DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5415-N-30]

Notice of Funding Availability (NOFA) for Fiscal Year 2010
Technical Assistance and Capacity Building under the Transformation Initiative; Request for Qualifications

A. Federal Agency Name: Department of Housing and Urban Development (HUD)

B. Funding Opportunity Title: HUD Technical Assistance and Capacity Building.

C. Announcement Type: Initial Announcement.

D. Funding Opportunity Number: The funding opportunity number for this NOFA is FR-5415-N-30. The OMB Approval Number for this NOFA is: 2506-0166.

E. Catalog of Federal Domestic Assistance (CFDA) Numbers: 14.259

F. Dates: The application deadline date is **February 24, 2011**. Applications must be received by Grants.gov by 11:59:59 p.m. eastern time on the deadline date. All information required to complete the application is in the **General Section** and this NOFA. Applicants may download the application and instructions from the Grants.gov website at http://www07.grants.gov/applicants/apply_for_grants.jsp. Please carefully read HUD's Fiscal Year (FY) 2010 Notice of Funding Availability (NOFA) Policy Requirements and General Section for Discretionary Programs, published on Grants.gov on June 7, 2010. 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 sufficient time for this process by submitting early to ensure that you meet the timely receipt requirements.

G. Additional Overview Information: The *OneCPD Integrated Practitioner Assistance System* (OneCPD) represents a fundamental change in the way HUD's traditional "program-specific" technical assistance has been structured and delivered over the years to state and local government grantees, and nonprofits. Beyond improving the effectiveness of current technical assistance efforts by adopting a "cross-program" approach, OneCPD is intended as a collaborative effort among HUD, our state and local partners and successful applicants focused on building the kind of grantee management systems and functional capacity necessary to successfully carry out comprehensive and sustainable "place-based" development and revitalization strategies. Just as importantly, OneCPD will allow grantees to "tell their story" of accomplishment by measuring not only the outputs of this technical and capacity building assistance but the outcomes and the impact on communities as well.

OneCPD will be structured and operated as a single cross-program, assessment-based, and outcome-focused delivery system with the following key objectives: (1) improve grantees' ability to assess conditions in the affordable segment of their local housing market; (2) improve grantees' ability to design and appropriately implement housing, and community and economic development programs based upon an accurate assessment of the affordable segment of their

local housing market; (3) increase organizational capacity to leverage private and public dollars; and (4) improve grantees' understanding of and compliance with statutory and regulatory requirements. Teams of providers with a broad range of complementary skills and expertise, working collaboratively, will be selected through this NOFA. They will be deployed in each region of the country to achieve these objectives. OneCPD will be built on and extend the foundation established by previous technical assistance programs and HUD's ongoing risk assessment, compliance monitoring, technical assistance and oversight activities - the core functions and responsibilities of HUD field staff.

During the current nationwide economic retrenchment, many of HUD's state and local government partners have lost at least some of the capacity, resources and skills necessary to assess and understand changes in conditions in the affordable segment of their local housing market. This may keep them from properly designing and implementing programs that most effectively address their community's economic and affordable housing needs. Consequently, under the OneCPD approach, initial needs assessments performed by the provider team will be used to determine the exact nature and scope of the capacity and technical assistance needs of the grantee across its range of HUD-funded programs. Decisions can then be made as to whether technical assistance is justified and, if so, which type and what level would be most effective. The needs assessment will lead to the development of a comprehensive technical assistance plan customized for the individual grantee and designed to achieve the overall objectives of OneCPD. This comprehensive technical assistance plan will then be carried out under a Memorandum of Agreement executed by HUD, the provider team, and the grantee that, among other things, specifies the responsibilities of each of the parties to the agreement.

This NOFA also includes the request for qualifications for HUD's new *Core Curricula for Skills-Based Training* (Core Curricula). The Core Curricula will support the development and delivery of training courses and seminars to improve grantee skills in the areas of development finance, energy efficiency and green building, environmental review and compliance, asset management and preservation, and construction and rehabilitation management. Funding for certain core curricula will be made available through this NOFA while other "core curricula" will be funded via future NOFAs and/or procurement actions.

Activities under this NOFA will support achievement of goals and the use of strategies that were established in the *HUD Strategic Plan, FY 2010-2015*, as well as in related federal strategic efforts, including *Opening Doors: The Federal Strategic Plan for Preventing and Ending Homelessness,* and *The National HIV/AIDS Strategy for the United States.*

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Description.
Through this NOFA/Request for Qualifications, HUD is announcing the availability of approximately $24 million to fund OneCPD and the Core Curricula. Approximately $23 million is available for OneCPD, and $595,000 for Core Curricula . All organizations that are experienced and successful in providing program, technical, planning, financial, and organizational capacity building assistance, or consulting in such areas as community development, affordable housing, economic development, organizational management, financing and underwriting, construction and rehabilitation management, project management and strategic planning, are encouraged to apply. Applicants should be aware that HUD neither accepts

applications from nor directly funds individuals in the competitive NOFA review process. If an individual attempts to submit an application, it will be rejected by Grants.gov. HUD will also reject applications from individuals without acknowledging receipt or review. Additional funds may become available under this NOFA as a result of HUD's effort to recapture unused funds or to utilize carry-over funds; their use being subject to applicable statutory constraints. No cost sharing is required.

Applicants for OneCPD funding are required to submit a single application regardless of the number of programs or areas of expertise for which they propose to provide technical and capacity building assistance. However, applicants for Core Curricula funding are required to submit a separate application for each curriculum for which they claim expertise. Eligible applicants seeking funding to provide assistance under *both* OneCPD and Core Curricula training must submit a separate application for each. Applicants are encouraged to partner with other organizations in an effort to expand geographic coverage or bring other areas of expertise to their application. Awards made under this NOFA for both OneCPD and this round of funding for Core Curricula will be administered under cooperative agreements with significant HUD involvement (see Section II.B).

HUD defines *technical assistance* as guidance which enables grantees and their partners to overcome a lack of specific skills or knowledge of the associated HUD programs and, by doing so, results in the successful performance of those programs. *Capacity building* means assistance which increases the ability of program grantees and their partners to organize and independently undertake or expand affordable housing, community development, and economic development programs using assistance provided under one or more HUD programs going forward.

