is contained in this CD-TA NOFA at Section IV.B. Approximately \$ 23.8 million is available. Additional funds may become available as a result of HUD's efforts to recapture unused funds or to utilize carry over funds. No cost sharing is required. Awards will be administered under cooperative agreements with significant HUD involvement (see Section II.B of this NOFA).
2. Eligible Applicants. Eligible applicants vary by each program listed under the CD-TA NOFA. Please see a chart for a full list of eligible applicants in Section III. A, under the Full Text of Announcement. Applicants should be aware that HUD does not directly fund individuals through its competitive NOFA process.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Description. The purpose of the CD-TA program is to provide technical assistance to achieve the highest level of performance and results for five separate community development program areas: (1) HOME; (2) CHDO (HOME); (3) Homeless; (4) HOPWA and (5) CDBG. Information about the five community development programs and their missions, goals, and activities can be found on the HUD web site at www.hud.gov.

B. Authority. HOME TA is authorized by the HOME Investment Partnerships Act (42 U.S.C. 12781-12783); 24 CFR part 92. CHDO (HOME) TA is authorized by the HOME Investment Partnerships Act (42 U.S.C. 12773); 24 CFR part 92. For the McKinney-Vento Act Homeless

Assistance Programs, TA is authorized by the FY2009 Omnibus Appropriations Act (Public Law 111-8). HOPWA TA is also authorized by the FY2009 Omnibus Appropriations Act (Public Law 111-8). CDBG TA is authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301-5320); 24 CFR 570.402.

II. Award Information

A. Available Funds. Approximately \$23.8 million is available for the CD-TA program.

Additional funds may become available as a result of HUD's efforts to recapture unused funds or to utilize carry over funds. In addition, should a balance of national CHDO (HOME) funds remain after awards are provided, the balance may be reprogrammed, pending Congressional authorization, as national HOME funds. The chart below demonstrates the division of funds among the programs that comprise CD-TA, and presents the national versus local share of those funds. No local funds are available under either HOPWA or CDBG TA. For the \$12.735 million available for national TA programs, HUD has established a \$450,000 award minimum for successful CDBG, HOME, HOME (CHDO) and Homeless national TA applications, a \$200,000 minimum award for successful national HOPWA applications. For the amounts available for local TA programs, HUD has established a \$50,000 minimum award for successful local HOME and CHDO (HOME) applicants, and a \$15,000 award minimum has been established for successful local Homeless TA applications. All awards are subject to the funding restrictions described in detail in Section IV, Subpart E.

Total TA Funds Available			
Program	National TA	Local TA	Total TA
HOME	\$2,750,000	3,750,000	\$6,500,000
CHDO (HOME)	2,000,000	6,000,000	8,000,000
Homeless	\$4,100,000	1,385,000	5,485,000
Homeless Prevention and Rapid Re-Housing Program	Up to \$900,000		Up to 900,000
HOPWA	985,000	0	985,000
CDBG	2,000,000	0	2,000,000
Total	\$12,735,000	\$11,135,000	\$23,870,000

For the HOME, CHDO (HOME), and Homeless TA programs, the local TA funds are distributed among HUD's forty-three Community Planning and Development field offices. Each field office has been allotted a fair share of HOME, CHDO (HOME), and Homeless TA funds based on the needs identified by each individual field office. The chart below highlights the local TA funds available, by CD-TA program, for each field office. All awards will be subject to

the minimum funding thresholds noted above, and the funding restrictions identified in Section IV, Subpart E.

Local TA Area	HOME	CHDO (HOME)	Homeless
Alabama	\$50,000	\$50,000	21,000
Alaska	50,000	50,000	21,000
Arkansas	50,000	50,000	21,000
California – Northern and Arizona, Nevada	270,000	725,000	120,000
California – Southern	270,000	400,000	110,000
Caribbean	60,000	100,000	21,000
Colorado and Montana, North Dakota, South Dakota, Utah, Wyoming	110,000	200,000	31,000
Connecticut	50,000	100,000	21,000
District of Columbia area	50,000	50,000	21,000
Florida – Southern	50,000	50,000	15,000
Florida – Northern	110,000	50,000	31,000
Georgia	110,000	150,000	31,000
Hawaii	60,000	100,000	21,000
Illinois	110,000	400,000	65,000
Indiana	50,000	50,000	15,000

Kansas and Missouri – Western	60,000	100,000	21,000
Missouri - Eastern	50,000	50,000	15,000
Kentucky	150,000	150,000	31,000
Louisiana	50,000	100,000	21,000
Maryland, except District of Columbia area	50,000	150,000	21,000
Massachusetts, Maine, New Hampshire, Rhode Island, Vermont	110,000	200,000	80,000
Michigan	110,000	200,000	70,000
Minnesota	60,000	200,000	31,000
Mississippi	110,000	150,000	21,000
Nebraska and Iowa	50,000	50,000	21,000
New Jersey	110,000	100,000	21,000
New Mexico	110,000	300,000	31,000
New York – Downstate	150,000	450,000	90,000
New York – Upstate	50,000	50,000	21,000
North Carolina	150,000	200,000	31,000
Ohio	150,000	150,000	41,000
Oklahoma	60,000	50,000	15,000
Oregon and Idaho	60,000	50,000	15,000

Pennsylvania – Eastern and Delaware	50,000	50,000	15,000
Pennsylvania – Western and West Virginia	60,000	0	31,000
South Carolina	50,000	50,000	21,000
Tennessee	60,000	100,000	21,000
Texas – Northern	150,000	200,000	32,000
Texas – Southern	60,000	50,000	15,000
Virginia, except District of Columbia area	60,000	50,000	21,000
Washington	50,000	50,000	21,000
Wisconsin	60,000	125,000	31,000
Houston	60,000	100,000	15,000
Total	\$3,750,000	\$6,000,000	\$1,385,000

B. Type of Assistance instrument. Funds will be awarded as a Cooperative Agreement.

1. National TA activities are administered by a Government Technical Representative (GTR) and Government Technical Monitor (GTM) at HUD Headquarters. Local TA will be administered by a GTR and GTM in the respective HUD field office. Significant HUD involvement is required in all aspects of TA planning, delivery, and follow-up. Applicants for National TA must also be willing to work in any HUD field office area, although work in the field office areas is likely to be a negligible portion of National TA activities.
2. Awards will be for a period of 24 months to 36 months, depending on such factors as whether

or not the TA provider has been selected as a lead provider; the number of field offices that the provider will work in; and the number of CD-TA programs that the provider participates in.

HUD reserves the right to determine the award period based on any or all of these factors.

3. HUD reserves the right to withdraw funds from any TA provider if HUD determines that: (a) the TA provider's performance is duly found to be substandard and unacceptable; (b) the need for assistance is not commensurate with the award; or (c) the need for assistance is greater in other field office jurisdictions. HUD will make this determination on a case by case basis and will provide a 30 day due process notice accordingly.

4. HUD anticipates substantial involvement in determining and approving the work to be performed as described below:

a. Demand-Response System. All successful CD-TA applicants must operate within the structure of the demand-response system. Under the demand-response system HUD identifies technical assistance needs and prioritizes them based on Departmental, programmatic and jurisdictional priorities. Successful TA applicants are then tasked with responding to identified needs. Under the demand-response system, TA providers are required to:

(1) When requested by a GTR, market the availability of their services to existing and potential recipients within the jurisdictions in which the assistance will be delivered;

(2) Respond to requests for assistance from the GTR;

(3) When requested by a GTR, conduct a needs assessment to identify the type and nature of the assistance needed by the recipient of the assistance;

(4) Obtain the GTR's approval before responding to direct requests for technical assistance from HOME Participating Jurisdictions (PJs), Community Housing Development Organizations (CHDOs), and McKinney-Vento Act Homeless Assistance grantees.

(5) For CHDO (HOME) TA providers, secure a letter from a PJ stating that a CHDO, or prospective CHDO to be assisted by the provider, is a recipient or intended recipient of HOME funds and indicating, at its option, subject areas of assistance that are most important to the PJ.

III. Eligibility Information

A. Eligible Applicants. The eligible applicants for each of the five CD-TA programs are listed in the chart below. In accordance with the faith-based initiative, HUD welcomes the participation of eligible faith-based and other community organizations in the CD-TA programs.

