

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5415-N-31]

**Notice of Funding Availability (NOFA) for Fiscal Year 2010
Special Needs Assistance Programs (SNAPS) Technical Assistance; Request for
Qualifications**

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

ACTION: Notice of Funding Availability/Request for Qualifications (NOFA) for HUD's Fiscal Year (FY) 2010 Special Needs Assistance Programs Technical Assistance (SNAPS-TA).

SUMMARY: This NOFA announces the availability of up to \$11.1 million for technical assistance. Approximately \$9.9 million is available under HUD McKinney-Vento Technical Assistance for homeless assistance programs, Homeless Management Information System (HMIS) data collection, reporting and research, including the Annual Homeless Assessment Report (AHAR) TA activities and approximately \$1.2 million under the American Recovery and Reinvestment Act for Homelessness Prevention and Rapid Re-Housing Program (HPRP) TA activities. Collectively they are referred to as the SNAPS Technical Assistance Program (SNAPS-TA). Additional funds including up to \$6 million for McKinney-Vento homeless assistance TA may become available as a result of HUD's efforts to recapture unused funds or to utilize carry over funds. No cost sharing is required.

In addition to this NOFA, HUD encourages prospective applicants to review OneCPD and the Core Curricula Skills-based Training NOFAs to be released at later dates. Eligible applicants seeking funding to provide assistance under these two programs must submit a separate application for each.

This publication is governed by the information and instructions found in the Notice of HUD's Fiscal Year (FY) 2010 Notice of Funding Availability (NOFA) Policy Requirements and General Section (**General Section**) that HUD posted on www.Grants.gov on June 7, 2010, and this NOFA.

APPLICATION DEADLINE DATE: The application deadline date is 11:59:59 p.m. eastern time on November 22, 2010. Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application 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. The General Section contains information on using Adobe Reader, HUD's timely receipt policies, and other application information. Applicants are advised that as of this posting the most recent version of Adobe Reader is 9.3.2. Applicants are

advised to use the most recent version of Adobe reader available on Grants.gov and compatible with Grants.gov.

FOR FURTHER INFORMATION CONTACT: Questions regarding specific program requirements should be directed to the agency contact is listed in Section VII of this publication. Questions regarding the **General Section** should be directed to the Office of Departmental Grants Management and Oversight at (202) 708-0667 (this is not a toll-free number) or the NOFA Information Center at (800) HUD-8929 (toll-free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

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

B. Funding Opportunity Title: Special Needs Assistance Programs Technical Assistance (SNAPS-TA).

C. Announcement Type: Initial Announcement.

D. Funding Opportunity Number: The Federal Register number for this NOFA is FR-5415-N-31. The OMB Approval Number for this NOFA is: 2506-0166

E. Catalog of Federal Domestic Assistance (CFDA) Number: 14.261 McKinney-Vento Homeless Technical Assistance and 14.262 HPRP Technical Assistance.

F. Dates: The application deadline date is November 22, 2010. Applications must be received by Grants.gov by 11:59:59 p.m. eastern time on the deadline date. Please be sure to read the **General Section** for electronic application submission and receipt requirements.

G. Additional Overview Information: Applicants interested in providing technical assistance to entities participating in HUD's Special Needs Assistance Programs should carefully review the **General Section** and the information listed in this SNAPS-TA NOFA, including the exceptions to the General Section requirements found in this NOFA.

1. Available Funds. Funds are available to provide technical assistance for homeless programs in the Office of Special Needs Assistance Programs (SNAPS). The application submission information is contained in this SNAPS-TA NOFA at Section IV.B. Approximately \$11.1 million is available, of which up to \$1.2M is set aside for HPRP TA. Additional funds may become available as a result of HUD's efforts to recapture unused funds or to utilize carry over funds. No cost sharing is required. Awards will be administered under cooperative agreements with significant HUD involvement (see Section II.B of this NOFA).

2. Eligible applicants. The eligible applicants are listed in Section III.A under the full text of the announcement. Applicants should be aware that HUD does not directly fund individuals through its competitive NOFA process.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Description. The purpose of the SNAPS-TA NOFA funding is to provide technical assistance to transfer skills and knowledge needed for grantees, applicants, project sponsors, eligible applicants and eligible project sponsors to achieve the highest level of performance and results for the Emergency Shelter Grants, Supportive Housing, Shelter Plus Care and Moderate Rehabilitation for Single Room Occupancy programs, for the implementation of local Homeless Management Information Systems (HMIS), for the Homelessness Prevention and Rapid Re-housing Program and for completion of the Congressionally-required Annual Homeless Assessment Report (AHAR). Information about HUD's Homeless Assistance Programs is available at www.hud.gov and www.hudhre.info.

