DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR–4933–N–01]

Notice of Funding Availability for HOPE VI Neighborhood Networks Grants Fiscal Year 2003

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

ACTION: Notice of funding availability (NOFA).

Overview Information

A. *Federal Agency Name:* Department of Housing and Urban Development, Office of Public and Indian Housing.

B. *Funding Opportunity Title:* HOPE VI Neighborhood Networks Grants Fiscal Year 2003.

C. *Announcement Type:* Initial announcement.

D. *Funding Opportunity Number:* The **Federal Register** number for this NOFA is: FR–4933–N–01. The OMB approval number for this program is: 2577–0208.

E. *Catalog of Federal Domestic Assistance (CFDA) Number:* The CFDA number for this NOFA is 14–866, ''Demolition and Revitalization of Severely Distressed Public Housing (HOPE VI)'':

F. *Dates:*

1. *Application Due Date:* The application due date is September 8, 2004. See the *General Section* of the SuperNOFA for application submission, delivery and timely receipt requirements.

2. *Estimated Grant Award Date:* The estimated award date will be no later than September 30, 2004.

Full Text Of Announcement

I. Funding Opportunity Description

Purpose of the Program. This NOFA announces the availability of approximately $5 Million in Fiscal Year (FY) 2003 funds to implement and expand a Neighborhood Networks program in support of public housing agency-owned (PHA) affordable housing.

A. Part of the HOPE VI Program

The Notice of Funding Availability for Revitalization of Severely Distressed Public Housing HOPE VI Revitalization and Demolition Grants; Fiscal Year 2003, as published in the **Federal Register** on October 21, 2003, page 60178 to 60276, Docket Number FR–4861–N–01 (HOPE VI NOFA), stated that funding for Neighborhood Networks within the HOPE VI program would be offered under a separate Neighborhood Networks NOFA. This is that NOFA.

B. Statutory Authority

1. The program authority for the HOPE VI Program is Section 24 of the United States Housing Act of 1937 Act (42 U.S.C. 1437v), as amended by Section 535 of the Quality Housing and Work Responsibility Act of 1998 (Pub. L. 105–276, 112 Stat. 2461, approved October 21, 1998), as amended.

2. The funding authority for Neighborhood Networks for HOPE VI Revitalization grantees is provided by the Consolidated Appropriations Resolution, 2003 (Pub. L 108–7, approved February 20, 2003), under Division K, Title II, Public and Indian Housing, Revitalization of Severely Distressed Public Housing (HOPE VI).

3. The FY2003 appropriation for HOPE VI allocated approximately $5 million for a Neighborhood Networks initiative for activities authorized in Section 24(d)(1)(G) of the Act, which provides for the establishment and operation of computer centers in public housing for the purpose of enhancing the self-sufficiency, employability, and economic self-reliance of public housing residents by providing them with onsite computer access and training resources. The HOPE VI Neighborhood Networks grant provides funding to be used in conjunction with the grantees' HOPE VI revitalization effort to enhance or create new Neighborhood Networks Centers (NNCs). The focus of the awards is to provide computer and Internet training and communication access centers for public housing and other low-income HOPE VI revitalization development residents.

C. Definition Of Terms

1. *HOPE VI Neighborhood Networks Plan* is a compilation of information about the demographics and digital needs of the HOPE VI Revitalization Development's residents, as well as the grantee's plan to develop and implement its Neighborhood Networks program. The Plan Guide is written in accordance with Form HUD–52775, ''HOPE VI Neighborhood Networks Plan Guide,'' a document that contains guidance to assist in the development of a HOPE VI Neighborhood Networks Plan.

2. *Neighborhood Networks Centers (NNCs)* are community centers or rooms that provide public housing and other low-income HOPE VI revitalization development residents access to computers and the Internet for the purpose of:

a. Training in digital technology, which consists of items such as interactive computer learning sessions, Internet web access, Internet web telecasts, and producing and receiving satellite broadcasts; and

b. Accessing information about community and supportive services.

3. *Match.* Means at least five percent of the requested grant amount is required to be donated from sources other than federal funding for Neighborhood Networks uses. Community Development Block Grant (CDBG) funds are considered local funds, not federal funds.

4. *Neighborhood Networks Coordinator (NNC Coordinator)* is a person who is responsible for coordinating proposed Neighborhood Networks activities, such as ensuring timely implementation in accordance with the Neighborhood Networks program.

a. Neighborhood Networks Coordinator Duties. The Neighborhood Networks Coordinator is responsible for:

(1) Ensuring that the NNC's programs achieve your application's goals and objectives.

(2) Marketing the program to residents;

(3) Assessing participating residents' needs, interests, skills, and job readiness;

(4) Assessing participating residents' needs for supportive services; *e.g.*, childcare during NNC program classes, and transportation to the NNC for disabled residents;

(5) Designing and coordinating grant activities based on residents' needs;

(6) Monitoring the progress of program participants and evaluating the overall success of the program.

(7) Coordinating the type of Neighborhood Networks training provided to each participant with other available supportive services programs in an effort to ensure proper instructional level.

5. *Nonprofit organization* is an organization that is exempt from federal taxation. A nonprofit organization can be organized for charitable, religious, educational, scientific, literary, or other purposes.

6. *Owner entity* is the legal entity that holds title to real property that contains public housing units.

7. *Person with disabilities* means a person who:

a. Has a condition defined as a disability in Section 223 of the Social Security Act;

b. Has a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act; or

c. Is determined to have a physical, mental, or emotional impairment which:

(1) Is expected to be of long-continued and indefinite duration;
(2) Substantially impedes his or her ability to live independently; and
(3) Is of such a nature that such ability could be improved by more suitable housing conditions.

d. The term ''person with disabilities'' may include persons who have acquired immunodeficiency syndrome (HIV/AIDS) or any conditions arising from the etiologic agent for AIDS. In addition, no individual shall be considered a person with disabilities, for purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence.

e. The definition provided above for persons with disabilities is the proper definition for determining program qualifications. However, the definition of a person with disabilities contained in Section 504 of the Rehabilitation Act of 1973 and its implementing regulations must be used for the purpose of reasonable accommodation.

8. *Procured Developer* is a legal entity that has a contract or ''Developer Agreement'' with a Public Housing Agency (PHA) to finance, rehabilitate and/or construct housing units, community centers (if required), and to provide community and supportive services for a HOPE VI revitalization grantee.

9. *Program* means the HOPE VI Neighborhood Networks program that will be developed or expanded by the recipients of grant funds offered by this NOFA.

10. *Project* is the same as ''low-income housing project'' as defined in Section 3(b)(1) of the United States Housing Act of 1937 (42 U.S.C. 1437 *et. seq.*) (1937 Act).

11. *Target Group* means the group of residents and families that will be given the option of participating in programs at the grantee's Neighborhood Networks Center (NNC). See Section III.C. for group member requirements.

12. *Surrounding Community* means the area surrounding the NNC and should be limited to a distance wherein residents are likely to travel to the NNC. This distance varies by locality.

D. Program Description

1. This NOFA provides grants to qualified Public Housing Agencies (PHAs) to (1) update, maintain, and expand existing NNCs; or (2) establish new NNCs. This expansion or establishment may include construction, computer and information technology hardware, staffing, and services.

2. By providing access to computers and the Internet to public housing residents, NNCs offer access to a full range of supportive services that promote job training; reduction of welfare dependency; economic self-sufficiency; increased use of computer technology; expanded educational opportunities for residents; and access to health and nutrition information. NNCs also fulfill other public housing and other low-income HOPE VI revitalization development resident needs through access to information via computers and the Internet.

3. An NNC may be existing or new.

a. An existing NNC is:
(1) A computer lab or community technology center that serves residents of public housing and is already owned and operated by a PHA, nonprofit or procured developer, and which has not received prior Neighborhood Networks funding and therefore is not officially designated a HUD Public and Indian Housing (PIH) NNC; or
(2) A computer lab or community technology center officially designated a HUD PIH NNC by virtue of PIH funding received prior to award of this NOFA.

b. A new NNC is one that:
(1) Is not operational;
(2) Is in development; or
(3) Needs funding under this grant program to become fully operational and serve residents of public housing.

E. Eligible Activities

Funding from this NOFA may be expended on the following services, equipment, and improvements:

1. *Information Technology Equipment.* Purchase of computers, printers, network hardware, Internet connection hardware, software, and other peripheral equipment.

2. *Services.*
a. Increased computer and Internet access for residents during all phases of the HOPE VI revitalization process and grant term period, including services to those residents that are temporarily or permanently relocated using Housing Choice Vouchers (HCV).
b. Training courses related to computer and Internet use and technology;
c. Use of the NNC as a focus for computer and online access to information regarding community and supportive services; and
d. Creation of online groups whose purpose is to better connect residents to each other and the public housing revitalization process.

3. *Physical Improvements.*
a. The construction, renovation, conversion, wiring, and physical repair of current or proposed NNC space;
b. Architectural, engineering, and related professional services required to prepare architectural plans or drawings, write-ups, specifications, or inspections for the above physical improvements;
c. Modification to create a space that is accessible to persons with disabilities;
d. The construction, renovation, conversion, or joining of vacant dwelling units in a PHA development to create appropriate space for the equipment needs and activities of an NNC (such as computers, printers, and office space); and
e. The renovation or conversion of existing common areas in a PHA development to accommodate an NNC.

4. *Maintenance and Insurance Costs.* This includes installing and training in the use and maintenance of hardware and software, and obtaining insurance coverage for the space and equipment.

5. *Security and Related Costs.* This includes minor refitting and locks and other equipment for safeguarding the center.

6. *Distance Learning Equipment Costs.* Distance learning equipment (including the costs for video casting and purchase/lease/rental of distance learning equipment) provided the proposal indicates possibly working in a virtual setting with a college, university, or other educational organization. If a PHA operates more than one center, distance-learning equipment can be used to link one or more centers for courses being physically offered at a single site.

7. *Administrative Costs.* Administrative costs may include, but are not limited to, purchase of furniture, office equipment and supplies, salaries for resident employees hired as part of this grant program, quality assurance, local travel, and utilities.

F. SuperNOFA Reference

The subsection entitled ''Funding Opportunity Description'' in Section I. of the *Notice of HUD's Fiscal Year 2004 Notice of Funding Availability (NOFA) Policy Requirements and General Section to the Super NOFA for HUD's Discretionary Programs* (SuperNOFA), Docket No. FR–4900–N–01, published in the **Federal Register** on May 14, 2004 is hereby incorporated by reference.

II. Award Information

A. *Available Funds.* A total of $4,967,500 is available for funding which must be obligated in FY2004.

B. *Number of Awards.* This NOFA will result in approximately 20 awards.

C. *Range of Amounts of Each Award.* You may request up to $250,000.

D. *Start Date, Period of Performance.* The term of the grants that result from this NOFA will start on the date that the grant award document is signed by HUD and will continue for 54 months.

E. *Type of Instrument*. Grant Agreement.

F. *Supplementation*. Current HOPE VI Revitalization and HOPE VI Neighborhood Networks grantees may supplement their existing HOPE VI Neighborhood Networks program through this grant.

G. *SuperNOFA Reference*. Section II, ''Funding Available,'' of the SuperNOFA is hereby incorporated by reference.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include, and are limited to, current HOPE VI Revitalization grantees. Eligible applicants include all PHAs that are carrying out HOPE VI revitalization programs for severely distressed public housing, including economic development activities that promote the economic self-sufficiency of residents under the revitalization program in accordance with Section 24(d)(1)(G) of the United States Housing Act of 1937 (42 U.S.C. 1437, *et seq.*).

B. Cost Sharing or Match

1. Match

HUD is required by the Quality Housing and Work Responsibility Act (42 U.S.C. 1437v(c)(1)(A)) to include the requirement for matching funds for all HOPE VI-related grants. You are required to have in place a match of five percent of the requested grant amount in cash or in-kind donations. Applications that do not demonstrate the minimum five percent match will not be considered for funding.

a. Match donations must be *firmly committed*. ''Firmly committed'' means that the amount of match resources and their dedication to Neighborhood Networks activities must be explicit, in writing, and signed by a person authorized to make the commitment. The commitment must be in place at the time of award.

b. You may propose to use your own, non-public housing grant funds to meet the match requirement.

c. The PHA's staff time is not an eligible cash or in-kind match.

d. Funds from other federal assistance are not an eligible cash or in-kind match. CDBG funds are considered local funds, not federal assistance funds.

e. See Section IV.B. of this NOFA for match documentation requirements.

C. Other

1. Thresholds

a. NNC Location: If your NNC is not located within the boundaries of one of the public housing projects that are included in any of your HOPE VI revitalization developments, your application will not be rated or ranked and will be ineligible for funding. See Section I.C. of this NOFA for the definition of a project.

b. Target Group. If your target group includes residents other than public housing or other low-income HOPE VI revitalization development residents, your application will not be rated or ranked and will be ineligible for funding. See Section I.C. of this NOFA for the definition of Target Group.

c. Incorporation of Sections of SuperNOFA. The following subsections of Section III. of the SuperNOFA are hereby incorporated by reference:

(1) Dun and Bradstreet Data Universal Numbering System (DUNS) number requirement;
(2) Compliance with fair housing and civil rights laws;
(3) Conducting business in accordance with core values and ethical standards;
(4) Delinquent federal debts;
(5) Name check review;
(6) False statements;
(7) Prohibition against lobbying activities; and
(8) Debarment and suspension.