Program	Eligible Applicants
HOME	<ul style="list-style-type: none"> • A HOME Participating Jurisdiction (PJ) or agency thereof; • A public purpose organization, established pursuant to state or local legislation and responsible to the chief elected officer of a PJ; • An agency or authority established by two or more PJs to carry out activities consistent with the purposes of the HOME program; or • A national or regional nonprofit organization that has membership comprised predominantly of one of the above types of entities or officials thereof; • A for-profit or nonprofit professional and technical services company or firm that has demonstrated knowledge of the HOME program and the capacity to provide technical assistance services.
CHDO (HOME)	<ul style="list-style-type: none"> • A public or private nonprofit intermediary organization that customarily provides services, in more than one community, related to the provision of decent housing that is affordable to low-income

	<p>and moderate-income persons or related to the revitalization of deteriorating neighborhoods; has demonstrated experience in providing a range of assistance (such as financing, technical assistance, construction and property management assistance) to CHDOs or similar organizations that engage in community revitalization; and has demonstrated the ability to provide technical assistance and training for community-based developers of affordable housing.</p> <p>Note: Any organization funded to assist CHDOs under CD-TA may not undertake CHDO set-aside activities itself within its service area while under cooperative agreement with HUD.</p>
Homeless	<ul style="list-style-type: none"> • A state; • A unit of general local government; • A public housing authority; or • A public or private nonprofit or for-profit organization, including educational institutions and area-wide planning organizations.
HOPWA	<ul style="list-style-type: none"> • A for-profit or nonprofit organization; • A state; or • A unit of general local government.
CDBG	<ul style="list-style-type: none"> • A state; • A unit of general local government; • Indian tribes; • Area-wide Planning Organizations (APOs);

	<ul style="list-style-type: none">• Public and private non-profit or for-profit groups, including educational institutions, qualified to provide technical assistance to assist eligible governmental units to carry out Title I programs.
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All HOME and CHDO (HOME) TA providers applying under this NOFA must now have a minimum number of training and technical assistance staff who have passed, with a score of 80 or higher, the Certified HOME Specialist – Regulations Training examination (“HOME Program Certified”). TA providers applying for local HOME and CHDO (HOME) TA must have at least one in-house staff person who is HOME Program Certified. TA providers applying for national HOME and CHDO (HOME) TA must have at least two in-house staff people who are HOME Program Certified. All TA providers applying to the HOME or CHDO (HOME) TA program must be able to document staff certification in their application.

In addition to the minimum number of HOME Program Certified in-house staff, applicants may propose assistance using HOME Program Certified contractors with the requisite experience and capabilities. Where appropriate, applicants should make use of TA providers located in the field office jurisdiction receiving services.

A consortium of organizations may apply for one or more CD-TA programs. A consortium is defined as two or more organizations that individually have the capacity and experience to carry out the activities under the award and enter into an agreement to submit a single application under this NOFA. Each organization within a consortium applying to the HOME or CHDO (HOME) TA program must have at least one in-house staff person who is

HOME Program Certified. The consortium agreement must set forth each organization's specific role in carrying out the activities under the award, and such roles must be neither nominal nor duplicative.

One organization within the consortium must be designated as the lead entity. The lead entity must submit the application and, if selected, execute the CD-TA cooperative agreement with HUD and assume responsibility for the award on behalf of the consortium. The consortium agreement, executed and dated by all consortium members for the purpose of applying for and using FY2009 CD-TA program funding, must be submitted with the application. Upon being funded, the lead entity must enter into a separate agreement with each individual consortium member. The agreement must include the requirements of the FY2009 CD-TA cooperative agreement between HUD and the consortium and set forth the individual consortium member's responsibilities for compliance with HUD's FY2009 CD-TA program.

B. Cost Sharing or Matching. None.

C. Other

1. **Eligible TA Priorities.** Activities eligible for funding under each of the five CD-TA programs must address the TA priorities identified below. TA priorities should include all Fair Housing and Section 504 requirements.

a. HOME TA. HUD has identified four HOME program technical assistance priorities. These priorities that result in measurable performance outputs and outcomes are:

(1) Improve the ability of PJs to design and implement housing programs that reflect sound underwriting, management, and fiscal controls; demonstrate measurable outcomes in the use of public funds; and provide accurate and timely reporting of HOME program accomplishments.

(2) Encourage public-private partnerships that yield an increase in the amount of private dollars leveraged for HOME-assisted projects and result in an increase in the commitment and production of HOME-assisted units.

(3) Assist PJs in developing sustainable homeownership strategies, including pre- and post-purchase housing counseling, that directly result in the commitment and completion of HOME-assisted units for low-income households.

(4) Improve PJs' ability to incorporate energy efficiency into the planning, design, financing, construction, and operation of affordable housing. This is consistent with the Department's policy priority of Promoting Energy Star and Green Development as described in the **General Section**.

b. CHDO (HOME) TA.

HUD has identified three CHDO-specific technical assistance priorities which result in measurable performance outputs and outcomes. These priorities are:

(1) Capacity building.

(a) Assist new CHDOs and potential CHDOs in developing the organizational capacity to own, develop, and sponsor HOME-assisted projects. A new CHDO is defined as a nonprofit organization that within three years of the publication of this NOFA was determined by a PJ to qualify as a CHDO. A potential CHDO is defined as a nonprofit organization that is expected by the PJ to qualify as a CHDO and is expected to enter into a written agreement with that PJ to own, develop, or sponsor HOME-assisted housing within 24 months of the PJ determining the organization qualifies as a CHDO.

(b) For projects proposing Energy Star and Green Development, to include TA for increasing organizational capacity to incorporate Energy Star and Green Development in

HOME-sponsored projects. This is consistent with the Department's policy priority of Promoting Energy Star and Green Development as described in the **General Section**.

(2) Improve the HOME program production and performance of existing CHDOs in the areas of:

(a) Program design and management, including underwriting, project financing, property management, and compliance; and

(b) Organizational management and capacity, including fiscal controls, board development, contract administration, and compliance systems.

(3) Provide organizational support, technical assistance, and training to community groups for the establishment of community land trusts, as defined in section 233(f) of the Cranston-Gonzalez National Affordable Housing Act.

(4) Subject to the following conditions, CD-TA providers may also provide pass-through funding for various operating expenses of eligible CHDOs that own, develop, or sponsor HOME-assisted housing:

(a) Under the "Pass-Through" provision, CD-TA providers may propose to fund various operating expenses for eligible CHDOs that own, develop, or sponsor HOME-assisted housing. Such operating expenses may include reasonable and necessary costs for the operation of the CHDO including salaries, wages, and other employee compensation and benefits; employee education, training and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies.

(b) CD-TA providers must establish written criteria for selection of CHDOs to receive pass-through funds. At a minimum, such criteria shall require that PJs must designate the organizations as CHDOs; and the organizations should not have been in existence more than

three years.

(c) CD-TA providers must enter into an agreement with the CHDO that the agreement and pass-through funding may be terminated at the discretion of HUD if no legally binding, written agreement to provide assistance for a specific housing project (for acquisition, rehabilitation, new construction, or tenant-based rental assistance) has been made between the PJ and the CHDO within 24 months of the CHDO's initial receipt of the pass-through funding.

(d) The pass-through amount, when combined with other capacity building and operating support available through the HOME program, cannot exceed the greater of 50 percent of the CHDO's operating budget for the year in which it receives funds, or \$50,000 annually.

c. Homeless TA. Homeless TA funds are available to provide McKinney-Vento Homeless Assistance Act HUD-funded grantees, project sponsors, and potential recipients with skills and knowledge needed to develop and operate projects and activities. These HUD-funded grantees, project sponsors and potential recipients are organized as Continuums of Care (CoCs) for community planning. The assistance may include, but is not limited to, developing, enhancing, and disseminating written information such as papers, monographs, manuals, curriculums, guides, and brochures; and person-to-person exchanges, conferences, training, and use of technology and training on Energy Star and Green Development. This is consistent with the Department's policy priority of Promoting Energy Star and Green Development as described in the **General Section**.

(1) National TA activities are focused on these priorities that result in measurable performance outputs and outcomes:

(a) Improve the ability of HUD-funded grantees, project sponsors, and potential recipients as CoCs to participate in the Annual Homeless Assessment Report (AHAR). Develop

materials and training for: reporting bed coverage; extrapolation and data analysis methodologies and documents; data integration; data quality assessments; utilization of AHAR data at the program and/or CoC level; and the collection and analysis of CoC data for Congressionally-directed HMIS related reports.

