

## DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR 5472-N-01]

### **Notice of Funding Availability (NOFA) for Fiscal Year 2010 Historically Black Colleges and Universities (HBCU) Program**

**AGENCY:** Office of the Assistant Secretary for Policy Development and Research, HUD.

**ACTION:** Notice of Funding Availability (NOFA) for HUD's Fiscal Year (FY) 2010 Historically Black Colleges and Universities (HBCU) Program.

**SUMMARY:** Today's publication establishes the funding criteria for the FY 2010 Historically Black Colleges and Universities (HBCU) program. This NOFA is to announce a second round of funding this Fiscal Year 2010. This NOFA is governed by the information and instructions found in HUD's Fiscal Year 2010 Notice of Funding Availability (NOFA) Policy Requirements and **General Section** that HUD issued on June 7, 2010 (FR 5415-N-01).

**APPLICATION DEADLINE DATE:** The application deadline date is, **February 24, 2011**. **Applications must be received by Grants.gov by the deadline date.** Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow time for this process to ensure that you meet the timely receipt requirements. Please see the 2010 **General Section** for instructions for timely receipt, including actions to take if the application is rejected. Applicants should carefully read the APPLICATION and SUBMISSION INFORMATION in the 2010 **General Section**, issued June 7, 2010 (FR 5415-N-01) for electronic application submission and receipt requirements. This section contains information on using the most current Adobe Reader, timely receipt policies, and other application information.

**FOR FURTHER INFORMATION CONTACT:** Questions regarding the FY 2010 **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.

#### **OVERVIEW INFORMATION**

**A. Federal Agency Name:** Department of Housing and Urban Development, Office of Policy Development and Research, Office of University Partnerships (OUP).

**B. Funding Opportunity Title:** Historically Black Colleges and Universities (HBCU) Program.

**C. Announcement Type:** Second round of funding announcement.

**D. Funding Opportunity Number:** FR-5472-N-015; OMB Approval Number is 2528-0235.

**E. Catalog of Federal Domestic Assistance (CFDA) Number:** The CFDA Number for this program is 14.520.

**F. Dates:** The application deadline date is **February 24, 2011**. **Applications must be received by Grants.gov by the deadline date.** Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow time for the process to ensure that you meet the timely receipt requirements. Please see the 2010 **General Section** for instructions for timely receipt, including actions to take if the application is rejected. Applicants should carefully read the APPLICATION and SUBMISSION INFORMATION in the 2010 **General Section**, issued June 7, 2010 (FR 5415-N-01). This section contains information on using the most current Adobe Reader, timely receipt policies, and other application information.

### **G. Additional Overview Content Information**

**1. Purpose of the Program:** To assist Historically Black Colleges and Universities (HBCU) to expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, principally for persons of low- and moderate-income consistent with the purposes of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*) as amended.

**2. Award Information:** Approximately \$2.3 million is made available for this program by the Department of Housing and Urban Development Consolidated Appropriations Act, 2010 (Pub. L. 111-117 approved December 16, 2009).

HUD will award two kinds of grants under this program; Previously Unfunded HBCU Grants and Previously Funded HBCU Grants. Institutions that received an HBCU grant awarded under the HBCU NOFA posted on Grants.gov **July 17, 2010** are not eligible to submit an application under this NOFA.

a. Previously Unfunded HBCU Grants will be awarded to applicants who have never received an HBCU grant or have not received a grant since FY 2000 to undertake eligible activities. The maximum amount a Previously Unfunded HBCU applicant can request for award is \$500,000 for a maximum three-year (36 months) grant performance period.

b. Previously Funded HBCU Grants will be awarded to applicants that have received funding in FY 2001 through FY 2009 HBCU grant competitions. The maximum amount a Previously Funded HBCU applicant can request for award is \$800,000 for a maximum three-year (36 months) grant performance period.

**3. Eligible Applicants:** Colleges and universities that meet the definition of Historically Black Colleges and Universities as determined by the Department of Education in 34 CFR 608.2 in accordance with that Department's responsibilities under Executive Order 13256, dated February 12, 2002. Applicants must be accredited by a national or regional accrediting agency recognized by the U.S. Department of Education. If an applicant is one of several campuses of the same institution, the applicant may submit a separate application for each campus. If applying for funding from separate campuses of the same institution, an applicant must have a DUNS number

and use the DUNS + 4 digits to identify the separate campuses from the parent university an administrative and budgeting structure independent of the other campuses in the system, and must meet the definition of an HBCU as outlined above to be eligible to receive HUD grant funds (see the **General Section**). Only **one** application can be submitted per campus. If multiple applications are submitted from the same campus, all will be disqualified.

## FULL TEXT OF ANNOUNCEMENT

### I. Funding Opportunity Description

The purpose of the Historically Black Colleges and Universities (HBCU) program is to assist HBCUs in expanding their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, principally for persons of low- and moderate-income, consistent with the purposes of the Title I of Housing and Community Development Act of 1974 (42 U.S.C. § *et seq.*) as amended.

For the purposes of this program Notice of Funding Availability (NOFA), the term “locality” includes any city, county, township, parish, village, or other general political subdivision of a state, or the U.S. Virgin Islands where the institution is **located**.

A “target area” is the area within the locality in which the institution will implement its proposed HBCU grant. If an institution wants to provide services/activities in a location other than the target area of that institution, an applicant must provide justification in their application for why they want to do so.

#### A. Authority

HUD’s authority for making funding available under this NOFA is the Department of Housing and Urban Development Consolidated Appropriations Act, 2010 (Pub. L. 111-117 approved December 16, 2009). This program is being implemented through this NOFA and the policies governing its operation are contained herein.

#### B. Modifications

Listed below are major modifications from the Fiscal Year (FY) 2009 program funding announcement:

1. Previously Unfunded HBCU Grants will be awarded to applicants who have never received an HBCU grant or have not received a grant since FY 2000 to undertake eligible activities. The maximum amount a Previously Unfunded HBCU applicant can request for award is \$500,000 for a maximum three-year (36 months) grant performance period.
2. As outlined this year in the **General Section**, each program NOFA must specify which Policy Priorities an applicant can address in order to receive points. Under this program NOFA, to be considered to receive points under **Factor 3, Soundness of Approach**, subfactor e., “HUD Policy Priorities” an applicant can only respond to one of the following two (2) policy priorities: Job Creation/Employment or Sustainability. No points will be awarded to applicants that respond to any of the other priorities listed in the **General Section**.
3. To receive full points under Factor 4, Leveraging Resources/Developing Partnerships, applicants must have both internal (resources provided by the applicant/institution) and external resources and include all the required information.

4. General support letters endorsing the project should not be included.

## II. Award Information

Approximately \$2.3 million is available for this program. HUD will award two kinds of grants under this program; Previously Unfunded HBCU Grants and Previously Funded HBCU Grants. Institutions that received an HBCU grant awarded under the HBCU NOFA posted on Grants.gov **July 17, 2010** are not eligible to submit an application under this NOFA.

a. Previously Unfunded HBCU Grants will be awarded to applicants who have never received an HBCU grant or have not received a grant since FY 2000 to undertake eligible activities. The maximum amount a Previously Unfunded HBCU applicant can request for award is \$500,000 for a maximum three-year (36 months) grant performance period.