2. Match Commitment Letters/ Memoranda Of Understanding (MOU)

If the commitment letter/MOU for any match funds/in-kind services is not included in the application and provided before the NOFA due date, the related match will not be considered. This is not a technical deficiency and cannot be corrected during the deficiency period. If the match is not met, the application will not be eligible for funding.

3. Program Requirements

a. Target Group Members: The target group is to be comprised of public housing and other low-income HOPE VI revitalization development residents.

b. Resident Needs. Programs offered by NNCs shall be designed to meet public housing residents' needs, by emphasizing:

(1) Helping residents transition from welfare to work;

(2) Assisting school-age children and youth with homework;

(3) Providing guidance and preparatory programming to high school students (or other interested residents) for postsecondary education (college or trade schools);

(4) Offering life-skills and job training for youth, adults, and seniors; and

(5) Providing access to health care information and other services as deemed necessary by results obtained from resident surveys.

c. Hiring a Neighborhood Networks Coordinator. You are required to hire a qualified Neighborhood Networks Coordinator to run the Neighborhood Networks program. The coordinator should have two years of experience in running a community technology center. The coordinator should be hired for the entire term of the grant.

d. Resident Assessment. You are required to assess residents' needs and interests so that program activities are designed to address their needs.

e. Sustainability. You are required to design the program to be sustainable after the grant term expires. This can be achieved through partnering.

f. Partnering. You are required to partner with other organizations, such as local businesses, schools, libraries, banks, and employment agencies, that will help you deliver computer- and Internet-related supportive services that fulfill residents' needs. These organizations can provide additional expertise, volunteers, office supplies, training materials, software, equipment, and other resources.

g. Charging for Services. The NNC may charge non-public housing/HOPE VI development organizations or individuals for services rendered, provided that the timing of, and amount of, charged services do not interfere with the amount or scheduling of services to public housing and other low-income HOPE VI revitalization development residents. Income from this source is considered to be program income and must be used to further the HOPE VI Neighborhood Networks program.

h. Wage Rates. Laborers and mechanics employed in the development and operation of Neighborhood Networks Centers must be paid Davis-Bacon or HUD-determined prevailing wage rates, respectively, unless they meet the qualifications of a volunteer (see 24 CFR part 70).

i. Energy Star. The Department of Housing and Urban Development has adopted a wide-ranging energy action plan for improving energy efficiency in all program areas. As a first step in implementing the energy plan, HUD, the Environmental Protection Agency and the Department of Energy have formed a partnership to promote energy efficiency in HUD's affordable housing efforts and programs. The purpose of the Energy Star partnership is to promote energy efficiency in affordable housing stock while protecting the environment. Applicants constructing, rehabilitating, or maintaining housing or community facilities are encouraged to promote energy efficiency in design and operations. They are urged especially to purchase and use Energy Star-labeled products. Applicants providing housing assistance or counseling services are encouraged to promote Energy Star building by home buyers and renters. Program activities can include developing Energy Star promotional and information materials, outreach to low- and moderate-income renters and buyers on the benefits and savings when using Energy Star products and appliances, and promoting the designation of community buildings and homes as Energy Star compliant. For further information about Energy Star, see *http://www.energystar.gov* or call 888–STAR–YES (888–782–7937). Persons with hearing or speech impairments can call toll-free through 888–588–9920 (TTY).

j. Communications. Notices of, and communications during, all training sessions and meetings must be effective for persons who have hearing and/or visual disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and its implementing regulations at 24 CFR 8.6.

k. Environmental Requirements. (1) HUD Approval. HUD notification that you have been selected to receive a HOPE VI Neighborhood Networks grant constitutes only preliminary approval. Grant funds may not be released under this NOFA (except for activities that are excluded from environmental review under 24 CFR part 58 or 50) until the responsible entity, as defined in 24 CFR 58.2(a)(7), completes an environmental review and you submit and obtain HUD approval of a request for release of funds and the responsible entity's environmental certification in accordance with 24 CFR part 58 (or HUD has completed an environmental review under 24 CFR part 50 where HUD has determined to do the environmental review).

(2) Responsibility. If you are selected for funding and an environmental review has not been conducted on the targeted site, the responsible entity must assume the environmental review responsibilities for projects being funded by this NOFA. If you object to the responsible entity conducting the environmental review, on the basis of performance, timing, or compatibility of objectives, HUD will review the facts and determine who will perform the environmental review. At any time, HUD may reject the use of a responsible entity to conduct the environmental review in a particular case on the basis of performance, timing, or compatibility of objectives, or in accordance with 24 CFR 58.77(d)(1). If a responsible entity objects to performing an environmental review, or if HUD determines that the responsible entity should not perform the environmental review, HUD may designate another responsible entity to conduct the review or may itself conduct it in accordance with the provisions of 24 CFR part 50. You must provide any documentation to the responsible entity (or HUD, where applicable) that is needed to perform the environmental review.

(3) Phase I and Phase II Environmental Site Assessments. If you are selected for funding, you, and any participant in the development process, must have a Phase I environmental site assessment completed in accordance with the ASTM Standards E 1527–00, as amended, for each affected site. A Phase I assessment is required whether the environmental review is completed under 24 CFR part 50 or 24 CFR part 58. The results of the Phase I assessment must be included in the documents that must be provided to the responsible entity (or HUD) for the environmental review. If the Phase I assessment recognizes environmental concerns or if the results are inconclusive, a Phase II environmental site assessment will be required.

(4) Request for Release of Funds. You and any participant in the development process may not undertake any actions with respect to the project that are choice-limiting or could have environmentally adverse effects, including demolishing, acquiring, rehabilitating, converting, leasing, repairing, or constructing property proposed to be assisted under this NOFA. Also, you and any participant in the development process may not commit or expend HUD or local funds for these activities until HUD has approved a Request for Release of Funds following a responsible entity's environmental review under 24 CFR part 58, or until HUD has completed an environmental review and given approval for the action under 24 CFR part 50. In addition, you must carry out any mitigating/remedial measures required by the responsible entity (or HUD). If a remediation plan, where required, is not approved by HUD and a fully funded contract with a qualified contractor licensed to perform the required type of remediation is not executed, HUD reserves the right to determine that the grant is in default.

(5) HUD's environmental Web site is located at *http://www.hud.gov/offices/cpd/energyenviron/environment/index.cfm.*

l. Site Control. If new construction, renovation, conversion, or repair is done off of the public housing project site, before start of construction, you must provide documentation that its procured developer or owner entity has control of the proposed property for at least 15 years. Control can be demonstrated through a lease agreement, ownership documentation, or other appropriate documentation.

m. Lead-Based Paint. You must comply with lead-based paint testing and abatement requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821, *et seq.*). You must also comply with regulations at 24 CFR part 35, 24 CFR 965.701, and 24 CFR 968.110(k), as they may be amended or revised from time to time. Unless otherwise provided, you will be responsible for testing and abatement activities. The National Lead Information Hotline is 800–424–5323.

n. The following subsections of Section III of the SuperNOFA are hereby incorporated by reference:

(1) The Americans with Disabilities Act of 1990;

(2) Affirmatively Furthering Fair Housing;

(3) Economic Opportunities for Low- and Very Low-Income Persons (Section 3);

(4) Executive Order 13166, Improving Access to Services for Persons With Limited English Proficiency (LEP);

(5) Accessible Technology;

(6) Procurement of Recovered Materials;

(7) Participation in HUD-Sponsored Program Evaluation;

(8) Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects;

(9) OMB Circulars and Government-wide Regulations Applicable to Financial Assistance Programs; and

(10) Drug-Free Workplace.

4. Requirements and Procedures Applicable to All Programs

a. The following subsections of Section III of the SuperNOFA are hereby incorporated by reference:

(1) Statutory and Regulatory Requirements; and

(2) Ineligible Applicants.

b. Salary Limitation for Consultants. FY2003 funds may not be used to pay or to provide reimbursement for payment of the salary of a consultant whether retained by the federal government or the grantee at more than the daily equivalent of the rate paid for level IV of the Executive Schedule, unless specifically authorized by law.

IV. Application and Submission Information

A. Addresses To Request Application Package

1. This section describes how a PHA may obtain application forms, additional information about HUD program NOFAs, and technical assistance. Copies of the published NOFAs and application forms for HUD programs announced via NOFA may be downloaded from the following Web site: *http://www.grants.gov/Find* or obtained by calling HUD's NOFA Information Center at 800–HUD–8929. Persons with speech or hearing impairments may call 800–877–8339.

a. Application Kits. There are no application kits for our programs this year. All the information you need to apply will be in the NOFA and available on the Internet.

b. The published **Federal Register** document is the official document that HUD uses to evaluate applications. Therefore, if there is a discrepancy between any materials published by HUD in its **Federal Register** publications and other information provided on the Internet or in paper copy, the **Federal Register** publication prevails. Please be sure to review your application submission against the requirements in the **Federal Register** file of the NOFA.

B. Content and Form of Application Submission

1. Maximum Length of Application

a. There are two narrative portions of the application: the Rating Factor Response and the HOPE VI Neighborhood Networks Plan. The maximum length of each of the two above narratives is 15 pages, for a total of 30 pages. Any pages after the first 15 for each of the narrative sections will not be reviewed. Although submitting pages in excess of the page limitations will not disqualify an application, HUD will not consider the information on any excess pages, and may result in a lower score or failure of a threshold. Text submitted at the request of HUD to correct a technical deficiency will not be counted in the page limit.

The narratives must be double-spaced on $8\frac{1}{2} \times 11$-inch paper, with a minimum font size of Times New Roman 12 point and one-inch margins on all four sides of the page. Oversized pages will be counted as two pages. Single-spaced pages will be counted as two pages. Tables or columns are permitted to be single-spaced. Each 15-page maximum does not include forms required by the NOFA, including the HOPE VI Neighborhood Networks Plan Guide or supporting documentation, *e.g.*, commitment and support letters.

b. Supporting Documentation: Supporting documentation is limited to 50 documents or 100 pages, whichever is less. If more than one reduced-size image of a page is included on one page, the page will count as two pages. Supporting documentation is limited to third-party correspondence and applicant commitment documents that are signed by the executive director or a board member.

c. You should make every effort to submit only that supporting documentation which is necessary.

2. Number of Applications Permitted

Each applicant may submit only one application.

3. Joint Applications

Joint applications are not permitted. However, you may enter into subgrant agreements with procured developers, other HOPE VI partners, nonprofit organizations, or state or local governments to perform the activities proposed under the application.

4. Exceeding the Maximum Number of Pages

There maximum length of each narrative portion of the application is 15 pages. For each of the narrative portions of the application, any pages in addition to the first 15 will not be reviewed. Although submitting pages in excess of the page limitations will not disqualify an application, HUD will not consider the information on any excess pages, and may result in a lower score or failure of a threshold. Text submitted at the request of HUD to correct a technical deficiency will not be counted in the 15-page limits.

5. Application Components

a. The Grant Application Detailed Budget (HUD–424–CB) contains information that will assist you in developing your application. To assist you in filling out the form, HUD has available for your voluntary use a Grant Application Detailed Budget Worksheet (HUD–424–CBW) and Grant Application Detailed Budget Worksheet Instructions (HUD–424–CBWI). They can be downloaded from *http://www.grants.gov/Find.*

b. The application is to be set up as follows:

Front of Application:

- Acknowledgment of Application Receipt (Form HUD–2993);
- Application for Federal Assistance (Form SF–424)

Tab 1: Response for Rating Factor 1:
- Rating Factor Response Narrative
- Specific Neighborhood Networks Plan and Document References

Tab 2: Response for Rating Factor 2:
- Rating Factor Response Narrative
- Specific Neighborhood Networks Plan and Document References

Tab 3: Response for Rating Factor 3:
- Rating Factor Response Narrative
- Specific Neighborhood Networks Plan and Document References

Tab 4: Response for Rating Factor 4:
- Document References

Tab 5: Response for Rating Factor 5:
- Rating Factor Response Narrative
- Specific Neighborhood Networks Plan and Document References

Tab 6: Response for Rating Factor 6:
- Regulatory Barriers Questionnaire (Form HUD–27300);

Tab 7: Neighborhood Networks Plan:
- Neighborhood Networks Plan (based on Form HUD–52775);

Tab 8: Leverage Commitment Documents:
- Letters/MOUs from Partners attesting to leverage donations

Tab 9: Forms and Certifications:
- Applicant Assurances and Certifications (Form HUD–424B)
- Grant Application Detailed Budget (Form HUD–424–CB)
- Grant Application Detailed Budget Worksheet (Form HUD–424–CBW)
- Applicant/Recipient Disclosure/Update Report (Form HUD–2880)
- Disclosure of Lobbying Activities (SF–LLL)—if applicable
- Logic Model (Form HUD–96010)

c. Place the application in a three ring binder and package it as securely and simply as possible.

6. Match

a. Documentation to demonstrate that match donations are *firmly committed* include letters of commitment or Memoranda of Understanding (MOUs) that are on organization letterhead and are signed by a person authorized to make the stated commitment, whether it be in cash or in-kind services. The letters of commitment/MOUs must indicate the annual level and/or amount of commitment in dollars and indicate how the commitment will relate to the proposed program.

b. If you propose to use your own, non-public housing grant funds to meet the match requirement, a document from you that states how the match relates to your Neighborhood Networks program must be included in the application and signed by the authorized person.

c. The letters of commitment/MOUs must be dated no earlier than 90 days prior to the publication date of this NOFA.

d. You shall annotate the HUD–424–CB, Grant Application Detailed Budget, listing the sources and amount of each match.