1. OneCPD. The purpose of OneCPD is to provide state government, local government and nonprofit recipients of federal community development, affordable housing, economic development and special needs funding with the assessment tools and technical and capacity building assistance needed to fully understand their local market conditions, to increase their capacity to successfully carry out federal assistance programs while leveraging other public and private resources, and to achieve positive and measurable outcomes. Under OneCPD, technical assistance will involve the delivery of expert statutory, regulatory, and technical support that improves the program knowledge, skills and capacity of CPD's grantees and their partners. Capacity building efforts will be directed at advancing the efficiency and performance of grantees and their partners (e.g., for-profit and public or private non-profit organizations) in the administration of federal affordable housing, community and economic development and special needs programs, the leveraging of other resources and the furthering of key Departmental objectives, including, but not limited to, energy efficiency and green building.

OneCPD will be centrally managed by HUD Headquarters with extensive involvement of the forty-three HUD field offices. Field offices will be responsible for managing the day-to-day operations of OneCPD, including: establishing the technical assistance and capacity building needs of the grantees based on assessments; negotiating and finalizing the individual work plans with the TA provider(s); achieving specified outcome/performance goals; ensuring the timely submission and approval of TA deliverables; and evaluating the performance of the TA provider(s).

All efforts under OneCPD will be 'place-based' (i.e., focusing resources from various programs in targeted locations in order to leverage investments), and focused on achieving

measurable results and positive outcomes on the ground. A provider may be required to work under the direction of multiple field offices to address the needs of several grantees under one or more programs simultaneously. The following offices and CPD programs are included under OneCPD:

PROGRAM OFFICE	PROGRAM(S)
Office of Affordable Housing Programs	HOME, CHDO
Office of Block Grant Assistance	CDBG
Office of HIV/AIDS Housing	HOPWA
Office of Special Needs Assistance Programs	Homeless Assistance Programs, including Emergency Shelter Grants

Information about these CPD programs, including their missions, goals, and activities, can be accessed through the HUD web site at www.hud.gov.

2. Core Curricula. The purpose of the HUD Core Curricula is to develop and deliver training courses and seminars to improve the core skills of HUD grantee staff commonly needed for the administration of many HUD programs. This NOFA will provide funds to develop "core curricula" in the following areas:

a. Development Finance, including skills necessary to review and understand proformas and other analyses related to mixed-use projects, commercial real estate, homeownership and rental housing;

b. Environmental Review and Compliance, including the basic knowledge and skills to perform environmental compliance reviews and allow the governments to be in compliance with Federal laws. It would cover all 17 different Federal environmental laws, affecting State, local and tribal governments;

c. Asset Management and Preservation of HUD-Assisted Projects, including core skills related to the basic principles of property and asset management that are consistent across Public and Indian Housing (PIH), CPD and Office of Housing (Multifamily Housing); and

d. Construction and Rehabilitation Management, including the capacity and skills needed to hire and oversee consultants, perform appropriate oversight of the construction and rehabilitation of HUD-assisted units, ensure that housing inspectors are properly monitoring and reporting on the progress of the construction, and implement robust energy efficiency and green housing programs.

Providers will work closely in conjunction with HUD program staff to address the skills-based training needs of PIH, CPD, and Multifamily Housing grantees and their program partners.

B. Authority. Both the OneCPD and Core Curricula programs are authorized under HUD's *Transformation Initiative*, contained in the Department of Housing and Urban Development's Appropriations Act of 2010 (Pub. L. 111-117, approved December 16, 2009).

II. Award Information

A. Available Funds.

1. OneCPD. $23 million is available through OneCPD. Unlike in past years, OneCPD funds are not designated as either national or local (Field Office) technical assistance funds. Nor are they designated for a specific CPD formula program until they are actually used. HUD

Headquarters will administer all OneCPD funds. However, field offices will also have responsibility for assessing grantee performance, and identifying and prioritizing technical assistance and capacity building needs in their area, working with the selected TA providers to facilitate delivery, ensuring that identified outputs and outcomes for the TA are achieved, and evaluating the performance of the TA providers.

2. Core Curricula. An additional $595,000 is available for the new HUD Core Curricula which will be used to develop training courses for grantees on the core skills and competencies critical to the successful management of HUD programs funded through the Offices of Housing, CPD and PIH. Depending on the availability of funds, applicants may be asked to deliver at least one pilot session for each training course developed.

Additional funds may become available under this NOFA as a result of HUD's efforts to recapture unused funds or to utilize carry over funds; their use subject to statutory constraints. All awards are subject to the funding restrictions described in detail in Section IV, Subpart E of the General Section.

B. Type of Assistance Instrument. Both OneCPD and Core Curricula funds will be awarded under a Cooperative Agreement. All cooperative agreements will be guided by the following principles:

1. TA activities are administered by a Government Technical Representative (GTR) and Government Technical Monitor(s) (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 the TA provider's past performance, breadth of proposed geographic coverage, and qualitative skills and 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 duly found to be substandard or unacceptable; (b) the need for a particular type of assistance is found not to be commensurate with the award; or (c) the need for assistance proves greater in areas not served by the TA provider. HUD will make this determination on a case-by-case basis and will provide a 30-day notice and a reasonable opportunity to respond.

III. Eligibility Information

A. Eligible Applicants. Eligible applicants seeking funding to provide assistance under both the OneCPD and Core Curricula programs must submit a separate application for each program.

The chart below lists the eligible applicants for funding through OneCPD and Core Curricula . In accordance with the faith-based initiative, HUD welcomes the participation of eligible faith-based and other community organizations in these programs.

Eligible OneCPD Applicants	Eligible Core Curricula Applicants
• A State or unit of general local government; • A HOME program participating jurisdiction (PJ); • A public housing authority; • A public or private nonprofit organization or intermediary, including educational institutions and area-wide planning organizations; or Indian tribes; and • For-profit organizations. • A combination of any of the above applying together in a joint application.	• Public or private nonprofit organizations or intermediaries, including educational institutions and area-wide planning organizations; and • For-profit organizations

OneCPD and Core Curricula applicants are encouraged to partner with other organizations that may serve other geographic or programmatic areas or bring other subject matter expertise to the proposal in such areas as planning, citizen participation, organizational management, energy conservation, fair housing, and change management. Alternatively, applicants may bring such expertise to their proposal through the use of subcontractors or consultants. Any organization participating as a joint applicant in a single application may not submit a separate application of its own. Each joint application must designate one organization as the lead entity. The lead entity must submit the application and, if selected, execute the 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 joint application within 30 days of award notification. Extensions may be granted by HUD for good cause. The agreement must include the requirements of the FY2010 OneCPD or Core Curricula cooperative agreement between HUD and the lead entity, and set forth the organization's responsibilities for compliance with these programs.

