

# Historically Black Colleges and Universities

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OMB Approval No. 2528-0235 (exp. 4/30/2007)

The information collection requirements contained in this application have been approved by the Office of Management and Budget (OMB) under the paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). 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.

Information is requested in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and to establish grant amounts.

Selection of applications for funding is based on rating factors listed in the Notice of Fund Availability (NOFA), which is published each year. The information collected in the application form will only be collected for specific funding competitions.

Public reporting burden for this collection of information is estimated to average 44 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.

To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)





## RESPONSE SHEET

**The information requested below is to be provided by Previously-funded HBCUs only.**

Applicant should duplicate this page as necessary.

**Performance Narrative.** The following information is to be provided for HUD HBCU grant(s). The information will be reviewed in conjunction with the two latest progress reports for the grant(s) which are also to be submitted in response to this subfactor.

The following information is requested for **each** HUD/HBCU grant that you have received since 1991.

Applicant Name \_\_\_\_\_

Grant Number \_\_\_\_\_

Grant start date (grant agreement, HUD-1044, executed) \_\_\_\_\_

Grant end date \_\_\_\_\_

Amount of HUD Grant funds awarded \$ \_\_\_\_\_

Amount of HUD Grant funds expended \$ \_\_\_\_\_

Balance of Grant funds to be spent \$ \_\_\_\_\_

Total cost of project \$ \_\_\_\_\_

Amount contributed by partners \$ \_\_\_\_\_

Partner percentage of total cost \_\_\_\_\_ %

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

Partner Name \_\_\_\_\_

Amount Contributed \$ \_\_\_\_\_

**Grant Goals and Objectives**

## RESPONSE SHEET

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Applicant Name \_\_\_\_\_

**Performance Narrative.** (continued)

Were / are Grant Goals and Objectives being met? Yes \_\_\_\_\_ No \_\_\_\_\_

Total number of Grant tasks \_\_\_\_\_

Total number of persons to be served by completion of this Grant \_\_\_\_\_

**For the following questions, please enter a date that is no earlier than the publication date of this SuperNOFA.**

Total number of Grant tasks completed as of (enter date) \_\_\_\_\_

Percentage of Grant tasks completed as of (enter date) \_\_\_\_\_

Total number of persons served as of (enter date) \_\_\_\_\_

List measurable results as of (enter date)

Were / are Grant Target dates and Schedules being met? Yes \_\_\_\_\_ No \_\_\_\_\_

Impediments or delays in implementation encountered

Other comments:

# RESPONSE SHEET

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Applicant Name \_\_\_\_\_

**Performance Narrative.** (continued)

Total number of HUD / HBCU Grants you have received \_\_\_\_\_

<b>Grant Number</b>	<b>Amount of Grant</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	\$ _____

Briefly describe the impact that the total amount of HUD/HBCU funds listed above have had on your community.

# Budget Summary Federal Share

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Name and Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Detailed Description of Budget

<b>1. Direct Labor</b>	Category Position or Individual	Estimated Hours	Rate/ Hour	Estimated Cost	Total Cost
Total Direct Labor Cost					
<b>2. Fringe Benefits</b>	Category	Rate	Base	Estimated Cost	Total Cost
Total Fringe Benefits Cost					
<b>3. Materials</b>	Category Item	Quantity	Unit Cost	Estimated Cost	Total Cost
Total Materials Cost					

# Budget Summary (con't.)

## Federal Share

### Detailed Description of Budget

Category			Mileage	Rate/ Mile	Estimated Cost	Total Cost
<b>4. Travel</b>	a. Transportation	(1) Local Private Vehicle				
<b>4. Travel</b>	a. Transportation	(2) Air/Destination	Trips	Fare	Estimated Cost	Total Cost
<b>4. Travel</b>	a. Transportation	(3) Other/Item	Quantity	Unit Cost	Estimated Cost	Total Cost
<b>4. Travel</b>	b. Per Diem or Subsistence		Days	Rate/ Day	Estimated Cost	Total Cost
Total Travel Cost						
<b>5. Equipment</b>	Category Item		Quantity	Unit Cost	Estimated Cost	Total Cost
Total Equipment Cost						
<b>6. Consultants</b>	Category Type		Days	Rate/ Day	Estimated Cost	Total Cost
Total Consultants Cost						







