

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5313-N-01]

**Notice of Funding Availability (NOFA) for Fiscal Year 2009
Neighborhood Stabilization Program Technical Assistance under the American Recovery
and Reinvestment Act of 2009**

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

ACTION: Notice of Funding Availability (NOFA) for HUD's Fiscal Year (FY) 2009
Neighborhood Stabilization Program Technical Assistance (NSP-TA).

SUMMARY: This notice announces the availability of approximately \$50 million for HUD's FY2009 NSP-TA Program. The purpose of the NSP-TA program is to provide technical assistance to achieve the highest level of performance and results for Neighborhood Stabilization Program, especially for grantees HUD has identified as higher risk and for other program participants. NSP-TA is authorized by Title XII of Division A of the American Recovery and Reinvestment Act of 2009, Public Law 111-005, enacted February 17, 2009 (the Recovery Act).

APPLICATION DEADLINE DATE: The application deadline date is **June 8, 2009**.

Applications must be received via paper submission to the Robert C. Weaver HUD Headquarters building by 5:00 p.m. eastern time on the deadline date.

FOR FURTHER INFORMATION CONTACT: Stanley Gimont, Director, Office of Block Grant Assistance, Department of Housing and Urban Development, Room 7286, 451 Seventh Street, SW, Washington, DC 20410, telephone number (202) 708-3587. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339. FAX inquiries may be sent to Mr. Gimont at (202) 401-2044.

(Except for the "800" number, these telephone numbers are not toll-free.)

OVERVIEW INFORMATION

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

B. Funding Opportunity Title: Neighborhood Stabilization Program Technical Assistance (NSP-TA).

C. Announcement Type: Initial Announcement.

D. Funding Opportunity Number: The Federal Register number for this NOFA is FR-5313-N-01. The OMB Approval Numbers for this NOFA are: 2506-0185.

E. Catalog of Federal Domestic Assistance (CFDA) Numbers: 14.256.

F. Dates: The application deadline date is **June 8, 2009**. Applications must be received via paper submission to the Robert C. Weaver HUD Headquarters building by 5:00 p.m. local time for the office receiving the application on the deadline date.

The **General Section** electronic application submission and receipt requirements published on December 29, 2008, at 73 FR 79555, Section IV do not apply, except for paragraph IV.B.2.a and b , 4.b.(1) and (2) regarding obtaining a Dun and Bradstreet Universal Numbering System (DUNS) number and E, regarding funding restrictions. The logic model portions of the General Section also do not apply.

G. Additional Overview Information: Applicants interested in providing technical assistance to entities participating in HUD's community development programs should carefully review the applicable portions of the **General Section** and the information listed in this NSP-TA NOFA.

1. Available Funds. Funds are available to provide technical assistance for the Neighborhood Stabilization Program (NSP), which is a component of the Community Development Block Grant (CDBG) Program. The application submission information is contained in this NSP-TA NOFA at Section IV.B. Up to \$50 million is available at this time. No cost sharing is required.

Awards will be administered under cooperative agreements with significant HUD involvement (see Section II.C of this NOFA).

2. Eligible Applicants. Eligible applicants include a wide range of entities. Please see a chart for a full list of eligible applicants in section III A, under the Full Text of Announcement.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Description. The purpose of the NSP-TA program is to provide technical assistance to achieve the highest level of performance and results for the NSP, especially for grantees HUD has identified as higher risk and for other program participants. Information about the NSP program and its missions, goals, and activities can be found on the HUD web site at <http://www.hud.gov/nsp>. This NOFA supports both the Neighborhood Stabilization Program authorized and funded under the provision of the Housing and Economic Recovery Act of 2008 (Public Law 110-289)(HERA) (NSP I) and the additional allocation of funds provided under the Recovery Act (NSP 2). Additional information regarding these two programs can also be obtained on HUD's website at <http://www.hud.gov/nsp>.

B. Authority. NSP-TA is authorized by Title XII of Division A of the American Recovery and Reinvestment Act of 2009, Public Law 111-005, enacted February 17, 2009 (the Recovery Act).