7. Rating Factor Format

The only narrative portions of the application are your response to the rating factors and the Plan. An executive summary is not necessary. To ensure proper credit for information applicable to each rating factor, you should include page-number references to the Plan, forms, and supporting documentation in the rating factor responses. Your rating factor responses should be as descriptive as possible, ensuring that every requested item is addressed. You should make sure to include all requested information, according to the instructions of this NOFA. This will help ensure fair and accurate review of your application. Although information from all parts of the application will be taken into account in rating the various factors, if supporting information cannot be found by the reviewer, it cannot be used to support a factor's rating.

8. Rating Factor Documentation

a. References to the Neighborhood Networks Plan. (1) When writing your factor narrative, you should reference information in your Plan. The purpose of including references to the Plan in your factor narrative is to increase the amount of information you can include in the factor narrative, which is limited in length. It is NOT necessary to repeat in the factor narratives the information that you included in your Plan.

(2) Each reference to the Plan should be specific. Each reference should include a table name or a one- or two-word subject that the reference applies to and the page number of the Plan where the referenced information can be found. More than one specific reference to the Plan may, and probably should, be included for any one subject or factor's narrative.

b. *Knowledge and Experience.* (1) Documentation that demonstrates staff experience and knowledge may include:

(a) Lists of contracts, grants, or program descriptions from contractors, subgrantees and partners;

(b) Resumes of current in-house staff listing programs that they worked on;

(c) Neighborhood Networks program descriptions;

(d) Digital training program descriptions;

(e) Community and social services program descriptions;

(f) Course lists;

(g) Participant completion certificates or lists;

(h) Attendance rosters;

(i) Third-party evaluation data and reports; and

(j) Other documentation showing participation and/or outcomes.

c. *Staff Capacity.* Documentation that demonstrates staff capacity may include:

(1) The number of hours per week that in-house staff who were included in the documentation of the knowledge and experience subfactor will devote to the Neighborhood Networks program;

(2) MOUs or letters of commitment that include resumes of key staff and starting dates;

(3) Employment agreements that include resumes and starting dates; and

(4) Other documents that include such information.

d. *Program Administration and Fiscal Management.* (1) Documentation that demonstrates program administration and fiscal management MUST include:

(a) A description of the procurement system structure that you have in place, including internal controls;

(b) A description of the fiscal management structure that you have in place, including fiscal controls and internal controls;

(c) A summary of the results of the last available annual external, independent audit, including findings, if any;

(d) A list of any findings issued or material weaknesses concerning PHA operations found by HUD or other federal or state agencies. A description of how you addressed the findings and/ or weaknesses. If no findings or material weaknesses exist, include a statement to that effect in the narrative; and

(e) A description of your management control structure, including management roles and responsibilities and evidence that your management is results-oriented, e.g., that it has existing production, rental, and maintenance goals.

e. *Need/Extent of the Problem.* Documentation of need should include:

(1) The sources of the data that you used to contrast the number of public housing residents in the existing or proposed NNC's surrounding community to availability of no-cost Neighborhood Networks type training currently in the surrounding community.

(2) A list and explanation of Neighborhood Networks and Community and Supportive Services (CSS) needs as they apply to the related HOPE VI development's public housing residents;

(3) Specific plan references to data on public housing residents; and

(4) Information on the lack of Neighborhood Networks-related training programs currently available and easily accessible to public housing residents in the surrounding community. List no-cost training that is available through either the PHA or other local or state community organizations, including schools and libraries.

f. *Specific Services and/or Activities.* You should describe, or reference the Plan description of, the following areas:

(1) How partners are integrated into grant period and grantee activities are sustained;

(2) How staff roles relate to planned courses for paid and volunteer staff;

(3) How temporary and permanently relocated residents will be linked to the NNC;

(4) How computer and Internet knowledge relates to obtaining community and supportive services;

(5) What generally accepted training certifications will be offered to participants;

(6) How training courses build upon one another to teach residents job hunting and employment skills; and

(7) How training courses that build upon one another teach residents to use computers and the Internet to provide themselves with community and supportive services.

g. *Commitment Letters.* Commitment letters/MOU must be submitted to HUD with the NOFA application. If a commitment document is not included in the application, the donation will not be counted toward this factor. Missing commitment documents are not considered "technical deficiencies" and cannot be submitted during the technical deficiencies cure period after the application due date.

(1) Documentation to demonstrate that leverage is "firmly committed."

(a) "Firmly committed" means that the amount of leverage resources and their dedication to Neighborhood Networks activities must be explicit, in writing, and signed by a person authorized to make the commitment. Letters of commitment or Memoranda of Understanding (MOUs) must be on organization letterhead and signed by a person authorized to make the stated commitment whether it be in cash or in-kind services. The letters of commitment/MOUs must indicate the annual level and/or amount of commitment in dollars, the number of days after grant award at which the cash or in-kind services will be available, the duration of in-kind services, and how the commitment will relate to the proposed Neighborhood Networks program. The letters of commitment/ MOUs must be dated no earlier than 90 days prior to the publication date of this NOFA.

(2) You shall annotate the HUD–424–CB to list the sources and amount of each donation. Note that public housing funds of any kind are not an eligible donation. Applicant staff time is not an eligible donation.

h. *Achieving Results and Evaluation Methods.* (1) Your narrative should identify what you are going to measure, how you are going to measure it, and the steps you have in place to adjust your plans if outcomes are not met within established time frames.

(2) You must complete and include the Logic Model (Form HUD–96010) in your application.

i. *Incentive Criteria on Regulatory Barrier Removal.* You must include the completed Form HUD–27300 in your application.

9. HOPE VI Neighborhood Networks Plan Information

Your HOPE VI Neighborhood Networks Plan, which is based upon the *Neighborhood Networks Plan Guide,* Form HUD–52775, contains a large amount of information that applies to your rating factors. Page references to the Plan should be included where similar information is presented in the Rating Factor narrative of the NOFA. It is not necessary to repeat the text of the Plan information in other parts of the application.

C. Submission Dates and Times

1. *Application Due Date.* The application due date is September 8, 2004. See the *General Section* of the SuperNOFA for application, submission and timely receipt requirements.

2. *No Facsimiles or Videos.* HUD will not accept for review and evaluation, or funding, any applications sent by facsimile (fax). However, facsimile corrections to technical deficiencies will be accepted, as described in Section V.B.1.b. of this NOFA. Also, videos submitted as part of an application will not be viewed.

3. See Section IV.F.1. of this NOFA for the application submission address.

D. Intergovernmental Review

Executive Order 12372, Intergovernmental Review of Federal Programs. Executive Order 12372 was issued to foster intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of federal financial assistance and direct federal development. HUD implementing regulations are published in 24 CFR part 52. Executive Order 12372 allows each state to designate an entity to perform a state review function. The official listing of state points of contact (SPOCs) for this review process can be found at *http://www.whitehouse.gov/omb/grants/spoc.html.* States not listed on the Web site have chosen not to participate in the intergovernmental review process and, therefore, do not have a SPOC. If your state has a SPOC, you should contact the SPOC to see if it is interested in reviewing your application prior to submission to HUD.

Please make sure that you allow ample time for this review process when developing and submitting your applications. If your state does not have a SPOC, you may send applications directly to HUD.

E. Funding Restrictions

1. *Statutory Obligation Period.* Funds available through this NOFA must be obligated on or before September 30, 2004.

2. *Transfer of Funds.* HUD does not have the discretion to transfer funds available through this NOFA to any other program, grant, or area of your current HOPE VI grant.

3. *Limitation on Eligible Expenditures.* Expenditures on services, equipment, and physical improvements must directly relate to NNC activities.

4. *Ineligible Activities.* The following activities are not allowed:

a. Payment of wages and/or salaries to participants receiving supportive services and/or training programs;

b. Purchase or rental of land;

c. Purchase or rental of vehicles;

d. Security guard services;

e. Purchase or rental of telephones and telephone services for general use by the program participants;

f. Cost of application preparation;

g. Charging for services to public housing/HOPE VI development residents and Family Self-Sufficiency (FSS) participants; and

h. Incurring other costs that are not allowable under the HOPE VI program, in accordance with Section 24 of the 1937 Act (42 U.S.C. 1437v), as added by Section 535 of the Quality Housing and Work Responsibility Act of 1998 (Pub. L. 105–276, 112 Stat. 2461, approved October 21, 1998), as amended, and the HOPE VI Grant Implementation Guidebook, dated October 1999, as amended, and that are not stated as allowable under this NOFA.

5. *Pre-Award Activities.* Award funds may not be used to reimburse pre-award expenses.

6. *Administrative Costs.* Administrative costs must adhere to OMB Circular A–87. Administrative costs are included in, and will be reviewed with, your budget.

7. *Environmental Reviews.* The costs of environmental reviews and hazard remediation are eligible costs under the HOPE VI program.

F. Other Submission Requirements

1. *Address for Submitting Applications.* Send the original and one copy of your completed application to Mr. Milan Ozdinec, Deputy Assistant Secretary for Public Housing Investments, Department of Housing and Urban Development, 451 Seventh Street, SW., Room 4130, Washington, DC 20410–5000. Please make sure that you note the room number. The correct room number is very important in ensuring that your application is properly accepted and not misdirected.

2. Applications mailed to the wrong location or office designated for receipt of the application, which result in the designated office not receiving your application in accordance with the requirements for timely submission, will result in your application being considered late and will not receive funding consideration. HUD will not be responsible for directing packages to the appropriate office(s).

3. See Section IV.F. of the SuperNOFA for requirements concerning timeliness of submission and method of delivery.

4. *SuperNOFA References.* The following subsections of Section IV of the SuperNOFA are hereby incorporated by reference:

(1) Addresses to Request Application Package;

(2) Application Kits;

(3) Guidebook and Further Information;

(4) Delivery and Receipt Procedures;

(5) Proof of Timely Submission; and

(6) Addresses.

V. Application Review Information

A. Criteria (Factors)

1. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff (22 Points)

This factor addresses whether you have the organizational resources necessary to successfully implement the proposed activities within the grant period. In rating this factor, HUD will consider the extent to which the proposal demonstrates that you will have qualified and experienced staff dedicated to administering the program.

a. Knowledge and Experience (8 Points)

(1) *Description.* Your current capacity to complete the requirements of the

NOFA is based upon the demonstrated knowledge and experience of your proposed NNC coordinator, staff, contractors, subgrantees, and other partners in planning and successfully managing programs similar to the Neighborhood Networks program for which funding is being requested. Experience will be judged in terms of recent, relevant, and successful experience of your team to undertake eligible program activities. In rating this factor, HUD will consider experience within the last 3 years to be recent; experience should relate to specific activities and specific accomplishments. You must provide documentation of knowledge, experience, and success. See Section IV.B.8.b of this NOFA for documentation requirements for this factor.

(2) *Scoring:* (a) If your proposed team has demonstrated knowledge and experience working in both computer-related and supportive service programs, and that experience is shown to be successful in supporting documentation, you may receive up to 8 points.

(b) If your proposed team demonstrates that it has knowledge and experience in both computer-related and supportive service areas, but does not have documentation that shows successful outcomes, you may receive up to 6 points.

(c) If your team has demonstrated knowledge and experience in only one area, but does not have documented success, you may receive up to 2 points for this subfactor.

(d) If your team cannot demonstrate knowledge and successful experience in either area, you will receive a score of zero points for this subfactor.

b. Staff Capacity (7 Points)

(1) *Description.* You will be evaluated based on whether you, your contractors, subgrantees, and partners have sufficient experienced and knowledgeable personnel, or will be able to quickly access enough qualified experts or professionals to deliver the proposed activities in a timely and effective fashion. Knowledge and experience must be documented. See Section IV.B.8.c of this NOFA for documentation requirements for this factor.

(2) *Scoring:* (a) If you have staff and partners in place to begin the proposed grant at full effort between the grant award date and three months after award, you will receive up to a maximum of 7 points;

(b) If your proposal includes a plan to have staff and partners in place to begin the proposed work between three and six months after grant award, you will receive up to a maximum of 6 points;

(c) If your proposal includes a plan to have staff and partners in place to begin the proposed work between six and nine months after grant award, you will receive up to a maximum of 4 points;

(d) If your proposal includes a plan to have staff and partners in place to begin the proposed work between nine and 12 months after grant award, you will receive up to a maximum of 2 points; and

(e) If your proposal includes a plan to have the staff and partners in place later than 12 months after award, you will receive zero points.

c. Program Administration and Fiscal Management (7 Points)

(1) *Description.* Describe how you will manage the program; how HUD can be sure that there is program and financial accountability; and describe staff/team members' roles and responsibilities. See Section IV.B.8.d. of this NOFA for documentation requirements for this factor.

(2) *Scoring:* (a) If you show fiscal management controls, a procurement system and a results-oriented management structure that are adequate to manage a grant from this NOFA, and you do not have any outstanding Inspector General (IG) findings related to the Capital Fund Program or HOPE VI, you will receive up to 7 points;

(b) If you show fiscal management controls, a procurement system and management structure and controls that are adequate to manage a grant from this NOFA, but you do not demonstrate that your management structure and controls are results-oriented, and you do not have any outstanding findings, you will receive up to 5 points;

(c) If you show fiscal management controls, a procurement system and management structure and controls that are adequate to manage a grant from this NOFA, and you have outstanding findings that have not been addressed and closed, you will receive up to 2 points;

(d) If you do not describe your program management structure and fiscal management controls and show that they are adequate, you will receive 0 points.