Since the diversity of activities carried out and work products developed under both OneCPD and the Core Curricula will be extensive, collaboration and coordination among providers is essential. Consequently, one of the successful applicants may be selected by HUD to assist it in performing this coordination function for the entire OneCPD or Core Curricula network of providers. Two or more successful applicants may be asked to collaborate as a team in providing necessary technical and capacity building assistance to specific grantees, as HUD may determine to be appropriate to the need.

Applicants that are qualified and propose to provide assistance to HOME participating jurisdictions (PJs) or HOME community housing development organizations (CHDOs) must have a minimum of two technical assistance and capacity building staff on their team who have passed, with a score of 80 or higher, the Certified HOME Program Specialist – Regulations training exam (HOME Program Certified). This must include at least one in-house staff person for the applicant, or the lead applicant in the case of a joint application, who is HOME Program certified. The applicant must be able to document the staff certifications claimed in their application. In addition to the in-house staff, applicants may include HOME Program certified individuals as subcontractors, consultants or contract with other entities that have HOME

certified staff, such as local TA providers that may already be operating under previous or existing CD-TA cooperative agreements.

B. Cost Sharing or Matching.   None.

C. Objectives and Eligible TA Activities
1. Objectives
      OneCPD seeks to identify gaps in grantee knowledge and skills, and provide them with the capacity necessary to create efficient, effective and compliant housing, community and economic development programs that are aligned with local market and community needs. To achieve this goal, OneCPD will address the following key objectives:
a. Improve grantees' ability to assess conditions in the affordable segment of their local housing market;
b. Improve grantees' ability to design and appropriately implement housing, and community and economic development programs based upon an accurate assessment of the affordable segment of their local housing market;
c. Increase organizational capacity to leverage private and public dollars; and
d. Improve grantees' understanding of and compliance with statutory and regulatory requirements.
    The Core Curricula program will develop and deliver training courses and seminars to improve grantee skills in the areas of Development Finance, Environmental Review and Compliance, Asset Management and Preservation, and Construction and Rehabilitation Management.

2. Eligible Activities:
      In support of the above goal and objectives, HUD will ask applicants to undertake a variety of technical assistance and capacity building activities. OneCPD applicants may be asked to develop and deliver new training products, or to maintain and deliver existing products. Applicants for Core Curricula for may be asked to develop an individual course, all of the planned courses, or certain sections of individual courses. The following chart highlights the eligible activities. A more detailed narrative is included below.

OneCPD		Core Curricula
New Products	Maintenance of Existing Products	Course Development of one, all or part of the following core Curricula tracks:
Conduct Needs Assessments	Provide support and administration of HOPWA grantee program reporting requirements	• Development Finance • Environmental Review and Compliance
Direct Technical Assistance and Capacity Building	HOME Certification Program	• Asset Management and Preservation of HUD-assisted Projects
Develop Tools and Products	Women in the Homebuilding Profession	
Self-Directed and Group Learning	Community Land Trusts	• Construction and
Information Management		

Virtual Help Desks		Rehabilitation Management

a. Eligible OneCPD Activities. For each of the following activities, HUD will be collecting and reporting performance data on the outputs and outcomes achieved:

(1) Conduct Needs Assessments. Needs assessments of grantees will determine the nature and scope of technical assistance or capacity building needed, including those related to other federal requirements such as applicable civil rights requirements including Affirmatively Further Fair Housing. Skilled program and technical experts will collect information about an expressed or implied TA need to improve current program performance or correct program deficiencies. The needs assessment will involve the use of multiple types of information collection and analysis to develop custom analytics, to quantify the impact of community and economic development engagements, to improve foreclosure response analysis, and to identify local market conditions so that program resources may be better targeted and leveraged. Needs assessments may include self-assessment by the grantee or a field office assessment so long as they are sufficiently comprehensive and, when taken together with any outside expert assessment, provide a satisfactory 'overarching' basis for determining the scope and scale of the follow-on technical and capacity building assistance.

(2) Direct Technical Assistance and Capacity Building - Skilled program and technical experts will be dispatched to work one-on-one with the grantee staff responsible for managing and carrying-out CPD's programs. Direct TA will be provided to grantees and program partners throughout the country 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 depending on the extent of the TA. Direct TA is essential to develop skills and for meaningful knowledge transfer when working to prevent or correct complicated, specific problems related to a grantee's management and performance. In certain instances where permitted by statute, such as technical assistance for CHDOs, direct TA may also cover costs necessary to provide temporary staffing needs by way of "pass-though" funds that are approved as part of the Memorandum of Agreement executed by HUD, the provider team, and the grantee.

(3) Develop Tools and Products – Tools and products will be developed to assist CPD grantees and other partners to understand complex CPD program statutes and regulations, as well as the other Federal requirements (e.g. Davis-Bacon) that often apply to these programs. Where appropriate, CPD program and other Federal requirements will be integrated into comprehensive products that will serve the technical assistance needs of a broad range of program partners. The tools and products will take several forms, such as web-based training modules and model documents, that will enable grantees and other partners to better understand and carry out their programs. In some instances, existing materials will be combined and modified to encompass the new "place-based" approach of OneCPD. All products and tools developed will comply with Section 508 accessibility requirements.
CPD strongly believes that the ability to develop new -- or modify existing field-proven -- tools and products is essential to address the constantly changing needs of grantees, and to ensure that grantees understand and can successfully manage the requirements of multiple Federal programs.

(4) Self-Directed and Group Learning Sessions – Like all aspects of the proposed OneCPD approach, group learning is intended to increase capacity and close competency gaps of participants by equipping them with the necessary program knowledge and skill sets needed to

administer and manage CPD programs. Specifically, group learning will take three forms:

(a) Introductory Program Learning – Each CPD program will develop and offer an introductory program on the statutory and regulatory requirements of the individual CPD programs. There is a continual need for basic program training to address frequent turnover at the grantee level. The courses will be targeted to grantee staff with little or no experience or knowledge of CPD programs. The introductory program learning is necessary to build the foundation for the more advanced program certification;

(b) Instruction on the Administration and Management of CPD Programs - To ensure that grantees and their program partners possess the essential knowledge and management skills needed to effectively carry out CPD programs, assistance through OneCPD will be used to develop and deliver guidance on topics that cut across CPD programs, such as: subsidy layering, energy efficiency, financial management, property management, non-profit management, affirmatively furthering fair housing, other civil rights and accessibility requirements, and the Uniform Relocation Act; and

(c) Program Certification – successful applicants will be asked to develop certification programs for grantee staff administering CPD programs. The certification program will involve classroom instruction, group exercises, and active group discussions. Certification will only be conferred upon those individuals who have completed the course of study and passed the certification exam.

