

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5600-N-32

Notice of Funding Availability (NOFA) for Fiscal Year 2011 and Fiscal Year 2012 Technical Assistance and Capacity Building under the Transformation Initiative ("OneCPD" and "Core Curricula"); Request for Qualifications

- A. Federal Agency Name:** Department of Housing and Urban Development (HUD)
- B. Funding Opportunity Title:** HUD Technical Assistance and Capacity Building (OneCPD).
- C. Announcement Type:** Initial Announcement.
- D. Funding Opportunity Number:** The funding opportunity number for this NOFA is FR-5600-N-32. The OMB Approval Number for this NOFA is 2506-0192.
- E. Catalog of Federal Domestic Assistance (CFDA) Numbers:** 14.259
- F. Dates:** The application deadline date is **March 15, 2012**. 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 FY2012 **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) 2012 Notice of Funding Availability (NOFA) Policy Requirements and General Section for Discretionary Programs, published on Grants.gov on September 19, 2011. Applicants need to be aware that following receipt, applications go through a validation process in which the application may be accepted or rejected. Please allow sufficient time for this process by submitting early to ensure that you meet the timely receipt requirements.
- G. Additional Overview Information:** This NOFA is designed with two components: OneCPD Integrated Practitioner Assistance System (OneCPD) and Core Curricula for Skills-Based Training (Core Curricula).

1. OneCPD is a cross-program, assessment-based, and impact-focused delivery system. OneCPD is intended as a collaborative effort among HUD, our state and local partners, including Continuums of Care (CoC), 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 showcase accomplishments by measuring not only the outputs of this technical and capacity building assistance but the outcomes and the impact on communities as well.

Through OneCPD, HUD can develop a new level of technical assistance and capacity building to meet the challenges facing federal funding recipients during the current nationwide

economic retrenchment. Many of HUD's state and local government grantees have lost some of the capacity, resources and skills necessary to administer CPD programs within the contexts of their local markets. Additionally, Continuums of Care (CoCs) across the nation must increase the capacity of their leadership, grantees and project sponsors to ensure effective and appropriate implementation of the McKinney-Vento Homeless Assistance Act, as amended by the HEARTH Act. HUD's role in administering grants is two-fold: (1) build the capacity of grantees to support local decision-making with federal grants, and (2) conduct monitoring and oversight to ensure compliance with applicable regulations and to ensure appropriate use of funding. To address both purposes, OneCPD will focus on skills, planning, and innovation to build grantee capacity *and* help grantees comply with regulatory requirements.

The selection process under this NOFA may include providers with a broad range of skills and expertise as well as providers with more focused or targeted skills and expertise. Selected providers will work collaboratively in teams and will be deployed as HUD deems most necessary across the country to achieve these objectives.

To maximize the effectiveness of CPD TA delivery, up to \$15 million in FY2011 and FY2012 McKinney-Vento Technical Assistance funds (MV-TA), up to \$1.4 million in HOME Technical Assistance funds, and up to \$89,000 in Housing Opportunities for Persons with AIDS (HOPWA) Technical Assistance funds will be administered under the OneCPD model and will be awarded simultaneously with OneCPD funding under this NOFA.

2. The Core Curricula will support the development and delivery of core courses and topic-specific trainings to improve grantee skills in the areas of development finance, environmental review and compliance, asset management and preservation, and construction and rehabilitation management. In this NOFA, up to \$995,000 will be awarded under Core Curricula, including up to \$400,000 in Section 202 Supportive Housing for the Elderly (Section 202) and Section 811 Supportive Housing for Persons with Disabilities (Section 811) programs technical assistance funding for the development of specific trainings within the development finance curriculum.

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 \$61.9 million to fund OneCPD and the Core Curricula. Up to \$61 million is available for OneCPD and up to \$995,000 for Core Curricula. All organizations experienced and successful in providing any of the items listed below are encouraged to apply:

- Capacity building assistance in the areas of program design, technical execution, planning, financial management, and organizational structure.
- Consulting on community development, affordable housing, economic development, housing and services for homeless persons and those at risk of homelessness, organizational management, financing and underwriting, construction and rehabilitation management, project management and strategic planning.
- Facilitating and fostering local collaboration within local political structures.
- Knowledge management including developing, hosting or managing of websites, blogs, help desks, information/call center, mailing lists, data tracking systems, etc.
- Preparing policy guidance and tools or materials for HUD approval.
- Evaluating program design and effectiveness.
- Assessing performance measurement including establishing outcomes or benchmarks.
- Analyzing social policy in context of local landscape for planning and program design.
- Raising private equity investment, pre-development capital, preservation capital, or bank capital.
- Workforce capacity and development for grantees.

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 must submit a separate application for each. Awards made under this NOFA for both OneCPD and Core Curricula will be administered under cooperative agreements with significant HUD involvement (see Section II.B).