2. Rating Factor 2: Need/Extent of the Problem (8 Points)

a. *Description.* (1) This factor addresses the extent to which there is a need for funding your proposed program and your indication of the importance of meeting the need in the target area. In responding to this factor, you will be evaluated on the extent to which you *describe and document* the level of need for your proposed activities and the urgency in meeting the need.

(2) Contrast the number of public housing residents in the area around the existing or proposed NNC to availability of no-cost Neighborhood Networks type training currently in the surrounding community.

(3) See Section IV.B.8.e of this NOFA for documentation requirements for this factor.

b. *Scoring:* (1) If there are no computer and Internet facilities available in the HOPE VI development's surrounding community to address the needs of the public housing residents, you may receive from 7 to 8 points;

(2) If computer and Internet facilities available in the HOPE VI development's surrounding community are only sufficient to address the needs of between 1 and 25 percent of the public housing residents, you may receive from 5 to 6 points;

(3) If computer and Internet facilities available in the HOPE VI development's surrounding community are only sufficient to address the needs of between 26 and 50 percent of the public housing residents, you may receive from 3 to 4 points; and

(4) If computer and Internet facilities available in the HOPE VI development's surrounding community are only sufficient to address the needs of 51 to 75 percent of the public housing residents, you may receive from 1 to 2 points; and

(5) If there are sufficient computer and Internet facilities available in the HOPE VI development's surrounding community to fulfill the needs of your public housing residents, you will receive 0 points.

3. Rating Factor 3: Soundness of Approach (30 Points)

This factor addresses both the quality and cost-effectiveness of your program, as presented in your rating factor responses and your Plan. Your factor responses must indicate a clear relationship between your proposed activities, the targeted population's needs, and the purpose of the program funding. You should include references to your Plan.

a. Specific Services and/or Activities (24 Points)

(1) *Description.* This factor addresses the services and courses that you are going to include in your Neighborhood Networks program and their beneficiaries. You must describe the specific services and activities you plan to offer, who will benefit from them and

how they will benefit from them. Tie specific services/activities to specific sub-groups, including persons with disabilities, within the target group. Your rating factor response must indicate the types of activities and training programs you will offer which can help residents successfully transition from welfare to work, earn higher wages and/or be able to graduate from use of the public housing program. See Section IV.B.8.f of this NOFA for documentation requirements for this factor.

(2) *Scoring:* (a) If all seven of the areas listed in Section IV.B.8.f of this NOFA are addressed and fulfill the needs of your public housing residents, you will receive up to 24 points;

(b) If six of the areas listed in Section IV.B.8.f of this NOFA are addressed and fulfill the needs of your public housing residents, you will receive up to 20 points;

(c) If five of the areas listed in Section IV.B.8.f of this NOFA are addressed and fulfill the needs of your public housing residents, you will receive up to 16 points;

(d) If four of the areas listed in Section IV.B.8.f of this NOFA are addressed and fulfill the needs of your public housing residents, you will receive up to 12 points;

(e) If three of the areas listed in Section IV.B.8.f of this NOFA are addressed and fulfill the needs of your public housing residents, you will receive up to 8 points;

(f) If two of the areas listed in Section IV.B.8.f of this NOFA are addressed and fulfill the needs of your public housing residents, you will receive up to 4 points;

(g) If less than two of the areas listed in Section IV.B.8.f of this NOFA are addressed and fulfill the needs of your public housing residents, you will receive 0 points;

b. Feasibility (6 Points)

(1) *Description.* This factor examines whether your overall application is logical, feasible, and likely to achieve its stated purpose during the term of the grant. You will be evaluated based on whether your application shows that you can communicate well with your public housing residents regarding computers and the Internet, whether you are using a logical approach in planning and implementing the program and whether the amount of funds requested is commensurate with the level of effort necessary to accomplish your goals and anticipated results.

(2) *Scoring:* (a) If your application shows financial feasibility, the ability to work with the target group of residents and low-income families, a logical plan to provide training courses, and that the amount of requested funds is commensurate with the level of effort necessary to accomplish your goals and anticipated results, you will receive up to 6 points.

(b) If your application shows financial feasibility and the ability to work with the target group of residents and low-income families, you will receive up to 4 points.

(c) If your application shows only financial feasibility, you will receive up to 2 points.

(d) If your application as a whole is not logical and shows poor planning, you will receive zero points.

4. Rating Factor 4: Leveraging Resources (25 Points)

a. *Description.* (1) This factor addresses your ability to secure community resources that can be combined with HUD's grant resources to achieve program purposes. In rating this factor, HUD will look at the *extent* to which your partner, coordinates, and leverages your services with other organizations serving the same or similar populations.

(2) Leverage Description and Requirements.

(a) Leverage may be cash or other resources/services that can be donated and may include: in-kind services, contributions, or administrative costs provided to you; funds from federal sources (not including public housing/HOPE VI funds) as allowed by statute, including for example, CDBG; funds from any state or local government sources; and funds from private contributions.

(b) Leverage funds and in-kind services (''donations'') must be *firmly committed.* See Section IV.B.8.g for documentation requirements to demonstrate firm commitment.

(c) Public housing funds of any kind are not an eligible donation. Applicant staff time is not an eligible donation.

(d) Points for this factor will be awarded based on the documented evidence of partnerships and firm commitments and the ratio of requested funding to the total proposed grant budget.

(e) Matching funds cannot be counted toward your leverage amount. Five percent of the leverage amount stated in your application will be subtracted in calculating your leverage amount to avoid double counting match funds.

(f) See Section IV.B.8.g for documentation requirements for this factor.

b. *Scoring:* (1) Points will be assigned based on the following scale:

Leverage as percent of grant amount	Points awarded
Less than 25 percent	0 points.
25 but less than 50 percent	7 points.
50 but less than 100 percent	16 points.
100 or more	25 points.

5. Rating Factor 5: Achieving Results and Evaluation Methods (13 Points)

a. *Description.* (1) Under this rating factor, you must demonstrate how they propose to measure their success and outcomes. This rating factor requires that you identify goals, interim and final program outcomes, and their time frames. Examples of outcomes are: increasing the homeownership rates among participants, increasing participants' financial stability (*e.g.*, increasing assets of a household through savings), or increasing employment stability (*e.g.*, whether persons assisted obtain or retain employment for one or two years during participation).

(2) Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements.

(3) See Section IV.B.8.h of this NOFA for documentation requirements.

b. *Scoring:* (1) If you show interim and final measurable outcomes, with time frames, for each of several participant sub-groups, and show plans for adjusting your program, you will receive up to 13 points.

(2) If you show interim and final measurable outcomes, with time frames, but without plans for adjusting your program, you will receive up to 8 points.

(3) If you show interim and final measurable outcomes, but without time frames and plans for adjusting your program, you will receive up to 4 points.

(4) If you do not show interim and final measurable outcomes you will receive zero points.

6. Rating Factor 6: Incentive Criteria on Regulatory Barrier Removal (2 Points)

a. *Description.* (1) HUD's Notice, *America's Affordable Communities Initiative, HUD's Initiative on Removal of Regulatory Barriers: Announcement of Incentive Criteria on Barrier Removal in HUD's FY 2004 Competitive Funding Allocations, Federal Register* Docket Number FR–4882–N–03, published on March 22, 2004, provides that most of HUD's competitive NOFAs will include an incentive for local and state governments to decrease their regulatory barriers to the development of affordable housing.

(2) Form HUD–27300 contains questions that describe your local and

state governments' efforts to decrease regulatory barriers.

b. *Scoring:* (1) If you are considered a local unit of government with land use and building regulatory authority, an agency or department of a local unit of government, a nonprofit organization, or other qualified applicant applying for funding for a project located in the local unit of government's jurisdiction, you are invited to answer the 20 questions in Part A of Form HUD–27300. For those applications in which regulatory authority is split between jurisdictions (*e.g.*, county and town), the applicant should answer the question for that jurisdiction that has regulatory authority over the issue in question.

(a) If you answer ''yes'' in Column 2 for five to ten questions from Part A, you will receive one point in the NOFA evaluation.

(b) If you answer ''yes'' in Column 2 for eleven or more questions from Part A, you will receive two points in the NOFA evaluation.

(2) If you are considered a state government, or an agency or department of a state government, applying for funding for a project located in the state government's jurisdiction, or areas otherwise not covered in Part A, you are invited to answer the 15 questions in Part B.

(a) If you answer ''yes'' in Column 2 for four to seven questions from Part B, you will receive one point in the NOFA evaluation.

(b) If you answer ''yes'' in Column 2 for eight or more questions from Part B, you will receive two points in the NOFA evaluation.

(3) Applicants that will be providing services in multiple jurisdictions may choose to address the questions in either Part A or Part B for that jurisdiction in which the preponderance of services will be performed if an award is made.

(4) In no case will an applicant receive for this policy priority greater than two points for barrier removal activities.

B. Review and Selection Process

HUD's selection process is designed to ensure that grants are awarded to eligible PHAs with the most meritorious applications.

1. *Application Screening.* a. HUD will screen each application to determine if:

(1) It meets the threshold criteria listed in Section III.C of this NOFA; and

(2) It is deficient, *i.e.*, contains any technical deficiencies. Omissions or incorrect/omitted signatures of the forms and certifications listed under Tab 9 in Section IV.B.5.b. of this NOFA are considered technical deficiencies.

b. *Corrections to Deficient Applications.* The subsection entitled, ''Corrections to Deficient Applications,'' in Section V.B. of the SuperNOFA applies, except that clarifications or corrections of technical deficiencies in accordance with the information provided by HUD must be submitted within seven calendar days of the date of receipt of the HUD notification.

c. *Applications that will not be rated or ranked.* HUD will not rate or rank applications that are deficient at the end of the cure period stated in Section V.B.1.b. of this NOFA or have not met the thresholds described in Section III.C of this NOFA. Such applications will not be eligible for funding.

2. *Preliminary Rating and Ranking.*

a. Rating.

(1) HUD staff will preliminarily rate each eligible application, *solely* on the basis of the rating factors described in Section V.A. of this NOFA.

(2) When rating applications, HUD reviewers will not use any information included in any HOPE VI application submitted in a prior year.

(3) HUD will assign a preliminary score for each rating factor and a preliminary total score for each eligible application.

(4) The maximum number of points for each application is 100.

b. Ranking.

(1) After preliminary review, applications will be ranked in score order.

3. *Final Panel Review.*

a. A Final Review Panel made up of HUD staff will:

(1) Review the preliminary rating and ranking documentation to:

(a) Ensure that any inconsistencies between preliminary reviewers have been identified and rectified; and

(b) Ensure that the preliminary rating and ranking documentation accurately reflects the contents of the application.

(2) Assign a final score to each application; and

(3) Recommend for selection *the most highly rated applications,* subject to the amount of available funding, in accordance with the allocation of funds described in Section II of this NOFA.

4. HUD reserves the right to make reductions in funding for any ineligible items included in an applicant's proposed budget.

5. In accordance with the FY2003 HOPE VI appropriation, HUD may not use HOPE VI funds to grant competitive advantage in awards to settle litigation or pay judgments.

6. *Tie Scores.* If two or more applications have the same score and there are insufficient funds to select all of them, HUD will select for funding the application(s) with the highest score for the Soundness of Approach Rating Factor. If a tie remains, HUD will select for funding the application(s) with the highest score for the Capacity Rating Factor. HUD will select further tied applications with the highest score for the Need Rating Factor.

7. *Remaining Funds.*

a. HUD reserves the right to reallocate remaining funds from this NOFA to other eligible activities under Section 24 of the Act.

(1) If the total amount of funds requested by all applications found eligible for funding under Section V.B. of this NOFA is less than the amount of funds available from this NOFA, all eligible applications will be funded and those funds in excess of the total requested amount will be considered remaining funds.

(2) If the total amount of funds requested by all applications found eligible for funding under Section V.B. of this NOFA is greater than the amount of funds available from this NOFA, eligible applications will be funded until the amount of non-awarded funds is less than the amount required to feasibly fund the next eligible application. In this case, the funds that have not been awarded will be considered remaining funds.

8. *Additional Funds.* HUD, at its discretion, may award funds above the requested grant amount to applications that present a grant program that demonstrates that the additional funds can and will be expended efficiently and effectively.

9. The following subsections of Section V. of the SuperNOFA are hereby incorporated by reference:

a. HUD's Strategic Goals;

b. Policy Priorities;

c. Threshold Compliance;

d. Corrections to Deficient Applications;

e. Rating; and

f. Ranking.

VI. Award Administration Information

A. Award Notices

1. *Initial Announcement.* The HUD Reform Act prohibits HUD from notifying you whether or not you have been selected to receive a grant until it has announced all grant recipients. If your application has been found to be ineligible or if it did not receive enough points to be funded, you will not be notified until the successful applicants have been notified. HUD will provide written notification to all applicants, whether or not they have been selected for funding.

2. *Authorizing Document.* The notice of award signed by the Assistant

Secretary for Public and Indian Housing (grants officer) is the authorizing document. This notice will be delivered via fax and the U.S. Postal Service.

3. *Applicant Debriefing.* Upon request, HUD will provide an applicant a copy of the total score received by their application and the score received for each rating factor.

4. *SuperNOFA References.* The following subsections of Section VI.A. of the SuperNOFA are hereby incorporated by reference:

a. Adjustments to Funding; and

b. Debriefing.

B. Administrative and National Policy Requirements

1. *Grant term.* The time period for completion shall not exceed 54 months from the date the NOFA award is executed.