CPD will consult internally with other HUD offices, such as the Office of Fair Housing and Equal Opportunity (FHEO), to assess functional training needs.

(5) <u>Information Management.</u> Develop, maintain or improve information management, including maintaining and enhancing, when permitted by HUD, CPD-sponsored websites (for content management, information dissemination, communication, etc.), and better the coordination with other TA providers, such as those funded through Neighborhood Stabilization Program and the Section 4 Capacity Building initiative, to eliminate redundancy of effort and to achieve economies of scale in TA delivery;

(6) <u>Virtual Help Desks.</u> Support CPD-sponsored virtual help desks through which technical inquires from specific CPD program grantees will be managed;

(7) <u>Community Land Trusts</u>. Provide organizational support, technical assistance and training to community groups for the establishment of community land trusts, as defined in section 233(b)(6) of the Cranston-Gonzalez National Affordable Housing Act; and

(8) <u>Women in the Homebuilding Profession</u>. Facilitate women residing in low-income areas where HUD-assisted construction is taking place to obtain skills and jobs in the homebuilding professions through training and other activities, as described in section 233(b)(7) of the Cranston-Gonzalez National Affordable Housing Act.

b. <u>Eligible Core Curricula for Skills-based Training Activities</u>. This round of HUD's new Core Curricula will advance the development finance and underwriting, environmental review, asset management, and construction and rehabilitation management skills required of grantee staff as they implement HUD's programs. Course material will be at the beginner or introductory level. HUD will work with providers to establish standards for the award of exam-based certificates of completion to successful graduates of each core curriculum. The course deliveries will not be restricted to any one HUD program or grantee/administrator type to allow for a diverse audience of grantee staff with backgrounds in CPD, Housing, and PIH programs. Consequently, in addition to acquired skills, students will be exposed to other HUD programs

active in their area, and encouraged to cooperate with others in parallel lines of work who are serving the community. For instance, public housing agency staff wishing to develop new low-income housing opportunities would benefit from information and training on real estate financing. Applicants for the **Core Curricula** will be asked to undertake the following activities:

> 1. Establish course content and build on existing training materials where available and appropriate;
> 2. Create and determine appropriate training modalities to deliver the course material (e.g., web-based, on-site);
> 3. Deliver at least one pilot for each of the products developed, should funding be available; and
> 4. Participate in regular course development and 'train-the-trainer' sessions with HUD staff on the content and delivery of all Core Curricula activities.

The following are the proposed **Core Curricula** tracks. Applicants should address how they would create curriculum that teach the topics and skills in the descriptions below:

(1) **Development Finance Core Curriculum.** The Development Finance curriculum will focus on various aspects of development finance related to implementation of HUD programs, such as CDBG, HOME, FHA Multifamily and Single-Family, Section 108 Loans, HOPE VI and Choice Neighborhoods. Applicants will be asked to develop a basic course in real estate finance and underwriting skills, which will be followed by specialized courses that address the following financing topics: understanding business finance, financing economic development, commercial real estate finance, financing mixed-use projects, for-sale homeownership housing, and multifamily rental housing. In addition, training classes will be offered to help grantees understand and use tools that promote sustainable development.

Applicants will be expected to develop coursework that will be of such content and rigor that a certificate will allow participants to review proposed projects, understand and evaluate the elements present, and determine the nature and scope of the elements of the deal that need further information in order to complete the review. Applicants should address the following topics and courses.

(a) **Introduction to Real Estate Finance and Underwriting (Core Course)**. This basic course will teach the fundamentals of real estate finance and underwriting of projects, including commercial, office, retail, and residential (for-sale homeownership housing and rental housing). Course participants will learn:

- the terminology and fundamental concepts of real estate finance and underwriting;
- how to review project development pro formas, sources and uses of funds statements, and other financing information for the project in order to determine the financial feasibility of the development proposal; and
- how to review operating pro formas and/or profit and loss balance sheets in order to understand and use the discounted cash flow and financial return analyses to evaluate the projected profitability and financial health of the project.

(b) **Topic Specific Courses**

- Understanding Business Finance and Introduction to Financing Economic Development. This course will train participants how to evaluate balance sheets and profit and loss statements, and projects that provide financing for business start-ups or business expansions. Course work will train participants to determine appropriate

economic development financing mechanisms, roles of public assistance, deal structuring techniques, and evaluating projected business successes or failures.

- Commercial Real Estate Finance (retail, office, and hotel). This course will provide skills to conduct an in-depth analysis of commercial real estate financing involving case study analysis; spreadsheet development and analysis; and in-depth understanding of all elements making up an operating pro forma, including financing, debt service coverage ratios, and returns on investment. This course will also address the use of public financing and the structuring of deals involving public financing.

- Multifamily Rental Housing Finance. This course will provide the skills necessary to conduct an in-depth analysis of the financing and development of rental property, as well as spreadsheet development and analysis. It will examine the criteria used by lenders and investors in evaluating projects, and methods to leverage private capital and additional public funds to fill financing gaps in rental housing projects.

- Mixed-Use Project Financing. This course will provide the skills necessary to conduct an in-depth analysis of mixed-use commercial real estate projects with rental and/or for-sale housing as part of the same project. Topics covered will include: mixed-use rehabilitation and adaptive reuse projects; the real estate financing mix necessary for mixed-use projects; and public financing and deal structuring techniques used in conjunction with public financing.

- For-Sale Housing. During this course, participants will learn the skills and techniques that successful housing development finance practitioners use to develop affordable for-sale housing. Coursework will include the elements that affect housing costs and the financing mechanisms used to create affordable housing and will also cover the pitfalls and possible safeguards to over-leveraged purchases.

- Sustainable Development (one or more courses). The purpose of these courses will be to address combined housing and transportation expenditures when siting or financing HUD-assisted housing. The courses will cover the use of tools that analyze and promote location efficiency for use in siting decisions for housing and other community development projects. Participants would be trained to assess the impact of transportation costs on housing affordability and the appropriate use of green rating tools (such as LEED ND or Enterprise Green Communities and other nationally or locally-recognized rating standards) that provide points for siting properties within proximity to transit and with improved access to employment, schools, amenities and services.

(2) **Environmental Review and Compliance Core Curriculum.** Funding from the Core Curricula program will be used to adapt interactive web-based environmental review training for CPD programs (developed under the OneCPD NOFA) to create a core course for grantees and administrators of other HUD-funded programs. The interactive course will provide those entities with an introduction to the basic knowledge and skills necessary to perform environmental compliance reviews that allow HUD and its client governments to be in compliance with 17 Federal environmental laws affecting State, local and tribal governments. Benefits of this curriculum include:

- Improved quality of HUD-assisted projects as a result of taking environmental factors into the project.