B. Authority. Funds for HMIS TA are authorized by the FY2010 Omnibus Appropriations Act (Public Law 111-8). Funds for Homelessness Prevention and Rapid Re-housing Program TA are authorized by the American Recovery and Reinvestment Act. Funds for McKinney-Vento Act TA are authorized by the appropriations act for fiscal year 1997.

II. Award Information

A. Available Funds. Up to \$11.1 million is available for the SNAPS-TA program:

1. Up to \$9.9 million in McKinney-Vento Homeless Assistance Act funds for McKinney-Vento Homeless Assistance TA; and
2. Up to \$1.2 million in American Recovery and Reinvestment Act funds for Homelessness Prevention and Rapid Re-housing Program TA.

Additional funds for McKinney-Vento Homeless Assistance TA may become available as a result of HUD's efforts to recapture unused funds or to utilize carry over funds. Funds are not designated as either national or local (field office) technical assistance funds as in the past. All funds will be administered by Headquarters. However, field offices will have significant involvement in identifying and prioritizing technical assistance needs in their area, working with the selected TA providers to facilitate delivery, and for ensuring that identified outputs and outcomes for the TA are achieved. HUD has established a \$1,000,000 award minimum for successful SNAPS-TA applications. All awards are subject to the funding restrictions described in detail in Section IV, Subpart E.

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

1. TA activities are administered by a Government Technical Representative (GTR) and Government Technical Monitor (GTM) at HUD Headquarters. Significant HUD involvement is required in all aspects of TA planning, delivery, and follow-up.
2. Awards will be for a period of 24 months to 36 months, depending on such factors as TA provider's experience, performance and skills or expertise. HUD reserves the right to determine the award period based on any or all of these factors.
3. HUD reserves the right to withdraw funds from any TA provider if HUD determines that: (a) the TA provider's performance is found to be substandard and unacceptable; (b) the need for assistance is not commensurate with the award; or (c) the need for assistance is greater in other regions based on demand-response needs. HUD will make this determination on a case-by-case basis and will provide a 30-day due process notice accordingly.
4. HUD anticipates substantial involvement in determining and approving the work to be performed, including review and approval of technical assistance plans, materials, e-learning modules, etc.

III. Eligibility Information

A. Eligible Applicants. The eligible applicants for SNAPS-TA are.

- A state;
- Unit of general local government;
- Public Housing Agency;
- A public or private nonprofit or for profit organization or intermediary, including educational institutions and area-wide planning organizations.

Applicants may partner with other organizations that may serve other geographic areas or bring other expertise to the proposal and submit a collaborative application. However, any organization included in a collaborative application may not submit a SNAPS-TA application of its own or be listed as a subcontractor on any other SNAPS-TA application. Each collaborative application must designate one organization as the lead entity. The lead entity must submit the application and, if selected, execute the SNAPS-TA cooperative agreement with HUD and assume responsibility for the award on behalf of the group. If funded, the lead entity must enter into a separate agreement with each organization that is a part of the application. The agreement must include the requirements of the FY2010 SNAPS-TA cooperative agreement between HUD and the lead entity, and set forth the organization's responsibilities for compliance with HUD's FY2010 SNAPS-TA program.

B. Cost Sharing or Matching. None.

C. Other

1. Eligible TA Activities and Objectives. TA funds are available to provide McKinney-Vento Act funded and HPRP-funded grantees, project sponsors, and potential recipients with skills and knowledge needed to develop and operate projects and activities funded by McKinney-Vento Homeless Assistance Act and/or The American Recovery and Reinvestment Act. These grantees, project sponsors and potential recipients are organized as Continuums of Care (CoCs) for community planning. The objectives of SNAPS-TA and the activities that may be undertaken in support of the objectives are identified below:

a. Objectives:

(1) Improve organizational capacity to own, develop and sponsor McKinney-Vento Act funded housing for homeless persons and to develop and implement HPRP-funded homeless assistance projects.

(2) Improve the capacity of McKinney-Vento and HPRP grantees and sponsors to comply with program rules, draw funds, accurately report data to HUD and correctly use HUD reporting and financial systems.

(3) Improve McKinney-Vento and HPRP grantee and sponsor or subgrantee performance in the areas of program design and management and organizational management including fiscal controls, board development, contract administration, performance measurement, and compliance systems for McKinney-Vento and HPRP grants.

(4) Improve the ability of McKinney-Vento grantees, Continuums of Care (CoCs), HMIS operators, and HPRP grantees to collect and report data, including data on race and ethnicity, for the required Annual Performance Report (APR), Annual Homeless Assessment Report (AHAR), the Homelessness Pulse Report (Pulse), and other reports required by HUD.

(5) Improve CoC and HMIS grantee capacity to manage and administer the local HMIS, including structure, data quality, governance, compliance with HMIS Data and Technical Standards, reporting, and performance measurement.