(b) Assist CoCs with Homeless Management Information System (HMIS) implementation. National technical assistance will relate to data collection, data quality, data analysis, provider participation, HMIS structure and governance, reporting, performance measurement, data warehousing, HMIS Data and Technical Standards and Annual Progress Report (APR).

(c) Maintain and enhance the HMIS website portal as the vehicle for collection and dissemination of HMIS information.

(d) Support collaboration between metropolitan, regional and statewide HMISs. Assistance may include providing state and/or regional HMIS technical assistance coordinators and/or technology to promote effectuating long-distance meeting, conferencing and networking and supporting disaster preparedness and recovery efforts.

(e) Develop new and enhance existing materials including interactive training modules and Quick tips, host Live Meetings, etc., to facilitate the understanding of the web-based grants management system (*e-snaps*) for submission of CoC registrations and applications, technical submissions, Annual Progress Reports (APRs), and to request changes to projects (budgets, sites, etc.) .

(f) Provide help desk support for *e-snaps* during CoC registration and CoC Application submission periods each year, including maintaining a toll-free number and e-mail contact point, tracking and responding to user inquiries, maintaining questions and responses in a database, and

posting generic questions to HUD's Homelessness Resource Exchange (HRE) in a searchable database.

(g) Maintain and enhance the HRE as the vehicle for collection and dissemination of information related to homelessness. The HRE is HUD's one-stop shop for information and resources for providers who are assisting persons who are homeless or at risk of becoming homeless.

(h) Develop, enhance, and deliver curriculums for HUD-funded grantees, project sponsors, and potential recipients on topics including, but not limited to: performance outcome measures, homeless prevention strategies, comprehensive housing development strategies using collaborative public and private partnerships, CoC governance and structure, organizational capacity, planning, strategies for ending chronic homelessness and increasing access to mainstream services for homeless persons.

(i) Develop and enhance materials and deliver training and technical assistance to assist Emergency Shelter Grant (ESG) grantees to understand program rules and how to use HUD's Integrated Disbursement and Information System (IDIS), including, but not limited to: setting up programs and activities, collecting data, improving data quality; eligible activities and best practices for program design, implementation and operation; assessing performance of and monitoring sub-recipient organizations; and understanding program requirements, regulations and policy guidance.

(j) Develop and enhance materials and deliver training and technical assistance to assist Homeless Prevention and Rapid Re-housing Program (HPRP) grantees understand program rules and how to use HUD's IDIS and e-snaps, the electronic grants management system for homeless programs. The assistance will include, but is not limited to: setting up projects and activities,

collecting data, improving data quality; eligible activities and best practices for program design, implementation and operation; assessing performance of and monitoring sub-recipient organizations; and understanding program requirements, regulations, and policy guidance.

(2) Local TA activities are focused on these priorities that result in measurable performance outputs and outcomes:

(a) Capacity building for HUD-funded grantees, project sponsors, and potential recipients including information that would help these stakeholders carry out the purposes of the McKinney-Vento Act homeless assistance programs and assist in identifying and overcoming barriers.

(b) Delivery of approved curricula to assist HUD-funded grantees, project sponsors, and potential recipients with understanding program requirements and monitoring standards, including sound fiscal and financial management practices, assessment of subrecipients and providing TA to help CoCs assess grantees, project sponsors and individual projects.

(c) Assisting HUD-funded grantees, project sponsors, and potential recipients to improve access to mainstream systems of care.

Local TA funds may not be used for the development and/or delivery of HMIS or HPRP training or technical assistance without written approval from HUD headquarters.

d. HOPWA TA. HOPWA funds are available for technical assistance, training, and oversight activities to provide grantees, project sponsors, and potential recipients with the skills and knowledge to effectively develop, operate, evaluate, and oversee HOPWA-eligible project activities. Such efforts will focus on showing grantee results in timely, complete and accurate data for measurable performance outputs and outcomes consistent with the HOPWA program goals and use of HOPWA standard reports and related logic models and information technology

systems. HOPWA TA includes developing new materials and enhancements to existing material as part of program training and support and including training on Energy Star and Green Development. This is consistent with the Department's policy priority of Promoting Energy Star and Green Development as described in the **General Section, as amended**. These materials will be developed and conducted in collaboration with HUD headquarters or field office oversight of local HOPWA-assisted activities. These materials could also include interactive training modules, quick tips, hosting Live Meetings, etc. to facilitate a greater understanding of grants management and performance reporting requirements. For FY2009, emphasis is placed on two specific HOPWA TA priorities that will enhance program performance:

(1) Project implementations. Develop strategic approaches and written work products that will assist and ensure that all HOPWA formula and competitive grantees successfully undertake project activities and provide HUD with annual reports consistent with meeting the HOPWA program's performance measures, including long-term outcomes shown in:

(a) the percentage of HOPWA clients in permanent housing who maintain housing stability will be 87% in FY2010, 89% in FY2011, and reach 90% by 2012, and will increase by 1% each subsequent year; and

(b) the percentage of HOPWA clients receiving short-term housing assistance or transitional support who experience reduction in their risks of homelessness will be 63% in FY2010, 67% in FY2011, and reach 70% in 2012, and will increase by 2% each subsequent year.

(2) Results evaluations. Supply grantee submission of annual HOPWA performance reporting requirements and HUD's data collection efforts, including training and other directed support efforts. Conduct statistical analysis of national level performance reporting data to determine progress towards meeting strategic departmental goals and objectives, including

HOPWA program performance outcome measures. As directed, develop evaluation instruments that will support programmatic evaluations that measure the effectiveness of grantees and project sponsors in implementing activities consistent with program requirements and with meeting strategic performance goals. Based on these evaluations, develop and implement technical assistance activities that will make use of grantee performance reporting results to help identify issues to be addressed with technical support, training and grantee oversight activities in achieving good results consistent with the HOPWA program's national performance goals of increasing housing stability, reducing risks of homelessness, and improving access to care for HOPWA beneficiaries.

e. CDBG TA. HUD may provide CDBG program technical assistance to meet specified objectives, in particular the facilitating of skills and knowledge in planning, developing, and administering activities under the CDBG program for recipients and other entities that may need but do not possess such skill and knowledge, including measuring programs and activities under the CDBG program. These technical assistance funds will support local and state grantees' efforts in these areas as well as program management, reporting accomplishments, and analytical support of information for performance measurement. TA activities that result in measurable performance outputs and outcomes are focused on the following priorities:

(1) Improve CDBG recipient knowledge and understanding of reporting accomplishments and the importance of measuring performance from a national programmatic perspective through the Integrated Disbursement and Information System (IDIS).

(2) Develop and deliver training on implementing the re-engineered Integrated Disbursement and Information System (IDIS).

(3) Improve CDBG program knowledge through training of recipients, sub-recipients,

and sub-grantees on CDBG program regulations and financial management requirements.

(4) Increase program knowledge of the CDBG Section 108 program through program-specific recipient training.

(5) Develop model protocols that ensure accurate, required program recordkeeping and performance data by recipients, sub-recipients, and sub-grantees.

(6) Develop materials for grantees, sub-recipients, and sub-grantees on energy conservation or other Departmental or programmatic priorities. This is consistent with the Department's policy priority of Promoting Energy Star and Green Development as described in the **General Section, as amended**.

2. Eligible National TA and Local TA Activities. There are two types of technical assistance (TA) funding available in this NOFA: National TA and Local TA.

National TA activities are those that address, at a nationwide level, one or more of the CD-TA program activities and/or priorities identified in this NOFA. National TA activities may include the development of written products, development of on-line materials, development of training courses, delivery of training courses previously approved by HUD, and organization and delivery of workshops and conferences as part of a national program. Delivery of direct TA will only be an eligible national activity upon consultation and with prior approval by the respective HUD headquarters program office(s).

Local TA activities also must address the CD-TA program activities and/or priorities identified in this NOFA; however the Local TA is targeted to the specific needs of the HUD community development program recipients in the field office area in which the TA is proposed. Local TA activities are limited to the development of need assessments, direct TA to HUD community development program recipients, organization and delivery of workshops and

conferences, and customization and delivery of previously HUD-approved trainings.