- Less delay in project execution and litigation for environmental compliance issues due to better planning of projects; less delay means lower costs of projects.
- Professionalization of local governments environmental planning staffs.
- Improved capacity of local government staffs.

The development of this curriculum will be overseen by the OEE Environmental Review Division at HUD. A team of 2-3 key field environmental staff trainers, as well as representatives knowledgeable about environmental reviews from the CPD, PIH and Housing program offices, will be formed to help guide development.

(a) **Introduction to Environmental Review Requirements for HUD programs (Core Course).** The course will cover the basic requirements and skills needed to identify and analyze environmental conditions and determine any appropriate project environmental mitigation measures. Upon completion of the core course, it is expected that participants will:

- Understand the basic principles behind HUD's environment rules and procedures; and
- Be able to perform routine environmental compliance reviews.

(3) **Asset Management and Preservation of HUD-assisted Projects Curriculum**. This curriculum will teach basic principles of asset management that are consistent across PIH, CPD and Housing (Multifamily). The courses in this curriculum will provide, enhance, and develop fundamental skill sets necessary in order to develop long-term asset management strategies. This training will assist grantees to successfully complete the proposed asset management conversion and conversions related to Transforming Rental Assistance, should these proposed changes become law. The training is also quite applicable to asset management training needs in housing funded through both CPD and Housing (Multifamily) programs.

In addition, this curriculum will provide training to enhance the understanding of the strategies, rules and processes associated with preservation of affordable housing. The process surrounding preservation of HUD- assisted housing is complex and varies according to program type. Understanding the rules and strategies to employ in order to maintain and extend housing affordability is critical for owners and potential preservation purchasers. This curriculum will include separate core courses in asset management and preservation as well as additional topic-specific courses.

(a) **Asset Management and Preservation of HUD-Assisted Projects (Core Course).** These courses will teach basic principles related to asset management or preservation, including budgeting, replacement reserves, financial management, leveraging assets, recapitalization, rehabilitation, managing short and long term property maintenance needs and oversight. **Topic specific courses in this area to be determined by HUD and selected TA providers.**

(4) **Construction and Rehabilitation Management Curriculum**. The purpose of this curriculum is to help grantee managers understand what their agencies need to do in order to ensure proper management of new construction and rehabilitation projects. This course will build grantee capacity and skills to hire appropriate consultants to oversee the construction management and rehabilitation of projects assisted with HUD program funds, and will ensure that housing inspectors are properly inspecting and monitoring the construction contractor. This course will provide the skill set so that a program manager can intelligently oversee a street improvement or other public works contract. It will also provide information so that HUD grantees can intelligently hire consultants to help with projects without being totally dependent on the consultant.

Similarly, applicants will be asked to develop a basic course on managing housing rehabilitation. This will allow a generalist to properly oversee housing rehabilitation contracts, and ensuring that housing inspectors are properly inspecting and monitoring the construction contractor.

(a) **Construction and Rehabilitation Management (Core Course)**. This training course is directed at grantee staff performing oversight of construction projects (including small business contractors) and the rehabilitation of projects assisted with HUD program funds. This overview course will provide introductory training for grantees to gain an understanding of what to focus on when performing oversight of construction management and rehabilitation of projects assisted with HUD program funds. It will not include detailed training in engineering and architecture, but will cover codes and standards - including accessibility requirements under Section 504, the Fair Housing Act, and Americans with Disabilities Act, property inspections, work write-ups, cost estimating, etc.

(b) **Topic Specific Courses**

- Basic Activities of Rehabilitation: Overview of modifications typically made to units during rehabilitation, such as plumbing, heating and air conditioning, electrical, lead based paint, accessibility, and other indoor environmental issues beyond lead-based paint, moisture issues.
- Special Issues in Infrastructure Construction: Special issues related to non-residential construction management for infrastructure and commercial development, in both new construction and rehabilitation will be addressed.
- Energy Efficiency, Greening Rehabilitation and Sustainable Development: This class will address special issues related to managing construction and rehabilitation projects that include energy efficiency, green building and sustainable development features.

The proposed courses will provide grantees with information on how to access and administer federal resources. The training will educate grantees on how to implement energy conserving operating plans including training on how to train residents to become more energy efficient. In addition, it will incorporate any statutory energy efficiency standards, U.S. Department of Energy standards and other HUD standards as applicable.

3. Threshold Requirements.
a. The applicant must meet the threshold requirements of the **General Section**, including the Civil Rights threshold in Section III.C.
b. Each applicant must qualify as an eligible applicant under this NOFA and must have met the timely receipt requirements. See the **General Section**.
c. False statements or claims intentionally made in an application constitute grounds for denial or termination of an award, and may lead to penalties or prosecution as provided in 18 U.S.C. 1001.
d. 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. You will need to obtain a DUNS number to receive an award from HUD.
e. Central Contractor Registration Requirement. You will need to 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 .

f. All applicants are required to submit a one-page application summary cover page with the application as described in Section V below. Although this capacity and funding summary will not be rated, the summary is a submission requirement for both OneCPD and Core Curricula.
g. The minimum score for an application to be considered for funding is 75 with a minimum of 45 points on Factor 1.

4. Program Requirements.
Applicants for OneCPD must follow all eleven of the program requirements listed below. Applicants for the Core Curricula are required to follow the requirements listed in paragraph 'a' and paragraphs 'd' through 'j' below:
a. Demand-Response System. All successful applicants must operate within the structure of the 'demand-response system.' Under the demand-response system, HUD identifies technical assistance and capacity building needs and prioritizes them based on Departmental, programmatic and jurisdictional priorities. Successful applicants are then tasked with responding to identified needs. Successful applicants may not respond to direct requests for technical assistance from grantees or subgrantees. 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 offer additional expertise on a given topic, or that are currently active in providing assistance in a jurisdictional area, such as those providers funded under NSP or Section 4 TA; and
  (4) Attend joint training sessions, workshops or conferences with other TA providers as may be requested by a GTM or GTR.
b. Needs Assessments of grantees will be conducted as prescribed by HUD, but may include any or all of the following: self-assessment, field office assessment and TA provider assessment.
c. Direct TA will only be conducted upon completion of a needs assessment and approval by HUD. Direct TA may include the use of scholarships to enable grantee or nonprofit staff to attend specialized skills training, such as single family or multifamily underwriting, that may otherwise not be available under OneCPD.
d. Materials, Tools and Courses, either existing or developed under the award, must be approved by HUD before dissemination or use by TA providers. New courses must be accompanied by trainer notes so that HUD and other OneCPD providers may "step in" to deliver the trainings. Materials must be provided in electronic format and must be made available to the GTM/GTR with sufficient time for review and concurrence from the GTM and GTR on the content and quality of the materials – i.e., typically 2 months prior to establishing a firm date for publication or posting, course delivery or group learning session.
e. Group Learning deliveries must have prior approval from HUD Headquarters. 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. Train-the-trainer sessions are intended to demonstrate to those who will be delivering the training the new materials that have been developed specifically for that course, the recommended structure of the delivery, and the training objectives to be achieved. The cost associated with attending these required train-the-

trainer sessions will be eligible administrative costs under the cooperative agreement executed with HUD.