HUD defines *technical assistance* as guidance which enables HUD's customers (grantees, subrecipients, CHDOs or non-profit organizations, project sponsors, CoCs, etc.) and staff to overcome a lack of specific skills or knowledge of the associated HUD programs and, by doing so, results in the successful performance and compliance 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 with funding provided under one or more HUD programs going forward.

1. OneCPD.

OneCPD will be centrally managed by HUD Headquarters with extensive involvement of the HUD CPD field offices in identifying grantees needing technical assistance and capacity building, participating in the review and recommendation processes for requests, participating in meetings and discussions with grantee, TA providers and other stakeholders, and reviewing reports and recommendations. All efforts under OneCPD are place-based (i.e., focusing resources from various programs in targeted locations in order to leverage investments), and focused on achieving measurable impacts on the ground. The following offices and CPD programs are included under FY2011-2012 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 (Continuum of Care, Emergency Solutions Grants and Rural Housing Stability)
Office of Economic Development	Economic development initiatives: Brownfields Economic Development and Rural Housing and Economic Development Programs, Rural Innovation Fund program

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

a. Annual Priorities. The following information relative to priorities is provided for guidance purposes only. HUD expects to allocate approximately the percentages shown to the various types of technical assistance and capacity building functions, but reserves the right to make changes based on new information about grantee needs, market conditions, opportunities, and other factors relevant to the management of CPD programs.

- Needs Assessments and Direct TA – 60%
- Tools and Product Development – 20%
- Group Learning Delivery – 20%

Across these priorities, McKinney-Vento TA funds awarded must serve eligible MV-TA beneficiaries, HOME TA funds awarded must serve eligible HOME TA beneficiaries and HOPWA TA funds must serve eligible HOPWA TA as identified in Section III.C.1.

2. Core Curricula. This NOFA will provide funds to *deliver, develop, and enhance* core curricula in the following areas:

a. Development Finance, including skills necessary to review and understand pro formas 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 required by Federal laws. It will cover all 18 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, ensure that housing constructed or rehabilitated complies with all applicable federal accessibility standards for persons with disabilities, and implement robust energy efficiency and green housing programs.

Awardees 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 Appropriations Act of 2011 (Pub. L. 112-10, approved April 15, 2011) and Department of Housing and Urban Development Appropriations Act, 2012 (Public Law 112-55, approved Nov. 18, 2011). The McKinney-Vento Act TA is authorized by the Department of Defense and Full-Year Continuing Appropriations Act, 2011 (Public Law 112-10) and Section 405 of the McKinney-Vento Homeless Assistance Act (codified as amended at 42 U.S.C. 11361b). The HOME TA funds available under this NOFA were recaptured between 2008 and 2011 and the HOPWA TA funds available under this NOFA were recaptured in 2011. The Section 202 and 811 Technical Assistance funds are authorized by The Omnibus Appropriations Act of 2009 (Pub. L. 111-8, approved March 11, 2009).

II. AWARD INFORMATION

A. Available Funds.

1. OneCPD. Up to \$61 million is available through OneCPD. Within OneCPD, up to \$15 million of McKinney-Vento TA (MV-TA), up to \$1.4 million of HOME TA, and up to \$89,000 in HOPWA TA is available. OneCPD funds are not designated as either national or local (Field Office) technical assistance funds; nor are they designated for a specific CPD program.

2. Core Curricula. Up to \$995,000 is available for HUD Core Curricula. Within Core Curricula, up to \$400,000 is available for course development and delivery of course(s) specifically for the Section 202 and Section 811 programs.

3. 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 or other appropriated funds; their use will be 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 36 months.
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.

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. Applicants should be aware that HUD does not provide any funding to nor does it accept applications from individuals through its competitive NOFA process.

Eligible OneCPD Applicants	Eligible Core Curricula Applicants
<ul style="list-style-type: none"> • A State or unit of general local government; • A HOME program participating jurisdiction (PJ) (not for MV-TA or HOPWA TA); • 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. 	<ul style="list-style-type: none"> • Public or private nonprofit organizations or intermediaries, including educational institutions and area-wide planning organizations; and • For-profit organizations.

One of the goals of OneCPD is to increase the capacity of CPD's TA provider network that serves the needs of CPD and its grantees. It is critical that the TA provider network have sufficient capacity to address cross-cutting needs as well as very targeted and focused needs

while demonstrating diversity and cultural competence. Therefore, HUD applicants may elect to respond to this NOFA in one of the following ways:

- 1. Submission as a cross-program provider.** Applicants in this category may expand their expertise by partnering with other organizations that bring additional subject matter expertise to the application by including subcontractors and/or consultants in the application.
- 2. Submission as a targeted topic or skill provider.** This application category allows applicants to propose providing technical assistance in one or more targeted or focused areas instead of cross-program technical assistance and capacity building. Examples of targeted or focused technical assistance include, but are not limited to, energy efficiency, cultural competencies, organizational and change management, program-specific technical writing, information/call center management, web technology, social policy analysis, evaluation, data analysis and research, etc.
- 3. Submission as a cross-program and targeted topic or skill provider.** This application category allows applicants to propose providing both cross-program and targeted or focused technical assistance.