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## III. Eligibility Information

### A. Eligible Applicants

Historically Black Colleges and Universities as determined by the U.S. Department of Education in 34 CFR 608.2 in accordance with that Department's responsibilities under Executive Order 13256, dated February 12, 2002. All applicants must be accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

**B. Cost Sharing or Matching.** None Required.

### C. Other

1. **Eligible Activities.** All activities proposed must be eligible as described in 24 CFR Part 570, subpart C, particularly §570.201 through §570.206. To ensure that all activities proposed are eligible please review the regulations. The regulations in 24 CFR Part 570 can be found online at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_06/24cfr570\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/24cfr570_06.html).

a. Examples of eligible activities include, but are not limited to:

(1) Acquisition of real property;

(2) Clearance and demolition;

(3) Rehabilitation of residential structures, including lead-based paint hazard evaluation and reduction and making accessibility modifications in accordance with requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and the Fair Housing Act (42 U.S.C. § 3601 *et seq.*). Activities related to implementation of the aforementioned policy priorities are also eligible activities within the context of the program regulations;

(4) Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, and/or activities to achieve or further compliance with accessibility requirements, such as those under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 *et seq.*), the Fair Housing Act (42 U.S.C. § 3601 *et seq.*), and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151, *et seq.*; 24 CFR Parts 40 and 41);

(5) Special economic development activities described at 24 CFR 570.203 and assistance to facilitate economic development by providing technical or financial assistance for the establishment, stabilization, and expansion of microenterprises;

(6) Assistance to community-based development organizations (CBDO) to carry out neighborhood revitalization, community economic development, or energy conservation projects, in accordance with 24 CFR 570.204. This could include activities in support of a HUD-approved local entitlement grantee, Community Development Block Grant (CDBG) Neighborhood Revitalization Strategy (NRS) or HUD-approved State CDBG Community Revitalization Strategy (CRS);

(7) Public service activities such as those general support activities that can help to stabilize a neighborhood and contribute to sustainable redevelopment of the area, including but not limited to activities such as those concerned with employment, crime prevention, child care, health care services, drug abuse, education, fair housing and fair lending counseling, energy conservation, homebuyer down payment assistance, establishment of Neighborhood Networks centers in federally assisted or insured housing, job training and placement, and recreational needs.

Institutions seeking to devote more than 15 percent of their grant funds to public service activities must include a written request for a waiver in their application addressed to Dr. Raphael W. Bostic, Assistant Secretary for Policy Development and Research, 451 7<sup>th</sup> Street, SW, Room 8100, Washington, DC 20410. The written request must include the following information: a) the basis for the request; b) a description of the proposed public service activities; c) the dollar amount dedicated to the proposed public service activities; and 4) a statement describing how the proposed activities meet at least one Community Development Block Grant national objective. **NOTE: This letter must be included in the application. If an applicant devotes more than 15 percent of their grant funds to public service activities and the letter is not included and/or does not include the information requested above, the public service activities over the 15 percent cap will not be considered fundable and this exclusion will result in a lower score;**

(8) Direct homeownership assistance to low- and moderate-income persons, as provided in section 105(a) (25) of the Housing and Community Development Act of 1974 (42 U.S.C. § 5305 (a) (25));

(9) Up to 20 percent of the grant may be used for payments of reasonable grant administrative costs related to executing of the project (e.g., preparation/submission of HUD reports). Detailed explanations of these costs are provided in OMB circular A-21, Cost Principles for Educational Institutions that can be accessed at the White House web site at: <http://www.whitehouse.gov/omb/circulars>. **Please remember that administrative costs are not the same as indirect costs;** and

(10) Fair housing services designed to further the civil rights objectives of the Fair Housing Act (42 U.S.C. 3601-3619) by making all persons, without regard to race, color, religion, sex, national origin, familial status, and/or disability aware of the range of housing opportunities available to them.

Each activity proposed for funding must meet the CDBG program requirements and at least one of the following three CDBG national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; or
- Meet other community development needs having a particular urgency because

existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs.

Criteria for determining whether an activity addresses one or more national objectives are provided at 24 CFR 570.208.

The CDBG publication entitled “Community Development Block Grant Program Guide to National Objectives and Eligible Activities for Entitlement Communities” describes the CDBG regulations, and a copy can be obtained online at:

<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>.

**2. Threshold Requirements Applicable to all Applicants.** All applicants must comply with the threshold requirements as defined in the **General Section** and the requirements listed below.

**Applications that do not meet these requirements will not be eligible to receive an award.**

- a. The applicant must meet the eligibility requirements as defined in Section III. A., Eligible Applicants. Institutions that received an HBCU grant awarded under the HBCU NOFA posted on Grants.gov **July 17, 2010** are not eligible to submit an application under this NOFA.
- b. The maximum amount a Previously Unfunded HBCU applicant can request for award is \$500,000 for a three year (36 months) grant performance period. The maximum amount a Previously Funded HBCU applicant can request for award is \$800,000 for a three year (36 months) grant performance period.
- c. An applicant organization must have a DUNS number and an active registration at the Central Contractor Registration (CCR) to receive HUD grant funds. (See the **General Section**). Only **one** application can be submitted per institution. If multiple applications are submitted all will be disqualified. However, different campuses of the same university system are eligible to apply as long as they have a separate DUNS number and use the DUNS + 4 digit to identify the separate campuses from the parent university, and an administrative and budgeting structure independent of the other campuses in the system.
- d. Applicants must receive **a minimum score of 75 points** to be considered for funding.
- e. For timely receipt electronic applications must be **received** by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.

**3. Program Requirements.** Applicants must meet the following program requirements:

- a. All funds awarded are for a three-year (36 months) grant performance period;
- b. Applicants must ensure that not less than 51 percent of the aggregated expenditures of a grant award are used to benefit low- and moderate-income persons under the criteria specified in 24 CFR 570.208(a) (ii) or 570.208(d)(5) or (6);
- c. Applicants that propose to construct new housing (by CBDOS) or rehabilitate existing housing must ensure that their projects and/or facilities are constructed or rehabilitated in accordance with applicable design and construction requirements, including the Fair Housing Act (42 U.S.C. § 3604(f)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Architectural Barriers Act (42 U.S.C. § 4151 *et seq.*), and corresponding HUD implementing regulations at 24 C.F.R. parts 8 and 40. Please note that in situations where more than one set of design and construction accessibility requirements apply, applicants must apply both standards to obtain maximum accessibility. The Uniform Federal Accessibility Standards (UFAS) are the accessibility standards applicable to housing funded by HUD. Applicants may obtain technical guidance on the Fair Housing Act’s design and construction requirements by contacting Fair Housing Accessibility FIRST at 1-888-341-7781 or

(<http://www.fairhousingfirst.org/documents/UFAS.pdf>). Fair Housing Accessibility FIRST is a HUD-funded initiative that promotes compliance with the Fair Housing Act's design and construction requirements; and

d. Applicants that propose non-housing programs and facilities must ensure that their projects are operated in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the American with Disabilities Act (42 U.S.C. § 12101 *et seq.*), the Architectural Barriers Act (42 U.S.C. § 4151 *et seq.*), and corresponding HUD implementing regulations.

**4. Site Control.** Where grant funds will be used for acquisition, rehabilitation, or new construction, an applicant must demonstrate site control. Funds may be recaptured or deobligated when recipients fail to demonstrate control of a suitable site within one year after the initial notification of award.

**5. Environmental Requirements.** Selection for award does not constitute approval of any proposed sites. Following selection for award, the grantee must contact the HUD environmental officer for their state (this information can be located at [www.oup.org](http://www.oup.org)). HUD will perform an environmental review of properties proposed for assistance in accordance with 24 CFR Part 50. The results of the environmental review may require that proposed activities be modified or proposed sites be rejected. **Applicants must not undertake, commit, and/or expend funds for acquisition or development of proposed properties prior to the completion of an environmental review and approval from HUD of the specific properties or areas.**

Submission of an application constitutes an assurance that the institution will assist HUD to comply with part 50; will supply HUD with all available and relevant information to perform an environmental review for each proposed property; **will carry out mitigating measures required by HUD or select alternate property; and will not acquire, rehabilitate, convert, demolish, lease, repair, or construct property, and not commit or expend HUD or local funds for these program activities with respect to any eligible property until HUD's written approval of the property is received.** Applicants should use the protocol at: <http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/environment/review/protocol.pdf> to supply the HUD environmental officer with the information needed for HUD to start and complete the environmental review. Further information and assistance on HUD's environmental requirements is available at: <http://www.hud.gov/offices/cpd/environment/index.cfm>.

**6. Lead-Based Paint Requirements.** Institutions and their sub-grantees, contractors, and subcontractors must comply with the Lead-Based Paint Poisoning Prevention Act (42 USC 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 USC 4851-4856), and relevant subparts of the implementing regulations at 24 CFR Part 35, such as subparts A, B, J, K and R, which apply to activities under this grant program.