(6) Knowledge management, including maintaining and enhancing CPD-sponsored websites, for information dissemination, communication, and adding content related to other federal requirements such as applicable civil rights requirements including Affirmatively Furthering Fair Housing, Davis-Bacon and Section 3, etc.

(7) Support CPD-sponsored virtual help desks, including assigning, tracking and responding to inquiries as well as preparing reports and queries as needed.

b. Activities under McKinney-Vento Act TA and HPRP TA:

(1) Conduct Needs Assessments – Needs assessments will determine the nature and scope of technical assistance needed. Skilled program and technical experts will collect information about an expressed or implied TA need to improve current program performance or correct program deficiencies, including technical assistance needs related to other federal requirements such as applicable civil rights requirements including Affirmatively Further Fair Housing. The needs assessment will involve the use of multiple types of information collection and analysis.

Needs assessment may include self-assessment, field office assessment, and/or TA provider assessment.

(2) Provide Direct Technical Assistance – Skilled program and technical experts will be dispatched to work one-on-one with grantees, applicants, project sponsors, eligible applicants, and eligible project sponsors at varying intervals via in-person meetings and on-call services (i.e., via electronic media such as web conferencing). Direct TA engagements will be prioritized based on need and categorized by the intensity of the TA (onsite vs. virtual engagements, length of engagement, etc.).

(3) Develop Tools and Products – Tools and products will be developed to assist grantees, applicants, project sponsors, eligible applicants, and eligible project sponsors to understand the programs under which they are funded or are eligible to apply for funding in addition to the other Federal requirements (e.g. Davis-Bacon, applicable civil rights requirements including Affirmatively Furthering Fair Housing) that often apply to these programs. Where appropriate, program and other Federal requirements will be integrated into comprehensive products and CPD will work internally with offices such as the Office of Fair Housing and Equal Opportunity (FHEO) to provide advice, materials, training and/or consultation on related issues where appropriate. The tools and products will be developed in several forms including, but not limited to, web-based trainings, program-specific certification programs, and other electronic training aids. All tools and products developed will comply with Section 508 accessibility requirements.

(4) Deliver Group Learning Sessions – Group learning is intended to increase capacity and close competency gaps of participants by equipping them with the necessary program knowledge and skills needed to administer and manage SNAPS programs and HMIS, including training that may be developed by other offices in HUD. Specifically, group learning will take three forms for successful applicants:

(a) Introductory Program Learning –Develop and offer introductory programs on the statutory and regulatory requirements of the McKinney-Vento Act programs. The courses will be targeted to CoC leaders, HMIS administrators, grantees and project sponsors who will be responding to the amendments made to McKinney Vento Act programs by the HEARTH Act. The introductory program learning is necessary to build the foundation for the more advanced skill-based learning and program certifications.

(b) Skill-based Learning – To ensure that all CoCs, grantees, and project sponsors possess the essential skills and capacity needed to effectively implement and manage McKinney-Vento Act programs, Homelessness Prevention and Rapid Re-housing Program, and HMIS and participate in the AHAR. Skill-based learning will include guidance on topics that cut across the SNAPS programs, HMIS and AHAR.

(a) HMIS Certification –Develop certification programs, including the certification exam, related to HMIS, such as System Administrator Certification and Software Compliance

Certification. The certification program may involve classroom instruction, group exercises, active group discussions, and/or web-based learning, software review. Certification will only be conferred upon successful completion of the course of study or software review.

2. Threshold Requirements.

- a. All applicants must meet the threshold requirements in the General Section.
- b. Each applicant must qualify as an eligible applicant under this NOFA and must have met the timely receipt requirements. See the General Section (IV. C. 4 Timely Receipt).
- c. All SNAPS-TA applicants are required to submit a one-page capacity and funding summary page. Although the capacity and funding summary will not be rated based on the factors listed in Section V, Subpart A, the summary is a submission requirement for the SNAPS-TA program.
- d. The minimum score for an application to be considered for funding is 75 with a minimum of 45 points on Factor 1. In order to be eligible for HUD to rate and rank an application, all applicants must meet the threshold requirements of the **General Section**, including the Civil Rights threshold in Section III.C. See the **General Section** at http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/grants/fundsavail.
- e. **False Statements.** An applicant's false statement in an application is grounds for denial or termination of an award and grounds for possible punishment as provided in 18 U.S.C. 1001.
- f. Dun and Bradstreet Data Universal Numbering System (DUNS) Number Requirement. Refer to the General Section, Section III.C.2.b for information regarding the DUNS requirement. Additional information on obtaining a DUNS number is available at <http://www.hud.gov/grants/index.cfm>. Applicants must obtain a DUNS number to receive an award from HUD.
- g. Central Contractor Registration Requirement. Applicants must register or update a current registration in the Central Contractor Registration to receive funding from HUD. Information on CCR registration is available at <http://www.ccr.gov/renew.aspx> and <http://www.ccr.gov/help.aspx>.