Any organization submitting an application under this NOFA may not be included as a subcontractor or consultant in any other application. Subcontractors and consultants may be included in more than one application.

Since the diversity and intensity of activities carried out and work products developed under both OneCPD and the Core Curricula may be extensive, collaboration and coordination among providers is essential. For example, HUD may task two or more successful applicants to collaborate as a team in providing necessary direct technical and capacity building assistance to specific grantees or in developing products and tools or group learning materials. Furthermore, HUD may select a successful applicant to conduct overall coordination for the OneCPD TA network or Core Curricula providers.

Awardees tasked to provide technical assistance or capacity building to HOME and/or CHDO grantees must have at least one (1) Certified HOME Program Specialist who has passed the Regulations Training exam with a score of 80 or higher available to conduct the work tasked, unless HUD determines that a HOME Certified Specialist is not necessary for the engagement. The Certified HOME Program Specialist(s) may be in-house staff of the applicant, subcontractor staff or consultant(s).

Additionally, applicants awarded HOME TA funds must have at least 10 Certified HOME Program Specialists who have passed the Regulations Training exam with a score of 80 or higher. The Certified HOME Program Specialists may be in-house staff of the applicant, subcontractor staff, and/or consultants.

B. Cost Sharing or Matching. None required.

C. Objectives and Eligible TA Activities

1. Objectives

OneCPD. OneCPD seeks to identify gaps in the knowledge and skills of grantees and raise grantees' capacity to enable them to create efficient, effective and compliant housing and establish community and economic development programs that are aligned with local market and community needs and raise capacity for oversight, guidance, and compliance monitoring. 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 markets and commercial real estate markets, business and employment trends, and other public and private investments known to be underway in their areas;
- b. Improve grantees' ability to design, implement, and leverage housing and community and economic development programs based upon an accurate assessment of their local markets and investment landscape;
- c. Assist grantees in assuring timely and effective performance by grantees and their partners, as well as effective project tracking and monitoring methodologies;
- d. Improve grantees' understanding of and compliance with statutory and regulatory requirements; and
- e. Foster innovation in housing and community and economic development program design, finance, and outcomes.

Under OneCPD, MV-TA funds will address the same five objectives for entities specified in Section 405 of the McKinney-Vento Act (i.e. grantees or recipients, project sponsors, and potential recipients and their respective Continuums of Care (CoCs) organized for the purpose of conducting community planning for the prevention and elimination of homelessness). HOME TA funds will address the same five objectives for participating jurisdictions, their subrecipients and state recipients, and Community Housing Development Organizations (CHDOs). HOPWA TA funds will address the same five objectives for HOPWA grantees and their subrecipients.

Core Curricula. The Core Curricula will develop and deliver core courses and trainings to improve HUD grantee knowledge and skills in the areas of Development Finance, Environmental Review and Compliance, Asset Management and Preservation, and Construction and Rehabilitation Management. In addition to grantees from the Office of Community Planning and Development, the target audience for the Core Curricula includes agencies and their partners that receive and administer funding from the Offices of Housing and Public and Indian Housing.

2. Eligible Activities:

In support of the above objectives, HUD will ask awardees to undertake a variety of technical assistance and capacity building activities. OneCPD awardees may be asked to conduct needs assessments or direct TA engagements, develop and deliver new training

products, or to maintain and deliver existing products or conduct group learning sessions. Core Curricula awardees may be asked to deliver existing core courses or develop or modify an individual training or certain sections of individual trainings. The following chart highlights the eligible activities with a non-inclusive list of examples under each. A more detailed narrative follows the chart.

OneCPD	Core Curricula
Conduct Needs Assessments <ul style="list-style-type: none"> • Intensive on-site • Remote 	Course delivery, development, or enhancement of one or more trainings under the following tracks: <ul style="list-style-type: none"> • Development Finance • Environmental Review and Compliance • Asset Management and Preservation of HUD-assisted Projects • Construction and Rehabilitation Management
Direct Technical Assistance and Capacity Building Engagements <ul style="list-style-type: none"> • Comprehensive/intensive • Policy/protocols • Multi-stakeholder facilitation • Program/skills specific • Urgent need • Innovation-focused • Help Desks, Information/Call Center 	
Develop and Maintain Tools and Products <ul style="list-style-type: none"> • CPD program performance reporting • Manage websites and portals • Toolkit development • Course development • Consolidated Plan Tool training • Technical writing/guidebooks • Research and evaluation 	
Self-Directed and Group Learning <ul style="list-style-type: none"> • Certification training delivery • Peer-to-peer learning • CPD systems training delivery (e.g. e-snaps, IDIS, DRGR) 	

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

(1) Conduct Needs Assessments. Needs assessments of grantees will determine the nature and scope of technical assistance and capacity building needed. In some instances, self-assessment by

the grantee or a field office assessment may provide a satisfactory basis for determining the scope and scale of technical and capacity building assistance. In other cases, awardees will conduct onsite or remote needs assessments to collect information about the capacity gaps of the identified grantee. 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 initiatives, and to identify local market conditions so that program resources may be better targeted and leveraged. The culmination of an onsite needs assessment will be a detailed report and recommended scope of work.