# Budget Summary (con't.)

## Non-Federal Share

### Detailed Description of Budget

Category			Mileage	Rate/ Mile	Estimated Cost	Total Cost
<b>4. Travel</b>	a. Transportation	(1) Local Private Vehicle				
<b>4. Travel</b>	a. Transportation	(2) Air/Destination	Trips	Fare	Estimated Cost	Total Cost
<b>4. Travel</b>	a. Transportation	(3) Other/Item	Quantity	Unit Cost	Estimated Cost	Total Cost
<b>4. Travel</b>	b. Per Diem or Subsistence		Days	Rate/ Day	Estimated Cost	Total Cost
Total Travel Cost						
<b>5. Equipment</b>	Category Item		Quantity	Unit Cost	Estimated Cost	Total Cost
Total Equipment Cost						
<b>6. Consultants</b>	Category Type		Days	Rate/ Day	Estimated Cost	Total Cost
Total Consultants Cost						



# Sample Letter of Commitment

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Use the Commitment Provider's Letterhead

(Insert Date)

Processing and Control Branch  
Office of Community Planning and Development  
Department of Housing and Urban Development  
451 7th Street SW, Room 7251  
Washington, DC 20410-3500  
Attn: (State appropriate program name)

Re: HUD Notice of Funding Availability, FR-        for (state appropriate program name)

To Whom It May Concern:

If this proposal is funded, (**provider name**) commits \$(**amount**) (or) (**type of in-kind contribution**) valued at \$(**amount**) to (**applicant name**) for (**type of activity**) to be made available for recipients of the program.

These funds will be made available on (**date mm/dd/yyyy**) for the following grant activity(ies):(**list**)

Sincerely,

(Signature of Authorized Representative)

(Title)

## **HUD Consolidated Plan-Revitalization Strategies and HBCUs**

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States and units of local government may provide Community Development Block Grant (CDBG) assistance to institutions of higher education which have a demonstrated capacity to carry out activities which are eligible under the Housing and Community Development Act (HCDA). (This is provided for at §105(a)(22) of the HCDA.) While not mentioned in the Act, Historically Black Colleges and Universities are included as institutions of higher education.

HBCUs can demonstrate capacity to carry out CDBG-eligible activities in a variety of ways, since the list of CDBG-eligible activities is quite broad. For example, housing counseling services, public services, assistance to microenterprises, technical assistance to businesses, rehabilitation of housing, and construction of public facilities such as buildings are all CDBG-eligible; these are activities in which colleges and universities are frequently involved, either in the community or on their own campuses. The Act does not require that they must have already received CDBG funding to demonstrate capacity. Successful implementation of projects using HUD HBCU funding, foundation grants, or other state/local/nonprofit funding can also serve as evidence of capacity.

It is important to remember, however, that HUD does not make this determination of capacity. In the CDBG program, funds are provided to units of local government. In the Entitlement CDBG program (for larger cities and counties), HUD makes grants directly to the city or county; in the State CDBG program, HUD makes grants to states, which award funds to smaller communities that do not qualify for direct Entitlement funding. It is up to the unit of local government to select activities for funding; and, in the State CDBG program, it is up to the state to decide which activities it will fund. The local government (and the State, where applicable) would determine that the college or university has demonstrated capacity to carry out CDBG-eligible activities. Thus, an HBCU should work closely with its local government officials to seek and obtain CDBG funding.