2. *Flood Insurance.* In accordance with the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001–4128), your application may not propose to provide financial assistance for acquisition or construction (including rehabilitation) of properties located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:

a. The community in which the area is situated is participating in the National Flood Insurance program (see 44 CFR parts 59 through 79), or less than one year has passed since FEMA notification regarding such hazards; and

b. Where the community is participating in the National Flood Insurance Program, flood insurance is obtained as a condition of execution of a grant agreement.

3. *Coastal Barrier Resources Act.* In accordance with the Coastal Barrier Resources Act (16 U.S.C. 3501), your application may not target properties in the Coastal Barrier Resources System.

4. *Final Audit.* Grantees are required to obtain a complete final closeout audit of the grant's financial statements by a certified public accountant (CPA), in accordance with generally accepted government audit standards. A written report of the audit must be forwarded to HUD within 60 days of issuance. Grant recipients must comply with the requirements of 24 CFR part 84 or 24 CFR part 85 as stated in OMB Circulars A–110, A–87, and A–122, as applicable.

C. Reporting

1. *Periodic Reporting.* Grantees will be required to submit Neighborhood Networks information on a quarterly basis. The type of information that will be required is listed within the scope of the *HOPE VI Neighborhood Networks Plan Guide,* Form HUD–52775. Grantees will furnish this information in the CSS portion of the online HOPE VI quarterly progress report.

2. *Logic Model Reporting.* The reporting shall include submission of a completed logic model indicating results achieved against the proposed output goal(s) and proposed outcome(s) which you stated in your approved application and agreed upon with HUD. The submission of the logic model and required information should be in accord with the reporting time frames as identified in your grant agreement.

3. *Final Report.* The grantees shall submit a final report, which will include a financial report and a narrative evaluating the overall performance of its HOPE VI Neighborhood Networks Plan. Grantees shall use quantifiable data to measure performance against goals and objectives outlined in their application. The financial report shall contain a summary of all expenditures made from the beginning to the end of the grant agreement and shall include any unexpended balances. The final narrative and financial report shall be due to HUD 90 days after the full expenditure of funds or when the Neighborhood Networks program activities are complete.

VII. Agency Contacts

A. Technical Assistance

1. Before the application due date, HUD staff will be available to provide you with general guidance and technical assistance. However, HUD staff is not permitted to assist in preparing your application. If you have a question or need a clarification, you may call, fax, or write Mr. Milan Ozdinec, Deputy Assistant Secretary for Public Housing Investments, Department of Housing and Urban Development, 451 Seventh Street, SW., Room 4130, Washington, DC 20410–5000; telephone (202) 401–8812; fax (202) 401–2370 (these are not toll-free numbers). Persons with hearing and/or speech challenges may access these telephone numbers via text telephone (TTY) by calling the toll-free Federal Information Relay Service at (800) 877–8339.

B. Technical Corrections to the NOFA

1. Technical corrections to this NOFA will be posted on the following Web site: *www.Grants.gov.*

2. Any technical corrections will also be published in the **Federal Register**.

3. You are responsible for monitoring these sites during the application preparation period.

C. General Information

General information about HUD's Neighborhood Networks program can be found on the Internet at *http://www.hud.gov/offices/hsg/mfh/nnw/nnwindex.cfm.*

VIII. Other Information

A. *SuperNOFA References.* The following subsections of Section VIII of the SuperNOFA are hereby incorporated by reference:

1. Executive Order 13132, Federalism;

2. Public Access, Documentation and Disclosure;

4. Section 103 of the HUD Reform Act; and

5. The FY2004 HUD NOFA Process and Future HUD Funding Processes.

B. *Environmental Impact.* A Finding of No Significant Impact with respect to the environment has been made for this notice in accordance with HUD regulations at 24 CFR part 50 that implement Section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332). The Finding of No Significant Impact is available for public inspection between 8 a.m. and 5 p.m. in the Office of the General Counsel, Regulations Division, Room 10276, Department of Housing and Urban Development, 451 Seventh Street, SW., Washington, DC 20410–0500.

C. *Paperwork Reduction Act Statement.* 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 Number 2577–0208. 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 68 hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, quarterly reports, and final report. 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.

D. *Sense of Congress.* It is the sense of Congress, as published in section 409(a) of the Conference Report of HJR 2, that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.

Dated: July 30, 2004.

Michael Liu,

Assistant Secretary for Public and Indian Housing.

BILLING CODE 4210–33–P

Acknowledgment of Application Receipt

U.S. Department of Housing and Urban Development

Type or clearly print the Applicant's name and full address in the space below.

(fold line)

Type or clearly print the following information:

Name of the Federal Program to which the applicant is applying: ______________________

To Be Completed by HUD

☐ HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.

☐ HUD did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is:

- ☐ Enclosed
- ☐ Being sent under separate cover

Processor's Name ______________________

Date of Receipt ______________________

form **HUD-2993** (2/99)

Version 7/03

APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application ☐ Construction ☐ Non-Construction	Pre-application ☐ Construction ☐ Non-Construction	**3. DATE RECEIVED BY STATE**	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:		**Organizational Unit:** Department:	
Organizational DUNS:		Division:	
Address: Street:		**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix:	First Name:
City:		Middle Name	
County:		Last Name	
State:	Zip Code	Suffix:	
Country:		Email:	
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: ☐☐-☐☐☐☐☐☐☐		Phone Number (give area code)	Fax Number (give area code)

8. TYPE OF APPLICATION: ☐ **New** ☐ **Continuation** ☐ **Revision** If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐ Other (specify)	**7. TYPE OF APPLICANT:** (See back of form for Application Types) Other (specify)
	9. NAME OF FEDERAL AGENCY:
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐-☐☐☐ TITLE (Name of Program):	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*:	

13. PROPOSED PROJECT Start Date:	Ending Date:	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant	b. Project

15. ESTIMATED FUNDING:		**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**
a. Federal	$ .00	a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant	$ .00	
c. State	$ .00	DATE:
d. Local	$ .00	b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$ .00	☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$ .00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
g. TOTAL	$ .00	☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-97) Back

Applicant Assurances and Certifications

U.S. Department of Housing and Urban Development

OMB Approval No. 2501-0017
(expires 03/31/2005)

Instructions for the HUD-424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual must provide the following assurances and certifications. By submitting this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.

As the duly authorized representative of the applicant, I certify that the applicant [Insert below the Name and title of the Authorized Representative, name of Organization and the date of signature]:

Name:________________________, Title:____________________.

Organization:________________________, Date:______________.

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the applicant to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR Part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance **OR** if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR Part 8, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR Part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR Part 24 and 24 CFR 42, Subpart A.

6. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C.4321 et seq.) and related Federal authorities prior to the commitment or expenditure of funds for property acquisition and physical development activities subject to implementing regulations at 24 CFR parts 50 or 58.

7. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all sub awards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.

These certifications and assurances are material representations of the fact upon which HUD can rely when awarding a grant. If it is later determined that, I the applicant, knowingly made an erroneous certification or assurance, I may be subject to criminal prosecution. HUD may also terminate the grant and take other available remedies.

Budget Summary for Competitive Grant Programs

U.S. Department of Housing and Urban Development

OMB Approval No. 2501-0017 (exp. 03/31/2005)

Section A - Budget Categories	Grant Program, Function or Activity								
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
1. Object Class Categories	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	$	$	$	$	$	$	$	$	$ 0.00
b. Fringe Benefits									0.00
c. Travel									0.00
d. Equipment (Only Items > $5,000 Depreciated Value)									0.00
e. Supplies (Only Items with Depreciated Value < $5,000)									0.00
f. Contractual									0.00
g. Construction									0.00
1. Administrative and legal expenses									0.00
2. Land, structures, rights-of way, appraisals, etc.									0.00
3. Relocation expenses and payments									0.00
4. Architectural and engineering fees									0.00
5. Other architectural and engineering fees									0.00
6. Project inspection fees									0.00
7. Site Work									0.00
8. Demolition and removal									0.00
9. Construction									0.00
10. Equipment									0.00
11. Contingencies									0.00
12. Miscellaneous									0.00
h. Other (Direct Costs)									0.00
1.									0.00
2.									0.00
3.									0.00
4.									0.00
5.									0.00
6.									0.00
i. Subtotal of Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges (% Approved Indirect Cost Rate:______%)									
k. **Total Costs**									0.00
l. Program Income									0.00

form **HUD-424-C** (2/2003)

Instructions for the HUD-424-C, Budget Summary for Competitive Grant Programs

Public reporting Burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

General Instructions

This form consolidates OMB's Standard Form 424-A (Budget Summary - Non-Construction Programs) and Standard Form 424-C (Budget Summary Construction Programs) into a single Summary Budget for use with HUD competitive program applications.

This form is designed so that an application can be made for any of HUD's grant programs. In preparing the budget, adhere to any existing HUD requirements which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, HUD may require budgets be separately shown by function or activity.

Your budget information should show the entire cost of your proposed program of activities. If you are not using funds in any of the line item categories, you should leave the item blank. If you are not doing construction as part of your program, you do not have to complete that information.

NOTE: Not all budget categories on this form are eligible for funding under all programs. Please see eligible activities under the specific program for which you are seeking funding.

Section A. Budget Categories

For each budget category (personnel, fringe benefits, travel, etc.) you should complete the amount of funding you plan on using in your grant program. You should complete each column as follows:

Column 1 - Identify the amount of funds that you will need from the HUD grant program for which you are seeking funding.

Column 2 - Identify any matching funds that you are required to include in your proposed program in order to be eligible for assistance.

Column 3 - Identify any other HUD funds that you will be adding to this program either through your formula or competitive grant programs.

Column 4 - Identify any other Federal funds that you will be adding to this program either through your formula or competitive grant programs.

Column 5 - Identify any State funds that you will be adding to this program.

Column 6 - Identify any Local or Tribal Government funds that you will be adding to this program.

Column 7 - Identify any additional funds not previously identified in Columns 1 - 6, that you intend to use for your proposed program.

Column 8 - Identify any program income that you expect to generate under this program.

Column 9 - Add columns 1 - 8 across and place the total in Column 9.

Section A. Budget Categories (Continued)

Object Class Categories

The object class categories identifies how your program funds will be allocated by type of use, e.g., funds going for salaries, travel, contracts, etc. Each of these line items should be broken out under each column.

Lines a-f--Show the totals of Lines 1a to 1f in each column.

Line g.1.--Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government.

Line g.2.--Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line g.3.--Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

Line g.4.--Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line g.5.--Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line g.6.--Enter estimated engineering inspection costs.

Line g.7.--Enter the estimated site preparation and restoration which are not included in the basic construction contract.

Line g.8.--Enter the estimated costs related to demolition activities.

Line g.9.--Enter estimated costs of the construction contract.

Line g.10.--Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line g.11.--Enter any estimated contingency costs.

Line g.12.--Enter estimated miscellaneous costs.

Line h.--Enter any other costs not already addressed above.

Line i.--Calculate the totals of all applicable columns to determine the Subtotal of Direct Costs.

Line j.--Indicate your approved Indirect Cost Rate (if any) and calculate the indirect costs in accordance with the terms of your approved indirect cost rate and enter the resulting amount.

Line k.--Enter the sum of lines i and j under column 9.

Line l.--Enter the amount of program income that you expect to receive, allocate and generate through this program. The program income source may be from the current grant funds, other HUD program funds, your matching funds, or other funds. If you have no projection for receipt of program income, please leave the line blank. For discretionary grants the estimated amount of program income may be considered by HUD in determining the total amount of the grant award.

Grant Applications Detailed Budget

U.S. Department of Housing and Urban Development

OMB Approvoal No. 2501-0017 (expires 03/31/2005)

	Functional Categories [Year 1:__] [Year 2:__] [Year 3:__] [All Years:__]								
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total
a. Personnel (Direct Labor)	$	$	$	$	$	$	$	$	$ 0.00
b. Fringe Benefits									0.00
c. Travel									0.00
d. Equipment (only items > $5,000 depreciated value)									0.00
e. Supplies (only items < $5,000 depreciated Value)									0.00
f. Contractual									0.00
g. Construction									0.00
1. Administration and legal expenses									0.00
2. Land, structures, rights-of way, appraisals, etc.									0.00
3. Relocation expenses and payments									0.00
4. Architectural and engineering fees									0.00
5. Other architectural and engineering fees									0.00
6. Project inspection fees									0.00
7. Site work									0.00
8. Demolition and removal									0.00
9. Construction									0.00
10. Equipment									0.00
11. Contingencies									0.00
12. Miscellaneous									0.00
h. Other (Direct Costs)									0.00
i. Subtotal of Direct Costs									0.00
j. Indirect Costs (% Approved Indirect Cost Rate:___%)									
Grand Total (Year:___):									0.00
Grand Total (All Years):									

form **HUD-424-CB** (1/2004)

Instructions for the HUD Grant Application Detailed Budget Form

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0208
(expires 03/31/2005)

Public reporting Burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

General Instructions

This form is designed so that an application can be made for any of HUD's grant programs. Separate sheets must be used for each proposed program year and for a summary of all years.

Check applicable program year or all years box at top of page to indicate which applies.

On the final sheet enter the Grand Total for all years in the applicable box at the bottom of the page. In preparing the budget, adhere to any existing HUD requirements which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, HUD may require budgets to be shown separately by function or activity. Your budget information should show the entire cost of your proposed program of activities per year. If you are not using funds in any of the line item categories, you should leave the item blank. Pages may be duplicated to show budget data for individual programs, projects or activities.