**7. Labor Standards.** Institutions and their sub-grantees, contractors, and subcontractors must comply with the labor standards (Davis-Bacon) requirements referenced in 24 CFR 570.603.

**8. Executive Order 13166, Improving Access to Services For Persons With Limited English Proficiency (LEP).** Successful applicants may not exclude participants or beneficiaries on the



basis of race, color, or national origin under Title VI of the Civil Rights Act. Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Applicants obtaining federal financial assistance from HUD shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. To ensure that persons with limited English proficiency on the basis of national origin have meaningful access to the program, successful applicants may follow HUD's published *Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). For assistance and information regarding LEP obligations, go to [http://www.justice.gov/crt/lep/guidance/HUD\\_guidance\\_Jan07.pdf](http://www.justice.gov/crt/lep/guidance/HUD_guidance_Jan07.pdf)

**9. Affirmatively Furthering Fair Housing Requirements.** Under Section 808(e)(5) of the Fair Housing Act (42 U.S.C. 3608(e)(5)), HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. If you are a successful applicant, you will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. For example: Working with other entities in the community to overcome impediments to fair housing that have been identified in the jurisdiction's Analysis of Impediments to Fair Housing Choice; expanding housing opportunities, including homeownership, and improving quality of services for minorities, families with children, and persons with disabilities; or providing housing mobility counseling services. Additionally, applicants proposing to carry out neighborhood revitalization may affirmatively further fair housing by ensuring that pre-award residents of the revitalized area have a first right of return and receive the benefits of the revitalization. If housing is the benefit of the activity, pre-award residents may be allowed to return even if they have received permanent relocation benefits. Applicants must include a statement on affirmatively furthering fair housing in the appendix section of their application per the instructions in the **General Section**.

**10. Economic Opportunities for Low- and very Low-income Persons (Section 3).** If the applicant receives an award of \$200,000 or more under this NOFA, and proposes to use these funds for activities that involve housing construction, rehabilitation, or other public construction, the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) apply. Specifically, if usage of the grant award will result in new employment, training, or contracting opportunities, priority consideration must be given to low- and very low-income residents to the greatest extent possible residing in the area in which the funds are spent and to local businesses that employ such persons. Please refer to subparts B and E of 24 CFR part 135 and the **General Section** for additional information.

#### **IV. Application Instructions and Submission Information.**

##### **A. Instructions to Download Application Package**

**Grants.gov Customer Support.** Grants.gov provides customer support information on its website at <http://www.grants.gov/contactus/contactus.jsp>. Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to



[support@grants.gov](mailto:support@grants.gov). The Grants.gov Help Desk can be reached 24 hour per day, 7 days per week, except federal holidays. HUD recommends calling the Help Desk rather than emailing, because determining the basis for the problem may take some conversation with the Grants.gov Support Customer Service Representative. See the **General Section** for information regarding the registration process or ask for registration information from the Grants.gov Support Desk.

## B. Application Content and Forms for Submission

**1. Application Content.** Applications must consist of the following elements: abstract, narrative for the rating factors, budget, budget narrative, and other program specific forms. The general process for downloading, completing, submitting, and tracking grant application packages is described at [http://www07.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www07.grants.gov/applicants/apply_for_grants.jsp).

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

(1) The full grant amount requested from HUD (entire three years) should be entered, not the amount for just one year;

(2) Include the name, title, address, telephone number, facsimile number, and e-mail address of the designated contact. **This is the person who will receive all correspondence regarding the content of this application from HUD. This person must have knowledge of the content of the application submitted under this program. For the purpose of this application, this individual does not have to be the authorized official or a representative from the Office of Sponsored Research; therefore, please ensure the accuracy of the information;**

(3) The Employer Identification/Tax ID number;

(4) The DUNS Number (or the DUNS + 4 digits if a separate campus from the parent institution) associated to the applicant's legal name identified in Box 8a of the SF\_424 form;

(5) The Catalog of Federal Domestic Assistance Number for this program is 14.520;

(6) The project's proposed start date and completion date. For the purpose of this application, the program start date should be July 1, 2011; and

(7) The signature of the Authorized Organization Representative (AOR) who by virtue of submitting an application via Grants.gov has been authenticated by the credential provider and approved by the University's eBusiness Point of Contact to submit applications on behalf of the institution. If the AOR has not been granted approval to submit the application, the application will be rejected by the Grants.gov system. The AOR must be able to make a legally binding agreement with HUD. See the **General Section** for further information.

b. Abstract. Applicants must include no more than a two-page, doubled-spaced summary of the proposed project. Please include at least the following:

(1) A clear description of each proposed project activity, where it will take place (be located), the target population that will be served, and the impact this project is expected to have on the community;

(2) A statement that the institution is an eligible applicant because it is currently an accredited institution along with the name of the accrediting agency, and an assurance that the accrediting agency is recognized by the U.S. Department of Education;

(3) The designated contact person, including phone number, facsimile number, and e-mail address (**this is the person who will receive all correspondence regarding the content of this application from HUD. This person must have knowledge of the content of the application submitted under this program. For the purpose of this application, this**

**individual does not have to be the authorized official or a representative from the Office of Sponsored Research; therefore, please ensure the accuracy of the information);**

(4) The project director, if different from the designated contact person, for the project, including phone number, facsimile number, and e-mail address; and

(5) If a previously funded applicant, include the name and date the past project(s) were funded. Remember in this NOFA, **HUD defines Previously Funded Applicants as any applicants that received funding in FY 2001 through FY 2009.**

c. Narrative statement addressing the rating factors. HUD will use the narrative response to the “Rating Factors” to evaluate, rate, and rank applications. This NOFA has five rating factors that must be addressed and are the main source of information. Applicants are advised to review each factor carefully for program-specific requirements. **All applicants submitting electronic applications must attach their narrative responses to Rating Factors 1-3 as one attachment. In the Appendix Section applicants should include commitment letters, memoranda of understanding, and/or agreements to address Factor 4, as well as a statement on affirmatively furthering fair housing (as per instructions in the General Section) in the Appendix Section. The statement on affirmatively furthering fair housing must discuss how the applicant will carry out its proposed activities in a manner that affirmatively furthers fair housing by helping to overcome impediments to fair housing choice. See the General Section for requirements and examples of how different types of activities and uses of funds can include affirmatively furthering fair housing. Factor 5 is addressed by using the HUD\_96010\_Program\_Outcome\_Logic\_Model form. Please do not repeat material in response to factors 1-3; instead, focus on how well the proposal responds to each of the factors.** The response to each factor should be concise and contain only information specific to the factor and subfactor, yet detailed enough to address each factor fully. Where there are subfactors, each subfactor must be addressed and presented separately, with the short title/name of the subfactor presented. Address each subfactor and provide sufficient information about every element of the subfactor. Do not include any Social Security Numbers in your application. The narrative section of an application must be submitted electronically. It must not exceed 50 pages in length but can be less (excluding forms, budget narrative, assurances, and abstract) and must be formatted to fit an 8 ½ by 11-inch page. Responses must be double-spaced **(information submitted in chart format does not have to be doubled-spaced but has to be 12-point font and adhere to the margin requirements)** with one-inch margins (for the top, bottom, left, and right sides of the document), using the standard Times New Roman 12-point font. Each page of the application must include the applicant’s name and be numbered. Submitting pages in excess of the page limit will not disqualify an applicant; however, HUD will not consider the information on any excess pages. This exclusion may result in a lower score or failure to meet a threshold requirement. **Please do not attach your response to each factor separately. Please follow the instructions on use of zipped files, file extensions, and file names in the General Section. File names should not contain spaces, dashes or special characters. Failure to follow the file name requirements can result in your application being rejected by the Grants.gov system.**

d. Budget. The budget submission must include the following:

(1) HUD\_424\_CB\_Grant\_Application\_Detailed\_Budget. This form shows the total budget by year and by line item for the program activities to be carried out with the proposed HUD grant. Each year of the program should be presented separately. Applicants must also budget for travel costs (airfare, lodging, and per diem) for two individuals to attend at least one

HUD-sponsored HBCU conference/workshop each year of the three-year grant performance period. To calculate travel expenses, applicants located in eastern and central time zones or the U.S. Virgin Islands should use San Francisco, California, as the site of all conferences/meetings. Applicants located in mountain and Pacific time zones should use Washington, D.C., as the site of all conferences/workshops. Partners described in **Factor 4 Leveraging**

**Resources/Developing Partnerships** cannot receive funding from this grant; if they are included, points will be deducted under **Factor 3, subfactor f., Budget and Cost Estimates**.