II. Award Information

A. Available Funds. \$50 million is available for the NSP-TA program. Of this, \$11.5 million is available for local TA in the jurisdictions of the field offices in the areas of the country hit hardest by the effects of foreclosure and having the highest number of NSP grantees from the first round of funding. The chart below presents the allocation of the local share of the NSP-TA funds. HUD has established a \$500,000 minimum award for successful local applicants. For the

\$38.5 million available for national (or regional) TA programs, HUD has established a \$750,000 award minimum for successful national TA applications. All awards are subject to the funding restrictions described in detail at 73 FR 79555, Section IV.E.

The local TA funds are distributed among HUD's Community Planning and Development field offices. Some field offices have been allotted a share of NSP-TA funds based on the NSP-related needs identified for each individual field office. The chart below highlights the local TA funds available for each field office. All awards will be subject to the minimum funding thresholds noted above, and the funding restrictions identified at 73 FR 79555, Section IV.E.

Local TA Area	NSP (\$millions)
California – Northern and Arizona, Nevada (HUD San Francisco Regional Office)	\$1.25
California – Southern (HUD Los Angeles Field Office)	\$1.25
Florida – Southern (HUD Miami Field Office)	\$1.25
Florida – Northern (HUD Florida State Office)	\$1.25
Georgia (HUD Atlanta Regional Office)	\$0.75
Illinois (HUD Chicago Regional Office)	\$1.25
Indiana (HUD Indianapolis Field Office)	\$1.25
Massachusetts, Maine, New Hampshire, Rhode Island, Vermont (HUD Boston Regional Office)	\$0.75
Michigan (HUD Detroit Field Office)	\$1.25
Ohio (HUD Columbus Field Office)	\$1.25
Total	\$11.5

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

1. National TA activities are administered by a Government Technical Representative (GTR) and Government Technical Monitor (GTM) at HUD Headquarters. Local TA activities will be administered by a GTM in the respective HUD field office. Significant HUD involvement is required in all aspects of TA planning, delivery, and administration. Applicants for National TA must also be willing to work in any HUD field office area.

2. Awards will be for a period of 24 months up to 36 months, depending on such factors as whether or not the TA provider has been selected as a lead provider; the number of field offices that the provider will work in; and the number of NSP-TA programs that the provider participates in. HUD reserves the right to determine the award period based on any or all of these factors.

3. HUD reserves the right to withdraw funds from any TA provider if HUD determines that: 1) the TA provider's performance is duly found to be substandard and unacceptable; 2) the need for assistance is not commensurate with the award; or 3) the need for assistance is greater in other field office jurisdictions. HUD will make this determination on a case by case basis and will provide a 30 day due process notice accordingly.

4. HUD anticipates substantial involvement in determining and approving the work to be performed as described below:

a. Demand-Response System. All successful NSP-TA applicants must operate within the structure of the demand-response system. Under the demand-response system HUD identifies technical assistance needs and prioritizes them based on Departmental, program and community priorities. Successful TA applicants are then assigned to respond to identified needs. Under the demand-response system, TA providers are required to:

(1) When requested by a GTM, market the availability of their services to existing and potential recipients within the communities in which the assistance will be delivered;

(2) When requested by a GTM, conduct a needs assessment to identify the type and nature of the assistance needed by the recipient of the assistance;

(3) Respond to requests for assistance from the GTM on other matters germane to the NSP program;

III. Eligibility Information

A. Eligible Applicants. The eligible applicants are listed in the chart below. HUD welcomes the participation of eligible faith-based and other community organizations in the NSP-TA programs.

	Eligible Applicants
NSP	<ul style="list-style-type: none"> • A state; • A unit of general local government; • A national or regional nonprofit organization that has membership comprised predominantly of entities or officials of entities implementing neighborhood stabilization or community development programs; • A for-profit or nonprofit professional and technical services company or firm that has demonstrated knowledge of the NSP and CDBG programs and the capacity to provide technical assistance services; or • A public or private nonprofit or for-profit organization, including educational services and area-wide planning organizations qualified to provide technical assistance to NSP grantees and others to carry out NSP programs.

A consortium of organizations may apply for NSP-TA funding. A consortium is defined as two or more organizations that individually have the capacity and experience to carry out the

activities under the award and enter into an agreement to submit a single application under this NOFA. The consortium agreement must set forth each organizations specific role in carrying out the activities under the award, and such roles must be neither nominal nor duplicative.