(2) Deliver Direct Technical Assistance and Capacity Building. Based on needs assessments, awardees will be dispatched to work onsite and/or remotely with grantee staff responsible for managing and carrying-out CPD's programs. Direct TA engagements will be prioritized based on criteria established by HUD. An engagement may consist of comprehensive TA, cross-cutting skills-based TA, TA that responds to an acute and urgent need, TA that is focused or targeted, or TA that supports and captures innovative practices. Direct technical assistance may also include the operation of one or more virtual help desks, or an information/call center to address questions and issues raised by grantees, other stakeholders and the general public.

(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. These products might take the form of web-based trainings and webinars that address the constantly changing needs of grantees and program requirements. Tools and product development may also include the creation of templates, desk guides, and toolkits that improve the management and operations of grantee programs, the development and administration of websites, evaluation, and performance measurement. 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. All products and tools developed will comply with Section 508 accessibility requirements.

(4) Deliver 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 may 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 limited experience or knowledge of CPD programs. The introductory program learning is necessary to build the foundation for the more advanced program completion 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. TA providers may 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 exam.

(d) Peer-to-Peer Assistance. In some instances, TA providers may be asked to facilitate peer-to-peer exchanges for grantees with similar local market contexts, challenges and opportunities, and community needs.

b. Eligible Core Curricula for Skills-based Training Activities. This round of HUD's Core Curricula will continue to 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. While FY2010 funds were awarded to develop core courses for each curriculum, FY2011 funds will focus on the delivery and enhancement of the core courses as well as the development of the topic-specific trainings for each curriculum. Core course material will be at the beginner or introductory level; generally, the core course is a prerequisite for enrolling in topic-specific trainings. HUD will work with providers to establish standards for the award of certificates of completion to successful graduates of each core curriculum. The trainings 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, participants 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 funding for the **Core Curricula** may be asked to undertake the following activities:

1. Modify or enhance 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, self-paced, instructor-led, etc.);
3. Deliver a pilot for each of the products developed;
4. Participate in regular course development and 'train-the-trainer' sessions with HUD staff on the content and delivery of all Core Curricula activities; and
5. Deliver all or parts of the Core Curricula, as requested.

The following are the current **Core Curricula** tracks. Applicants should address their qualifications for delivering and enhancing core courses and developing topic-specific courses that teach the topics and skills in the descriptions below:

(1) Development Finance Core Curriculum. The Development Finance curriculum focuses 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 specialized trainings that address the following financing topics: understanding business finance, financing economic development, commercial real estate finance, financing mixed-use projects, for-sale homeownership housing, multifamily rental housing, and mixed-finance supportive housing. In addition, trainings 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 to enable 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 trainings.

(a) Deliver: Introduction to Real Estate Finance and Underwriting (Core Course). This basic course teaches 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 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) Develop: Topic Specific Trainings

- Understanding Business Finance and Introduction to Financing Economic Development. This training will teach 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 training 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. It will also address the use of public financing and the structuring of deals involving public financing.

- Multifamily Rental Housing Finance. This training 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 training 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 training, 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 trainings). The purpose of this training will be to address combined housing and transportation expenditures when siting or financing HUD-assisted housing. The training 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. Participants would also be trained on methods to address environmental justice concerns and, where applicable, methods to comply with HUD site and neighborhood standards.
- Developing Permanent Supportive Housing for Very Low-Income Elderly and Persons with Disabilities (one or more trainings). This training is intended to improve the number and quality of approvable applications to the Section 202 Supportive Housing for the Elderly (Section 202) and Section 811 Supportive Housing for Persons with Disabilities (Section 811) programs that incorporate additional sources of housing finance and to facilitate targeted assistance to vulnerable and at-risk elderly and persons with disabilities. The training will provide, enhance, and develop fundamental skill sets necessary for grantees to effectively participate in the reformed Section 202 and Section 811 programs. Under new statutory authority recently provided to HUD, state and local housing agencies can now receive delegated authority on a fee per service basis to underwrite, process, and monitor Section 202/Section 811 HUD funding invested into mixed-finance affordable housing properties. Additionally, state and local housing

agencies may compete for funding under new Project Rental Assistance authority. This training will teach participants about the underwriting and monitoring responsibilities that state and local agencies may assume and will showcase current best models. Other topics include how state and local housing agencies can partner with local services agencies in Section 202/811 projects and how state and local housing agencies can address the need for permanent supportive housing projects for seniors and persons with disabilities in Consolidated or Qualified Action Plans.