3. Program Requirements. The following program requirements apply to the SNAPS-TA program:

a. Demand-Response System. All successful SNAPS-TA applicants must operate within the structure of the demand-response system. Under the demand-response system HUD identifies technical assistance needs and prioritizes them based on Departmental, programmatic and jurisdictional priorities. HUD is solely responsible for determining the entities to be assisted, the location, and the nature of the assistance to be provided which must be part of a previously established HUD TA plan for the area. Under the demand-response system, TA providers are required to:

- (1) Promptly respond to requests for assistance from the GTM or GTR;
- (2) When requested by a GTM or GTR, conduct a needs assessment to identify the type and nature of the assistance needed by the recipient of the assistance;

(3) Coordinate TA plans and activities with other providers that may have expertise on a given topic, or that are currently active in providing assistance in a jurisdictional area, such as those providers funded under Neighborhood Stabilization Program (NSP) or Section 4 TA;

(4) Attend joint training sessions, workshops or conferences with other TA providers; and

(5) Obtain the GTM's or GTR's approval before responding to direct requests for technical assistance from McKinney-Vento homeless assistance grantees and/or their respective Continuums of Care (CoCs) or from HPRP grantees.

b. Needs Assessments will be conducted as prescribed by HUD, but may include any or all of the following: self-assessment by grantees, project sponsors, or Continuums, field office assessment and TA provider assessment.

c. Direct TA will be conducted upon completion of a needs assessment and approval by the Office of Special Needs Assistance Programs (SNAPS).

d. Materials, tools and courses developed under the award must be approved by HUD before dissemination or use by TA providers. New courses must be designed so that with appropriate training HUD and other TA providers may independently conduct the courses. Materials must be provided in electronic format and must be made available to the GTM/GTR at least two months prior to establishing a firm date for publication, course delivery or group learning session to allow time for review and concurrence from the GTM and GTR on the content and quality of the materials.

e. Group Learning deliveries must have prior approval from SNAPS. TA providers must arrange for joint delivery of the training with HUD participation when requested by the GTR; and send trainers to approved "train-the-trainers" sessions. The cost associated with attending these required sessions will be eligible TA costs under the cooperative agreement executed with HUD and will not be the burden of the TA provider.

f. Affirmatively Furthering Fair Housing (AFFH). Under Section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Successful applicants will affirmatively further fair housing through activities directed by HUD under the demand response system. Applicants should indicate applicable fair housing expertise as part of the narrative submitted in response to the rating factors indicated in Section V.A. of this NOFA and as part of HUD Form 40040 (TA Expertise Matrix). See Section III. C.5.b. of the FY2010 General Section for more information.

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

h. Environmental review. The activities funded under this NOFA are categorically excluded from environmental review under the National Environmental Policy Act.

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

j. Accessibility of Training Facilities. All award recipients and sub-recipients must use training facilities and services that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, recipients and sub-recipients must give priority to alternative methods of product delivery that offers programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title II/Title III of the Americans with Disabilities Act as applicable. Furthermore, HUD encourages all award recipients and sub-recipients to adopt the goals and objectives of Section 508 of the Rehabilitation Act of 1973 by ensuring that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities. See the Accessible Technology requirements in Section III.C.5.f of the General Section.

IV. Application and Timely Receipt Information

A. Addresses to Request Application Package. See the **General Section** for specific procedures concerning the electronic application submission and timely receipt requirements. Copies of the published NOFAs and application forms for HUD programs announced through NOFAs may be downloaded from the grants.gov website at http://www07.grants.gov/applicants/apply_for_grants.jsp. Customer support is available from Grants.gov by calling its Support Desk at 800-518-GRANTS, or by sending an email to support@grants.gov. The Grants.gov help desk is open 7 days a week, 24 hours a day, except federal holidays.

You may request general information from the NOFA Information Center at 800-HUD-8929 or 800-HUD-2209 (TTY) between the hours of 10 a.m. and 6:30 p.m. eastern time, Monday through Friday, except on federal holidays. When requesting information, please refer to the name of the program you are interested in. The NOFA Information Center opens for business simultaneously with the publication of the General Section.

B. Content and Form of Application. Applicants may submit only one application for SNAPS-TA funds. A completed application consists of an application submitted by an authorized official of the organization and contains all relevant sections of the application, as shown in the checklist in Section IV.B.4 below.

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

send to HUD. The paper submission does not relieve the applicant of meeting the requirements for a DUNS number and valid registration in CCR.

