

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
[Docket No. FR-5500-N-31-C2]

HUD's Fiscal Year (FY) 2011 NOFA for the Tenant Resource Network Program (TRN)
Technical Correction 2

AGENCY: Office of the Assistant Secretary for Housing, HUD.

ACTION: Notice of Technical Correction 2.

SUMMARY: On October 17, 2011, HUD posted a NOFA for the TRN Program in the Federal Register and on Grants.gov. On December 4, 2011, HUD posted a technical correction to the NOFA to address concerns about the list of TRN-eligible properties, the required outreach and performance measures, and the size and scope of applications. This notice provides a technical correction to the Tenant Resources Network NOFA and provides further clarifications to that NOFA.

DATE: The application deadline date is extended to **February 2, 2012**. If applicants have already submitted an application to Grants.gov, they may resubmit a new application. HUD will review the last application submitted to grants.gov. When resubmitting an application, applicants must submit a complete new application including any materials previously faxed as part of the application.

FOR MORE INFORMATION CONTACT: For questions concerning the NOFA please contact Claire Trivedi Brolin at claire.t.brolin@hud.gov or 202-402-6634. This number is not toll-free. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Relay Service at 800- 877-8339.

1. TECHNICAL CORRECTION: This Notice corrects two errors in the FY2011 TRN Program NOFA as follows:

(a) The NOFA refers to a narrative on newly eligible properties as being required in Rating Factor 2; the NOFA is corrected to have the narrative included in Rating Factor 3. Therefore, corrections to Pages 20, 23, 24 and 30 which reflect this change appear below.

Page 20, section B.1.e is corrected to read: "e. Narrative on Newly Eligible Properties, if applicable. See Rating Factor 3 for details."

(b) The chart on pages 23 and 24 related to rating factors 2 and 3 is corrected to read:

| | | | |
|---|--|--|----------------------|
| Rating Factor 2 Need/Extent of the Problem | List of identified properties and targeted metro statement | Microsoft Word or Excel Document saved as 2007 or earlier and attached to your application | NOFA deadline |
| Rating Factor 3 Soundness of Approach (Initial Workplan) | Statement of Work <u>(including Narrative on Newly Eligible Properties)</u> Form HUD424CBW Detailed Budget Form Management and Quality Control Plan | SOW Maximum 10 pages Microsoft Word or Excel Document saved as 2007 or earlier and attached to your application; Form HUD424 CBW found at Grants.gov and Management and Quality Control plan Microsoft Word or Excel Document saved as 2007 or earlier and attached to application | NOFA deadline |

(c) Section V.A.1c (1) on Page 30 adds a new Subsection (k) as follows:

(k) Narrative on Newly Eligible Properties (if applicable). A description of the applicant’s strategy for adding newly eligible properties and discussion of how the applicant will respond to the needs of tenants in properties that become newly eligible.”

(d) Section IV.B.1.k. Form HUD96011, “Third Party Documentation Facsimile Transmittal,” is revised to be inclusive of both letters of support and letters of commitment where applicants do not have the means to create a pdf document to attach such letters in the application. The section is revised to read as follows:

k. Form HUD96011, “Third Party Documentation Facsimile Transmittal,” The Facsimile Transmittal form can be used to submit any letters of support from local government organizations based in the geographical region where TRN activities are proposed. The form 96011 can also be used to transmit any letters of commitment needed in support of Rating Factor 4, Leveraging.

The Facsimile Transmittal Form should be used when the applicant does not have the capability of converting the letters of support or letters of commitment to .pdf and attaching them to the application using the attachments form found in the Application download. See **General Section** on use of this form in part IV.B.6.d. (b).

Letters of commitment will be used when evaluating the application under Rating Factor 4, Leveraging.