(2) Environmental Review and Compliance Core Curriculum. Funding from the Core Curricula program has been 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 provides 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 18 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.

(a) **Deliver:** Introduction to Environmental Review Requirements for HUD programs (Core Course). The course covers 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 teaches basic principles of asset management that are consistent across PIH, CPD and Housing (Multifamily). The trainings in this curriculum will provide, enhance, and develop fundamental skill sets necessary in order to develop long-term asset management strategies. It will assist grantees to successfully complete authorized conversions of public housing, and other HUD-assisted programs to project-based rental assistance or project-based vouchers. 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 includes separate core courses in asset management and preservation as well as additional topic-specific trainings.

(a) Deliver: Asset Management and Preservation of HUD-Assisted Projects (Core Course).

These courses 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.

(b) Develop and Deliver: Topic specific trainings related to asset management and preservation of HUD-assisted projects to be determined by HUD and selected TA providers, including specific trainings on leveraging capital and other topics that are relevant to Public Housing Authorities converting properties through the Rental Assistance Demonstration.

(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. The curriculum will build grantee capacity and skills to: hire appropriate consultants to oversee the construction management and rehabilitation of projects assisted with HUD program funds, including housing and public works projects; ensure that appropriate inspections and monitoring of construction and rehabilitation projects are conducted; and ensure grantees are properly inspecting and monitoring the construction contractor.

(a) Deliver: Construction and Rehabilitation Management (Core Course). This training 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 provides 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 does not include detailed training in engineering and architecture, but covers 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) Develop: 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.
- Construction Risk Management: Overview of risk assessment and cost assessment methodologies to mitigate accidents on construction sites and cost escalation. Topics

include: how to perform a construction risk assessment and risk assessment plan to identify and mitigate the work-related risk factors that can cause accidents on construction work sites, how to prepare lifecycle costs based on good cost estimates, and how to identify and manage potential cost escalation factors.

- **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.

The proposed courses will provide grantees with information on how to access and administer federal resources related to energy efficiency. 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 FY 2012 **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 FY 2012 **General Section**.
- c. No applicant may propose to provide assistance that is in violation of this NOFA, Section VI.E. Funding Restrictions.
- d. 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.
- e. To the extent that the applicant has experienced a recapture of funds under an open cooperative agreement or contract with a government entity in the last five (5) years, the applicant(s) must disclose this information and address how these issues were resolved. Failure to disclose past performance issues will result in disqualification.
- f. Dun and Bradstreet Data Universal Numbering System (DUNS) Number Requirement. Refer to the FY2012 **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.
- g. 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>.
- h. All applicants are required to submit an application summary (two-page maximum) with the

application as described in Section V below. Although this application summary will not be rated, the summary is a submission requirement for both OneCPD and Core Curricula.

i. 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 ten of the program requirements listed in paragraphs a through j 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 an approved HUD TA plan for each engagement. 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 TA, Section 4 TA, CD-TA, or McKinney-Vento 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.

c. Direct Technical Assistance and Capacity Building will only be conducted upon completion of a needs assessment and approval by HUD.

d. Tools and Products Development, 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. Self-Directed and 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 train-the-trainer sessions are not intended to train TA provider staff on program rules, requirements and regulations so will only be available to TA provider staff with adequate knowledge of the subject program(s). 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 in the narrative submitted in response to the rating factors indicated in Section V.A. of this NOFA and in the HUD40040.

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 **FY2012 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 shall take appropriate steps to ensure that all notices of and communication during all training sessions are 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 Titles II and III of the Americans with Disabilities Act. See the Accessible Technology requirements in Section III.C.5 of the **FY2012 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.

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 programs must submit a separate application for each. Applicants may submit only one application for OneCPD and one for each of the Core Curricula for which they claim expertise. A complete submission will consist of the application signed by an authorized official of the applicant, 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 all TA providers seeking funding 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 application summary; organizational chart; expertise, experience, and open awards forms; budget discussion and required HUD forms are not included in the 25 page limit. See the FY 2012 **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**);
- One-page application summary described in Section V below;
- Narratives addressing Factors 1-3;
- HUD40040 Technical Assistance and Capacity Building Expertise Form;
- HUD40044 Technical Assistance and Capacity Building Applicant Experience Form;
- HUD40050 Active Technical Assistance Awards Received Form;
- Budget submission (display of costs that are not subject to change during a 3-year performance period, such as an indirect cost rate. See Section VI.A of this NOFA for more information on the budget setting process.);
- SFLLL, Disclosure of Lobbying Activities (see FY2012 **General Section**);
- HUD2880, Applicant/Recipient Disclosure/Update Report (“HUD Applicant Recipient Disclosure Report” on Grants.gov) (see FY2012 **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
- 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. Receipt Dates and Times. Completed applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time **March 15, 2012** 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 FY2012 **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 AN APPLICATION PACKAGE AND APPLICATION INSTRUCTIONS” in the FY2012 **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 and Core Curricula 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 FY2012 **General Section**. HUD will determine whether the salary rates are reasonable and customary for the skill set provided and the area(s) being served.