3. Threshold Requirements. In order to be eligible for HUD to rate and rank your application, all applicants must meet the threshold requirements of the **General Section, as amended**, including the Civil Rights threshold in Section III.C. See the **General Section**.

4. False Statements. An applicant's false statement in an application is grounds for denial or termination of an award and grounds for possible punishment as provided in 18 U.S.C. 1001.

5. Program Requirements. The following program requirements apply to the CD-TA programs:

a. Training. When conducting training sessions as part of its CD-TA activities, CD-TA providers are required to:

(1) Design the course materials as "step-in" packages so that HUD or other CD-TA providers may independently conduct the course on their own;

(2) Make the course materials available to the GTR in sufficient time for review (minimum of three weeks) and receive concurrence from the GTR on the content and quality prior to delivery;

(3) Provide all course materials in an electronic format that will permit wide distribution among TA providers, field offices, and HUD grantees;

(4) Arrange for joint delivery of the training with multiple providers at the same time and/or location with HUD participation when requested by the GTR;

(5) Deliver HUD-approved training courses that have been designed and developed by others on a "step-in" basis when requested; and

(6) Send trainers to approved "train-the-trainers" sessions. These sessions are targeted to HUD staff, and/or state or local government staff who may be requested to train by HUD or other TA providers who may be requested to train by HUD. These sessions are focused on

providing orientation to the organization of materials, evaluating and selecting appropriate training materials for the intended audiences and evaluating effectiveness on the training sessions. The costs associated with attending these required sessions are eligible under the cooperative agreement.

b. Local Training. The development of new training courses using local TA funds is prohibited. Local TA providers, when conducting training sessions as part of the CD-TA program, are required to:

(1) Arrange for joint delivery of the training with HUD participation when requested by the GTR;

(2) Deliver only HUD-approved training courses that have been designed and developed by national TA providers or other qualified experts on a “step-in” basis when requested; and

(3) Send trainers to approved “train-the-trainers” sessions. The cost associated with attending these required sessions will be eligible TA costs under the cooperative agreement executed with HUD and will not be the burden of the TA provider.

c. National Training: To ensure that CD-TA funds are used efficiently and that new training courses are not duplicative of existing materials, only national TA providers are allowed to develop new training courses. National TA providers, when developing new training courses or conducting training sessions as part of the CD-TA program, are required to:

(1) Design new course materials as “step-in” packages so that HUD and other CD-TA providers may independently conduct the course;

(2) Make the course material available to the GTR/GTM in sufficient time for review and receive concurrence from the GTR on the content and quality of the material prior to establishing a course delivery date;

(3) Provide all course materials in an electronic format to HUD;

(4) Arrange for joint delivery of the training with HUD participation when requested by the GTR; and

(5) Send trainers to approved “train-the-trainers” sessions. The cost associated with attending these required sessions will be eligible TA costs under the cooperative agreement executed with HUD and will not be the burden of the TA provider.

When National TA providers are undertaking activities in field office jurisdictions, the National TA providers must work cooperatively with HUD field offices. Providers must notify the applicable HUD field office of the planned activities; consider the views or recommendations of that office, if any; follow those recommendations, to the degree practicable; and report to the applicable field office on the accomplishments of the assistance.

d. Affirmatively Furthering Fair Housing (AFFH). The requirements to Affirmatively Further Fair Housing (AFFH) and the requirements of Section 3 of the Housing and Urban Development Act of 1968 (section 3) do not apply pursuant to funding under this NOFA. This does not affect recipients’ existing responsibilities to affirmatively further fair housing or provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding.

e. Additional nondiscrimination requirements. Notwithstanding subsection (d) above, additional nondiscrimination and civil rights requirements as specified in the **General Section, as amended**, apply in order to be a successful applicant. See Section III.C.4 of the **General Section**.

f. Environmental review. Most activities under the CD-TA program are categorically excluded and not subject to environmental review under 24 CFR 50.19(b)(9) or (13), but in the case of

CHDO (HOME) TA eligible activities, a proposal for payment of rent as part of CHDO operational costs will be subject to environmental review by HUD under 24 CFR part 50. If an applicant proposes to assist CHDO operating expenses that include rent, the application constitutes an assurance that the applicant and CHDO will assist HUD in complying with 24 CFR part 50; will supply HUD with all available and relevant information to perform an environmental review for the proposed property to be rented; will carry out mitigating measures required by HUD or select an alternate property; and will not lease or rent, construct, rehabilitate, convert or repair the property, or commit or expend HUD or non-HUD funds for these activities on the property to be rented, until HUD has completed an environmental review to the extent required by 24 CFR part 50. The results of the environmental review may require that the proposed property be rejected.

g. Effective Communication. Successful applicants should ensure that all notices of and communication during all training sessions shall be provided in a manner that is effective for persons with hearing, visual and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973. See 24 CFR Section 8.6.

h. Accessibility of Training Facilities. All grant recipients and sub-recipients must use training facilities and services that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, recipients and sub-recipients must give priority to alternative methods of product delivery that offers programs and activities to qualified individuals with handicaps in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title III of the Americans with Disabilities Act. Furthermore, HUD encourages all grant recipients and sub-recipients to adopt the goals and objectives of Section 508 of the

Rehabilitation Act of 1973 by ensuring that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities. See the Accessible Technology requirements in Section III.C.4 of the **General Section**.

IV. Application and Receipt Information

A. Addresses to Request Application Package. Applicants may download the instructions to the application found on the Grants.gov website at http://www07.grants.gov/applicants/apply_for_grants.jsp. If you have difficulty accessing the information you may call the Grants.gov Support Desk toll free 800-518-GRANTS or email your questions to Support@Grants.gov. See the **General Section, as amended**, for information regarding the registration process or following the registration instructions at http://www.grants.gov/applicants/get_registered.jsp. If you need further assistance you can contact the Grants.gov Support Desk.

B. Content and Form of Application. Applicants must submit a separate and distinct application for each of the different program areas (i.e. HOME, CHDO (HOME), Homeless, HOPWA and CDBG) for which they are applying. For applicants that are applying for both national and local TA for the HOME, CHDO and/or Homeless programs, you may submit two separate applications for each program area (one for national TA and one for local TA), provided you meet the following: (1) the local TA application must identify all field office jurisdictions that you elect to apply in; (2) the application content for each local jurisdiction must be identical; and (3) the dollar amount of TA requested for each jurisdiction is clearly notated. When downloading the application from Grants.gov, please make sure that you submit the application that corresponds to the technical Assistance program that you want to receive funding under. If

you select the wrong application, you must go back to Grants.gov and download the correct application. HUD will not be able to fund an application if it is submitted under the wrong program.

A completed application consists of an application submitted by an authorized official of the organization and contains all relevant sections of the application, as shown in the checklist below in Section IV.B.4.

1. **Number of Copies.** HUD requires TA providers applying for assistance under this NOFA to apply electronically through Grants.gov. An applicant may request in writing a waiver to the electronic submission requirement for good cause in accordance with 24 CFR 5.1005 (see the **General Section** for more information). Should HUD grant a waiver of the electronic submission requirement, the waiver approval letter will note the number of paper copies the applicant must send to HUD.

2. **Page Limitation, Font Size and Format for Naming of Files.** Narratives addressing Factors 1-4 must be formatted so that the total number of pages submitted are equal to no more than 25 single-sided pages of text based on 8.5 by 11 inch paper, using a standard 12 point font. Reviewers will not review more than 25 pages for all the factors combined. The one page funding and capacity summary and the list of references for new applicants are not included in the 25 page limit. See the **General Section** for guidance on the format for the naming of the files for the narratives.

3. **Prohibition on Materials Not Required.** Materials other than what is requested in this NOFA are prohibited. Reviewers will not consider resumes, charts, letters, or any other documents attached to the application.

4. **Checklist for Application Content.** The following checklist is provided as a guide to help

ensure that your application contains all the required elements. For applicants receiving a waiver of the electronic submission, the paper application must be in the order provided below. All applicants should enter the applicant name, DUNS number, and page numbers on the narrative pages of the application. The DUNS number provided must be for the entity that is to receive the award of funds from HUD. All forms are available when you download the application and instructions from http://www07.grants.gov/applicants/apply_for_grants.jsp. You only have to enter either the CFDA Number, **or** Funding Opportunity number **or** Funding Opportunity Competition ID for the respective program. Entering more than one of these IDs will result in an error message that the application cannot be found.