Applicants must also submit form HUD\_424\_CB to reflect the total cost (summary) for the entire grant performance period (Grand Total).

(2) HUD\_40076\_HBCU, Response\_Sheet, Budget\_By\_Activity. The form should include a listing of each activity and task necessary to be performed to implement the program, the overall costs for each activity, and the cost from each funding source. The budget-by-activity should clearly indicate the HUD grant amount and identify the source and dollar amount of the leveraged resources, if any.

Make sure that the amounts shown on the SF\_424, HUD\_424\_CB, HUD\_40076\_HBCU, and budget narrative are consistent and the budget totals are correct. Remember to check addition in totaling the categories on all forms so that all items are included in the total. If there is an inconsistency between any of the required budget forms and/or budget narrative, the amount listed on the HUD\_424\_CB will be the amount HUD will use to calculate the amount the applicant is requesting for funding. All budget forms must be fully completed. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during negotiations.

(3) Budget Narrative. A narrative must be submitted that explains how the applicant arrived at the cost estimates for each line item listed in the budget and must reflect the same dollar amounts. In addition, please provide the name/title of position, hourly or daily rate, and the estimated hours that will be devoted to the project for each consultant. For example, to calculate the personal cost an applicant must use the estimated hours x hourly rate which will equal the estimated cost. This information must be submitted and formatted to fit an 8 ½ by 11-inch page. Responses must be doubled-spaced, with one-inch margins (for the top, bottom, left, and right sides of the document), using the standard Times New Roman 12-point font. Project budgets will be evaluated and scored under **Factor 3, Soundness of Approach**. Applicants must pay close attention to accurately estimating costs, determining the necessity for and reasonableness of costs proposed; and correctly computing all budget items and totals. HUD will assess the soundness of an applicant's approach by evaluating the quality, thoroughness, reasonableness, and rationality of the proposed project budget. Applicants must justify the need for the amount requested. For example, an applicant proposes to construct a building using HUD funding totaling \$200,000. The following cost estimates reflects this total: foundation cost \$75,000, electrical work \$40,000, plumbing work \$40,000, finishing work \$35,000, and landscaping \$10,000. Construction costs must be broken down to indicate how funds will be utilized (e.g., demolition, foundation, exterior walls, roofing, electrical work, plumbing, finishing work, etc.). The proposed cost estimates should be reasonable for the work to be performed and consistent with rates established for the level of expertise required to perform the work proposed in the geographical area. Where appropriate, please use estimates based on prevailing wages as determined under the Davis-Bacon Act, as required by 24 CFR 570.603. When necessary, quotes from various vendors or historical data should be used (please make sure they are kept on file and are available for review by HUD at any time). When an applicant plans to use a

consultant, they must be selected in accordance with competitive procurement requirements of 24 CFR part 84. Once the consultant is hired a formal written agreement must be kept on file. Applicants must use a cost estimate based on data from the institution, and/or from a qualified firm (e.g., architectural or engineering firm), vendor, and/or qualified individual (e.g., independent architect or contractor) for a project that involves rehabilitation of residential, commercial, and/or industrial structures, and/or acquisition, construction, or installation of public facilities, and improvements. Such an entity must be involved in the business of housing rehabilitation, construction, and/or management. Equipment and contracts cannot be presented as a total estimated cost. For equipment, applicants must provide a list by type and cost for each item. Applicants using contracts must provide an individual description and cost estimate for each contract.

(4) Indirect costs. Indirect costs, if applicable, are allowable based on an established approved indirect cost rate. **Applicants must have on file and submit to HUD, if selected for funding, a copy of their approved indirect cost rate agreement.** Applicants that are selected for funding but do not have an approved indirect cost rate agreement, established by the cognizant federal agency), will be required to establish a rate. In such cases, HUD will issue an award with a provisional rate and assist applicants with the process of establishing a final rate.

e. Appendix. The appendix section of the application must not exceed 10 pages in length (excluding forms, position descriptions/job announcements, budget narrative, assurances, and commitment letters, memoranda of understanding and/or agreements). Each page must include the applicant's name and be numbered. **An applicant should not submit resumes, or other back-up materials to supplement the application's narrative. In addition, general support letters endorsing the project should not be included.** If this information is included, it will not be considered during the review process. HUD will not consider the information on any excess pages. **The additional items will also slow the transmission of your application.**

**2. Forms.** The following forms are needed for submission. All forms listed below must be placed in the appendix section of the application.

- a. SF\_424\_Application\_for\_Federal\_Assistance;
- b. SF\_424\_Supplement\_Survey\_on\_Ensuring\_Equal\_Opportunities\_for\_Applicants (Faith\_Based\_EEO\_Survey\_SF\_424\_SUPP);
- c. HUD\_424\_CB\_Grant\_Application\_Detailed\_Budget;
- d. SF\_LLL\_Disclosure\_of\_Lobbying\_Activities, if applicable;
- e. HUD\_2880\_Applicant/Recipient\_Disclosure/Update\_Report (HUD\_Applicant\_Recipient\_Disclosure\_Report), if applicable;
- f. HUD\_2990\_Certification\_of\_Consistency\_with\_RC\_EZ\_EC\_II\_Strategic\_Plan, if applicable;
- g. HUD\_2991\_Certification\_of\_Consistency\_with\_the\_Consolidated\_Plan, if applicable;
- h. HUD\_2993\_Acknowledgement\_of\_Applicant\_Receipt. Applicants are not required to include this form, but if you want a receipt, please include in your application with the name and address completed;
- i. HUD\_40076\_Response\_Sheet\_Performance\_Narrative\_Previously\_Funded\_HBCU\_Applicant\_Only;
- j. HUD\_96010\_Program\_Outcome\_Logic\_Model; and
- k. HUD\_96011\_Third\_Party\_Documentation\_Facsimile\_Transmittal (Facsimile\_Transmittal\_Form on Grants.gov). This form must be used as the cover page to transmit third party documents and other information. Applicants are advised to download the

application package and complete the SF\_424, which will pre-populate the Transmittal Cover page. The Transmittal Cover page will contain a unique identifier embedded in the page that will help HUD associate your faxed materials to your application. Please do not use your own fax sheet. HUD will not read any faxes that are sent without the HUD\_96011 fax transmittal cover page. **Note: In order for your application to be transmitted you must complete this form even if you are not faxing any documents. In the section of the form titled “Name of Document Transmitting,” enter the words “Nothing Faxed with this Application.” Complete the remaining highlighted fields and enter the number “1” in the section of the form titled “How many pages (including cover) are being faxed?” It is important that you read the General Section for other specifics.**

**3. Certifications and Assurances.** Please read the **General Section** for detailed information on all Certifications and Assurances. All applications submitted through Grants.gov constitute an acknowledgement and agreement to all required certifications and assurances.

When submitting attachment files, please pay close attention to the requirements for naming the attachment files. Attachment file names cannot have spaces, special characters or be longer than 50 characters in length. Failure to follow these directions will result in a “VIRUSDETECT” error message and your application being rejected by the Grants.gov system.

#### **C. Receipt Date and Time.**

A completed application must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date of **February 24, 2011**. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow time for this process to ensure that you meet the timely receipt requirements. Please see the 2010 **General Section** for instructions for timely receipt, including actions to take if the application is rejected. Applicants should carefully read the APPLICATION AND SUBMISSION INFORMATION in the 2010 **General Section**. This section contains information on using the most current Adobe Reader, timely receipt policies, and other application required information.

#### **D. Intergovernmental Review**

This program is excluded from the Intergovernmental Review process.