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.   Successful applicants will affirmatively further fair housing through activities as may be 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).

The requirements of Section 3 of the Housing and Urban Development Act of 1968 (section 3) do not apply to funding under this NOFA since no Section 3 covered activity will be undertaken with these TA funds. This does not affect grantees' existing responsibilities to affirmatively further fair housing or provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding.

g. Additional Nondiscrimination Guidance. Please refer to the **General Section** for additional nondiscrimination and civil rights guidance (Section III.C.5).

h. Environmental Review. Activities under OneCPD are categorically excluded and not subject to environmental review under 24 CFR 50.19(b)(9) or (13).

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 8.6.

j. Accessibility of Training Facilities. All TA providers and their subcontractors must use training facilities and services that are physically accessible to persons with disabilities in compliance with Section 504 and, as applicable, the Americans with Disabilities Act. Where physical accessibility is not achievable, TA providers and subcontractors must give priority to alternative methods of product delivery that offer programs and activities to qualified individuals with handicaps in the most integrated setting appropriate to the needs of qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title III of the Americans with Disabilities Act. See the Accessible Technology requirements in Section III.C.5 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 ; if you have difficulty accessing the information, you may receive customer support 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. The following applies to both the OneCPD and Core Curricula Training programs. Eligible applicants seeking funding to provide assistance under both the OneCPD and Core Curricula Training programs must submit a separate application for each. Applicants may submit only one application for OneCPD and one for each of the Core Curricula Training for which they claim expertise. A complete submission will consist of the application signed by an authorized official of the applicant, or lead entity in the case of a joint application, and contain 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 note the number of paper copies the applicant must send to HUD.

2. Page Limitation, Font Size and Format for Naming of Files. Narratives addressing Factors 1-3 must be formatted so that the total number of pages submitted are equal to or no more than 25 single-sided pages of text based on 8.5 by 11 inch paper, using a standard 12 point font. Reviewers will not review more than 25 pages for all the factors combined. The one-page funding and capacity summary, the skills and experience matrices, budget discussion and required HUD forms are not included in the 25 page limit. See the **General Section** for guidance on the format for the naming of the files for the narratives.

3. Prohibition on Materials Not Specifically Requested. Materials other than what is specifically requested by HUD in this NOFA should not be submitted. Reviewers will not consider resumes, charts, letters, or any other documents attached to the application not specifically requested by HUD.

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 must enter the applicant name, DUNS number, and page numbers on the narrative pages of the application. The DUNS number provided must be for the entity that is to receive the award of funds from HUD. All forms are available when you download the application and instructions from http://www.grants.gov/applicants/apply_for_grants.jsp. You have only to enter 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.

Application Checklist

- SF424, Application for Federal Assistance (see **General Section**);
- The one-page application summary described in Section V below;
- Narratives addressing Factors 1-3;
- Experience Matrix (including geographic location and coverage of staff and subcontractors) (Form 40044 from http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm);
- Skills/Expertise Matrix (Form 40040 from http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm);

- Budget submission (as described below);
  - A display of costs that are not subject to change during a minimum 2-year performance period, such as an indirect cost rate. See Section VI.A of this NOFA for more information on the budget setting process.
- If proposing to provide CHDO (HOME) TA, upon request by HUD, a certification as to whether the lead entity or any of the sub-organizations qualify as a 'primarily single-state provider' under section 233(e) of the Cranston-Gonzalez Affordable Housing Act;
- 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**);
- Acknowledgment of Application Receipt (HUD2993), for applicants submitting paper applications only;
- SF424, Supplement, Survey on Equal Opportunity for Applicants ("Faith Based EEO Survey (SF424 SUPP)" on Grants.gov) (to be completed by private nonprofit organizations only); 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 HUD-96011 fax cover page, and each fax submitted does not use the HUD-96011 as the cover page to the facsimile transmission.

C. Timely Receipt Requirements. Your completed application must be received Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date. 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. HUD encourages applicants to submit their applications early, at least 48 hours prior to the deadline and when the Grants.gov Help Desk is open to address any issues that might affect validation. Applicants should carefully read the section titled "INSTRUCTIONS ON HOW TO DOWNLOAD AND APPLICATION PACKAGE AND APPLICATION INSTRUCTIONS" in the 2010 **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 for this program NOFA.

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. No fee or profit may be paid to any recipient or contractor of an award under this OneCPD NOFA. Contractors providing TA/capacity building 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. While TA funds may not be used to train HUD staff, the presence of HUD staff at training deliveries to monitor and carry out their oversight responsibilities is permitted.

F. Other Submission Requirements
Waiver of Electronic Submission Requirements. Applicants interested in applying for funding under this NOFA must submit their applications electronically via Grants.gov or request a waiver from the Community Development Technical Assistance Division. You must follow the procedures for electronic submission of applications contained in HUD's General Section unless a waiver for good cause in accordance with HUD's waiver policy of 24 CFR 5.1005 is approved by 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, Office of Technical Assistance and Management, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street SW, Room 7218, 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 and the address where they must be submitted will be contained in any approval of the waiver request. Paper submissions must be received at the appropriate HUD office(s) no later than midnight on the deadline date. Paper applications will not be accepted from applicants that have not been granted a waiver. **All applications in paper format must have received a waiver to the electronic application requirement and the application must be received by HUD on or before the application deadline date in accordance with the notification approving the waiver. The waiver approval will identify where to submit the application and deadline time.**

V. Application Review Information
All applicants are required to submit a one-page application summary cover page with the application for both the OneCPD and Core Curricula programs. This summary will not be rated. The one-page application summary must identify:
- In the case of OneCPD, for which of the four eligible activities {needs assessments, direct TA and capacity building, materials/tools development (including course development), group learning delivery} does the applicant claim the expertise to provide assistance.
- In the case of Core Curricula, for which of the 4 major subject areas (Development Finance, Environmental Review and Compliance, Asset Management and Preservation, and Construction and Rehabilitation Management) does the applicant claim the expertise to develop and/or pilot the course material.
- The amount of funds requested. For OneCPD, the requested funding amount should be based on the number of available staff, the range and quality of their skills and knowledge, and the ability of the applicant to manage these resources to successfully execute multiple TA or capacity building engagements involving several covered programs simultaneously over a two- to three-year period. For Core Curricula, the requested funding amount should be based on the number of courses the applicant proposes to develop, the number of available staff, and the skill-set and expertise needed to develop those courses.
- For OneCPD applicants, the geographic coverage area of TA or capacity building assistance proposed by the applicant (i.e., national, specific regions and/or specific states).