One organization within the consortium must be designated as the lead entity. The lead entity must submit the application and, if selected, execute the cooperative agreement with HUD and assume responsibility for the award on behalf of the consortium. The consortium agreement, executed and dated by all consortium members for the purpose of applying for and using NSP-TA program funding, must be submitted with the application. Upon being funded, the lead entity must enter into a separate agreement with each individual consortium member. The agreement must include the requirements of the cooperative agreement between HUD and the consortium and set forth the individual consortium member's responsibilities for compliance with HUD's NSP-TA program.

Applicants may propose assistance using in-house staff, sub-contractors, sub-recipients, and local organizations with the requisite experience and capabilities. Where appropriate, applicants should make use of TA providers located in the field office jurisdiction receiving services.

B. Cost Sharing or Matching. None.

C. Other. NSP-TA involves the facilitation of skills and knowledge in planning, developing, and administering activities under NSP for grantees and other entities that may need but not possess such skill and knowledge, and includes assessing programs and activities under NSP.

NSP-TA must address the priorities identified below:

1. **Eligible TA Priorities.** Activities eligible for funding must address the TA priorities identified below:

(1) Improve the ability of funded NSP grantees to design and implement NSP programs that reflect sound underwriting, management, and fiscal controls; demonstrate measurable outcomes in the use of public funds; and provide accurate and timely reporting of program accomplishments.

(2) Encourage and build the capacity of public-private partnerships to carry out NSP activities.

(3) Assist NSP grantees in developing strategies to serve low-income households (those who have incomes of 50 percent of area median income or less), especially among underserved populations.

(4) Improve NSP grantees' ability to incorporate energy efficiency into the planning, design, financing, construction, and operation of affordable housing programs.

(5) Assist local nonprofits in developing the organizational capacity to own and develop NSP-assisted projects.

(6) Improve the NSP program activities and performance of NSP grantees, and subgrantees, in the areas of organizational management and capacity, including fiscal controls, board development, contract administration, and compliance systems.

(7) Provide local communities with technical assistance and training on the operation and management of land banks funded by NSP grants, as defined in the NSP Notice.

(8) Improve NSP recipient and subrecipient knowledge and understanding of reporting accomplishments and the importance of measuring performance from an accountability and results-driven perspective.

(9) Develop and deliver training on using the Disaster Recovery Grant Reporting System (DRGR).

(10) Improve recipients, subrecipients and subgrantees knowledge of CDBG and NSP financial management requirements through training.

(11) Develop model techniques to improve program performance and compliance, and to demonstrate performance and compliance through complete and accurate program recordkeeping and performance data.

(12) Develop materials to educate grantees, subrecipients, and subgrantees on energy conservation or other Departmental or programmatic priorities.

2. Eligible National TA and Local TA Activities. There are two types of technical assistance (TA) funding available in this NOFA: National TA and Local TA.

National TA activities are those that address, at a nationwide level, one or more of the NSP-TA program activities and/or priorities identified in Section III.C. of this NOFA. National TA activities may include the development of written products, development of web-based materials, development of training courses, delivery of training courses previously approved by HUD, organization and delivery of workshops and conferences, and delivery of direct TA.

Local TA activities also must address the NSP-TA activities and/or priorities identified in this NOFA; however, the Local TA is targeted to the specific needs of NSP grantees and subrecipients in the field office area in which the TA is proposed. Local TA activities are limited to the development of need assessments, direct TA to HUD community development program recipients, organization and delivery of workshops and conferences, and customization and delivery of previously HUD-approved trainings.

3. Threshold Requirements. HUD will not consider an application from an ineligible applicant. In order to be eligible for HUD to rate and rank an application, the applicant and application must meet the threshold requirements of the General Section, including the Civil Rights

threshold in Section III.C. See the General Section.

4. Program Requirements. The following program requirements apply to the NSP-TA:

a. Training. When conducting training sessions as part of its NSP-TA activities, NSP-TA providers are required to:

(1) Design the course materials as “step-in” packages so that HUD or other NSP-TA providers may independently conduct the course on their own;

(2) Make the course materials available to the GTM in sufficient time for review (minimum of three weeks) and receive concurrence from the GTM on the content and quality prior to delivery;

(3) Provide all course materials in an electronic format that will permit wide distribution among TA providers, field offices, and HUD grantees;

(4) Arrange for joint delivery of the training with multiple providers at the same time and/or location with HUD participation when requested by the GTM;