F. 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 Technical Assistance Division in the Office of Community Planning and Development. 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. Waiver requests must be submitted in writing, either via email or mail. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted via email to julie.d.hovden@hud.gov or in writing to Julie Hovden, Director, Technical Assistance Division, 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 identifying the required information listed below. The one-page application summary must identify:

OneCPD Applications:

1. Indicate if applicant organizations designated as disadvantaged (e.g., 8(a) business) or small businesses by U.S. Small Business Administration;
2. Funding request in whole dollar amount. The amount requested should be based on the number of available personnel, the range and quality of their skills and knowledge, and the ability of the applicant to manage these resources to successfully execute multiple TA or capacity building engagements involving several covered programs simultaneously over a three-year period; and
3. Proposed scope – indicate one of the following:
 - Cross-program,

- Targeted/focused,
- Cross-program and targeted/focused.

Note: If targeted/focused scope is indicated, list each topic or skill area being proposed.

Core Curricula:

- Which of the four major subject areas (Development Finance, Environmental Review and Compliance, Asset Management and Preservation, and Construction and Rehabilitation Management) the applicant claims the expertise to deliver and/or further develop the course material.
- Funding request in whole dollar amounts. The amount requested should be based on the number of courses the applicant proposes to deliver and/or enhance, the number of available staff, and the skill-set and expertise needed to deliver or enhance those courses.

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, subcontractors, and consultants that are part of the submission. 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 FY2012 **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 objectives of the program for which they are seeking funds.

1. Rating Factor 1: Organizational Capacity and Experience and Key Personnel (60 points) (Minimum for Funding Eligibility is 45 points)

a. (30 points) Recent experience and performance.

Applicants proposing to provide cross-program technical assistance and capacity building will be assessed based upon the extent to which personnel (in-house and subcontractor staff) have: (1) demonstrated ability and success in providing technical assistance and capacity building activities to diverse entities for multiple programs and for a range of topics, including documented improvements in outcomes by recipients; (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; and (3) complied with the provisions of award agreements (grant, contract, or cooperative agreements), including financial and performance reporting requirements and timely drawdown of funds, and delivered quality products and services, including meeting work plan deadlines, delivering

products and services with high levels of accuracy, and taking corrective actions if poor performance has occurred.

Applicants proposing to provide targeted or focused technical assistance will be assessed based upon the extent to which they have demonstrated ability and success in providing technical assistance and capacity building activities in specific areas as indicated in their applications and complied with provisions of award agreements (grant, contract, or cooperative agreements), including financial and performance reporting requirements and timely drawdown of funds, and products and services with high levels of accuracy, and taking corrective actions if poor performance has occurred.

In both the narrative and by completing the HUD40044 Technical Assistance and Capacity Building Applicant Experience Form applicants should briefly describe recent experience (within the last 18 months) conducting technical assistance and capacity building activities that are the same or similar to those eligible under this NOFA. Where applicable, applicants should briefly describe experience, capacity and/or relationships with organizations serving underserved populations or geographic areas. Applicants should quantify accomplishments by including relevant measurable outcomes associated with each experience type. An output is defined as a TA product or service provided, such as specific number of TA engagements, site visits, products, or courses. An outcome is defined as the results achieved or benefits derived from the TA, such as a measurable increase in learning or performance.

Using the HUD40050 Active Technical Assistance Awards Received Form, applicants must identify all technical assistance awards received from any source, including HUD, other governmental agencies, and/or nonprofit organizations since 2008. The response to this form should not include awards made to subcontractors or consultants. Failure to disclose past performance issues will result in disqualification, per Section III.C.3.e of this NOFA. In evaluating this sub-factor, HUD may interview the contacts listed on the form and may discuss performance with HUD headquarters and field office staff or grantees.

b. (30 points) Key Personnel.

Applicants proposing to provide cross-program technical assistance and capacity building will be rated on the following basis: (1) demonstrated personnel (in-house, subcontractor and consultant staff) experience and expertise in HUD, CPD, and other Federal cross-cutting program requirements; (2) the depth and breadth of staff skills in the essential subject matters covered by OneCPD; and (3) whether program knowledge and skills clearly support the range of possible technical assistance and capacity building activities for which the applicant claims qualification.

Applicants proposing to provide targeted or topic-specific technical assistance will be rated on (1) demonstrated personnel (in-house, subcontractor and consultant staff) experience and expertise in the proposed topic areas and (2) whether program knowledge and skills clearly support the range of topic areas for which the applicant claims qualification.