#### **E. Funding Restrictions.**

1. Ineligible CDBG activities are listed at 24 CFR 570.207. To ensure that all activities proposed are eligible please make sure to review the regulations. Information can be found online at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_06/24cfr570\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/24cfr570_06.html). Ineligible activities include but are not limited to the following:

- a. Curriculum development and/or expansion of an institution’s existing curriculum;
- b. General government expenses;
- c. Political activities;
- d. Administrative activities that would result in a grantee exceeding the 20 percent cost limitations (e.g., preparation/submission of HUD reports); and
- e. Planning activities (e.g., strategic master plans) that would result in a grantee exceeding the 20 percent limitation on planning cost.

2. Activities and/or buildings constructed for only campus use and/or less than 51 percent community/public use; and
3. Projects that will not be functional /operational at the end of the grant performance period.

## **F. Other Submission Requirements.**

### **1. Application Submission and Timely Receipt Instructions**

Applications under this NOFA must be received electronically through the Federal website Grants.gov, unless a waiver of this requirement is granted in accordance with the instructions below. The procedures for electronic submission of applications issued in HUD's **General Section**, including the provisions entitled "Receipt Dates and Times". Applicants must follow the instructions included in the General Section, unless a waiver for cause in accordance with HUD's waiver policy of 24 CFR 5.1005, to the electronic application requirements is approved by HUD. Applicants requesting a waiver must submit the request in writing no later than 15 days prior to the application deadline date. The letter must be addressed to Dr. Raphael W. Bostic, Assistant Secretary for Policy Development and Research, and be submitted via e-mail or fax to:

Susan Brunson  
Office of University Partnerships  
E-mail: Susan.S.Brunson@hud.gov  
FAX: (202) 708-0309

Paper applications will not be accepted from applicants that have not been granted a waiver. If an applicant is granted a waiver, the approval notice will provide instructions for application submission and receipt requirements. **All applications in paper format must have received a waiver to the electronic application requirement and must be received no later than 4:59:59 p.m. close of business on the application deadline date.**

1. The application deadline for receipt of HUD applications via Grants.gov is 11:59:59 p.m. eastern time on the application deadline date. 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 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.

The paragraphs below describe HUD's Grace Period Policy for FY 2010.

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. 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 that are longer than 50 characters (HUD recommends using file names with 32 characters or less), or contain spaces, dashes 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 FY 2009, the use of spaces and special characters in file names (note: eliminate hyphens, special characters, and spaces even in the form name) 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. eastern time 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](mailto: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.

Applicants should also be aware that they can track the status of their application by going to [grants.gov](http://grants.gov) and clicking on "Track My Application". On that page, you can enter up to five Grant Tracking numbers for your submitted applications. Applicants can see the progress without having to look for the email notifications.

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 on days 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 on days when the Help Desk is closed. HUD strongly encourages applicants to carefully read the **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. Applicants must use the latest versions of the Adobe Reader compatible with Grants.gov. To check which version of Adobe Acrobat you are using, go to the Help menu in Adobe Acrobat and then select "About Acrobat." A text box will appear containing an Adobe logo with a number. Under that information, you will see another number; this is the version number of your software (e.g., 8.1.1, 8.1.2, or 8.1.3, 9.0, etc).

## **V. Application Review Information.**

### **A. Criteria**

**1. Rating Factor 1: Capacity of the Applicant and Relevant Experience (25 Points).** This factor addresses the extent to which the institution has the resources, experience, and capacity necessary to successfully complete the proposed project by the end of the grant performance period.

**a. Knowledge and Experience for Previously Unfunded Applicants (25 Points) or Previously Funded Applicants (10 Points).**

In rating this subfactor, HUD will consider the extent to which the applicant clearly addresses the following:

(1) List and identify key project team members/staff and partners, include their title and name, respective roles, and time each individual is involved in the day-to-day operation/implementation of the project (e.g., Sally Susan Smith, Project Manager, will be dedicating 100 percent of her full-time position to this project);

If key personnel have not been hired, identify the position title, description of duties and responsibilities, and qualifications to be considered in the selection of personnel, including subcontractors and consultants (Please remember that contractors cannot be selected prior to the application deadline as per OMB Circular A-21);

(2) Describe the knowledge and relevant experience (including the number of years and time frames that the experience is related to) of the proposed project team members/staff and partners (as outlined above) who will conduct the day-to-day project activities/implementation, consultants (including technical assistance providers), and contractors in planning and managing the type of project for which funding is being requested. In addition, describe the need for the individuals proposed in relation to the implementation/operation of the proposed project; and

(3) Explain the institution's experience and capacity to administer and monitor the type of project for which funding is being requested.

Applicant's staff and partners' (as outlined above) experience and the institution's capacity to do the work will be judged in terms of recent and relevant knowledge and skills to undertake the proposed eligible program activities. HUD will consider experience within the last five (5) years to be recent and experience pertaining to similar activities to be relevant.

**b. Past Performance (15 points) for Previously Funded Grant Applicants Only.** This subfactor will evaluate how well an applicant has performed successfully under completed and/or open HUD HBCU grants. Applicants must demonstrate this by separately addressing the following information on the HUD\_40076\_HBCU Response\_Sheet (Performance Narrative) for **each previously completed and open HUD HBCU grants:**

(1) List all HUD HBCU grants received between FY 2001 through FY 2009, including the grant number, dollar amount awarded and the amount expended and obligated as of the date of this application is submitted. The HUD\_40076\_HBCU Response\_Sheet (Performance Narrative) form is located at the following Web site:

[http://www07.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www07.grants.gov/applicants/apply_for_grants.jsp). The form should be filled out completely;

(2) Provide the date the project(s) was completed; was it completed during the original grant performance period; and if not completed, why (including when it was or will be completed); if the project is still in progress, provide details on the project's current status;

(3) Describe the results (outcomes) achieved consistent with the approved project management plan. If not completed as proposed, explain why;

(4) List and compare the amount of proposed leveraged funds and/or resources (outlined in the original application) to the amount that was actually leveraged as of the date this application is submitted; and

(5) Explain how and/if all reporting requirements were met. Identify dates reports were submitted, whether they were complete, and whether they addressed all the required information, i.e., progress reports include narratives, financial reports and Program Outcome Logic Models, as required by the grant agreement.

HUD will also review an applicant's past performance in managing funds, including but not limited to the ability to account for funding appropriately; timely use of funds received from HUD; meeting performance targets for completion of activities; timely submission of required progress reports; compliance with the program's terms and condition; receipt of promised leveraged resources; and timely close-outs. In evaluating past performance under this subfactor, HUD reserves the right to deduct up to an additional ten (10) points from this rating score as a result of the information obtained from HUD's records, i.e., progress reports (including financial status and final reports), monitoring reports, Program Outcome Logic Model submission and grant amendments when the information provided was not submitted in a timely manner, was not appropriate and/or adequate, etc.

## **2. Rating Factor 2: Need/Extent of the Problem (10 Points).**

a. This factor addresses the extent to which there is a need for funding the proposed activities and an indication of the importance of meeting the need(s). The need(s) described must be relevant to the activities for which funds are being requested under Factor 3, Soundness of Approach. In addressing this factor, applicants should provide only data that are specific to the need(s) being addressed. Please do not provide any data that are not relevant to the specific activities presented in the application. At a minimum, an applicant must include the following and cite statistics and/or analyses contained in at least one or more current, sound, and reliable data sources:

- (1) Describe the specific need(s) that will be addressed under this proposal; and
- (2) Describe the importance of meeting the proposed need(s).

b. In rating this factor, HUD will consider only current data that are specific to the target area where the proposed project activities will be carried out. Sources for localized data can be found online at: <http://www.ffiec.gov>.

c. HUD considers data collected within the last five (5) years to be current. However, applicants must utilize the most current version of the data source(s) that exists. To the extent that the targeted community's Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice (AI) identify the level of the problem and the urgency in meeting the need, applicants should include references to these documents in response to this factor.

Other reliable data sources include, but are not limited to, Census reports, law enforcement agency crime reports, Public Housing Agencies' Comprehensive Plans, American Housing Survey, community needs analyses such as provided by the United Way, the applicant's institution, and other sound, reliable, and appropriate sources. Needs in terms of fulfilling court orders or consent decrees, settlements, conciliation agreements, and voluntary compliance agreements may also be addressed.