(5) Deliver HUD-approved training courses that have been designed and developed by others on a “step-in” basis when requested; and

(6) Send trainers to approved “train-the-trainers” sessions. The costs associated with attending these required sessions are eligible under the cooperative agreement.

b. Local Training. The development of new training courses using local TA funds is prohibited. Local TA providers, when conducting training sessions as part of the NSP-TA program, are required to:

(1) Arrange for joint delivery of the training with HUD participation when requested by the GTM;

(2) Deliver only HUD-approved training courses that have been designed and developed by national TA providers or other qualified experts on a “step-in” basis when requested; and

(3) Send trainers to approved “train-the-trainers” sessions. The cost associated with attending these required sessions will be eligible TA costs under the cooperative agreement executed with HUD and will not be the burden of the TA provider.

c. National Training: To ensure that NSP-TA funds are used efficiently and that new training courses are not duplicative of existing materials, only national TA providers are allowed to develop new training courses. National TA providers, when developing new training courses or conducting training sessions as part of the NSP-TA program, are required to:

(1) Design new course materials as “step-in” packages so that HUD and other NSP-TA providers may independently conduct the course;

(2) Make the course material available to the GTM in sufficient time for review and receive concurrence from the GTM on the content and quality of the material prior to establishing a course delivery date;

(3) Provide all course materials in an electronic format to HUD;

(4) Arrange for joint delivery of the training with HUD participation when requested by the GTM; and

(5) Send trainers to approved “train-the-trainers” sessions. The cost associated with attending these required sessions will be eligible TA costs under the cooperative agreement executed with HUD and will not be the burden of the TA provider.

When National TA providers are undertaking activities in field office jurisdictions, the National TA providers must work cooperatively with HUD field offices. Providers must notify the applicable HUD field office of the planned activities; consider the views or recommendations of

that office, if any; follow those recommendations, to the degree practicable; and report to the applicable field office on the accomplishments of the assistance.

d. Affirmatively Furthering Fair Housing (AFFH). While, there are no application requirements related to affirmatively furthering fair housing, this does not affect HUD's obligation to affirmatively further fair housing in its housing and urban development programs, NSP recipients' AFFH obligations, or a successful NSP-TA applicant's AFFH obligations. Pursuant to its AFFH obligations, at a minimum, a successful applicant must maintain records on how NSP-TA funds are used in fair housing and other nondiscrimination related activities and must report annually to HUD the race and ethnicity statistics on persons receiving training and technical assistance services funded by NSP-TA on form HUD-27061.

e. Section 3. While, there are no application requirements concerning Section 3 of the Housing and Urban Development Act of 1968, this does not affect NSP recipients' Section 3 requirements under 24 CFR Part 135.

f. Civil rights requirements. The civil rights requirements specified in the General Section apply to successful applicants for NSP-TA funds. *See* Section III.C.4. of the General Section.

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

h. Accessibility of Training Facilities. All successful applicants must use training facilities and services that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, successful applicants 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 in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and its implementing regulations at 24 CFR Part 8, and Title III of the Americans with Disabilities Act. Furthermore, HUD encourages all grant recipients and subrecipients to adopt the goals and objectives of Section 508 of the Rehabilitation Act of 1973 by ensuring that electronic and information technology is made available to persons with disabilities on a comparable basis as it is made available to persons without disabilities. *See* the Accessible Technology Requirements in Section III.C.4 of the General Section.

i. Environmental review. Activities under the NSP-TA program are categorically excluded and not subject to environmental review under 24 CFR 50.19(b)(9).

IV. Application and Submission Information

A. Application Package. The NOFA contains all the information necessary for eligible applicants to submit an application for NSP-TA funding. There is no paper application kit for this program. All the information you need to apply is contained in this NOFA or is available online at <http://www.hud.gov/nsp>. The required forms are available at the same URL.

The posted Notice is the official document that HUD uses to solicit applications. Therefore, if there is a discrepancy between any materials published by HUD in the Notice and other information provided about the program, the published Notice prevails.

B. Other Submission Requirements

1. Delivery and Submission Procedures. The following procedures apply to the delivery and submission of applications in HUD Headquarters and field offices. Please read the following instructions carefully and completely, as failure to comply with these procedures may disqualify your application. HUD's delivery and submission policies are:

a. HUD will not accept or consider any applications delivered by hand.