In both the narrative and by completing the HUD40044 Technical Assistance and Capacity Building Expertise Form, applicants should indicate the skills and expertise level of up

to 50 key personnel in the essential subject matters covered by OneCPD. Where applicable, applicants should highlight diversity, language skills and cultural competency. For the purposes of responding to this sub-factor, ‘key personnel’ is defined as the top 50 applicant staff, subcontractors and consultants, for whom a contract or agreement already exists, who are expected to actually be tasked with developing technical assistance or capacity building assistance products and/or delivering training courses, needs assessments, or direct TA. For personnel with extensive knowledge, the narrative must briefly describe how the knowledge was gained, including organization name(s), role(s) and timeframe(s) in which the knowledge was gained.

Applicants proposing to provide targeted or focused technical assistance activities should include the following information in the narrative:

- Targeted/focused topic(s) or skill area(s) being proposed.
- List of key personnel possessing each targeted/focused topic/skill, how and where the knowledge was obtained, including organization, role and timeframe.

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

a. (15 points) Management.

In rating this factor, HUD will evaluate the likely effectiveness of the approach including the approach for coordinating and collaborating with other TA providers, as directed by HUD, and to deliver high quality comprehensive service according to HUD’s determination of need.

The application should identify key management staff responsible for overall management and administration of the award. Key management staff is defined as any individual with decision-making authority related to financial or task management, performance reporting or overall coordination of the award. The narrative must include the names, roles and responsibilities of the key management staff as well as their recent experience (within 18 months of this NOFA) managing people and tasks within a demand-response or client-driven environment. The narrative should present a clear, practical, and forward-looking plan to deliver these products in the context of engagements that may include the deployment of multiple technical assistance and capacity building activities in the same communities, coordinated across disciplines and technical assistance participant organizations for better overall impact. The applicant’s plan must clearly explain how the applicant will manage these activities within the demand-response system, including the processes for:

- (1) Consulting with multiple HUD field offices and managing formal TA requests from HUD Headquarters;
- (2) Assigning appropriately skilled and knowledgeable staff in response to work tasked by HUD;
- (3) Prioritizing and managing multiple TA, capacity building assistance, or curriculum delivery engagements, with multiple entities, in multiple jurisdictions;
- (4) Coordinating and collaborating with other TA providers active in the area and/or on the development and/or delivery of tools, products, courses, group learning sessions, etc.;

- (5) Managing the overall operation with a focus on delivering results;
- (6) Providing feedback to HUD on progress and accomplishments; and
- (7) Resolving issues or overcoming obstacles that may affect progress.

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

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's team is prepared to carry out under this NOFA, being as specific as possible as to potential outcomes: 'Capacity Building and Knowledge Sharing.' (See FY2012 **General Section** for a full description of this policy priority.)

c. (8 points) Quality control.

In rating this factor, HUD will evaluate 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.

The applicant must demonstrate 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, the applicant 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.

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

a. (10 points) – Outcomes.

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.

For each of the four technical assistance and capacity building activities under OneCPD OR for each of the four major subject areas under the Core Curricula program for which the applicant is proposing to provide assistance, the applicant must identify at least two quantifiable 'outcomes' by which success will be measured. **An outcome is defined as the results achieved or benefits derived from the technical assistance 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.

b. (5 points) – Evaluation.

For each of the four technical assistance and capacity building activities under OneCPD OR for each of the four major subject areas under the Core Curricula program for which the applicant is proposing to provide assistance, 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.

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 FY2012 **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 FY2012 **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, 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. HUD will also take into account the agency's overall technical assistance needs to establish a range of subject matter expertise, geographic coverage and capacity to serve particular underserved communities or populations benefitting from HUD programs. 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. See Section V.B.2 of FY2012 **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.

HUD requires that selected applicants participate in negotiations to determine and administrative budget. The administrative budget must clearly identify the labor, associated indirect, travel, and material and supply costs associated with the provider's management of the award. The administrative budget must track the different sources of funding and associate administrative costs to each source.

Administrative costs mean reasonable direct and associated indirect costs of overall TA award management and evaluation, including:

- a. Salaries, wages, benefits and related costs for developing and negotiating the budget, developing systems and schedules for ensuring compliance with the award, preparing reports required under the award, attending HUD-required training, submitting billing information, management or supervision of persons carrying out the TA activities;
- (1) Travel costs related to administration of the award;
- (2) Administrative services performed under third-party contracts or agreements, such as general legal services, accounting services, and audit services;
- (3) Other costs for goods and services required for the administration of the award, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance of office space. Rental and maintenance of office space is allowed only under the following conditions:

- (4) The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities;
- (5) No repairs or renovations of the property may be undertaken with funds provided under this NOFA;
- (6) Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.

Administrative costs shall be segregated in a separate cost center within the awardee's accounting system. When developing the administrative budget for the award, the administrative costs are limited depending on the award amount. Administrative costs associated with the management of the award are capped as listed below:

AWARD AMOUNT	MAXIMUM ADMINISTRATIVE COSTS
\$1,000,000 and over	10% of award
\$500,000 – \$999,999	15% of award
Less than \$500,000	20% of award

Costs may be denied or modified if HUD determines that they are not allowable, allocable, and/or reasonable. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to the applicant. In this instance, HUD may offer an award and proceed with negotiations to another 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 FY2012 General Section.