A. Criteria. The maximum number of points that can be awarded to any application is 100. The minimum score for an application to be considered for funding is 75 with a minimum of 45 points required for Factor 1. The OneCPD and Core Curricula programs are 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 include the relevant skills, knowledge and experience of their organization, other organizations that are party to the application, and any individual staff and subcontractors that are part of the submission. Joint applications - consisting of a number of national, state-wide and regional organizations that together provide greater overall capacity and broader geographic coverage - are strongly encouraged by HUD to improve coordination of effort and the overall effectiveness of TA or capacity building delivery. A specific contractor or consultant may be included in more than one application. Applicants should also address the overall management of the award including policies and quality-control procedures for ensuring that all OneCPD or Core Curricula program requirements are met and quality products are developed and delivered. Please note that Factor 2 – Need– and Factor 4 – Leveraging Resources as identified in the **General Section** do not apply under either the OneCPD or Core Curricula program. The following rating factors apply to applicants for both OneCPD and Core Curricula. Applicants should tailor their responses to the one they are seeking funds to carry out.

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 of the applicant organization(s). In both narrative form and by completing the Experience Matrix that accompanies this NOFA, indicate your organization's recent experience (within the last 18 months) managing technical assistance and capacity building activities that are the same or similar to those required under this NOFA. (Instructions for completing the Matrix accompany the form.) The narrative must identify all technical or capacity building assistance awards currently under contract, including award date, award amount, name of awarding organization and description of activities. For each active grant, the name, phone number and email address of the client manager (e.g., COTR, Government Technical Representatives (GTRs) and Monitors (GTMs)), and a brief description of any outstanding performance or timeliness issues should be included. For OneCPD applicants, the narrative should also describe the applicant's experience operating under a demand-response type system. Please make certain to discuss in the narrative the specific topics covered in your recent consulting or technical assistance engagements, showing the connection to eligible activities under this NOFA, the method of delivery (e.g., training, direct technical assistance, etc.), beneficiaries served, and any quantifiable outputs and outcomes achieved. All applicants must provide at least two references that can provide feedback on the applicant's prior technical assistance and capacity building efforts. In evaluating this sub-factor, HUD may interview GTRs and GTMs, obtain customer feedback and recommendations from HUD field and program offices, and from offices in other agencies or from grantees.

Applicants will be assessed based upon the extent to which they have: (1) demonstrated ability and success in providing technical or capacity building assistance to diverse entities under different programs, and for a range of topics; (2) managed multiple, large and/or complex technical assistance and capacity building activities, including delivering activities

simultaneously in multiple jurisdictions and/or developing products on multiple topics; (3) complied with cooperative agreement provisions, financial and performance reporting requirements, timeliness of drawdown of funds, close-out of expired grants; and (4) for applicants claiming knowledge of HOPWA program and performance reporting requirements, HUD will measure the applicants' proven ability to collect, analyze and aggregate information, and report on grantee performance using statistical analysis, as well as the applicants' demonstrated capacity to develop evaluation measures for program design and technical assistance delivery efforts to meet HUD's Strategic Plan goals and other related Federal strategic plans. Up to 10 points is available under this sub-factor for those applicants demonstrating both capacity and experience in HOPWA program performance measurement.

b. (30 points) Organizational capacity – Key Personnel. In both narrative form and by completing the Expertise Matrix that accompanies this NOFA, applicants must indicate the technical assistance and capacity building experience of key personnel. (Instructions for completing the Matrix accompany the form.) For the purposes of responding to this sub-factor, 'key personnel' is defined as all in-house staff of the lead applicant, co-applicants, contractors and consultants who will be developing technical assistance or capacity building assistance products and/or delivering training courses, conferences, or direct TA. Applicants must indicate in the narrative the primary geographic location, home base (include zip code+4) or coverage area for key personnel, and provide a detailed description for each key staff person of their relevant experience, skills and knowledge. When applicable, applicants must identify key personnel who have passed the '*Certified HOME Specialist – Regulations*' training examination (HOME Program Certified) with a score of 80 or higher. Joint applications consisting of a number of national, state-wide and regional organizations applying together may receive higher scores for this factor since they are likely to provide a greater range of skills and expertise, and broader geographic coverage.

In evaluating this sub-factor, HUD will assess the experience, program knowledge, and skills of key personnel, and the geographic coverage they provide. The program knowledge and skills of key personnel should clearly support the range of possible technical assistance and capacity building activities for which the applicant claims qualification.

Applicants will be rated on the following basis: (1) demonstrated staff experience and expertise in HUD, CPD, and other Federal cross-cutting program requirements; (2) proven skills and ability in developing and/or delivering technically accurate technical and capacity building assistance in an effective manner where and when called upon to do so; and (3) for applicants claiming knowledge of the HOME program specifically, HUD will measure that applicant's HOME program knowledge, in part, by the number of key staff identified in the application as HOME Program Certified.   Up to 10 points is available under this sub-factor for organizations demonstrating a sufficient number of HOME Program Certified staff to carry-out a demand-response program of activities as follows:

Number of HOME Program Certified Staff	Points
2	3
3-4	5
5-6	8
7 or more	10

For applicants not claiming HOME program knowledge or expertise, their applications will be

scored on the above criteria numbers 1 and 2 only.