- b. HUD will not accept or consider any applications sent by facsimile.
- c. HUD urges applicants sending packages by courier to the Robert C. Weaver Headquarters Building to use the following courier services, as these services have unescorted access to these buildings: United States Postal Service Express mail Delivery, Federal Express (FedEx), and United Parcel Service (UPS). All deliveries are done between 7:30am and 5:00pm. All deliveries enter through the HUD loading dock to ensure all packages are scanned and x-rayed.
- d. Applications mailed to a location or office that is not designated for delivery of the application, which results in the designated office not receiving your application in accordance with the requirements for timely submission, will cause your application to be considered late and ineligible to receive funding consideration. HUD will not be responsible for directing packages to the appropriate office. Applicants should pay close attention to these submission instructions as they can make a difference in whether HUD will accept your application for funding consideration. Please remember that mail sent to federal facilities is screened prior to delivery, so please allow sufficient time for your package to be delivered. If an application is received late because of the processing time required for the screening, it will not be considered for funding. Applicants are advised that they should place applications with the delivery service at least 48 hours prior to the deadline date to allow for timely receipt by HUD.

2. Proof of Timely Submission. Timely submission shall be evidenced via a delivery service receipt indicating that the application was delivered to a carrier service at least 48 hours prior to the application deadline, and, if applicable, that through no fault of the applicant, the delivery could not be made on or before the application due date. Couriers turned away from a HUD facility due to security issues will not be considered as meeting the requirement of “no fault of the applicant,” because applicants are advised by this Notice that delivery delays can arise when

using courier services, resulting in a late application submission.

3. **Addresses.** You, the applicant, must submit a complete application to “NSP-TA Applications Room 7286, Office of Block Grant Assistance, 451 Seventh St, SW, Washington, DC 20410.

When submitting your application, you must refer to the name of the program for which you are applying and include the correct room number to ensure your application is properly directed.

4. **Copies of Applications.** The application may be submitted with no additional copies.

5. **Page Limitation and Font Size.** Narratives addressing Factors 1-4 must be formatted so that the total number of pages submitted are equal to no more than 25 single sided pages of single-spaced text based on an 8.5 by 11 inch paper, using a standard 12 point font. Reviewers will not review more than 25 pages for all the factors combined. The one page funding and capacity summary and the list of references for new applicants are not included in the 25 page limit.

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

7. **Checklist for Application Submission.** The following checklist is provided as a guide to help ensure that you submit all the required elements. The paper submission must be in the order provided below. All applicants should enter the applicant name, DUNS number, and page number on each narrative page of the application. All forms are available at

<http://www.hud.gov/nsp>.

- SF-424, Application for Federal Assistance (see **General Section**)
- An Application Cover Page indicating **in bold** (a) the type of TA proposed in the application (national or specific local area(s)), (b) the amount of funds requested; and (c) for Local TA, a table showing the communities proposed in the application and the amount of funds

requested for each community.

- Narrative addressing Factors 1-4 and a one-page summary highlighting the specific types of eligible TA activities the applicant has the capacity to undertake, and the funding amount requested by national or local community for which the applicant is applying.
- HUD-424-CB, Grant Application Detailed Budget Form (see **General Section**)
- HUD-424-CBW, Detailed Budget Worksheet for Non-Construction Projects (see **General Section**)
- SF-LLL, Disclosure of Lobbying Activities (see **General Section**)
- HUD-2880, Applicant/Recipient Disclosure/Update Report (“HUD Applicant Recipient Disclosure Report” on Grants.gov) (see **General Section**)
- SF-424, Supplement, Survey on Equal Opportunity for Applicants (“Faith Based EEO Survey (SF-424 SUPP)” (to be completed by private nonprofit organizations only)

C. Submission Dates and Times. Your completed application must be submitted as described in this Notice by no later than 5:00 p.m. local time for the office receiving the application on **the deadline date, June 8, 2009**. Applicants are advised to submit the application one week prior to the deadline date. (The **General Section** information on the Grants.gov validation process does not apply.)

Please make sure when submitting your application that you are using the correct DUNS number, the applicant legal name should be entered in box 8a of the 46-424.