2. Page Limitation, Font Size and Format for Naming of Files. Narratives addressing Factors 1-3 must be formatted so that the total number of pages submitted are equal to no more than 20 single-sided pages of text based on 8.5 by 11 inch paper, using a standard 12 point font. Reviewers will not review more than 20 pages for all the factors combined. The one page Funding and Capacity Summary, Experience Matrix, Expertise Matrix and the list of references for new applicants are not included in the 20 page limit. See the **General Section** for guidance on the format for the naming of the files for the narratives.

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

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

- SF424, Application for Federal Assistance (see **General Section**). Applicants must include the nine digit zip code (zip code +4) associated to the applicant address in box 8d of the SF424;
- Capacity and Funding Summary – one page indicating in bold: funds requested for McKinney-Vento TA, funds requested for HPRP TA, which of the four activities applicant is willing to provide and geographic area to be served;
- Narrative addressing Factors 1-3;
- HUD40044 Experience Matrix;
- HUD40040 Expertise Matrix;
- Budgets (as described below);
- HUD424CB, Grant Application Detailed Budget Form;
- HUD424CBW, Detailed Budget Worksheet for Non-Construction Projects;
- SFLLL, Disclosure of Lobbying Activities (see **General Section**);
- HUD2880, Applicant/Recipient Disclosure/Update Report (“HUD Applicant Recipient Disclosure Report” on Grants.gov) (see **General Section**); and

- Form HUD96011, Third Party Documentation Facsimile Transmittal (“Facsimile Transmittal Form” on Grants.gov) to be used as the cover page to transmit third party documents and other information designed for each specific application for tracking purposes. HUD will not be able to match faxes to an application if the application does not contain the HUD96011 fax cover page, and each fax submitted does not use the HUD96011 as the cover page to the facsimile transmission.
- eLogic Model will be a required submission for awardees.

C. Timely Receipt Requirements. Completed applications must be received in Grants.gov no later than 11:59:59 p.m. on November 22, 2010. Following receipt the application will go through a validation process. If the application fails the Grants.gov validation process, it will be rejected. 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 section titled, “Instructions on How to Download an Application Package and Application Instructions,” in the **General Section**. This section contains information on using Adobe Reader, HUD’s timely receipt policies and other application information.

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

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

1. HPRP-funded TA must be provided only to HPRP grantees and subgrantees and only as to carrying out HPRP.

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

3. HUD has established a \$1,000,000 minimum funding amount for successful SNAPS-TA applicants.

F. Waiver of Electronic Submission Requirements. Applicants interested in applying for funding under this NOFA must submit their applications electronically via Grants.gov or request a waiver for the Special Needs Assistance Programs (SNAPS) Technical Assistance program from HUD. Applicants should submit their waiver requests by email or in writing. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted by email to Holly.A.Kelly@hud.gov or in writing to Holly A. Kelly, Acting Director, Technical Assistance Division, Office of Technical Assistance and Management, Office of Community Planning and Development, U.S. Department of Housing and Urban

Development, 451 7th Street SW, Room 7228, Washington, DC 20410. Written waiver requests must be postmarked no later than 15 days prior to the application deadline date. HUD only provides waivers for cause under the waiver provisions of 24 CFR 5.110. Instructions regarding the number of copies to submit, the address where they must be submitted, and additional deadline information will be contained in any approval of the waiver request. Paper submissions must be received at the appropriate HUD office(s) no later than the deadline date.

V. Application Review Information. HUD will use the capacity and funding summary to determine the types of TA activities the applicant is willing to undertake based on staff skill and experience; and given the organizational capacity of the applicant, and the funding amount requested (an amount the applicant can reasonably expect to expend within the requirements and timeframes of the SNAPS-TA program). The summary must include:

- Which of the four eligible activities (needs assessment, direct TA, materials/tools development, group learning delivery) the applicant has the capacity to provide;
- The amount of funds requested for McKinney-Vento and/or HPRP TA, based on the number of available personnel, the range and quality of their skills and knowledge and the ability of the applicant to manage these resources to successfully execute multiple TA engagements involving several covered programs simultaneously over a two or three year period; and
- The geographic area the applicant proposes to serve (i.e., national, specific region(s) or specific state(s)).

A. Criteria. The maximum number of points to be awarded for a SNAPS-TA application is 100. The minimum score for an application to be considered for funding is 75 with a minimum of 45 points on Factor 1. The SNAPS-TA program is not subject to bonus points, as described in the **General Section**.

Points are assigned on three factors. Applicants should review the factors carefully as the criteria have changed significantly from prior years' requirements. When addressing the three factors, applicants should identify relevant experience and expertise on the appropriate matrix forms. Applicants should also address the overall management of the award including policies and procedures for ensuring that all SNAPS-TA program requirements are met and quality products are developed and delivered. Please note that Factor 2 – Need/Extent of the Problem and Factor 4 – Leveraging Resources as identified in the **General Section** do not apply under the SNAPS-TA NOFA.