- SF-424, Application for Federal Assistance (see **General Section**)
- A capacity and funding summary cover page indicating **in bold**: (a) the type of TA proposed in the application whether HOME National, HOME Local, CHDO (HOME) National, CHDO Local, Homeless National, Homeless Local, HOPWA National, or CDBG National, (b) the amount of funds requested; and (c) for Local TA, a table showing the jurisdiction(s) proposed in the application and the amount of funds requested for each jurisdiction. In addition, the cover page should also include the specific types of eligible TA activities the applicant has the capacity to undertake.
- Narrative addressing Factors 1-4
- Budgets (as described below)
- HUD-424-CB, Grant Application Detailed Budget Form
- HUD-424-CBW, Detailed Budget Worksheet for Non-Construction Projects
- An administrative budget for the entire grant period. See Section VI.B of this NOFA for more information on an administrative budget and administrative costs.

- If applying for CHDO (HOME) TA, statement as to whether the organization proposes to pass through funds to new CHDOs.
- If applying for the CHDO (HOME) TA, a certification as to whether the organization qualifies as a primarily single-state provider under section 233(e) of the Cranston-Gonzalez Affordable Housing Act.
- SF-LLL, Disclosure of Lobbying Activities (see **General Section**)
- HUD-2880, Applicant/Recipient Disclosure/Update Report (“HUD Applicant Recipient Disclosure Report” on Grants.gov) (see **General Section**)
- SF-424, Supplement, Survey on Equal Opportunity for Applicants (“Faith Based EEO Survey (SF-424 SUPP)” on Grants.gov) (to be completed by private nonprofit organizations only)
- Form HUD-2994-A (You Are Our Client! Grant Applicant Survey, Optional)
- Form HUD-96011, Third Party Documentation Facsimile Transmittal (“Facsimile Transmittal Form” on Grants.gov) to be used as the cover page to transmit third party documents and other information designed for each specific application for tracking purposes. HUD will not be able to match faxes to an application if the application does not contain the HUD-96011 fax cover page, and each fax submitted does not use the HUD-96011 as the cover page to the facsimile transmission.

C. Receipt Date and Time. 1. The application deadline for receipt of HUD applications via Grants.gov is 11:59:59 p.m. on October 21, 2009. Applications must be received by Grants.gov by the deadline in order to meet the program deadline. Received means that the application has been successfully uploaded to the Grants.gov server and the applicant has received confirmation of successful submission to Grants.gov. Applicants should be aware that hitting the “sign and

submit” button to transmit the application does not mean the application has been successfully uploaded to Grants.gov. Only when the upload is complete is the application date and time stamped by the Grants.gov system. An application that has been rejected by Grants.gov is not deemed to have been received by Grants.gov. (Please see Section D.1. of the General Section for a detailed explanation of Timely Receipt Requirements and Proof of Timely Receipt.) As in the past, HUD encourages applicants to submit their applications early and with sufficient time to address any issues that might affect the applicant’s ability to have an application successfully uploaded and received by Grants.gov.

In FY 2009, HUD is establishing a one-day grace period from the date of notification of a rejection from Grants.gov, to allow applicants that successfully upload an application to Grants.gov prior to the deadline date and time, but receive a rejection notice after the deadline date and time, to cure the reason for rejection and re-upload the application to Grants.gov. The paragraphs below describe HUD’s Grace Period Policy for FY2009.

a. Applicants that have successfully uploaded their application to Grants.gov prior to the deadline, and subsequently receive a rejection notice from Grants.gov after the deadline date and time, will have a one-day grace period from the date stamp on the first Grants.gov rejection notice after the deadline, to cure the basis for the rejection and upload an application that corrects the problems cited in the rejection notice. Applicants can upload the application as many times as needed to cure noted deficiencies within the one-day grace period. The Grants.gov rejection notice identifies the reasons why the application was rejected.

HUD has found that the most common error made by grantees which causes their application to fail validation is that the applicant ID and password does not match the DUNS number under which they are applying, or the applicant is not authorized by the organization to submit the

application on behalf of the organization. Please make sure when submitting your application that you are using the correct DUNS number for the applicant legal name listed in box 8a of form SF-424, Application for Federal Financial Assistance, User ID and password, that you have registered at Grants.gov under that DUNS number and USER ID and password, and that you have been authorized by the organization identified in box 8a of the SF-424 to submit the application on behalf of the applicant. To check your registration status, follow the directions provided in the **General Section**. Applicants that do not understand the error messages received in the rejection notice should immediately contact the Grants.gov Help Desk so they can get assistance in clearing the problem. Generally, Grants.gov will reject an application because it contains an incorrect DUNS number or a DUNS number that does not match the AOR's registration, the application was submitted by an individual without proper authorization as the AOR, and/or the application contains file names that trigger a "VirusDetect" message. The grace period ends one day after the date stamp on the first rejection notice received after the deadline date.

WARNING: Applications that contain file names which are longer than 50 characters (HUD recommends using file names with 32 characters or less), or contain spaces or special characters, will result in the file being detected as a virus by the Grants.gov system and the application will be rejected with a "VirusDetect" message. In FY2008, the use of spaces and special characters in file names, and the use of file names which were longer than fifty characters, resulted in the most instances of an applicant receiving a "VirusDetect" rejection. Applicants should also scan files for viruses because the Grants.gov system will also reject files with viruses.

Applications received by Grants.gov, including those received during the grace period, must be validated by Grants.gov to be rated or ranked or receive funding consideration by HUD. HUD

will use the date and time stamp on the Grants.gov system to determine dates when the grace period begins and ends.

b. Applications uploaded to Grants.gov after the deadline date under the following circumstances do not qualify for the grace period and will not be considered for funding:

(1) Applications uploaded and received by Grants.gov after the deadline date and time for which there is no prior rejection notice in the Grants.gov system logs will be considered late and will not be rated and ranked or receive funding consideration. Failure to successfully upload the application to Grants.gov by the deadline date and time does not qualify for the grace period as described above.

(2) Applications receiving a rejection notice due to the funding opportunity being closed will not be provided the one day grace period to correct the “opportunity closed” deficiency or any other basis for rejection because the applicant missed the deadline date and time and therefore does not qualify for the grace period as described above.

(3) If an application is uploaded during the grace period and is subsequently rejected after the grace period ends, the applicant will not be afforded additional time to correct the deficiency(ies) noted in the rejection notice.

c. The grace period ends at 11:59:59 p.m. one day from the date stamp on the first rejection notice issued by the Grants.gov system to the email address provided in the Grants.gov registration. Applicants must ensure that their email notification address contained in the Grants.gov registration is up-to-date. Neither HUD nor Grants.gov will be responsible if email messages are not received at the address listed in the registration process. Applicants must also ensure that their email systems will accept messages from Grants.gov. Applicants are

responsible for monitoring their email messages. Messages from Grants.gov come from Support@grants.gov.

d. The only exceptions to HUD's grace period policy are:

(1) The Grants.gov system is down and not available to applicants for at least 24 hours prior to the deadline date, or the system is down for 24 hours or longer, impacting the ability of applicants to cure a submission deficiency within the grace period; and/or

(2) There is a presidentially declared disaster in the applicant's area. In the event of either or both of these events, HUD will publish a notice extending the deadline or cure period, for applicants affected, as appropriate.

e. Busy servers or slow processing are not the basis for HUD to extend the deadline dates or the grace period.

Applicants are advised to monitor the Grants.gov system using the Grants.gov blog at <http://grants-gov.blogspot.com/>. The Grants.gov blog provides information on server capacity, traffic on the Grants.gov site, and other federal grant closings each day. Applicants should monitor the site and take into account the amount of traffic on the site when applying.

2. An applicant will not be provided additional opportunities to correct rejection errors if an application is rejected after the one-day grace period has expired.