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

V. Application Review Information

A. Capacity and Funding Summary. All NSP-TA applicants are required to submit a one-page capacity and funding summary for each NSP-TA application submitted. Although the capacity and funding summary will not be rated based on the factors listed in Section V, Subpart B. below, the summary is a submission requirement for the NSP-TA program. HUD will use the summary to determine the national or field office area for which the applicant is applying; the types of TA activities the applicant is willing to undertake based on staff skill and experience; and given the organizational capacity of the applicant, a funding amount the applicant can reasonably expect to expend within the requirements and timeframes of the NSP-TA program.

The summary must include:

1. A list of the eligible TA activities the applicant is prepared to undertake, based on the applicant's organizational capacity and staff skills. See Section III C, 2 Eligible TA Activities for a list of eligible national and local TA activities.
2. A funding estimate, by national and/or field office jurisdiction, that the applicant believes it can reasonably expend within the three-year performance period based on organizational capacity and the eligible TA activities the applicant is prepared to undertake.

B. Criteria. The maximum number of points to be awarded for a NSP-TA application is 100. The minimum score for an application to be considered for funding is 75 with a minimum of 35 points on Factor 1. The NSP-TA program is not subject to bonus points, as described in the **General Section.**

Points are assigned on four factors. Applicants should review the factors carefully. When addressing the four factors, applicants should discuss the relevant successful experience of both their organization as a whole, and the individual staff and dedicated contractors who may work under the award if the application is funded. Applicants should also address the overall

management of the award including policies and procedures for ensuring that all NSP-TA program requirements are met and quality products are developed and delivered. Please note that Factor 2 – Need – as identified in the **General Section** does not apply under the NSP-TA program.

Rating Factor 1: Applicant’s Capacity and Relevant Experience (50 points) (Minimum for Funding Eligibility is 35 points)

a. **(25 points)** Recent experience. For new applicants or applicants funded in the past that do not have an open HUD TA award: Provide examples of recent experience (within the past 18 months), managing technical assistance awards similar to the program covered under the NSP-TA NOFA within a client-driven environment. Examples should include a discussion of the tasks undertaken, individuals served, training skills and related NSP-TA program knowledge required to complete the tasks, and measurable results achieved. All new applicants must also include at least two references for recent, technical assistance work similar to the programs covered under the NSP-TA NOFA and undertaken by the applicant. References should only include a contact name, address, phone number and e-mail address that HUD may use to verify the information.

HUD will evaluate this factor based upon the breadth and accuracy of the applicant’s program knowledge, ability to provide and deliver technically accurate TA, compliance with cooperative agreement provisions, financial and performance reporting requirements, timeliness of drawdown of funds and close-out of expired grants. Customer feedback from CPD program offices will also be used to judge an applicant’s performance and effectiveness.

b. **(25 points)** Organizational capacity. In narrative form, describe the technical assistance skills and related NSP-TA program knowledge of your organization’s key staff and, based on the

organization's capacity, identify the types of TA activities the applicant is prepared to undertake and how this will further the TA priorities.

Key staff is defined as all in-house staff and hired consultants who will be developing technical assistance products and/or delivering training courses, conferences, or direct TA. Applicants should include specific examples of each key staff member's TA skills and areas of expertise. Applicants should refer to Section III C.2 for a complete list of the eligible TA activities applicants may undertake with national or local NSP-TA funds. The applicant's description of staff capacity should clearly support the specific types of TA activities the applicant is willing and able to undertake with NSP-TA funds. In rating this subfactor, HUD will evaluate each key staff member's program knowledge, and TA skills.

HUD will also compare the specific types of TA activities the applicant is willing to undertake in relation to stated staff capacity. Staff program knowledge and TA skills should clearly support the possible TA activities the applicant may undertake.

Rating Factor 2: Soundness of Approach (35 points)

a. **(5 points)** Key management staff. The successful administration and management of a technical assistance award is key to: (1) the timeliness of delivery of required technical assistance; (2) the sound financial management of the project; and (3) the appropriate prioritization of multiple technical assistance needs. In evaluating the soundness of approach under this rating factor, HUD will consider the breadth of key management staff experience administering multiple, complex tasks within the demand-response system, or a similar client-driven environment. Applicants should clearly demonstrate recent experience managing and coordinating financial resources, and administrative, training, and consultant staff among complex and varied technical assistance tasks. HUD will also evaluate the roles and

responsibilities key management staff would assume under a NSP-TA award in light of each individual's recent experience.