All eligible activities in the CDBG Program must meet one of three statutory objectives specified in the CDBG legislation. This means that the activity must either benefit low- or moderate-income persons, aid in the prevention of slums and blighted conditions, or meet other community development needs having a particular urgency. Many HBCUs are located in (and have a long history of serving) neighborhoods with concentrations of low- and moderate-income persons. HBCU campuses are often located in neighborhoods which have suffered from disinvestment and show physical signs of blight. An institution which wishes to carry out CDBG activities should be prepared to demonstrate to the unit of local government how its activities will meet one of the three national objectives.

In recent years, HUD's Office of Community Planning and Development (CPD) has stressed a coordinated marshalling of resources to facilitate grantees' ability to engage in comprehensive community revitalization strategies. Comprehensive neighborhood/community revitalization strategies seek to create partnerships among Federal and local governments, the private sector, community organizations and local residents. The Department seeks to create communities of opportunity in distressed areas by stimulating the reinvestment of human and economic capital and by economically empowering low-income residents.

The Department recognizes the fundamental necessity of partnering in problem-solving in order to achieve much greater success in community revitalization efforts. HUD believes that no effort will succeed without the support of all of the community actors. Successful revitalization strategies are those that bring together the community's stakeholders to forge partnerships that:

- o obtain commitments to community building;
- o make communities attractive for investments, thereby creating a market for profits;

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- o generate community participation to ensure that the benefits of economic activity are **reinvested** in the community for long-term development;
  - o support the use of nonprofit intermediary institutions (e.g., Community Development Corporations, Community Development Financial Institutions, and Historically Black Colleges and Universities (HBCUs) to bridge gaps between local government agencies, the business community, community groups, and residents;
  - o foster the growth of resident-based initiatives to identify and address their housing, economic and human services needs;
  - o coordinate the delivery of various local, state and Federal resources; and
  - o support initiatives to move unemployed people from public assistance into jobs.

To encourage this approach, HUD has established in the CDBG program the option for units of local government to develop a Neighborhood Revitalization Strategy. (In the State CDBG program, this is called a Community Revitalization Strategy). Once a unit of local government develops and receives approval of a Revitalization Strategy, activities which it carries out to implement the strategy can take advantage of certain incentives built into the CDBG program regulations. These incentives make it easier for units of local government to demonstrate that CDBG-funded activities meet one of the national objectives.

HUD believes HBCUs can play a vital role in the development and implementation of revitalization strategies in the communities they serve. The HBCU can provide its facilities and expertise to bring community residents and local government officials together to identify problems and solutions. The HBCU can provide its facilities and expertise to produce the written document. Similarly, the institution could monitor and evaluate implementation of the strategy. (The institution could contract with the local government to perform these functions and receive CDBG administrative funds to pay for them; the institution could pay for these out of its own resources, as evidence of its financial commitment to the initiative; or it could use funds from its HUD HBCU award to perform these functions).

As a stakeholder in the community, the HBCU should play an active role in identifying neighborhood/community needs and problems. Likewise, as a stakeholder and community partner, it should establish an active role in implementing the revitalization strategy. Examples of roles HBCUs could play in community implementation of the strategy include:

- o Carrying out activities, pursuant to the locality's Consolidated Plan strategy, with its own funds;
- o Receiving CDBG funds from the unit of local government to carry out activities pursuant to the Consolidated Plan strategy;
- o Using HUD HBCU funding to carry out activities pursuant to the Consolidated Plan strategy;
- o Serving as an intermediary/facilitator to put funding sources together with entities carrying out activities;
- o Providing technical assistance to businesses, community groups and nonprofit organizations on how to implement projects to which they have committed; and

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- o Foster the formation of other nonprofit/intermediary organizations to implement portions of the strategy, when the lack of such organizations is an identified barrier to strategy implementation.

As HBCUs explore how to link their HBCU funding to CDBG revitalization strategies, HBCUs should first contact local government officials to learn if the locality has considered adopting the revitalization strategy approach, to get more specific information on revitalization strategy requirements, and to get more specific information about their community's CDBG program. HBCUs located in smaller (nonentitlement) communities should also contact the State agency which administers the CDBG program in their State.