NOTE: Not all budget categories on this form are eligible for funding under all programs. Please see eligible activities under the specific program for which you are seeking funding.

Budget Categories

The budget categories identifies how your program funds will be allocated by type of use, e.g., funds going for salaries, travel, contracts, etc. Each of these line items should be broken out under each applicable column.

Lines a-f--Show the totals of Lines a to f in each column.

Lines g. Show construction related expenses in the appropriate categories below.

Line g.1.--Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government.

Line g.2.--Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line g.3.--Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

Line g.4.--Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line g.5.--Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line g.6.--Enter estimated engineering inspection costs.

Line g.7.--Enter the estimated site preparation and restoration which are not included in the basic construction contract.

Line g.8.--Enter the estimated costs related to demolition activities.

Line g.9.--Enter estimated costs of the construction contract.

Line g.10.--Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line g.11.--Enter any estimated contingency costs.

Line g.12.--Enter estimated miscellaneous costs.

Line h.--Enter any other direct costs not already addressed above.

Line i.--Calculate the totals of all applicable columns to determine the Subtotal of Direct Costs.

Line j.--Indicate the approved Indirect Cost Rate (if any) and calculate the indirect cost in accordance with the terms of your approved indirect cost rate and enter the resulting amount.

Grand Total (Year:__)--Enter the sum of lines i. and j. under column 9 for each year, and enter the applicable year, in the blank, for each sheet completed.

Grand Total (All Years)--Enter the sum of all the, "Grand Total (Year:__)" amounts from each sheet completed, under column 9, for all proposed years.

For each budget category (personnel, fringe benefits, travel, etc) you should identify the amount of funding you plan on using in your grant program. You should complete each column as follows:

Column 1 - Identify the amount of funds that you will need from the HUD grant program for which you are seeking funding.

Column 2 - Identify any matching funds that you are required to include in your proposed program in order to be eligible for assistance.

Column 3 - Identify any other HUD funds that you will be adding to this program either through your formula or competitive grant programs.

Column 4 - Identify any other Federal funds that you will be adding to this program either through your formula or competitive grant programs.

Column 5 - Identify any State funds that you will be adding to this program.

Column 6 - Identify any Local or Tribal Government funds that you will be adding to this program.

Column 7 - Identify any additional funds not previously identified in Columns 1 - 6, that you intend to use for your proposed program.

Column 8 - Identify any program income that you expect to generate under this program.

Column 9 - Add columns 1 - 8 across and place the total in Column 9.

form **HUD-424-CB** (1/2004)

Save Data

OMB Approval No. 2501-0017

Grant Application Detailed Budget Worksheet

(Exp. 03/31/2005)

Name and Address of Applicant:

Category — **Detailed Description of Budget (for full grant period)**

1. Personnel (Direct Labor)	**Estimated Hours**	**Rate per Hour**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Position or Individual											
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Total Direct Labor Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2. Fringe Benefits	**Rate (%)**	**Base**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Total Fringe Benefits Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3. Travel

3a. Transportation - Local Private Vehicle	**Mileage**	**Rate per Mile**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Trans - Local Private Vehicle			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

form **HUD-424-CBW** (2/2003)

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Transportation - Airfare			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3c. Transportation - Other	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Transportation - Other			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3d. Per Diem or Subsistence (indicate location)	**Days**	**Rate per Day**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Per Diem or Subsistence			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Travel Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Equipment (Only items over $5,000 Depreciated value)	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
Total Equipment Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

form **HUD-424-CBW** (2/2003)

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

5. Supplies and Materials (Items under $5,000 Depreciated Value)											
5a. Consumable Supplies	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Consumable Supplies			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5b. Non-Consumable Materials	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Non-Consumable Materials			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Supplies and Materials Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Consultants (Type)	**Days**	**Rate per Day**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Total Consultants Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Contracts and Sub-Grantees (List individually)	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Total Subcontracts Cost			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

form **HUD-424-CBW** (2/2003)

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

8. Construction Costs

8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Administrative and legal expenses			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

8b. Land, structures, rights-of way, appraisal, etc	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Land, structures, rights-of way, ...			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

8c. Relocation expenses and payments	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Relocation expenses and payments			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

8d. Architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Architectural and engineering fees			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

8e. Other architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Other architectural and engineering fees			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

form **HUD-424-CBW** (2/2003)

Grant Application Detailed Budget Worksheet

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8f. Project inspection fees											
			0.00								
			0.00								
			0.00								
Subtotal - Project inspection fees			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8g. Site work	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
Subtotal - Site work			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8h. Demolition and removal	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
Subtotal - Demolition and removal			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8i. Construction	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
Subtotal - Construction			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8j. Equipment	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
			0.00								
Subtotal - Equipment			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8k. Contingencies	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
Subtotal - Contingencies			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8l. Miscellaneous	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			0.00								
			0.00								
			0.00								
Subtotal - Miscellaneous			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Construction Costs			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

form **HUD-424-CBW** (2/2003)

Grant Application Detailed Budget Worksheet

9. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item											
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Total Other Direct Costs			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal of Direct Costs			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

10. Indirect Costs	Rate	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Type											
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
			0.00								
Total Indirect Costs			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Estimated Costs			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

form **HUD-424-CBW** (2/2003)

OMB Approval No. 2501-0017

(Exp. 03/31/2005)

Grant Application Detailed Budget Worksheet

Detailed Description of Budget			
Analysis of Total Estimated Costs		Estimated Cost	Percent of Total
1	Personnel (Direct Labor)	0.00	0.00%
2	Fringe Benefits	0.00	0.00%
3	Travel	0.00	0.00%
4	Equipment	0.00	0.00%
5	Supplies and Materials	0.00	0.00%
6	Consultants	0.00	0.00%
7	Contracts and Sub-Grantees	0.00	0.00%
8	Construction	0.00	0.00%
9	Other Direct Costs	0.00	0.00%
10	Indirect Costs	0.00	0.00%
	Total:	0.00	100.00%
	HUD Share:	0.00	100.00%
	Match (Expressed as a percentage of the Federal Share):	0.00	0.00%

form **HUD-424-CBW** (2/2003)

Instructions for Completing the Grant Application Detailed Budget Worksheet

Item	Discussion
This form is to be used to provide detailed budget information regarding your proposed program. If your program requires you to provide program activity information you should use a separate HUD-424-CBW to provide information related to each program activity. The detailed information provided on this form can be summarized on the HUD-424-CB form by checking the "All Years" box at the top of the form and inputting the summary information.	
1 - Personnel (Direct Labor)	This section should show the labor costs for all individuals supporting the grant program effort (regardless of the source of their salaries). The hours and costs are for the full life of the grant. If an individual is employed by a contractor or sub-grantee, their labor costs should not be shown here. Please include all labor costs that are associated with the proposed grant program, including those costs that will be paid for with in-kind or matching funds. Do not show fringe or other indirect costs in this section. Please use the hourly labor cost for salaried employees (use 2080 hours per year or the value your organization uses to perform this calculation). An employee working less than full time on the grant should show the numbers of hours they will work on the grant.
2 - Fringe Benefits	Use the standard fringe rates used by your organization. You may use a single fringe rate (a percentage of the total direct labor) or list each of the individual fringe charges. The spreadsheet is set up to use the Total Direct Labor Cost as the base for the fringe calculation. If your organization calculates fringe benefits differently, please use a different base and discuss how you calculate fringe as a comment.
3 - Travel	
3a - Transportation - Local Private Vehicle	If you plan on reimbursing staff for the use of privately owned vehicles or if you are required to reimburse your organization for mileage charges, show your mileage and cost estimates in this section.
3b - Transportation - Airfare	Show the estimated cost of airfare required to support the grant program effort. Show the destination and the purpose of the travel as well as the estimated cost of the tickets. Each program notice of funding availability (NOFA) discusses the travel requirements that should be listed here.
3c - Transportation - Other	If you or are charged monthly by your organization for a vehicle for use by the grant program, indicate those costs in this section. Provide estimates for other transportation costs that may be incurred (taxi, etc.).

form **HUD-424-CBW-I** (1/2004)

3d - Per Diem or Subsistence	For travel which will require the payment of subsistence or per diem in accordance with your organization's policies. Indicate the location of the travel. Each program NOFA discusses the travel requirements that should be listed here.
4 – Equipment	Equipment is defined by HUD regulations as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Each program NOFA describes what equipment may be purchased using grant funding.
5 - Supplies and Materials	Supplies and materials are consumable and non-consumable items that have a depreciated unit value of less than $5,000. Please list the proposed supplies and materials as either Consumable Supplies or as Non-Consumable Materials.
5a - Consumable Supplies	List the consumable supplies you propose to purchase. General office or other common supplies may be estimated using an anticipated consumption rate.
5b - Non-consumable materials	List furniture, computers, printers, and other items that will not be consumed in use. Please list the quantity and unit cost.
6 – Consultants	Please indicate the consultants you will use. Indicate the type of consultant (skills), the number of days you expect to use them, and their daily rate.
7 - Contracts and Sub-Grantees	List the contractors and sub-grantees that will help accomplish the grant effort. Examples of contracts that should be shown here include contracts with Community Based Organizations; liability insurance; and training and certification for contractors and workers. If any contractor, sub-contractor, or sub-grantee is expected to receive over 10% of the total Federal amount requested, a separate Grant Application Detailed Budget (Worksheet) should be developed for that contractor or sub-grantee and the total amount of their proposed effort should be shown as a single entry in this section. Unless your proposed program will perform the primary grant effort with in-house employees (which should be listed in section 1), the costs of performing the primary grant activities should be shown in this section. Types of activities which should be shown in this section: • Contracts for all services • Training for individuals not on staff • Contracts with Community Based Organizations or Other Governmental Organizations (note the 10% requirement discussed above) • Insurance if your program will procure it separately Please provide a short description of the activity the contractor or subgrantee will perform, if not evident.

form **HUD-424-CBW-I** (1/2004)

8 – Construction Costs	
8a – Administrative and legal expenses	Enter estimated amounts needed to cover administrative expenses. Do not include costs that are related to the normal functions of government.
8b – Land, structures, rights-of way, appraisal, etc.	Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).
8c – Relocation expenses and payments	Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.
8d – Architectural and engineering fees	Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).
8e – Other architectural and engineering fees	Enter estimated engineering costs, such as surveys, tests, soil borings, etc.
8f – Project inspection fees	Enter estimated engineering inspection costs.
8g – Site work	Enter the estimated site preparation and restoration costs that are not included in the basic construction contract.
8h – Demolition and removal	Enter the estimated costs related to demolition activities.
8i – Construction	Enter estimated costs of the construction contract.
8j - Equipment	Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.
8k – Contingencies	Enter any estimated contingency costs.
8l – Miscellaneous	Enter estimated miscellaneous costs.
9 - Other Direct Costs	Other Direct Costs include a number of items that are not appropriate for other sections. Other Direct Costs may include: • Staff training • Telecommunications • Printing and postage Relocation, if costs are paid directly by your organization (if relocation costs are paid by a subgrantee, it should be reflected in Section 7)
10 - Indirect Costs	Indirect costs (including Facilities and Administration costs) are those costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. Indicate your approved Indirect Cost Rate (if any) and calculate the indirect costs in accordance with the terms of your approved indirect cost rate and enter the resulting amount. Also show the applicable cost base amount and identify the proposed cost base type.
Total Estimated Costs	Enter the grand total of all the applicable columns.

The eight rightmost columns allow you to identify how the costs will be spread between the HUD Share and other contributors (including Match funds and Program Income). This information will help the reviewers better understand your program and priorities.

form **HUD-424-CBW-I** (1/2004)

America's Affordable Communities Initiative	**U.S. Department of Housing and Urban Development**	OMB approval no. 2510-0013 (exp. 01/01/2006)

Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.	☐ No	☐ Yes
2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?	☐ No	☐ Yes
3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.	☐ No	☐ Yes
4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?	☐ Yes	☐ No

5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.	☐ No	☐ Yes
6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?	☐ No	☐ Yes
7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?	☐ No	☐ Yes
8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "*Smart Codes in Your Community: A Guide to Building Rehabilitation Codes*" (www.huduser.org/publications/destech/smartcodes.html)	☐ No	☐ Yes
9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes? Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.	☐ No	☐ Yes
10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?	☐ No	☐ Yes

11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?	☐ No	☐ Yes
12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.	☐ No	☐ Yes
13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (*e.g.* water, sewer, street width) to significantly reduce the cost of housing?	☐ No	☐ Yes
14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)	☐ No	☐ Yes
15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?	☐ No	☐ Yes
16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?	☐ No	☐ Yes
17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?	☐ No	☐ Yes
18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?	☐ No	☐ Yes
19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?	☐ No	☐ Yes
20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?	☐ Yes	☐ No
Total Points:		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1 Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	☐ No	☐ Yes
2. Does you state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	☐ No	☐ Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	☐ No	☐ Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	☐ No	☐ Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	☐ No	☐ Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	☐ No	☐ Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	☐ No	☐ Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (*nexus*) and a method for fee calculation?	☐ No	☐ Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	☐ No	☐ Yes

10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification? Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?	☐ No	☐ Yes
11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "*Smart Codes in Your Community: A Guide to Building Rehabilitation Codes*" (www.huduser.org/publications/destech/smartcodes.html)	☐ No	☐ Yes
12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.	☐ No	☐ Yes
13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?	☐ No	☐ Yes
14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.	☐ No	☐ Yes
15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.	☐ No	☐ Yes
Total Points:		

HOPE VI Neighborhood Networks Plan Guide

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Public Housing Investments

OMB Approval No. 2577-0208
(exp. 03/31/2007)

The public reporting burden for this collection of information for the HOPE VI Neighborhood Networks Plan is estimated to average 15 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Public Housing Agency: ____________________

City: ____________________ **State:** __________

HOPE VI Revitalization Grant Number related to Neighborhood Networks Center(s): ____________________

HOPE VI Revitalization Development Name related to Neighborhood Networks Center(s): ____________________

GENERAL GUIDE FORMAT

This HOPE VI Neighborhood Networks Plan Guide is part of the HOPE VI Neighborhood Networks NOFA application. Upon grant award, the NOFA application will become the grantee's HOPE VI Neighborhood Networks Program Plan ("Plan") and will be referred to by both the grantee and the HUD CSS Grant Manager during the grant period. The Plan information should be submitted in a combination of text and table formats. Tables will provide a quick-reference to the grantee's program, which will streamline HUD's administrative and grant management actions. The required table formats and, when applicable, required information lists are included in this Plan Guide as Exhibits. Text should be used to present items that do not fit into a table format, e.g., description of the technology related needs assessment process. Text should also be used to expand upon and clarify information listed in tables.