Identify the key staff responsible for the overall management and administration of the NSP-TA award. Key management staff is defined as any individual who will have decision-making authority related to the financial or task management, performance reporting, or overall coordination of the award. The applicant must identify key management staff, including their individual roles and responsibilities, as well as their recent experience (within the past 18 months), managing people and tasks within the demand-response system or a similar client-driven environment. Please do not include the Social Security Numbers (SSN) of any staff members.

b. **(20 points)** Procedures. Present detailed, practical policies and procedures for managing multiple, large and/or complex technical assistance awards in multiple jurisdictions. The policies and procedures must discuss how the applicant will manage TA activities within the specific structure of the demand-response system, including processes for fielding TA needs from HUD; assigning appropriate skilled and knowledgeable staff to develop or provide the TA; prioritizing and managing multiple TA needs, to multiple entities, in multiple jurisdictions; providing feedback to HUD on TA progress and outcomes; and addressing and effectively resolving any delays encountered. In rating this factor, HUD will consider the level of detail and efficiency of the applicant's proposed processes for fielding and prioritizing multiple TA needs, allocating limited NSP-TA financial resources among multiple TA tasks, and coordinating and assigning skilled in-house and consultant staff to address multiple TA needs, to multiple entities in multiple jurisdictions. HUD will also evaluate the suitability of the applicant's proposed policies and procedures within the specific structure of the demand-response system.

c. **(10 points)** Quality control. Present a detailed plan for ensuring that all TA products developed or delivered under the NSP-TA program are of the highest quality. Applicants should present a detailed plan for ensuring that all TA activities are eligible, accurate program guidance is provided, correct beneficiaries are served, and positive outcomes are achieved. The applicant should also present a detailed plan for addressing and remediating any eligibility or product quality issues that may arise. In rating this factor, HUD will review the applicant's quality control procedures for thoroughness and efficiency, and the likelihood that such procedures will ensure that positive outcomes are achieved. Applicants should clearly describe established policies and procedures for ensuring the eligibility, accuracy, and quality of all aspects of TA development and delivery. The applicant should also present a detailed remediation plan should any eligibility or quality issues arise.

Rating Factor 3: Leveraging Resources (5 points)

Present an effective, practical plan for transferring products developed through the NSP-TA program, including manuals, guides, assessment forms, and other work products, to other TA providers and program beneficiaries. The applicant's plan should address the re-use of existing "step-in" packages and how it will share its resources with a wide audience, avoiding the cost and time in creating new products, so that the duplication of TA products does not occur. In rating this factor, HUD will evaluate the extent to which the application demonstrates a practical and effective means of sharing TA resources with a wide audience, including other TA providers and program beneficiaries.

Rating Factor 4: Achieving Results and Program Evaluation (10 points)

For each program priority, the applicant must identify at least two quantifiable outcomes. For a complete list of TA priorities refer to Section III, Subpart C., Eligible Activities and Priorities.

For each of the eligible TA activities an applicant may undertake (i.e., development of written and electronic products, training delivery, direct TA), describe the general methods and measures the applicant will use to evaluate the effectiveness of the TA. While the specific TA topics to be addressed by successful applicants will be identified post-award through the demand-response system, HUD has identified the broad eligible activities that encompass technical assistance.

The applicant must present a clear plan for evaluating the effectiveness of each of the possible TA activities the applicant may be asked to undertake and deliver. For a complete list of eligible national and field office TA activities under the NSP-TA program, refer to Section III C. 2., Description of National and Local TA.

Note that the Logic Model is not a submission requirement and that successful applicants will not be required to submit a completed Logic Model.

In rating this factor, HUD will evaluate whether the outcomes identified by the applicant are both measurable and appropriately related to each program priority. HUD will also assess whether the TA evaluation methods described by the applicant will thoroughly and accurately measure the effectiveness of each eligible TA activity identified.

C. Review and Selection Process

- 1. Review Types.** Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements. Second, HUD will review and assign scores to applications using the Factors for Award noted in Section V.A.
- 2. Threshold Eligibility Requirements.** All applicants requesting NSP-TA must be in compliance with the applicable threshold requirements found in the **General Section** and the eligibility requirements listed in Section III of this NOFA to be reviewed, scored, and ranked. Applications that do not meet these requirements and applications that were received after the deadline will be considered ineligible for funding.