1. Rating Factor 1: Applicant's Capacity and Relevant Experience (60 points) (Minimum for Funding Eligibility is 45 points)

a. **(30 points) Recent Experience and Performance.** In both narrative form and by completing the Experience Matrix that accompanies this NOFA, indicate your organization's recent experience (within 18 months of the publication date of this NOFA) managing technical

assistance activities that are the same or similar to those required under this NOFA. The narrative should identify all current technical assistance awards, including award date, award amount, name of awarding organization, whether the TA award was national or the number of localities or regions covered if not a national award, award manager (e.g. COTR, GTR or GTM) name, phone and email address of the Contracting Officer (CO), Contracting Officer's Technical Representative (COTR), Government Technical Representative (GTR) or Government Technical Monitor (GTM), brief description of any outstanding performance issues and the steps taken or being taken to resolve the issues and brief description of experience with demand-response system. In addition, applicants must indicate how prior technical assistance efforts specifically relate to the activities identified in this NOFA. Applicants should complete the Experience Matrix for recent TA experience (within past 18 months), the purpose of TA provided, the audience, and outputs and outcomes for the TA. In evaluating this sub-factor, HUD will review existing CD-TA file documentation, interview GTRs and GTMs, and, in the case of non-CD-TA awards, obtain recommendations from other offices and agencies. Customer feedback from CPD program offices and other offices and agencies will also be used to judge an applicant's past performance and effectiveness.

Applicants will be scored based upon the extent to which they have: (1) demonstrated ability and success in providing different types of technical assistance for diverse entities; (2) managed multiple, large and/or complex technical assistance awards in multiple jurisdictions simultaneously; and (3) complied with cooperative agreement provisions, financial and performance reporting requirements, timeliness of drawdown of funds, and close-out of expired awards.

b. **(30 points) Organizational Capacity**. Complete the Expertise Matrix that accompanies this NOFA. For the purposes of responding to this sub-factor and completing the Expertise Matrix, include all staff of the lead applicant, co-applicants, sub-contractors and consultants, for whom a contract or agreement already exists, who will be conducting needs assessments, developing technical assistance products and/or delivering training courses, delivering group learning, or providing direct TA. Applicants must indicate the primary physical location (include zip code+4) and coverage area for personnel on the "locations" tab of the Expertise Matrix.

In evaluating this sub-factor, HUD will assess the experience, program knowledge of the McKinney-Vento Programs, the HMIS Data and Technical Standards, the HEARTH Act and the HPRP Notice, TA skills of personnel, and their service coverage area. The program knowledge and TA skills of personnel should clearly support the range of possible TA activities the applicant may be asked to undertake, and the locations in which they may be called upon to do so.

Applicants will be rated on the following basis: (1) demonstrated staff experience and expertise in SNAPS, CPD, HUD and cross-cutting federal programs, HMIS implementation, CoC

planning, data analysis/research and knowledge management; and (2) proven skills and ability in delivering technically accurate TA where and when called upon to do so.

2. Rating Factor 2: Soundness of Approach (25 points)

a. (15 points) Management. Identify key management staff responsible for overall management and administration of the SNAPS-TA award. Key management staff is defined as any individual who will have decision-making authority related to the financial or task management, performance reporting, or overall coordination of the award. The applicant must identify the names, roles and responsibilities of the proposed key management staff as well as their recent experience (within 18 months of this NOFA's publication date) managing people and tasks within the demand-response system or a similar client-driven environment.

The successful administration and management of a technical assistance award is critical to the timeliness of TA delivery, prioritization of multiple TA needs and sound financial management of the award. The narrative should present a clear, and practical plan for: (1) managing multiple, large and/or complex technical assistance engagements in multiple jurisdictions simultaneously and/or developing products on multiple topics; and (2) implementing a multi-disciplinary approach to the delivery of TA within jurisdictions to maximize effectiveness. The policies and procedures in the plan must clearly explain how the applicant will manage TA activities within the demand-response system, including the processes for consulting with HUD field offices and managing the formal TA requests from HUD Headquarters; assigning appropriately skilled and knowledgeable staff to develop or provide TA across program areas; prioritizing and managing multiple TA engagements, with multiple entities, in multiple jurisdictions; coordinating and collaborating with other TA providers active in the area; managing the overall operation with a focus on delivering results; providing feedback to HUD on TA progress and outcomes; and resolving issues or overcoming obstacles that may affect progress. In rating this factor, HUD will evaluate the comprehensiveness of the response provided, and the likely effectiveness of the approach described for each element of the plan specified above.

b. (2 points) HUD Policy Priorities and Potential Outcomes.