A. Definitions

1. Target Audience: This means the group of residents and families that will be given the option of participating in programs at the grantee's Neighborhood Networks Center (NNC). This group must include public housing residents, should include HOPE VI development residents. This group may also include residents of the NNC community, provided that services to public housing and HOPE VI residents do not suffer.

2. Surrounding Community: This means the area surrounding the NNC and should be limited to a distance wherein residents are likely to travel to the NNC. This distance varies by locality.

B. Neighborhood Networks Center Profile

1. Complete Exhibit A to this Plan Guide. The Exhibit illustrates the required table format. The profile will be used to enter the NNC into HUD's NNC database, see < http://www-domino4.hud.gov/NN/contacts.nsf/ centersearch?OpenForm>. The information items in Exhibit A are NOT samples. Inclusion of this information is required.

2. In Exhibit A, the applicant should fill out a Neighborhood Networks Center (NNC) profile for each Neighborhood Networks Center that will be developed or enhanced. This Section does not require a narrative description.

C. Demographics and community needs

1. Complete Exhibit B to this Plan Guide. The Exhibit illustrates the required table format. The information items in Exhibit B are NOT samples. Inclusion of this information is required.

2. Complete Exhibit C to this Plan Guide. The Exhibit illustrates the required table format. The technology related needs listed are samples. Actual technology related needs are to be determined by the applicant.

3. In Exhibit B, describe the residents that will be served: HOPE VI Community and Supportive Services (CSS) eligible families, families from the surrounding community.

a. Provide general social statistics and demographics for the surrounding community, including education levels, income levels, quality of schools, number of youth on free and reduced lunch etc.
b. Provide detailed demographics for HOPE VI CSS eligible residents that will be served by the center.
c. How many non-public housing residents live in the community? What is the anticipated economic breakdown of this group i.e., households in:
   i. market rate rentals or owned homes;
   ii. tax-credit only rentals;
   iii. owned homes where the household received purchase assistance (closing costs, soft-second mortgages, etc.);
   iv. rent-to-own homeownership units; and,
   v. assisted rentals
d. This Section does not require a narrative description.

4. The housing authority must conduct a technology related needs assessment. Describe the process for assessing technology related needs among PHA housed families (public and non-public housing) and other surrounding community residents.
   a. Did the housing authority conduct a survey? If so, how many residents were interviewed, what percentage of the target audience was interviewed and how were residents chosen for the assessment?
   b. Did the housing authority conduct focus groups? If so, describe this process, how many residents participated, the composition of the focus groups and how residents were chosen for participation.
   c. This section should be addressed in your narrative.

5. In Exhibit C, describe technology related needs identified in the needs assessments, focus groups and analyses of demographic characteristics of the service population.
   a. Provide a quantified summary of needs.
   b. Highlight needs for important sub-groups e.g., elderly, youth, disabled.
   c. Prioritize the needs. Describe the needs the authority will address through this plan. Prioritization should be founded on the amount of need or importance of the need.
   d. This Section does not require a narrative description.

D. Services and Partners

1. Complete Exhibit D, the HOPE VI Neighborhood Networks Service Matrix. The Exhibit illustrates the required table format. The partners and services listed are samples. Actual partners and services are to be determined by the applicant
   a. In this matrix the housing authority must list anticipated overall service outputs to CSS eligible families and other community members.
   b. The matrix should itemize all in-kind leverage commitments submitted in the HOPE VI Neighborhood Networks Application and the expenditure of HOPE VI Neighborhood Networks funds across service partners. Partners with to-be-determined (TBD) in-kind commitments or contract amounts should not be listed.
   c. This Section does not require a narrative description.

2. Provide a brief summary of services that will be provided to address the needs described above. This section should be addressed in your narrative.

3. List and describe the leverage partners that will assist the housing authority in providing the services. Who are they? What services do they provide in the community? What need will they address and what service will they provide as part of this plan? The description for each partner should be short – 2-3 sentences. This section should be addressed in your narrative.

4. Submit MOUs, partnership agreements or contracts for each partner that is receiving HOPE VI funds or providing leverage.

E. Facilities, Hardware and Line Charges

1. Complete Exhibit E to this Plan Guide. The Exhibit illustrates the required table format. The facilities, hardware and software items listed are samples. Actual facilities, hardware and software items are to be determined by the applicant

2. Describe current hardware and facilities
   a. Where are these facilities located?
   b. How and where will services be provided until new or rehabilitated facilities are brought online?
   c. What computer hardware is available at these facilities?
   d. Do these facilities have an Internet connection?
   e. This section should be addressed in your narrative.

3. Describe facilities, e.g., space, hardware (computers, routing boxes and other line hardware, network), line charges (T1, DSL set-up and subscriptions, etc.) and software (Office Suite, education software, etc.) that will be funded by this grant.
   a. Where will new facilities be located?
   b. When will these facilities be ready for use?
   c. This section should be addressed in your narrative.

F. Program Implementation

1. This entire Section F. should be addressed in the narrative.

2. Describe staffing for the center. How will volunteers be utilized?
   a. Provide an organizational chart for the center - include in this chart how NNC staff are linked to HOPE VI CSS staff, the housing authority and developer.
   b. How will residents be involved in NNC decision-making and leadership? How will the resident council be involved in NNC leadership?
   c. The housing authority should establish an advisory board for the center. Describe this board, its composition, and its role. HUD encourages grantees to include corporate partners on this board.

3. How will NNC programs and the operation of the NNC be linked to the CSS plan and case management activities.

4. How will residents be linked to services at the NNC during relocation (if applicable)?

5. Will the NNC offer flexible hours for working adults and school age children, including weekends and evenings?

6. Describe the marketing and community outreach plan for the center.
   a. What is the internal marketing plan for attracting public housing families that are CSS eligible or residents of the new community to the NNC?
   b. What is the external marketing plan for attracting community members and potential partners to the NNC.

G. Goals and Objectives

1. Complete Exhibit F to this Plan Guide. The Exhibit illustrates the required table format. The courses and outputs and outcomes listed are samples. Actual courses and outputs and outcomes are to be determined by the applicant

2. Provide quantified participant goals and objectives that describe service outputs and outcomes for the needs identified above. Provide yearly goals over a five-year period for each objective. This Section does not require a narrative description

3. Add to this list the outputs and outcomes tracked in the HOPE VI Quarterly Progress Report:
   a. Number of individuals accessing the NNC (all individuals);
   b. Number of enrollments in NNC classes (by HOPE VI public housing residents);
   c. Number of enrollments in NNC classes (by all other individuals);
   d. Number of completions of NNC classes (by HOPE VI public housing residents); and,
   e. Number of completions of NNC classes (by all other individuals).

H. Monitoring and Evaluation

1. This entire Section H should be addressed in the narrative.

2. Who will perform the evaluation?

3. What will be evaluated?

4. Describe the evaluation process and how it will be linked to improving program implementation?

5. How and when will the information be shared with the housing authority?

I. Annual Budget/Sustainability/Milestones

1. Milestones
   a. Complete Exhibit G to this Plan Guide. This exhibit illustrates the required table format and list of development and sustainability milestones. The milestones in Exhibit G are NOT samples. Inclusion of this information in this format is required.

2. Sustainability:
   a. Two of the milestones in Exhibit G pertain to sustainability of the NNC after funds from this grant have been expended. In addition to the milestones, describe your sustainability plan,i.e., what actions will be taken to ensure that NNC activities are sustainable beyond the closeout of the grant. Things to consider when completing this section include:
      i. Who will be involved in defining the sustainability strategy?
      ii. Is the housing authority including funding organizations, local service providers, local government, universities and faith-based organizations in defining this strategy?'
      iii. How will the strategy be developed?
      iv. Will the housing authority convene a separate working group to define the strategy or will they rely on existing committees / working groups e.g., the community task force or its sub-committees?
      v. How will the housing authority put the plan into action? Who will have responsibility for coordinating implementation of the plan? How will partners and stakeholders in the plan be included in this process?
      vi. Does the housing authority plan to develop an endowment trust? If so, describe this trust and its purpose. What role will the trust play within the sustainability strategy that the housing authority develops with its partners
      vii. When will the housing authority begin the process for developing their sustainability strategy?

viii. When will the housing authority complete their draft sustainability plan?
ix. When will the housing authority begin implementing this plan?
x. This Section should be addressed in the narrative.

3. Annualized Service Related Budget Plan
   a. Complete Exhibit H to this Plan. Exhibit H illustrates the annualized budget format. Inclusion of Exhibit H is mandatory. However, the program areas listed are samples. Actual program areas are to be determined by the applicant. This Section does not require a narrative description.

EXHIBIT A
Neighborhood Networks Profile

The profile information items in this table are NOT samples. Inclusion of this information is required.

Please fill in all information, current or planned, for each NNC:

NAME AND LOCATION		NNC CONTACT INFORMATION	
Center Name		First Name	
Street Address		Middle Name	
City		Last Name	
State		Prefix	
Zip		Street Address	
E-mail		City	
Phone		State	
Fax		Zip	
PUBLIC HOUSING DEVELOPMENT INFORMATION		E-mail	
Project Name		Phone	
Project Number		Fax	
Street Address			
City			
State			
Zip			

form **HUD 52775** (3/22/2004)

EXHIBIT B
Demographics

The demographic information items in this table are NOT samples. Inclusion of this demographic information is required.

SAMPLE TABLE HOPE VI NNC TARGET AUDIENCE DEMOGRAPHICS	HOPE VI and Public Housing Residents	All Other Residents of the Community
Total Number of Residents		
Number of Adults 21 - 61 years old		
Number of Adults 62 and older		
Number of Children 0 - 6 years old		
Number of Children 7 - 13 years old		
Number of Children 14 - 17 years old		
Number of Young Adults 18 - 20 years old		
Number of ESL (English as Second Language)		
Number of Single Parent Household		
Number of Physically Disabled Residents		
Number of Learning Disabled Residents		
Number of Public Assistance Recipients		
Number of Adults High School (GED) Not Completed		
Number of Adults High School (GED) Completed		
Number of Adults Some College Completed		
Number of Adults Bachelors Degree		
Number of Children Failing in School		
Number of Children Passing in School		
Number of Children in Advanced/Honors Classes		

HOPE VI NNC TARGET AUDIENCE DEMOGRAPHICS	HOPE VI and Public Housing Residents	All Other Residents of the Community
Number Adults Employed Full Time		
Number Adults Employed Part Time		
Number Adults Unemployed Seeking Work		
Number Adults on Public Assistance		
Number of Residents with Above Average Computer Literacy		
Number of Residents with Average Computer Literacy		
Number of Residents with Below Average Computer Literacy		
Number of Residents with Minimal Computer Literacy		
Number of Families in market rate units		
Number of Families in tax credit only units		
Number of Families in purchase-assisted homes		
Number of Families in rent-to-own units		
Number of Families in assisted rental units		
Number of Families in public housing units		
Other demographic information		

EXHIBIT C
Needs Focus

(All information in this table is for example only. The information does not reflect the applicant's Neighborhood Networks program.)

Need	Number of HOPE VI and Public Housing Residents That Have This Need	Number of All Other Residents of the Community That Have This Need
Sample Needs – Job Skills Training/Employment, Basic Adult Education, Literacy, ESL, GED		

EXHIBIT D
HOPE VI Neighborhood Networks Services Matrix

(All information in this table is for example only. The information does not reflect the applicant's Neighborhood Networks program.)

Leverage Partner Name (In order of Service Areas)	Number in Need of Services	Number that will be Served	Expected Measurable Outcome	HOPE VI Neighborhood Networks Grant Funds	HOPE VI Revitalization Grant Funds	Partner Contribution	Total Cost	Hrs / Week	Begin Date	End Date
Education										
Sample Education Partner	300	50	GED Completions			$ 50,000	$ 50,000	6	Sep-04	Sep-08
Education Total Amounts						$ 50,000	$ 50,000			
Job Training / Employment										
Job Training Total										
Youth and Family Development										
Youth & Family Dev Totals										
Total						**$ 50,000**	**$ 50,000**			

form **HUD 52775** (3/22/2004)

EXHIBIT E
Facilities, Hardware, Software

(All information in this table is for example only. The information does not reflect the applicant's Neighborhood Networks program.)