3. **Ranked Order.**

a. Once rating scores are assigned, rated applications submitted for each National TA program and for each Local TA program will be listed in ranked order. Applications within the fundable range (score of 75+ points with 35+ points for Factor 1) may then be funded in ranked order under the NSP-TA service area for which they applied.

b. For purposes of coordinating activities on a national basis, HUD reserves the right to select a single national provider to carry out activities.

4. **Funding Decisions.** In determining the amount awarded to each successful applicant, HUD will take into consideration the funds available for the NSP-TA program and local or national area the applicant wishes to serve; the number of successful NSP-TA applicants for that area; the applicant's current organizational capacity as presented in the application, including the number of qualified, experienced TA staff and consultants; the final score assigned to the application by HUD reviewers; and for current or past HUD TA providers, the applicant's performance under existing or past HUD TA awards.

HUD has established a \$750,000 minimum funding amount for successful national NSP-TA applicants. For successful field office applicants, HUD has established a \$500,000 award minimum.

Additionally, HUD may reduce the amount of funds allocated for field office jurisdictions to fund National NSP-TA providers and other NSP-TA providers for activities that cannot be fully budgeted for or estimated by HUD Headquarters or field offices at the time this NOFA was published. HUD may also require selected applicants, as a condition of funding, to provide coverage on a geographically broader basis than proposed in order to supplement or strengthen the NSP-TA network in terms of the size of the area covered and types and scope of

TA proposed.

If funds remain after all selections have been made, the remaining funds may be distributed among field offices for Local TA and/or used for National TA, or made available for NSP 2, a term that references the NSP funds authorized under the Recovery Act. .

5. 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 sub-recipient of an award under this NSP-TA NOFA.

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.

After selection, HUD requires that all selected applicants participate in negotiations to determine the specific terms of the cooperative agreement, including the budget. Costs may be denied or modified if HUD determines that they are not allowable, allocable, and/or reasonable. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to that applicant. In this instance, HUD may offer an award to, and proceed with negotiations with, the next highest-ranking applicant.

After selection for funding but prior to executing the cooperative agreement, the selected applicant must develop in consultation with the GTM, a Technical Assistance Delivery Plan (TADP) for each National TA award. The TADP must be approved by the GTM and delineate

the tasks for each HUD TA program the applicant will undertake during the performance period. For Local TA awards and generally for National TA awards, prior to undertaking individual tasks, the selected applicant must develop in consultation with the GTM a Work Plan for specific activities. The TADP and the Work Plans must specify the location of the proposed NSP-TA activities, the amount of NSP-TA funding and proposed activities by location, the improved program performance or other results expected from the NSP-TA activities, and the methodology to be used for measuring the success of the NSP-TA. A detailed time schedule for delivery of the activities, budget summary, budget-by-task, and staffing plan, must be included in the TADP and Work Plans.

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>.

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

NSP-TA awardees will be required to report to the GTM on, at a minimum, a quarterly

basis unless otherwise specified in the cooperative agreement. As part of the required report to HUD, grant recipients must identify actual outputs and outcomes achieved and a narrative explanation of deviations from projected results to actual results achieved.

VII. Agency Contacts

A. For Assistance. Applicants may contact HUD Headquarters at 202-708-3176, or they may contact the HUD field office serving their area shown in Section VII.B. Persons with hearing and speech challenges may access the above numbers via TTY (text telephone) by calling the Federal Relay Service at 800-877-8339 (this is a toll-free number). Information may also be obtained through the HUD website on the Internet at www.hud.gov.

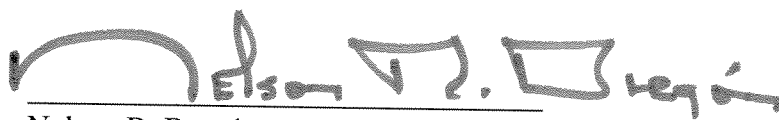
VIII. Other Information

A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2506-0185. 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. Environmental Impact. This Notice does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this Notice is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

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

Dated: APR 14 2009

A handwritten signature in black ink, appearing to read "Nelson R. Bregón". The signature is written in a cursive style with some stylized letters.

Nelson R. Bregón
General Deputy Assistant Secretary, Office of
Community Planning and Development

[FR-5313-N-01]