To the extent that the applicant addresses the HUD policy priority of Capacity Building and Knowledge Sharing for the SNAPS-TA, the applicant may receive up to 2 points for this sub-factor. As indicated in the General Section, the applicant must describe how their organization co-applicant(s), subcontractors and consultants will provide knowledge-sharing experience in program design and implementation processes that will provide long-term benefits and increase capacity. To receive all policy priority points, the applicant must identify at least two outcomes, such as increased skills and expertise or knowledge sharing and coordination.

c. (8 points) Quality Control. Present a detailed plan for ensuring that all TA products developed or delivered under the SNAPS-TA program are accurate and of the highest quality.

Applicants must present a detailed plan for ensuring only accurate program guidance is provided and only eligible beneficiaries are served. The applicant should also present a detailed plan for addressing and curing any eligibility or product quality issues that may arise. In rating this factor, HUD will review the applicant's quality control plan for thoroughness and effectiveness, and the likelihood that such procedures will ensure that the intended outcomes of the TA engagements are achieved.

3. Rating Factor 3: Achieving Results and Program Evaluation (15 points)

a. (10 points) Outcomes. For each of the four TA activities under SNAPS-TA (i.e., needs assessment, direct TA, development of products/tools and group learning), the applicant must identify at least two quantifiable 'outcomes' by which success will be measured. An outcome is defined as the results achieved or benefits derived from the technical assistance which supports the objectives of McKinney-Vento programs and HPRP. 'Outputs' (e.g., the number of TA engagements performed or courses delivered) are not acceptable and will receive a lower score.

b. (5 points) Evaluation. For each of the four eligible TA activities an applicant may undertake, describe the general methods and measures the applicant will use to evaluate the effectiveness of the TA. While the specific TA tasks to be undertaken by successful applicants will be identified post-award through the demand-response system, HUD has identified the broad eligible activities that encompass technical assistance. The applicant must present a clear plan for evaluating the effectiveness of each of the possible TA activities the applicant may be asked to undertake and for which it is expected to deliver results. In rating this factor, HUD will evaluate whether the outcomes identified by the applicant are both measurable and appropriately related to McKinney-Vento programs and HPRP. HUD will also assess whether the TA evaluation methods described by the applicant will successfully measure the effectiveness of each eligible TA activity identified. These will be included in the eLogic Model submitted by each awardee.

C. Review and Selection Process

1. **Review Types.** Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements. Second, HUD will review and assign scores to applications using the Factors for Award noted in Section V.A.
2. **Ranked Order.** Once rating scores are assigned, rated applications submitted will be listed in ranked order. Applications within the fundable range (score of 75 or more points with 45 or more points for Factor 1) may then be funded in ranked order under the SNAPS-TA program and service area for which they applied. HUD may use the Funding and Capacity Summary to assist in determining award amounts and/or award regions.
3. **Threshold Eligibility Requirements.** All applicants requesting SNAPS-TA funds must be in compliance with the threshold requirements found in the **General Section** and the eligibility requirements listed in Section III of this NOFA in order to be reviewed, scored, and ranked.

Applications that do not meet these requirements and applications that were received after the deadline (see Section IV.C of the **General Section**) will be considered ineligible for funding.

4. **Funding Decisions.** In determining the amount awarded to each successful applicant, HUD will take into consideration the funds available for the SNAPS-TA program the number of successful SNAPS-TA applicants; the applicant's current organizational capacity to effectively deliver the assistance requested by HUD, where and when required, as presented in the application, including, among other things the number, location, quality and experience of their personnel, the final score assigned to the application by HUD reviewers and the applicant's performance under existing or past technical assistance awards. HUD has established a \$1,000,000 minimum funding amount for successful SNAPS-TA applicants.

5. **Corrections to Deficient Applications.** Applicants will have 14 calendar days in which to provide missing information requested by HUD. Instructions on submission of cures for deficiencies will be provided by HUD with the request for the deficiency. See Section V.B.2 of the **General Section** for additional information on the process to be followed for corrections to deficient applications.

VI. Award Administration Information

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

1. Administrative budget. HUD requires that all selected applicants participate in negotiations to determine the specific terms of the cooperative agreement, including an administrative budget.

The administrative budget must clearly identify the labor, associated indirect, travel, and material and supply costs associated with the provider's management of the award. The administrative budget must track the different sources of funding and associate administrative costs to each source. For this purpose, HUD defines administrative costs as follows:

“Administrative Costs” means reasonable direct and associated indirect costs of overall TA award management, coordination, and evaluation. (The term “administrative costs” should not be confused with the terms “general and administrative costs,” “indirect costs,” “overhead,” and “burden rate” which are accounting terms.) Administrative costs include:(a) salaries, wages, benefits and related costs of the awardee for developing and negotiating the budget and work plans; developing systems and schedules for ensuring compliance with this award; preparing reports required under the award, including monthly or quarterly reports and final closeout report; participating in performance status meetings with HUD; attending HUD-required training and meetings for TA providers; submitting billing information; managing or supervising persons

who carry out TA activities, including managing and monitoring contractors and sub recipients; and closing the award; (b) travel costs related to administration of the award; (c) administrative services performed by the TA awardee or performed under third party contracts or agreement, including such services as general legal services, accounting services, and audit services; (d) other costs for goods and services required for the administration of the award, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space. Administrative costs shall be segregated in a separate cost center within the awardee's accounting system.