Currently Available			Planned/Funded by Grant		
Sample Item List	**Item Description**	**Number Available**	**Sample Item List**	**Item Description**	**Number Available**
HARDWARE			**HARDWARE**		
Computers, Networked			Computers, Networked		
Computers, Non-			Computers, Non-		
Internet Service Type			Internet Service Type		
Modems			Modems		
Routers			Routers		
Printers			Printers		
Telephone Lines			Telephone Lines		
Photocopiers			Photocopiers		
Fax Machines			Fax Machines		
SOFTWARE			**SOFTWARE**		
Anti-virus			Anti-virus		
Firewall			Firewall		
Networking			Networking		
Word Processing			Word Processing		
Spreadsheet			Spreadsheet		
Database			Database		
Graphics			Graphics		
Other			Other		
FURNITURE			**FURNITURE**		
Computer Tables			Computer Tables		
Work Stations			Work Stations		
Chairs			Chairs		
Filing Cabinets			Filing Cabinets		
Bulletin Boards			Bulletin Boards		

form **HUD 52775** (3/22/2004)

EXHIBIT F

Course List and Goals

Course/Program completion must be evidenced by a Completion Certificate issued to the Participant and kept on file by the NNC.

(All information in this table is for example only. The information does not reflect the applicant's Neighborhood Networks program.)

Name of Program/Event/Course/Class	Date of First Occurance	Number of Hours of Instruction	Frequency Given (Weekly, Monthly, etc)	Enrolled Number HOPE VI and Public Housing (Mandatory Column)	Enrolled Number All Other Residents of the Community (Mandatory Column)	Completions Number of HOPE VI and Public Housing Participants (Mandatory Column)	Completions Number of All Other Residents of the Community (Mandatory Column)
Sample Courses – Basic PC Operating System, Web Searching,							
Sample Courses – GED Preparation, Microenterprise Development, Job Interview							
Sample Courses – Preparation, Employer Expectations, After School Core Curriculum, etc.							

form **HUD 52775** (3/22/2004)

EXHIBIT G
Milestones

Indicate proposed beginning and end dates for the following items that apply to your center. If not applicable, enter "NA".

The Milestones contained in this table are NOT samples. This information is required.

	START DATE	COMPLETION DATE
Set-Up Financing for Development of NNC Facility		
Submit Proposal for Development of NNC Facility to HUD, if applicable (Proposal may be part of a HOPE VI Phase Proposal)		
Submit Evidentiaries for Development of NNC Facility to HUD, if applicable (Evidentiaries may be part of a HOPE VI Phase's Evidentiaries)		
Close on Financing for Development of NNC Facility, if applicable		
Construction of NNC Facility		
Staffing of Center (trained and on board)		
Equipment (Hardware, software, etc.) Procurement		
Equipment (Hardware, software, etc.) Installation and Testing		
Opening of Center		
Training Program and Courses Begin		
Completion of First Course		
Development of Permanent Sustainability Plan		
Permanent Sustainability Plan Implementation		

form **HUD 52775** (3/22/2004)

EXHIBIT H
Annualized Budget Plan

(All information in this table is for example only. The information does not reflect the applicant's Neighborhood Networks program.)

HOPE VI Neighborhood Networks Annualized Budget Plan	**Year 1**			**Year 2**			**Year 3**		
Program Areas	HOPE VI Neighborhood Networks Grant Funding	Other Public Housing Funding	Leverage Partner Services and Funding	HOPE VI Neighborhood Networks Grant Funding	Other Public Housing Funding	Leverage Partner Services and Funding	HOPE VI Neighborhood Networks Grant Funding	Other Public Housing Funding	Leverage Partner Services and Funding
Sample Area – Basic Personal Computer Use Training	$10,000		$5,000						
Sample Areas – Job Skills Training/ Employment	$20,000		$100,000			$100,000			$50,000
Sample Area – Internet access		$6,000			$6,000			$6,000	
Sample Area – GED Preparation	$15,000	$30,000		$15,000	$30,000		$15,000	$30,000	
Totals									

form **HUD 52775** (3/22/2004)

(All information in this table is for example only. The information does not reflect the applicant's Neighborhood Networks program.)

HOPE VI Neighborhood Networks Annualized Budget Plan	Year 4			Year 5			Totals		
Program Areas	HOPE VI Neighborhood Networks Grant Funding	Other Public Housing Funding	Leverage Partner Services and Funding	HOPE VI Neighborhood Networks Grant Funding	Other Public Housing Funding	Leverage Partner Services and Funding	HOPE VI Neighborhood Networks Grant Funding	Other Public Housing Funding	Leverage Partner Services and Funding
Sample Area – Basic Personal Computer Use Training	$10,000		$5,000				$20,000	$10,000	
Sample Areas – Job Skills Training/ Employment	$20,000		$100,000			$100,000	$40,000		$450,000
Sample Area – Internet access		$6,000			$6,000			$30,000	
Sample Area – GED Preparation	$15,000	$30,000		$15,000	$30,000		$60,000	$120,000	
Totals	**$45,000**	**$36,000**	**$105,000**	**$15,000**	**$36,000**	**$100,000**	**$120,000**	**$160,000**	**$450,000**

form **HUD 52775** (3/22/2004)

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 08/31/2006)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ **or an Update Report** ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received

5. State the name and location (street address, City and State) of the project or activity:
My Home, 14401 Artery LN #21, Dale City, VA 22193

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
☐ **Yes** ☐ **No**

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD) , involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
☐ **Yes** ☐ **No.**

If you answered "**No**" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.
However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(**Note**: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity ($ and %)

(**Note**: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation.
I certify that this information is true and complete.

Signature:	Date: (mm/dd/yyyy)
X	

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

(1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of $200,000 during the during the fiscal year;

(2) You are updating a prior report as discussed below; or

(3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance): General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.
All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to ***either*** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD ***and any other source*** - that have been or are to be, made available for the project or activity. Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

   Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Logic Model

U.S. Department of Housing and Urban Development
Office of Departmental Grants Management and Oversight

OMB Approval No. 2535-0114
(exp. 12/31/2006)

Program Name: ____________________ **Component Name:** ____________________

Strategic Goals	Policy Priorities	Problem, Need, Situation	Service or Activity	Benchmarks: Output Goal	Benchmarks: Output Result	Outcomes: Achievement Outcome Goals	Outcomes: End Results	Measurement Reporting Tools	Evaluation Process
1		2	3	4	5	6	7	8	9
Policy		Planning		Intervention		Impact		Accountability	
				Short Term				a. b. c. d. e.	
				Intermediate Term				a. b. c. d. e.	
				Long Term				a. b. c. d. e.	

HUD's Strategic Goals

1. Increase homeownership opportunities.
2. Promote decent affordable housing.
3. Strengthen communities.
4. Ensure equal opportunity in housing.
5. Embrace high standards of ethics, management, and accountability.
6. Promote participation of grass-roots faith-based and other community-based organizations.

Policy Priorities

1. Providing Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Families with Limited English Proficiency.
2. Improving the Quality of Life in our Nation's Communities.
3. Encouraging Accessible Design Features.
4. Providing Full and Equal Access to Grass-Roots Faith-Based and Other Community-Based Organizations in HUD Program Implementation.
5. Participation of Minority-Serving Institutions in HUD programs
6. Ending Chronic Homelessness within Ten Years.
7. Removal of Barriers to Affordable Housing.

form **HUD-96010** (11/2003)

Logic Model Instructions U.S. Department of Housing And Urban Development Office of Departmental Grants Management and Oversight

OMB Approval No. 2535-0114 (exp. 12/31/2006)

The public reporting burden for this collection of information for the Logic Model is estimated to average 18 hours per response for applicants, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information and preparing the application package for submission to HUD. HUD may not conduct, and a person is not required to respond to, a collection of information unless the collection displays a valid control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, Paperwork Reduction Project, in the Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, DC 20410-3600. When providing comments, please refer to OMB Approval No. 2535-0114.

The information submitted in response to the Notice of Funding Availability for the Logic Model is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 15, 1989, 42 U.S.C. 3545).

Instructions:

Responses to rating factor five should be in this format. Your response should be in bullet format rather than narrative. Please read each NOFA carefully to ensure the performance measures requested for this factor are reflected on the logic model form.

Program Name: The HUD funding program under which you are applying. If you are applying for a component of a program please include the Program Name as well as the Component Name.

Component Name: The HUD funding program under which you are applying.

Column 1: ***HUD's Strategic Goals***: Indicate in this column **the number** of the goal(s) that your proposed service or activity is designed to achieve. HUD's strategic goals are:

1. Increase homeownership opportunities.
2. Promote decent affordable housing.
3. Strengthen communities.
4. Ensure equal opportunity in housing.
5. Embrace high standards of ethics, management, and accountability.
6. Promote participation of grass-roots faith-based and other community-based organizations.

Policy Priority: Indicate in this column **the number** of the HUD Policy Priority(ies), if any, your proposed service or activity promotes. Applicants are encouraged to undertake specific activities that will assist the Department in implementing its Policy Priorities. HUD's Policy Priorities are:

form **HUD-96010-I** (11/2003)

1. Providing Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Families with Limited English Proficiency.
2. Improving the Quality of Life in our Nation's Communities.
3. Encouraging Accessible Design Features.
4. Providing Full and Equal Access to Grass-Roots Faith-Based and Other Community-Based Organizations in HUD Program Implementation.
5. Participation of Minority-Serving Institutions in HUD Programs.
6. Ending Chronic Homelessness within Ten Years.
7. Removal of Barriers to Affordable Housing.

Column 2: **Problem, Need, or Situation**: Provide a general statement of need that provides the rationale for the proposed service or activity.

Column 3: **Service or Activity:** Identify the activities or services that you are undertaking in your work plan, which are crucial to the success of your program. Not every activity or service yields a direct outcome.

Column 4 and Column 5: **Benchmarks:** These columns ask you to identify benchmarks that will be used in measuring the progress of your services or activities. Column 4 asks for specific interim or final products (called outputs) that you establish for your program's services or activities. Column 5 should identify the results associated with the product or output. These may be numerical measures characterizing the results of a program activity, service or intervention and are used to measure performance. These outputs should lead to targets for achievement of outcomes. Results should be represented by both the actual # and % of the goal achieved.

Column 4: **Benchmarks/Output Goal:** Set quantifiable output goals, including timeframes. These should be products or interim products, which will allow you and HUD to monitor and assess your progress in achieving your program workplan.

Column 5: **Benchmark/ Output Result:** Report actual result of your benchmarks. The actual result could be number of housing units developed or rehabilitated, jobs created, or number of persons assisted. Outputs may be short, intermediate or long-term. (Do not fill out this section with the application)

Column 6 and Column 7: **Outcomes:** Column 6 and Column 7 ask you to report on your expected and actual outcomes – the ultimate impact you hope to achieve. Column 6 asks you to identify outcomes in terms of the impact on the community, people's lives, changes in economic or social status, etc. Column 7 asks for the actual result of the outcome measure listed in Column 6, which should be updated as applicable.

Column 6: **Outcomes/ Goals:** Identify the outcomes that resulted in broader impacts for individuals, families/households, and/or the community. For example, the program may seek to improve the environmental conditions in a neighborhood, increase affordable housing, increase the assets of a low-income family, or improve self-sufficiency.

Proxy Outcome(s): Often direct measurement of the intended outcome is difficult or even impossible -- to measure. In these cases, applicants/grantees should use a proxy or surrogate measure that corresponds with the desired outcome. For example, improving quality of life in a neighborhood could be measured by a proxy indicator such as increases in home prices or decreases in crime. Training programs could be measured by the participant's increased wages or reading skills. The person receiving the service must meet eligibility requirements of the program.

Column 7: **Outcomes/Actual Result:** Identify specific achievements of outcomes listed in Column 6. (Do not fill out this section with the application)

Column 8: **Measurement Reporting Tools:** (a) List the tools used to track output or outcome information (e.g., survey instrument; attendance log; case report; pre-post test; waiting list; etc); (b) Identify the place where data is maintained, e.g. central database; individual case records; specialized access database, tax assessor database; local precinct; other; (c) Identify the location, e.g. on-site; subcontractor; other; (d) Indicate how often data is required to be collected, who will collect it and how often data is reported to HUD; and (e) Describe methods for retrieving data, e.g. data from case records is retrieved manually, data is maintained in an automated database. This tool will be available for HUD review and monitoring and should be used in submitting reporting information.

Column 9: **Evaluation Process:** Identify the methodology you will periodically use to assess your success in meeting your benchmark output goals and output results, outcomes associated to the achievement of the purposes of the program, as well as the impact that the work has made on the individuals assisted, the community, and the strategic goals of the Department. If you are not meeting the goals and results projected for your performance period, the evaluation process should be used as a tool to ensure that you can adjust schedules, timing, or business practices to ensure that goals are met within your performance period.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	☐ a. bid/offer/application b. initial award c. post-award	☐ a. initial filing b. material change **For Material Change Only:** year ________ quarter ________ date of last report

4. Name and Address of Reporting Entity: ☐ **Prime** ☐ **Subawardee** Tier ______, *if known*: **Congressional District**, *if known*: 4c	**5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:** **Congressional District**, *if known*:
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: ____________
8. Federal Action Number, *if known*:	**9. Award Amount,** *if known*: $
10. a. Name and Address of Lobbying Registrant (*if individual, last name, first name, MI*):	**b. Individuals Performing Services** (*including address if different from No. 10a*) (*last name, first name, MI*):
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: ____________ Print Name: ____________ Title: ____________ Telephone No.: ____________ Date: ________
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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