2. Rating Factor 2: Soundness of Approach (25 points)
a. (15 points) Management. Present a clear, practical plan for: (1) managing multiple, large and/or complex technical assistance and capacity building activities, including delivering assistance simultaneously in multiple jurisdictions and/or developing products, including training courses, on multiple topics; and (2) implementing a multi-disciplinary approach to the development and delivery of TA or capacity building assistance to maximize effectiveness. The policies and procedures 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 or capacity building assistance across program areas; prioritizing and managing multiple TA or capacity building assistance 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 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.
(1) Describe the connection between the following HUD policy priority and potential outcomes of the TA and capacity building effort and the TA or capacity building activities that the applicant is prepared to carry out under this NOFA, being as specific as possible as to potential outcomes: 'Capacity Building and Knowledge Sharing.' (See **General Section** for a full description of this policy priority.)
c. (8 points) Quality control. Present a clear plan for ensuring that all TA or capacity building materials and products developed or delivered under either the OneCPD or Core Curricula program, are accurate and of the highest quality. Specifically, applicants must present a detailed quality control plan for ensuring that they are providing the most up-to-date and accurate statutory, regulatory, and other program and capacity building guidance in all written, electronic, and in-person activities. The applicant's quality control plan must also describe how they will ensure that only eligible CPD or HUD program beneficiaries are served. The applicant should also include a course of action for 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 activities are achieved.

3. Rating Factor 3: Program Evaluation and Achieving Results (15 points)
a. (10 points) – Outcomes. For each of the four TA or capacity building activities under OneCPD (i.e., needs assessment, direct TA and capacity building, development of learning tools and group learning), or any of the items under 'maintenance of existing products', or for each of the four major subject areas under the Core Curricula program (i.e., development finance and underwriting, financial management and analysis, asset management and preservation, environmental review and compliance, and construction and rehabilitation (i.e., real estate and economic development, environmental review and compliance, and property management) for which the applicant is proposing to provide assistance, the applicant must identify at least two

quantifiable place-based 'outcomes' by which success will be measured. **An outcome is defined as the results achieved or benefits derived from the technical assistance or capacity building which supports the objectives of HUD or CPD programs**. 'Outputs' (e.g., the number of TA engagements performed or courses delivered) are not acceptable and will result in a lower score. In rating this factor, HUD will evaluate whether the outcomes identified by the applicant are both measurable and appropriately related to HUD or CPD programs.

b. (5 points) – Evaluation. For each of the four eligible TA or capacity building activities under OneCPD, or for each of the four major subject areas under the Core Curricula program, describe the general methods and measures the applicant will use to evaluate the effectiveness of its TA or capacity building activities. While the specific TA or capacity building 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 or capacity building. The applicant must present a clear plan for evaluating the effectiveness of each of the possible TA or capacity building activities the applicant may be asked to undertake and for which it is expected to deliver results. In rating this factor, HUD will assess, based upon criteria developed from past experience managing TA grants, whether the TA evaluation methods described by the applicant will successfully measure the effectiveness of each eligible TA or capacity building activity identified.

C. Review and Selection Process

1. **Review Types.** Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements. Second, HUD will review and assign scores to applications using the Factors for Award noted in Section V.A.

2. **Ranked Order**.

OneCPD applications will be ranked separately from Core Curricula applications. Once scores have been assigned, applications will be listed in ranked order for the two programs. The amount awarded to applications ranked within the fundable range (i.e., a score of 75 or more points overall with 45 or more points for Factor 1) for each of the two programs will be determined according to the factors described below in No. 4 – Funding Decisions.

3. **Threshold Eligibility Requirements**. All applicants requesting funding to provide TA or capacity building under the OneCPD or Core Curricula programs 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 one or more of these threshold 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 a successful applicant, HUD will take into consideration the amount of funds available; 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 key personnel; the final score assigned to the application by HUD reviewers; and the applicant's past performance in managing and/or delivering technical assistance or capacity building that is the same or similar to the activities described in this NOFA. There may be insufficient funds available to make an award to every application scoring within the fundable range.

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. Budget. Applicants submitting their qualifications to participate in demand-response training will not know at the time of application the specific activities they will be asked to carry out over the course of the performance period, the location of the engagements and their duration, Therefore, applicants are only required to submit as part of their application a budget limited to those costs not subject to change during the term of the award, such as indirect cost rates. A cooperative agreement without a formal budget can be executed so long as HUD has other specific information (e.g., the grant amount and the activities that the applicant has the capacity to carry out.) In cases where HUD cannot successfully conclude negotiations on a cooperative agreement with a selected applicant or a selected applicant fails to provide HUD with requested information as part of the negotiation process, an award will not be made to that applicant. In this instance, HUD may offer an award and proceed to negotiate with the next highest-ranking applicant.

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

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

3. Central Contractor Registration Requirement. See **General Section.**

4. Debriefing. See **General Section**.

B. Administrative and National Policy Requirements. After selection for funding but prior to award, applicants must submit financial and administrative information to comply with applicable requirements. These requirements are found in 24 CFR part 84 for all organizations, except states and local governments whose requirements are found in 24 CFR part 85. Cost principles requirements are found at OMB Circular A-122 for nonprofit organizations, OMB Circular A-21 for institutions of higher education, OMB Circular A-87 for states and local governments, and at 48 CFR 31.2 for commercial organizations. Applicants must submit a certification from an Independent Public Accountant or the cognizant government auditor, stating that the applicant's financial management system meets prescribed standards for fund control and accountability.

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

C. Reporting.

1. Program Progress. Awardees will be required to report to the GTR no less often than quarterly unless otherwise specified in the cooperative agreement. As part of this required report

to HUD, award recipients must update the Logic Model (HUD 96010), a post-award required submission, or a comparable electronic reporting system as may be specified by HUD, with actual outputs and outcomes achieved, and a narrative explanation of any disparity between projected and actual results.

2. Federal Funding Accountability and Transparency Act of 2006. 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.

a. 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)

b. T he 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:

      (1) More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than $25M annually; and

      (2) 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.)

VII. Agency Contacts

A. For Assistance. Applicants should contact Holly A. Kelly, Acting Director, Technical Assistance Division, HUD Headquarters, by e-mail at Holly.A.Kelly@hud.gov. Questions regarding the **General Section** should be directed to the Office of Departmental Grants Management and Oversight at (202) 708-0667 (this is not a toll-free number) or the NOFA Information Center at (800) HUD-8929 (toll-free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10:00 a.m. and 6:30

p.m. eastern time, Monday through Friday, except federal holidays. Information may also be obtained through the HUD website on the Internet at www.hud.gov.
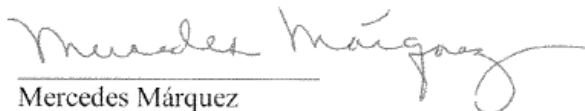
VIII. Other Information

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 numbers 2506-0166. 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 30 hours for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

B. HUD Reform Act. The provisions of the HUD Reform Act of 1989 that apply to the CPD-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: DEC 2 2 2010
_____

_____
Mercedes Márquez
    Assistant Secretary for
    Community Planning and Development

[FR-5415-N-30]