**3. Rating Factor 3: Soundness of Approach (43 Points).** This factor addresses the soundness, quality, and effectiveness of the proposed work plan and the commitment of the applicant to sustain the proposed project activity(s). **Points are awarded under this factor for**

**the quality of the approach or method used to implement the activities proposed in relation to the need(s) identified in Factor 2, Need/Extent of the Problem, not for the number of activities proposed. This factor also addresses whether activities proposed are not eligible, HUD reserves the right to deduct points under this factor for those activities and/or not fund an application if the majority of the activities are ineligible. HUD will not fund projects that will not be operational at the end of the grant performance period.**

a. **(24 Points) Quality of the Work Plan.** This subfactor will be evaluated on the extent to which an applicant provides a clear, detailed description of the proposed project activities, and the anticipated results (outcomes) they will have on the target population at the end of the grant's performance period.

(1) **(20 Points) Specific Activities.** The work plan must describe in detail all proposed project activities and major tasks (steps to complete the proposed activities) required to successfully implement the proposed project. The work plan must also identify the anticipated measurable outcomes these activities will have on the targeted population, as well as key team members/staff and partners, as identified in Factor 1, Capacity of the Applicant and Relevant Experience, who will be responsible and accountable for completing each major task. In addressing this subfactor, the applicant must include the following:

(a) Identify the systematic method/planning strategy(s) used during the development of the project for this application and when the planning began. Describe in detail how the proposed project/activities to be undertaken were identified in Factor 2, Need/Extent of the Problem and if /how they connect and/or complement the community and the institution's mission. List all individuals/organizations that were involved in the planning process for this project and describe their roles;

(b) Describe the process that will be utilized to implement and manage the proposed project activities;

(c) Describe each proposed project activity in measurable terms (e.g., the number of persons to be trained; houses to be built or rehabilitated; or individuals trained to start businesses, etc.);

(d) Identify the major tasks (steps to complete the proposed activities) required in sequential order to successfully implement and complete each proposed project activity. Include target completion dates for each major task in 6-month intervals, up to 36 months (e.g. to develop a training program the following steps may occur: hiring staffing, developing curricula/training modules, conducting training, etc);

(e) Identify the key team members/staff and partners, as identified in Factor 1, Capacity of the Applicant and Relevant Experience, who will be responsible and accountable for completing each major task;

(f) List and describe how each activity meets one of the following CDBG national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; or
- Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs.

Criteria for determining whether an activity addresses one or more national objective are provided at 24 CFR 570.208;

(g) Describe the measurable impact (outcome) that implementing each activity will have or is expected to have on the target population by the end of the grant performance period (e.g. number of individuals employed as a result of the training; number of new homeowners as a result of the number of houses that were built or rehabilitated; or number of minority-owned businesses started, etc).

(2) **(4 Points)** Describe clearly how each proposed activity will:

(a) Expand the role of the institution in the target community;

(b) Address the needs **identified in Factor 2, Need/Extent of the Problem;** and

(c) Relate to and not duplicate other activities in the target area. Duplicative efforts will be acceptable only if an applicant can demonstrate through documentation that there is a population in need that is not being served.

**b. (2 Points) Involvement of the Faculty and Students.** The applicant must describe in detail how it proposes to use the institution's students (this excludes students that are project recipients/participants) and faculty into proposed project activities.

**c. (3 Points) Involvement of the Community.** The applicant must describe in detail how the community (e.g. businesses, residents, and others) will be involved in the proposed project. The applicant must identify the specific roles that individuals will and have played in the proposed project. The community must play an active role in all stages of the project. Community involvement must represent the diversity (i.e., economic, social, and cultural) of the target population/community.

**d. (2 Points) Economic Opportunities for Low- and very-Low-income Persons (Provision of Section 3).** This subfactor will be evaluated on the extent to which an applicant describes how it proposes to carry out one or more of the tasks below to assist low- and very-low-income persons residing in the community in which the funds are spent (section 3 residents), and local businesses that substantially employ these persons (section 3 business concerns):

(1) Direct new employment opportunities to Section 3 residents;

(2) Award contracts or rehabilitation contracts to Section 3 business concerns; and /or

(3) Target Section 3 residents or business concerns for training opportunities.

Additional information regarding the requirements of Section 3 can be found at 24 CFR Part 135 7 or the **General Section**.

**e. (2 Points) HUD Policy Priorities.** As described in the **General Section**, HUD is encouraging applicants to undertake programs and projects consistent with the Six Livability Principles for Sustainable Communities, and HUD Strategic Plan for FY 2010-2015. HUD's Policy Priorities are also established to encourage applicant to take additional actions to help achieve HUD's strategic goal. As outlined in the **General Section**, this year each NOFA will specify which Policy Priorities are applicable to receive points under the specific program, as well as the total number of possible points that may be awarded. Under this program NOFA applicants can only receive two (2) points and respond to one of the following two policy priorities: 1) Job Creation/Employment or 2) Sustainability. Each policy priority listed has a value of up to two (2) points associated with the priority. It is up to the applicant to determine which of the policy priorities outlined below (and only the priorities listed below) they will address in order to receive the available two (2) points.

(1) Job Creation/Employment. As in previous years, two (2) points are associated with creating opportunities for Section 3 residents or business concerns, described under the “Economic Opportunities for Low- and Very Low-Income Persons” subfactor. This “Job Creation/Employment” policy priority includes other activities that may provide additional economic opportunities to non-Section 3 individuals and businesses. To receive the full two (2) points under this policy priority an applicant must respond to at least two of the activities listed below and explain how success will be measured during the grant performance period:

a. Activities:

- Identify the number of jobs to be created for low- and moderate-income persons during the performance period of your grant (Subgoal 4A).
- Identify the number and types of supportive services that will be created under this grant to enable individuals to obtain training, jobs and to retain those jobs/employment opportunities (Subgoal 3C).
- Identify the number of services that will be created to enable minority- and/or women-owned small business to receive training and assistance to improve and/or enhance their business and the quality of services provided and create/increase employment opportunities (Subgoal 3C).
- Identify the job creation/employment strategies that will be developed to improve wages and benefits for low-wage and low-skilled workers (Subgoal 4A).

b. Outcome Measures of Success:

- Increase in the number of jobs created for low- and moderate-income persons during the grant performance period.
- Increase in the number and types of supportive services created under this grant to enable individuals to obtain training, jobs and to retain those jobs/employment opportunities.
- Increase in the number of services created to enable minority- and women-owned small business owners to receive training and assistance to improve and/or enhance their business and the quality of services provided; and to create/increase employment opportunities (Subgoal 3C).
- Increase in the number of job creation/employment strategies developed that improved wages and benefits for low-wage and low-skilled workers.

(2) Sustainability. HUD’s Strategic Plan calls for a priority to be placed on investments that build inclusive and sustainable communities. To the Department, sustainability means ensuring that the land that we build on is clean or will be clean; the investments we make in neighborhoods help residents lead healthy, safe, affordable and productive lives; the buildings we invest in are energy efficient and healthy; and the regions we support are economically strong and provide opportunities for all residents to join in that strong future. To receive the full two (2) points under this policy priority an applicant must respond to at least two of the activities listed below and explain how success will be measured during the grant performance period:

a. Activities:

- Identify the number and types of community assets that will be promoted or preserved -- for example, affordable housing, small businesses, fresh food markets, parks, health and wellness centers, public facilities, and quality schools (Subgoal 4A).
- Identify the number and types of improvements that will impact the health and safety of the community, particularly for children and other vulnerable populations, by promoting green and healthy design, construction, rehabilitation and maintenance of housing and communities (Subgoal 4B).

- Identify the type of support and promotion of an energy efficient, green, and healthy housing market by retrofitting existing housing, and/or supporting energy efficient new construction proposed by the end of the grant performance period (Subgoal 4B).

b. Outcome Measures of Success:

- Increase in the number of affordable housing units constructed and renovated in accordance with Green and healthy design principles.
- Increase in the number of small/micro-businesses created or expanded.
- Increase in the number of parks created or revitalized and/or the amount of acreage.
- Increase in the number of health and wellness centers constructed or renovated.
- Increase in the number of public facilities constructed or renovated and the number of community residents served in these facilities.
- Increase in the number of existing houses retrofitted to improve energy efficiency.
- Increase in the number of new energy efficient homes constructed, by the end of the grant performance period.