As with any electronic system, applicants may experience issues when attempting to submit their application which does not permit the uploading of the application to Grants.gov. Such issues can be due to firewall and virus protection software that the applicant has placed on their system or network; proxy and cache settings; Internet traffic; limitation on the size of the files attempting to be transmitted established at the applicant's site or by the applicant's Internet provider; Grants.gov servers experiencing busy traffic; or any number of issues. Therefore,

HUD strongly advises applicants to submit their applications at least 48 hours prior to the deadline and when the Grants.gov Help Desk is open so that assistance can be provided. Assistance may require diagnosing an applicant's particular issues. An applicant that does not follow HUD's advice increases the applicant's risk of not being able to meet the timely receipt requirements. A submission attempt less than the recommended 48 hours before the deadline does not allow the time needed to research the reason for the problem or to work with the applicant in overcoming the uploading difficulty. Similarly, attempting to submit within 24 hours of the deadline or when the Grants.gov Help Desk is closed does not allow the time needed for Grants.gov or HUD to provide the needed assistance. In addition, HUD staff cannot provide assistance or contact Grants.gov on your behalf after the Help Desk is closed. HUD strongly encourages applicants to carefully read the December 29, 2008, **General Section** for additional information regarding the Grants.gov registration process, submitting an application through Grants.gov, and timely receipt instructions. HUD also encourages applicants to submit their applications early with sufficient time to address issues that might prevent their applications from being received by Grants.gov.

Applicants should also note that Adobe has put out a new version of Adobe Reader compatible with Grants.gov. These versions are 8.1.6 and 9.1.2. Applicants must use the latest versions of the Adobe Reader compatible with Grants.gov, which are Adobe Reader 8.1.6 or 9.1.2. If Grants.gov provides a newer version(s), the applicant should use the latest version available on the Grants.gov website.

D. Intergovernmental Review. Intergovernmental review is not applicable to CD-TA applications.

E. Funding Restrictions. An organization may not provide assistance to itself. An

organization may not provide assistance to another organization with which it contracts or sub-awards funds to carry out activities under the TA award.

Funding from HOME and from CHDO (HOME) TA to any single eligible organization (excluding funds for organizational support and housing education “passed through” to CHDOs), whether as an applicant or sub-recipient, may not exceed 20 percent of the operating budget of the recipient organization for any one-year period of each cooperative agreement. In addition, funding under either HOME or CHDO (HOME) TA to any single organization is limited to 40 percent of the \$4 million appropriated for HOME TA (plus recaptures and CHDO TA funds that remain available and can be used for HOME TA) and \$8 million appropriated for CHDO (HOME) TA (plus recaptures) in FY2009.

Not less than 25 percent of the approximately \$8 million for CHDO (HOME) TA shall be made available for eligible TA providers that have worked primarily in one state. HUD will consider an applicant as a primarily single state TA provider if it can document that more than 50 percent of its past activities in working with CHDOs or similar nonprofit and other organizations (on the production of affordable housing, revitalization of deteriorating neighborhoods, and /or the delivery of technical assistance to these groups) was confined to the geographic limits of a single state.

No fee or profit may be paid to any recipient or contractor of an award under this CD-TA NOFA. Contractors providing TA services/products are not consultants and thus are not subject to the salary provisions applicable to consultants in the **General Section**. HUD will determine whether the salary rates are reasonable and customary for the skill set provided and the area(s) being served.

F. Waiver of Electronic Submission Requirements. Applicants interested in applying for funding under this NOFA must submit their applications electronically via Grants.gov or request a waiver from the Community Development Technical Assistance program. Applicants should submit their waiver requests by email or in writing. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted by email to Guadalupe.M.Herrera@hud.gov. or in writing to Guadalupe M. Herrera, Deputy Director, Office of Technical Assistance and Management, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street SW, Room 7228, Washington, DC 20410. HUD only provides waivers for cause under the waiver provisions of 24 CFR 5.110. Instructions regarding the number of copies to submit and the address where they must be submitted will be contained in any approval of the waiver request. Paper submissions must be received at the appropriate HUD office(s) no later than the deadline date.

V. Application Review Information

All CD-TA applicants are required to submit a one-page capacity and funding summary cover page for each CD-TA application submitted. Although the capacity and funding summary will not be rated based on the factors listed in Section V, Subpart A. below, the summary is a submission requirement for the CD-TA program. HUD will use the summary to determine the national or field office area for which the applicant is applying; the types of TA activities the applicant is willing to undertake based on staff skill and experience; and given the organizational capacity of the applicant, a funding amount the applicant can reasonably expect to expend within the requirements and timeframes of the CD-TA program. The summary must include:

- A list of the eligible TA activities the applicant is prepared to undertake based on the applicant's organizational capacity and staff skills. See Section III.C. 2. "Eligible

National TA and Local TA” Activities for a list of eligible national and local TA activities.

- A funding estimate, by national and/or field office jurisdiction, that the applicant believes it can reasonably expend within the two to three-year performance period based on organizational capacity and the eligible TA activities the applicant is prepared to undertake.

A. Criteria. The maximum number of points to be awarded for a CD-TA application is 100.

The minimum score for an application to be considered for funding is 75 with a minimum of 35 points on Factor 1. The CD-TA program is not subject to bonus points, as described in the **General Section**.

Points are assigned on four factors. Applicants should review the factors carefully as the criteria have changed significantly from prior years’ requirements. When addressing the four factors, applicants should discuss the relevant successful experience of both their organization as a whole, and the individual staff and dedicated contractors who may work under the award if the application is funded. Applicants should also address the overall management of the award including policies and procedures for ensuring that all CD-TA program requirements are met and quality products are developed and delivered. Please note that Factor 2 – Need – as identified in the **General Section** does not apply under the CD-TA program.

Rating Factor 1: Applicant’s Capacity and Relevant Experience (50 points) (Minimum for Funding Eligibility is 35 points)

a. **(25 points)** Recent experience. For the purpose of this rating factor, a new applicant is defined as an eligible organization that: (1) has never applied for CD-TA funds in the applicable field office or headquarters jurisdiction; (2) previously applied for CD-TA funds in the applicable

field office or headquarters jurisdiction but was not funded ; or (3) that previously received CD-TA funds in the applicable field office or headquarters jurisdiction but currently does not have an open award as of the date that this NOFA is published. For new applicants: Provide examples of recent experience (within 18 months from the date that this NOFA is published), managing technical assistance awards similar to the programs covered under the CD-TA NOFA within a client-driven environment. Examples should include a discussion of the tasks undertaken, individuals served, training skills and related CD-TA program knowledge required to complete the tasks, and measurable results achieved. For Homeless technical assistance, new applicants should include a description of how recent experience is commensurate with the Homeless TA priorities as described in Section C.1.c. All new applicants must also include at least two references for recent, technical assistance work similar to the programs covered under the CD-TA NOFA and undertaken by the applicant. References should include a contact name, address, phone number and e-mail address in order for HUD to verify the information. HUD will contact the references to verify the following: (1) products submitted were accurate and acceptable; (2) established contract deadlines were met; (3) tasks were completed within budget; and (4) all contract requirements and provisions were followed. When verifying the information above, HUD will take into account issues that were beyond the applicant's control. For the purpose of this rating factor, an existing provider is defined as an eligible organization that currently has an open award (as of the date that this NOFA is published) for any of the CD-TA programs in the field office or headquarters jurisdiction to which the applicant is applying. Existing CD-TA providers: Provide examples of recent experience, (within 18 months from the date that this NOFA is published) managing existing CD-TA award programs within the demand-response system. Examples should include a discussion of the specific TA tasks undertaken, program

beneficiaries served, program topics addressed, and quantifiable outcomes achieved. For Homeless technical assistance, existing providers should include a description of how their recent experience is commensurate with the Homeless TA priorities as described in Section C.1.c. Existing CD-TA providers should also note any outstanding performance issues under open CD-TA awards, and the steps the TA provider is taking to address these issues. HUD will rely on existing CD-TA file documentation when evaluating this factor. HUD will evaluate this factor based upon the breadth and accuracy of the applicant's program knowledge, ability to provide and deliver technically accurate TA, compliance with cooperative agreement provisions, financial and performance reporting requirements, timeliness of drawdown of funds, close-out of expired grants and fair housing and civil rights issues. Customer feedback from CPD program offices will also be used to judge an applicant's performance and effectiveness.

b. **(25 points)** Organizational capacity. In narrative form, describe the technical assistance skills and related CD-TA program knowledge of your organization's key staff and, based on the organization's capacity, identify the types of TA activities the applicant is prepared to undertake and how this will further the TA priorities of the programs for which you are seeking funding. For Homeless technical assistance, please describe actual experience in providing and/or capacity to provide technical assistance for each of the Homeless TA priorities.