4. Debriefing. See FY2012 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 (2 CFR Part 230) (Cost Principles for Non-Profit Organizations), OMB Circular A-21 (2 CFR Part 220) for institutions of higher education, OMB Circular A-87 (2 CFR part 225) 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 submit Quarterly Performance Reports in a manner specified by HUD, with actual outputs and outcomes achieved, and a narrative explanation of any disparity between projected and actual results.

2. Accounting for Costs Separately. Applicants awarded funds for MV-TA, HOME TA and/or HOPWA TA will be required to account for costs separately from OneCPD TA funds and must report award and subaward data in the federalreporting.gov site. Applicants awarded funds for Section 202 and Section 811 technical assistance will be required to account for costs separately from Core Curricula and must report award and subaward data in the federalreporting.gov site.

3. Recipient Reporting to Meet the Requirements of the Federal Funding Accountability and Transparency Act of 2006, as amended.

(a) Prime Grant Awardee Reporting. Prime recipients of HUD financial assistance are required to report certain subawards in the federal government-wide website www.fsrs.gov or its successor system.

Starting with awards made October 1, 2010 prime financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors, if (1) the initial prime grant award is \$25,000 or greater, or the cumulative prime grant award will be \$25,000 or greater if funded incrementally as directed by HUD in accordance with OMB guidance; and (2) the sub-award is \$25,000 or greater, or the cumulative subaward will be \$25,000 or greater. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information.

The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the "Transparency Act" and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. The prime awardee will have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients are required to report the following information for applicable subawards. This information will be displayed on a public government website pursuant to the Transparency Act.

- (i) Name of entity receiving award;
- (ii) Amount of award;
- (iii) Funding agency;

- (iv) North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;
- (v) Program source;
- (vi) Award title descriptive of the purpose of the funding action;
- (vii) Location of the entity (including Congressional district);
- (viii) Place of Performance (including Congressional district);
- (ix) Unique identifier of the entity and its parent; and
- (x) Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Sub-award Reporting System (FSRS) reporting site, the unique identifier is the DUN and Bradstreet Universal Numbering System (DUNS) number the entity has obtained from Dun and Bradstreet, and for Prime awardees the DUNS number registered in the Central Contractor Registration as required by HUD regulation 24 CFR 5.1004.

(b) Prime Grant Awardee Executive Compensation Reporting. Prime awardees must also report in the government-wide website the total compensation and names of the top five executives in the prime awardee organization if:

- (i) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (ii) Compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.)

(c) Subaward Executive Compensation Reporting. Prime grant awardees must also report in the government-wide website the total compensation and names of the top five executives in the subawardees if:

- (i) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (ii) This required compensation information is not readily available through reporting to the Securities Exchange Commission (SEC.) For applicable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information.

(d) Transparency Act Reporting Exemptions. The Transparency Act exempts any sub-awards less than \$25,000 made to individuals and any sub-awards less than \$25,000 made to an entity

whose annual expenditures are less than \$300,000. Subawards with a cumulative total of \$25,000 or greater are subject to subaward reporting beginning the date the subaward total award amount reaches \$25,000. The Transparency Act also prohibits reporting of any classified information. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

NOTE: For the purposes of FFATA reporting requirements, “prime grant awardee” or “prime grant award” or “grant award” includes awardees of, and awards for, capital advances for the Section 202 Housing for the Elderly and Section 811 Housing for Persons with Disabilities programs.

4. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as “Section 872” Section 872 requires the establishment of a governmentwide data system – the Federal Awardee Performance and Integrity Information System (FAPIIS) - to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements. A technical correction to this General section may be issued when such regulations are promulgated. HUD anticipates that the terms and conditions to its FY2012 awards will contain requirements related to meeting FFATA and Section 872 requirements.

VII. AGENCY CONTACTS

Applicants should contact Julie Hovden, Director, Technical Assistance Division, HUD Headquarters, by e-mail at Julie.D.Hovden@hud.gov. Questions regarding the FY2012 **General Section** should be directed to the Grants Management Office 202-708-0667 (this is not a toll-free number) Persons with hearing or speech impairments may access this number via TTY by calling the Federal Relay Service at 800-877-8339.

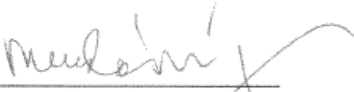
VIII. OTHER INFORMATION

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 2506-0192. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 60 hours for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

B. HUD Reform Act. The provisions of the HUD Reform Act of 1989 that apply to the 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 on HUD's website at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail under the FY 2012 listing for this program.

Dated: February 14, 2012


Mercedes Márquez
Assistant Secretary for
Community Planning and Development

[FR-5600-N-32]