**Applicants that just list a priority, select priorities other than those listed above, and/or do not address the minimum required items outlined will receive no points under this subfactor. Please refer to the General Section for additional information about HUD's policy priorities.**

**f. (10 Points) Budget and Cost Estimates.** HUD will assess the soundness of the planned approach by evaluating the quality, thoroughness, necessity, cost effectiveness, and reasonableness of costs to carry out the project activities, as well as the appropriateness of budget allocations and rationality of the proposed project budget and budget narrative. The budget and narrative should be included as an attachment. It should not be inserted in the body of the application and is not included in the page count. The information provided will be evaluated based on whether the expenses are reasonable, thoroughly explained, supported, and appropriate to carry out the proposed project. The budget narrative must be broken down by line item. Administrative costs must be presented separately under the appropriate line items in the budget narrative (e.g., general management and program oversight including prorated amount of salaries, fringe, supplies, costs related to planning and executing the project, preparation/submission of HUD reports, etc.) Remember no more than 20 percent of the requested grant amount can be used for administrative costs. For additional information see 24 CFR 570.206.

**4. Rating Factor 4: Leveraging Resources/Developing Partnerships (10 Points).** This factor addresses the ability of the applicant to increase capacity by developing partnerships and securing resources that can be combined with HUD's grant funds. It is HUD's intent that these resources will assist the institution through this project in achieving its purpose and long term commitment to the community after HUD funds have expired. To receive full points under this factor an applicant must have both internal (resources provided by the applicant/institution) and external resources.

a. HUD will consider the extent to which the applicant has established partnerships with other entities (other than their own institution) to secure additional resources to increase the effectiveness of the proposed project activities. Resources may include cash or in-kind contributions, such as services or equipment, allocated for the purpose(s) of the proposed project activities. Applicants may also establish partnerships with other program funding recipients to



coordinate the use of resources in the target area. Overhead and other institutional costs that the institution has waived may be counted. **Note: Applicants that do not have both internal and external leveraging resources will receive no points under this factor.**

b. HUD will consider the amount and type of resources provided by the institution to address their long-term commitment to the community, as well as their commitment as demonstrated through their support for the program. Indirect cost and other institutional costs (i.e., in-kind contributions, course load reductions for staff, etc.) that the institution has waived can be counted.

c. Examples of potential sources for outside assistance include:

- Federal (where the federal statute allows the funds to be used for such purposes), state, and local governments;

- Local or national nonprofit organizations;

- Financial institutions and/or private businesses;

- Foundations; and/or

- Faith-based and other community-based organizations.

d. To address this factor, an applicant must include all commitment letters, memoranda of understanding, and/or agreements in the Appendix section of the application. Applicants that cannot create pdf files so they can attach their commitments letters, memoranda of understanding, and/or agreements with their application can fax the letters using the HUD\_96011\_Third\_Party\_Documentation\_Facsimile\_Transmittal(Facsimile\_Transmittal\_Form on Grants.gov). This form must be used as the cover page to transmit these documents as well as other information. Please do not use your own fax sheet. HUD will not match faxes to the appropriate application that are sent without the HUD\_96011 fax transmittal cover page. Commitment letters, memoranda of understanding, and/or agreements must be dated no earlier than nine months prior to this published NOFA and prior to the application deadline date; if they are dated after the application deadline date **they will not be scored.**

Each letter, memorandum of understanding and/or agreement must be dated and include the information below:

- (1) Address to Sherone Ivey, Deputy Assistant Secretary for University Partnerships;

- (2) The name of the organization and the executive officer authorizing the funds/goods and/or services;

- (3) The cash amount contributed or dollar value of the in-kind goods and/or services committed and how the value of the contribution was determined (**If a dollar amount and its use are not shown, the value of the contribution will not be scored**);

- (4) A specific description of how each contribution is to be used toward specific proposed activities as outlined in Factor 3;

- (5) The date the contribution will be made available and a statement that describes the duration of the contribution; and

- (6) The signature of the appropriate executive officer authorized to commit the funds and/or goods and/or services.

e. **Resources will not be counted for which there is no commitment letter, memorandum of understanding/agreement, or quantified level of commitment from both internal and external sources, and/or when the letter, memorandum of understanding or agreement does not address ALL OF THE REQUIREMENTS OUTLINED ABOVE. Please do not have partners send commitment letters directly to HUD because they will not be included in the review process. Entities (organizations/individuals) that are listed in the budget to**

**receive HUD funding in this application cannot be presented under Factor 4: Leveraging Resources/Developing Partnerships as a contributing resource. Therefore, no points will be awarded for the aforementioned contribution, if included.** Applicants must include all letters, memoranda of understanding, and/or agreements in the Appendix of the application. In addition, please do not include any general support letters endorsing the project from organizations; including elected officials on the local, state, or national levels. No points will be awarded for general support letters. **NOTE: Submission of a grant award notification from another entity/agency in place of a commitment letter, memorandum of understanding, and/or agreement does not meet the requirement for this factor and will not be accepted.** In scoring this factor, HUD will award the following points for letters, memoranda of understanding, and/or agreements that address all requirements listed above:

- (1) Ten (10) points to an applicant that provides leveraged resources in their application, that represent 15 percent or more of the amount requested under this program;
- (2) Nine (9) points to an applicant that provides leveraged resources in their application, that represent 13 to 14 percent of the amount requested under this program;
- (3) Eight (8) points to an applicant that provides leveraged resources in their application, that represent 11 to 12 percent of the amount requested under this program;
- (4) Seven (7) points to an applicant that provides leveraged resources in their application, that represent 8 to 10 percent of the amount requested under this program;
- (5) Six (6) points to an applicant that provides leveraged resources in their application, that represent 6 to 7 percent of the amount requested under this program;
- (6) Five (5) points to an applicant that provides leveraged resources in their application, that represent 5 percent of the amount requested under this program; and
- (7) Zero (0) points to an applicant that provides leveraged resources in their application, that are less than 5 percent of the amount requested under this program and/or that do not include both internal and external leveraging resources.

**5. Rating Factor 5: Achieving Results and Program Evaluation (12 Points).** This factor reflects HUD's goal to embrace high standards of management and accountability. It measures the applicant's commitment to assess their performance to achieve the project's proposed objectives and goals. Applicants are required to develop an effective, quantifiable, outcome-oriented evaluation plan for measuring performance and determining that objectives and goals have been achieved by using the HUD\_96010\_HUD\_Program\_Outcome\_Logic\_Model. The Logic Model is a summary of the narrative statements presented in Factors 1 through 3. Therefore, it should be consistent with the information contained in the narrative statements.

In evaluating this factor, HUD will assess the extent to which the applicant demonstrates how results of the project will be measured as outlined in the proposed work plan. To meet this factor requirement, applicants must submit a completed HUD\_96010\_HUD\_Program\_Outcome\_Logic\_Model. Applicants must select from the list of activities and outcomes to determine their specific methods and measures that will be used to assess progress and evaluate program effectiveness. If an item is not found on the list of activities or outcomes, applicants can select "other" and then insert the activity and/or outcome and unit of measurement. Applicants can use the "other" option for up to three activities and three outcomes. See the instructions tab in the Logic Model for further details. HUD will not accept activities or outcomes selected as "other" that do not contain an identified statement of the

activities/outcomes or units of measurement. Utilizing this form will help grantees to ensure that performance measures are being met and achievable realistic goals are being established.

a. Logic Model instructions (using a Microsoft Excel<sup>®</sup> form) are provided on the Logic model form that can be downloaded from [http://www07.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www07.grants.gov/applicants/apply_for_grants.jsp). Applicants that do not have access to Microsoft Excel<sup>®</sup> 2003 or 2007, should contact the NOFA Information Center at (800) HUD-8929. Individuals with hearing or speech impairments may access this number via the toll-free Federal Information Relay Service at (800) 877-8339.