Key staff is defined as all in-house staff and contractors who will be developing technical assistance products and/or delivering training courses, conferences, or direct TA. Applicants should include specific examples of each key staff member's TA skills and areas of expertise. For all HOME and CHDO (HOME) TA providers, identify the key staff who have passed, with a score of 80 or higher, the Certified HOME Specialist – Regulations training examination (HOME Program Certified). Applicants should refer to Section III C.2 for a complete list of the

eligible TA activities applicants may undertake with national or local CD-TA funds. The applicant's description of staff capacity should clearly support the specific types of TA activities the applicant is willing and able to undertake with CD-TA funds. In rating this subfactor, HUD will evaluate each key staff member's program knowledge, and TA skills. FOR HOME and CHDO (HOME) TA providers, HUD will measure an organization's HOME program knowledge, in part, by the number of key staff identified in the application who are HOME Program Certified. Up to 10 points is available under this sub-factor for organizations demonstrating a sufficient number of HOME Program Certified staff to carry-out a demand-response program of activities. For local and national HOME and CHDO (HOME) TA only, points for this portion of the sub-factor will be awarded as follows:

Local TA Applicants Number of HOME Program Certified Staff	National TA Applicants Number of HOME Program Certified Staff	Points
1	2	4
2	3-4	6
3	5-6	8
4 or more	7 or more	10

HUD will also compare the specific types of TA activities the applicant is willing to undertake in relation to stated staff capacity. Staff program knowledge and TA skills should clearly support the possible TA activities the applicant may undertake.

Rating Factor 2: Soundness of Approach (35 points)

a. **(5 points)** Key management staff. Identify the key management staff responsible for the

overall management and administration of the CD-TA award. The successful administration and management of a technical assistance award is key to: (1) the timeliness of delivery of required technical assistance; (2) the sound financial management of the project; and (3) the appropriate prioritization of multiple technical assistance needs. In evaluating the soundness of approach under this rating factor, HUD will consider the breadth of key management staff experience administering multiple, complex tasks within the demand-response system, or a similar client-driven environment. Applicants should clearly demonstrate an adequate number of qualified staff to manage an award at the funding amount requested, and recent experience managing and coordinating financial resources, and administrative, training, and consultant staff among complex and varied technical assistance tasks. HUD will also evaluate the roles and responsibilities key management staff would assume under a CD-TA award in light of each individual's recent experience.

Key management staff is defined as any individual who will have decision-making authority related to the financial or task management, performance reporting, or overall coordination of the award. The applicant must identify key management staff, including their individual roles and responsibilities, as well as their recent experience (within 18 months of the date that this NOFA is published), managing people and tasks within the demand-response system or a similar client-driven environment. Please do not include the Social Security Numbers (SSN) of any staff members.

b. **(18 points)** Procedures. Present detailed, practical policies and procedures for managing multiple, large and/or complex technical assistance awards in multiple jurisdictions. The policies and procedures must discuss how the applicant will manage TA activities within the specific structure of the demand-response system, including processes for fielding TA needs from HUD;

assigning appropriate skilled and knowledgeable staff to develop or provide the TA; prioritizing and managing multiple TA needs, to multiple entities, in multiple jurisdictions; providing feedback to HUD on TA progress and outcomes; and addressing and effectively resolving any delays encountered. In rating this factor, HUD will consider the level of detail and efficiency of the applicant's proposed processes for fielding and prioritizing multiple TA needs, allocating limited CD-TA financial resources among multiple TA tasks, and coordinating and assigning skilled in-house staff and contractors to address multiple TA needs, to multiple entities in multiple jurisdictions. HUD will also evaluate the suitability of the applicant's proposed policies and procedures within the specific structure of the demand-response system.

c. (2 points) Policy Priorities.

(1) To the extent that the applicant addresses the HUD policy priority of Promoting Energy Star and Green Development for the HOME, HOME (CHDO), HOPWA, Homeless and/or CDBG CD-TA program as described in the **General Section, as amended**, the applicant may receive up to two points available for this sub-factor. Applicants electing to meet these requirements must agree to use the HUD/PIH Benchmarking Tool as described in the General Section in order to receive these two points.

(2) Some single-state HOME (CHDO) providers may not have the capacity to meet the HUD policy priority of Promoting Energy Star and Green Development at the time of application submission for the FY 09 CD-TA NOFA. Therefore, these applicants have the opportunity to receive the two points available for this sub-factor only if they can describe how they would implement this priority if selected for funding. This description should include a detailed plan of the steps to take in order to provide the services required (i.e. alternate or potential resources identified, etc.) HUD intends to incorporate this policy priority for all CHDO applicants in FY

2010.

d. **(10 points)** Quality control. Present a detailed plan for ensuring that all TA products developed or delivered under the CD-TA program are of the highest quality. Applicants should present a detailed plan for ensuring that all TA activities are eligible, accurate program guidance is provided, correct beneficiaries are served, and positive outcomes are achieved. The applicant should also present a detailed plan for addressing and remediating any eligibility or product quality issues that may arise. In rating this factor, HUD will review the applicant's quality control procedures for thoroughness and efficiency, and the likelihood that such procedures will ensure that positive outcomes are achieved. Applicants should clearly describe established policies and procedures for ensuring the eligibility, accuracy, and quality of all aspects of TA development and delivery. The applicant should also present a detailed remediation plan should any eligibility or quality issues arise.

Rating Factor 3: Leveraging Resources (5 points)

Present an effective, practical plan for transferring products developed through the CD-TA program, including manuals, guides, assessment forms, and other work products, to other TA providers and program beneficiaries. The applicant's plan should address the re-use of existing "step-in" packages and how it will share its resources with a wide audience, avoiding the cost and time in creating new products, so that the duplication of TA products does not occur. In rating this factor, HUD will evaluate the extent to which the application demonstrates a practical and effective means of sharing TA resources with a wide audience, including other TA providers and program beneficiaries.

Rating Factor 4: Achieving Results and Program Evaluation (10 points)

For each program priority, the applicant must identify at least two quantifiable outcomes. An outcome is defined as the results achieved or benefits derived from the technical assistance which supports the priorities of the applicable CD-TA program. For a complete list of TA priorities by program area, refer to Section III, Subpart C., “Other”. For each of the eligible TA activities an applicant may undertake (i.e., development of written and electronic products, training delivery, direct TA), describe the general methods and measures the applicant will use to evaluate the effectiveness of the TA. While the specific TA topics to be addressed by successful applicants will be identified post-award through the demand-response system, HUD has identified the broad eligible activities that encompass technical assistance. The applicant must present a clear plan for evaluating the effectiveness of each of the possible TA activities the applicant may be asked to undertake and deliver. For a complete list of eligible national and field office TA activities under the CD-TA program, refer to Section III C. 2., “Eligible National TA and Local TA Activities.”

Note that although not a submission requirement under this year’s CD-TA NOFA, successful applicants will be required to submit a completed Logic Model. Although not part of the rating factors, the logic model submitted after selection and under the guidance of the GTR will be evaluated for completeness and consistency based upon the matrix in the **General Section**.

HUD reserves the right to request modifications to the Logic Model submissions and require the TA providers to update the Logic Model, based on activities carried out under the demand-response system. In rating this factor, HUD will evaluate whether the outcomes identified by the applicant are both measurable and appropriately related to each program priority. HUD will also assess whether the TA evaluation methods described by the applicant will thoroughly and accurately measure the effectiveness of each eligible TA activity identified.

C. Review and Selection Process

1. **Review Types.** Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements.

Second, HUD will review and assign scores to applications using the Factors for Award noted in Section V.A.

2. **Ranked Order.**

a. Once rating scores are assigned, rated applications submitted for each National TA program and for each Local TA program will be listed in ranked order. Applications within the fundable range (score of 75+ points with 35+ points for Factor 1) may then be funded in ranked order under the CD-TA program and service area for which they applied.

b. For purposes of coordinating activities on a national basis, HUD reserves the right to select a single national provider to carry out activities, as follows:

(1) One for HOPWA technical assistance activities, including national products and local support;

(2) One for HMIS technical assistance activities;

(3) One for HOME and one for CHDO (HOME) technical assistance activities;

(4) One for CDBG technical assistance activities.