(e) Section V.A.d Rating Factor 4, third paragraph is corrected to change the language from “The letter of support” to make it clear that the section is referring to letters of commitment. The correction reads as follows:

Each letter of commitment must indicate the type of commitment provided, the commitment made, the start and end dates or the length of time the commitment will be in place. The letter should also provide a brief assessment of the past work performed by the applicant and any of its partners. The letter of commitment may indicate that it is subject to the applicant receiving an award of funds from HUD. To receive consideration for letters of commitment, a letter from each entity providing leveraging commitments must be submitted attached to the application in the attachments file or transmitted by facsimile to the number 800-HUD-1010 using the form 96011 from the application being submitted to HUD. See the **General Section** for details related to faxing materials.

HUD will award points for Rating Factor 4 based on a graduated scale with a maximum of 5 points.

Applicants with 20% match will receive 1 point.

Applicants with firm commitments of 20-40% match will receive 2 points.

Applicants with firm commitments of 40-60% match will receive 3 points.

Applicants with firm commitments of 60-80% match will receive 4 points.

Applicants with firm commitments of 80-100% match will receive 5 points.”

(f) The Chart on page 24 related to Rating Factor 4 is therefore corrected to delete reference to letters of support as letters of commitment are the only letters that will be considered in evaluating Rating Factor 4.

(g) Section V.C., **Anticipated Announcement and Award Dates**, is amended to be consistent with other sections of the NOFA as follows:

C. Anticipated Announcement and Award Dates. The anticipated start date of award is approximately three months after the closing date of this NOFA. Funds are subject to authority and appropriations to conduct the program.

(h) References to the amount of funds that can be attributed to administration is revised to be limit the amount of administration costs to 10% of the total award. Such references can be found

under Overview Information on page 2, section G.2. Award Information. The Section is revised as follows:

2. Award Information: Awards through cooperative agreement (See Type of Award, below) will be made available in Fiscal Year (FY) 2011 funds under the authority of Section 514 of the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA) for tenant outreach at properties defined by HUD as TRN-eligible. Awardees may also utilize up to 10% of award funds for administrative activities and up to 15% for property assessments.

(i) Reference made to administrative costs on page 9, paragraph C. Eligible Activities, and the accompanying chart are revised as follows:

Administrative activities, described in 4, below, may account for no more than 10 percent of the HUD-funded award.

| TRN Activity | Minimum Activity (as a percent of HUD award) | Maximum Activity (as a percent of HUD award) |
|---------------------------------|---|---|
| Required Outreach with tenants | 20% | 40% |
| Assessments | 0% | 15% |
| Intensive Outreach with tenants | 40% | 60% |
| Administrative | <u>0%</u> | <u>10%</u> |

(j) Section III.C.4 Administration, is amended to read as follows:

Up to 10 percent of the total HUD-funded award may be used for administration activities. Awardees are required to prepare quarterly, annual and final TRN award reports describing activities completed, properties served, and progress toward achieving TRN performance goals. Costs associated to the preparation of reports for HUD, booking travel or other administrative tasks can be charged as a direct cost to administration, However, If an applicant includes administrative costs in their budget as a direct cost, they cannot charge these costs as part of their indirect cost rate as well. Applicants/grantees must instruct their auditor or the government auditor setting the indirect cost rate for the organization of the availability and use of the administrative costs as described in this NOFA as well as how the applicant is applying administrative expenses as a direct in their TRN program so an accurate accounting can take place.

(k) Section IV. E. Funding Restrictions, subsection 5 is amended to read as follows:

5. Administrative activities may account for no more than 10 percent of the HUD-funded award.

(l) Section IV.E. Funding Restrictions, subsection 6 is amended to delete the cap of 20% on newly eligible properties to reflect the correction issued to the TRN NOFA on December 4, 2011.

Likewise, Section III.C. on page 9 is corrected to delete the statement referring to the 20% cap on newly eligible units served by the applicant during the annual award performance period.

This correction does not modify the requirement that newly eligible properties identified and recommended for inclusion by the awardee require HUD approval in order to be added to the list of properties during the award term.

2. DEADLINE DATE. The new deadline date for this NOFA is 11:59:59 p.m. eastern time on **February 2, 2012.**

Dated: January 3, 2012



Carol J. Galante, Acting Assistant Secretary for
Housing-FHA Commissioner

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