When developing the administrative budget for the award, please note that the administrative costs are limited to 10 percent of the total award. Applicants awarded funds for HPRP TA will be required to account for costs separately from McKinney-Vento TA funds.

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

2. Award Notices will include requirements for subaward reporting in compliance with the requirements of the Federal Financial Assistance Accountability and Transparency Act (FFAATA) also known as the Transparency Act and Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal year 2009, referred to as "Section 872."

3. Code of Conduct. After selection, but prior to award, applicants selected for funding will be required to provide HUD with their written Code of Conduct if they have not previously done so and it is not recorded on the HUD website at www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm

4. Debriefing. For a period of 120 days, beginning 30 days after the awards under this program are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. A request for debriefing must be made in writing by the authorized official whose signature appears on the SF424 or by his or her successor in office, and must be submitted to the contact identified in Section VII below.

5. Accountability for Recovery Act Funds. Funds awarded for HPRP TA are subject to the accountability and transparency requirements under Title XV of Division A of the Recovery Act.

B. Administrative and National Policy Requirements. After selection for funding but prior to award, applicants must submit financial and administrative information to comply with applicable requirements. These requirements are found in 24 CFR Part 84 for all organizations except states and local governments whose requirements are found in 24 CFR Part 85. Cost

principles requirements are found at OMB Circular A-122 for nonprofit organizations (now located at 2 CFR Part 230) , OMB Circular A-21 for institutions of higher education (now located at 2 CFR Part 220) , OMB Circular A-87 for states and local governments (now located at 2 CFR Part 225), and at 48 CFR 31.2 for commercial organizations. Applicants must submit a certification from an Independent Public Accountant or the cognizant government auditor, stating that the applicant's financial management system meets prescribed standards for fund control and accountability.

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

C. Reporting.

1. Quarterly Reporting. SNAPS-TA awardees will be required to report to the GTR on, at a minimum, a quarterly basis unless otherwise specified in the cooperative agreement. As part of the required report to HUD, award recipients must include a completed Logic Model (HUD96010), which identifies actual outputs and outcomes achieved and a narrative explanation of deviations from projected results to actual results achieved. Deviations can be both positive and negative deviations.

2. Accounting for Costs Separately. Applicants awarded funds for HPRP TA will be required to account for costs separately from McKinney-Vento TA funds and must report award and subaward data in the federalreporting.gov site. The receipt of HPRP TA funds will be contingent on awardees meeting the reporting requirements under Section 1512 of the American Recovery and Reinvestment Act.

3. FFATA Subrecipient Reporting. Applicants awarded funds for McKinney-Vento TA must report award and subaward data in the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS) at www.fsrs.gov.

a. Applicants selected for funding should also be aware that they will be required to report first tier 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:

- (1) Name of entity receiving award
- (2) Amount of award
- (3) Funding agency
- (4) NAICS code for contracts / CFDA program number for grants
- (5) Program source
- (6) Award title descriptive of the purpose of the funding action

- (7) Location of the entity (including congressional district)
- (8) Place of performance (including congressional district)
- (9) Unique identifier of the entity and its parent; and
- (10) 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-awardees' organization if:

- More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually; and
- 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 (75 FR 55663).

4. 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 (FAPIIS). 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

A. For Assistance. Applicants may contact Holly Kelly, Acting Director, Office of Technical Assistance, HUD Headquarters, by phone at 202-402-6324 or by email at Holly.A.Kelly@hud.gov. Persons with hearing and speech challenges may access the above numbers via TTY (text telephone) by calling the Federal Relay Service at 800-877-8339 (this is a toll-free number). Information may also be obtained through the HUD website on the Internet at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

VIII. Other Information

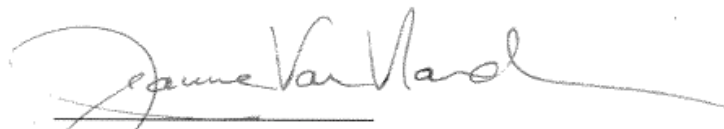
A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2506-0166 and 2506-0133. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 92 hours for the application and award administration. This includes the time for collecting, reviewing, and reporting the data. The

information will be used for awardee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

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

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

Dated: 10/20/2010



Jeanne Van Vlandren
General Deputy Assistant Secretary (A)
Community Planning and Development

[FR-5415-N-31]