3. **Threshold Eligibility Requirements.** All applicants requesting CD-TA must be in compliance with the threshold requirements found in the **General Section** and the eligibility requirements listed in Section III of this NOFA in order to be reviewed, scored, and ranked. Applications that do not meet these requirements, and applications that were received after the deadline (see Section IV.C of the **General Section**) will be considered ineligible for funding.

4. **Funding Decisions.** In determining the amount awarded to each successful applicant, HUD will take into consideration the funds available for the CD-TA program and local or national area the applicant wishes to serve; the number of successful CD-TA applicants for that area and program; the applicant's current organizational capacity as presented in the application, including the number of qualified, experienced TA staff and contractors; the final score assigned to the application by HUD reviewers; and for current or past CD-TA providers, the applicant's performance under existing or past CD-TA awards.

HUD has established a \$450,000 minimum funding amount for successful national CDBG, HOME, HOME (CHDO) and Homeless applicants and a \$200,000 minimum funding amount for successful national HOPWA applicants. For successful field office applicants, HUD has established a \$50,000 award minimum under both the HOME and CHDO (HOME) TA programs, and a \$15,000 award minimum for successful Homeless TA program applicants. All HOME and CHDO (HOME) awards are subject to the funding restrictions identified in Section IV.E which in some cases may result in a funding award below the established minimum.

Additionally, HUD may reduce the amount of funds allocated for field office jurisdictions to fund National CD-TA providers and other CD-TA providers for activities that cannot be fully budgeted for or estimated by HUD Headquarters or field offices at the time this NOFA was published. HUD may also require selected applicants, as a condition of funding, to provide coverage on a geographically broader basis than proposed in order to supplement or strengthen the CD-TA network in terms of the size of the area covered and types and scope of TA proposed.

If funds remain after all selections have been made, the remaining funds may be distributed among field offices for Local TA and/or used for National TA, or made available for

other CD-TA program competitions.

VI. Award Administration Information

A. Award Notices. HUD will send written notifications to both successful and unsuccessful applicants. A notification sent to a successful applicant is not an authorization to begin performance. Upon notification that an applicant has been selected for award, HUD will request additional information to be submitted or may work with the applicant to amend information that was already submitted as part of the application, as described below in Sections VI.A.1. through 3. and Sections VI.B and C.

1. Administrative budget. HUD requires that all selected applicants participate in negotiations to determine the specific terms of the cooperative agreement, including an administrative budget. Beginning in FY2009, HUD is requesting that all applicants develop and submit with their application, a detailed administrative budget for the life of the award. If your application is selected for funding, this budget will serve as an effort to control and track administrative costs associated with the overall management of each TA award. The administrative budget must clearly identify the labor, associated indirect, travel, and material and supply costs associated with the provider's management of the award. (This budget is in addition to the budgets that you will submit as part of the application submission process on Forms SF-424-CB and SF-424-CBW.) For this purpose, HUD defines administrative costs as follows:

“Administrative Costs” means reasonable direct and associated indirect costs of overall TA award management, coordination, and evaluation. (The term “administrative costs” should not be confused with the terms “general and administrative costs,” “indirect costs,” “overhead,” and “burden rate” which are accounting terms.) Administrative costs include:(a) salaries, wages, benefits and related costs of the awardee for developing and negotiating the budget, Technical

Assistance Delivery Plan (TADP and work plans; developing systems and schedules for ensuring compliance with this award; preparing reports required under the award, including reports on the Logic Model; monthly or quarterly reports and final closeout report; participating in performance status meetings with HUD; attending HUD-required training and meetings for TA providers; submitting billing information; managing or supervising persons who carry out TA activities, including managing and monitoring contractors and sub recipients; and closing the award; (b) travel costs related to administration of the award; (c) administrative services performed by the TA awardee or performed under third party contracts or agreement, including such services as general legal services, accounting services, and audit services; (d) other costs for goods and services required for the administration of the award, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space. Administrative costs shall be segregated in a separate cost center within the awardee's accounting system.

When developing the administrative budget for the award, please note that the administrative costs are limited depending on the amount of the award. Administrative costs associated with management of the awards are capped as follows:

- Awards over \$1 million – up to 10% of the total award;
- Awards of \$500,000 - \$1,000,000 – up to 15% of the total award;
- Awards less than \$500,000 – up to 20% of the total award.

Costs may be denied or modified if HUD determines that they are not allowable, allocable, and/or reasonable. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to that applicant. In this instance, HUD may offer an

award, and proceed with negotiations with the next highest-ranking applicant.

2. Development of Technical Assistance Delivery Plan (TADP) and Work Plans. After selection for funding but prior to executing the cooperative agreement, the selected applicant must develop in consultation with the GTM/GTR, a TADP for each National TA award. The TADP must be approved by the GTM/GTR and delineate the tasks for each CD-TA program the applicant will undertake during the performance period. For Local TA awards and generally for National TA awards, prior to undertaking individual tasks, the selected applicant must develop in consultation with the GTM/GTR a Work Plan for specific activities. The TADP and the Work Plans must specify the location of the proposed CD-TA activities, the amount of CD-TA funding and proposed activities by location, the improved program performance or other results expected from the CD-TA activities, and the methodology to be used for measuring the success of the CD-TA. A detailed time schedule for delivery of the activities, budget summary, budget-by-task, staffing plan, and proposed Logic Model must be included in the TADP and Work Plans.

3. Code of Conduct. After selection, but prior to award, applicants selected for funding will be required to provide HUD with their written Code of Conduct if they have not previously done so and it is not recorded on the HUD website at

<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>

B. Administrative and National Policy Requirements. After selection for funding but prior to award, applicants must submit financial and administrative information to comply with applicable requirements. These requirements are found in 24 CFR part 84 for all organizations except states and local governments whose requirements are found in 24 CFR part 85. Cost principles requirements are found at OMB Circular A-122 for nonprofit organizations, OMB Circular A-21 for institutions of higher education, OMB Circular A-87 for states and local

governments, and at 48 CFR 31.2 for commercial organizations. Applicants must submit a certification from an Independent Public Accountant or the cognizant government auditor, stating that the applicant's financial management system meets prescribed standards for fund control and accountability.

See the **General Section** for requirements for Procurement of Recovered Materials.

C. Reporting. CD-TA awardees will be required to report to the GTR on, at a minimum, a quarterly basis unless otherwise specified in the cooperative agreement. As part of the required report to HUD, grant recipients must include a completed Logic Model (HUD 96010), which identifies actual outputs and outcomes achieved and a narrative explanation of deviations from projected results to actual results achieved. Deviations can be both positive and negative deviations.

VII. Agency Contacts

A. For Assistance. Applicants may contact Guadalupe M. Herrera, Deputy Director, Office of Technical Assistance and Management, HUD Headquarters by phone at 202-708-4604, or send an e-mail to Guadalupe.M.Herrera@hud.gov or they may contact the HUD field office serving their area shown in Section VII.B. Persons with hearing and speech challenges may access the above numbers via TTY (text telephone) by calling the Federal Relay Service at 800-877-8339 (this is a toll-free number). Information may also be obtained through the HUD website on the Internet at www.hud.gov.

B. List of Field Office Addresses. Applicants that receive a waiver of the electronic application submission requirements and need to submit copies of their application to HUD field offices should consult the following website for a listing of the HUD field office addresses to send Local TA applications:

<http://www.hud.gov/offices/cpd/about/staff/fodirectors/index.cfm>.

At the site, the map allows the user to click on an area to obtain the field office address and other contact information.

VIII. Other Information

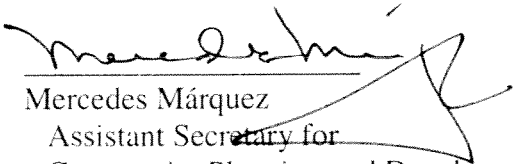
A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2506-0166 and 2506-0133. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the

collection of information is estimated to average 60 hours for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data. 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.

B. HUD Reform Act. The provisions of the HUD Reform Act of 1989 that apply to the CD-TA program are explained in the **General Section**.

C. Environmental. A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for public inspection between 8 a.m. and 5 p.m. weekdays in the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 10276, Washington, DC 20410-0500. Due to security measures at the HUD Headquarters building, an advance appointment to review the FONSI must be scheduled by calling the Regulations Division at 202-708-3055 (this is not a toll-free number).

Dated: AUG 20 2009


Mercedes Márquez
Assistant Secretary for
Community Planning and Development