**A narrative response is not required for this factor as all applicants must use the logic model form to respond to this factor.** However, if a narrative is included, these pages will be included in the page count. HUD has developed a new approach to completing this form. Applicants should also review the Logic Model training, which can be found online at: <http://www.hud.gov/webcasts/index.cfm>.

b. HUD will review the outputs and outcomes in relation to the needs identified. **“Outcomes”** are benefits accruing to the community during or after participation in the HBCU program. Applicants must clearly identify the outcomes to be measured and achieved. Examples of outcomes include increased employment opportunities in the target community by a certain percentage, increased incomes/wages or other assets for persons trained, and/or provision of stable living environments through the creation of affordable housing opportunities (e.g., increased assets to families and communities through the development of affordable housing).

Applicants must also establish outputs that lead to the ultimate achievement of outcomes. **“Outputs”** are the direct products of the program’s activities. Examples of outputs are the number of new affordable housing units, the number of homes that have been renovated, and the number of facilities that have been constructed or rehabilitated. Outputs should produce outcomes for the program. At a minimum, an applicant must address the following activities in the evaluation plan:

(1) Measurable outputs to be accomplished (e.g., the number of persons to be trained and employed; houses to be built or rehabilitated pursuant to 24 CFR 570.207; minority-owned businesses to be started); and

(2) Measurable outcomes the grant will have on the community in general and the target area or population.

Applicants must also reference policy priorities, as stated in response to Factor 3, and relate them to the project’s goals, as appropriate. HUD will evaluate the Logic Model in accordance with the matrix provided in Attachment 1 of the **General Section**.

## **B. Review and Selection Process**

### **1. Application Selection Process**

Two types of reviews will be conducted:

- a. A threshold review to determine an applicant’s basic eligibility; and
- b. A technical review for all applications that pass the threshold review to rate and rank the application based on the “Rating Factors” listed in Section V. A.

Only those applications that pass the threshold review will receive a technical review and be rated and ranked.

**2. Rating Panels.** To review and rate applications HUD may establish panels that may include experts or consultants not currently employed by HUD to obtain certain expertise.

**3. Ranking.** HUD will fund applications in rank order, until all available program funds are awarded. **In order to be considered for funding, an applicant must receive a minimum score of 75 points** out of a possible 100 points for Factors 1 through 5; plus up to two bonus points that may be awarded for activities conducted in the **RC\_EZ\_EC\_II** communities, as described in the **General Section**. If two or more applications have the same number of points, the application with the most points for Factor 3 shall be selected. If there is still a tie, the application with the most points for Factor 4 shall be selected. If there is still a tie, the application with the most points for Factor 1, 2, and then 5 shall be selected in that order until the tie is broken. HUD reserves the right to make selections out of rank order to provide for geographic distribution of grantees.

HUD also reserves the right to reduce the amount of funding requested in order to fund as many highly ranked applications as possible. Additionally, if funds remain after funding the highest ranked applications, HUD may fund part of the next highest-ranking application. If an applicant turns down an award offer, HUD will make an award to the next highest-ranking application. If funds remain after all selections have been made, the remaining funds will be carried over to the next funding cycle's competition.

HUD will not fund any portion of an application that is not eligible for funding under regulatory requirements; or does not meet the requirements of the NOFA. Only the eligible portions of an application will be funded. When the majority of the activities are ineligible, HUD will not fund the application.

**4. Correction to Deficient Applications.** See the **General Section**.

**C. Anticipated Announcement and Award Dates.** Announcements of awards are anticipated on or before June 30, 2011.

## **VI. Award Administration Information**

### **A. Award Notice**

After all selections have been made, HUD will notify all winning applicants in writing. HUD may require winning applicants to participate in additional negotiations before receiving an official award. For further discussion on this matter, please refer to the **General Section**.

### **B. Administrative and National Policy Requirements**

**1. Debriefing.** The **General Section** provides the procedures for requesting a debriefing. All requests for debriefings must be made in writing to: Ophelia Wilson, Office of University Partnerships, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 8226, Washington, DC 20410-6000. Applicants may also request a debriefing via e-mail at [Ophelia.Wilson@hud.gov](mailto:Ophelia.Wilson@hud.gov).

**2. Administrative.** Grants awarded under this NOFA will be governed by the provisions of 24 CFR part 84 (Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations), OMB Circular A-21 (Cost Principles for Educational Institutions) and OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations).

Applicants can access the OMB circulars at the White House Web site at:  
<http://www.whitehouse.gov/omb/circulars>.

**3. OMB Circulars and Government-wide Regulations Applicable to Financial Assistance Programs.** See the **General Section** for further discussion.

**4. Procurement of Recovered Materials.** See the **General Section** for further discussion.

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

### **C. Reporting**

1. All grant recipients under this NOFA are required to submit quarterly progress reports. The progress reports shall consist of two components: a narrative that must reflect the activities undertaken during the reporting period and financial report that reflects costs incurred by budget line item, as well as a cumulative summary of costs incurred during the reporting period. In addition, grant recipients must submit a HUD\_96010\_Program\_Outcome\_Logic\_Model form annually, which identifies their program's output and outcome achievements.

2. Applicants selected for funding should also be aware that they will be required to report first sub-grant award and executive compensation information, where both their initial award is \$25,000 or greater, as required by the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282). The prime grant awardees will have until the end of the month plus one additional month after an award or sub-grant is obligated to fulfill the reporting requirement. The Federal Funding Accountability and Transparency Act (FFATA) of 2006 calls for the establishment of a publicly available web site to disclose the use of Federal finance assistance.

The Act requires the reporting of the following data for first-tier sub-grants of \$25,000 or more:

- a. Name of entity receiving award
- b. Amount of award
- c. Funding agency
- d. NAICS code for contracts / CFDA program number for grants
- e. Program source
- f. Award title descriptive of the purpose of the funding action
- g. Location of the entity (including congressional district)
- h. Place of performance (including congressional district)
- i. Unique identifier of the entity and its parent; and
- j. Total compensation and names of top five executives (same thresholds as for primes)

The Transparency Act also requires the reporting of the Total Compensation and Names of the top five executives in either the prime awardee or a sub-awardee's organization if:

k. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25 M annually; and

l. Compensation information is not already available through reporting to the SEC.

The statute exempts from reporting any sub-awards less than \$25,000 made to individuals or to an entity whose annual expenditures are less than \$300,000. OMB has published Interim Final Guidance to agencies regarding the FFATA subrecipient reporting requirements in the Federal Register on September 14, 2010 (75FR55663.)

3. Section 872 Reporting: Each recipient of federal funds with a cumulative value greater than \$10 million and their direct (i.e. first-tier) subrecipients are required to report to the Federal

Awardee Performance and Integrity Information System (FAPIS). This requirement is in accord with requirements contained in Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417). See paragraph III.C.5.u of the General Section for more information.

## VII. Agency Contacts

Applicants may contact Ophelia Wilson at (202) 402-4390 or Susan Brunson at (202) 402-3852. Persons with speech or hearing impairments may call the Federal Information Relay Service (TTY) at (800) 877-8339. Except for the "800" number, these numbers are not toll-free. Applicants may also reach Ms. Wilson via e-mail at [Ophelia.Wilson@hud.gov](mailto:Ophelia.Wilson@hud.gov), and/or Ms. Brunson at [Susan.S.Brunson@hud.gov](mailto:Susan.S.Brunson@hud.gov).

## VIII. Other Information

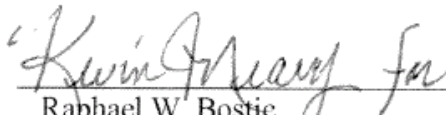
### A. Paperwork Reduction Act

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 number 2528-0235. 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 356 hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, quarterly, semi-annual and final reports. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

### B. Environmental.

This NOFA provides funding under, and does not alter the environmental requirements of, 24 CFR 570.404. Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321). Activities under this NOFA are subject to the environmental review provisions set out at 24 CFR 570.404(i).

Dated: 12/22/2010

  
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Raphael W. Bostic  
Assistant Secretary for Policy  
Development and Research

[FR 5472-N-01]