

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**UNIVERSITY AND COLLEGE  
PROGRAMS**

**HISTORICALLY BLACK COLLEGES  
AND UNIVERSITIES (HBCU) PROGRAM**

Billing Code 4210-01-C

## Historically Black Colleges and Universities (HBCU) Program

### Overview Information

A. Federal Agency Name: Department of Housing and Urban Development, Office of Policy Development and Research, Office of University Partnerships.

B. Funding Opportunity Title: Historically Black Colleges and Universities (HBCU) Program.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Numbers: FR-5100-N-10; OMB Approval Number is 2528-0235.

E. Catalog of Federal Domestic Assistance (CFDA) Number: The CFDA Number for this program is 14.520.

F. Dates: The application deadline date is May 23, 2007. Application must be received and validated by Grants.gov by 11:59:59 p.m. eastern time on the deadline date. Please be sure to read the General Section for electronic application submission and receipt requirements.

G. Additional Overview Content Information:

1. Purpose of the Program: To assist Historically Black Colleges and Universities (HBCU) to expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing and economic development, principally for persons of low- and moderate-income consistent with the purposes of Title I of the Housing and Community Development Act of 1974, as amended.

2. Award Information: In Fiscal Year (FY) 2007, approximately \$8.9 million has been made available by the Revised Continuing Appropriations Resolution, 2007 (Pub. L. 110-5; approved February 15, 2007), of which up to \$1 million has been allocated to provide technical assistance and an additional \$22,275 in carryover funds. An applicant can request up to \$600,000 for a three-year (36 months) grant performance period. In order to ensure that institutions that have never received a HUD HBCU Program grant (First Time HBCU applicants) receive awards in this competition, approximately \$1.8 million will be made available to fund First Time HBCU applicants. In addition, approximately \$6.1 million will be made available to fund Previously Funded HBCU applicants. If funding designated for First Time HBCU applicants remains after all eligible First Time HBCU applicants are awarded, the remaining funds will be made available to fund eligible Previously Funded HBCU applicants.

3. Eligible Applicants: Historically Black Colleges and Universities that meet the definition of Historically Black Colleges and Universities as determined by the Department of Education in 34 CFR 608.2 in accordance with that Department's responsibilities under Executive Order 13256, dated February 12, 2002. Applicants must be institutions of higher education accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

### Full Text of Announcement

#### I. Funding Opportunity Description

The purpose of the Historically Black Colleges and Universities (HBCU) Program is to expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, principally for persons of low- and moderate-income, consistent with the purpose of the Title I of Housing and Community Development Act of 1974, as amended.

For the purposes of this program NOFA, the term "locality" includes any city, county, township, parish, village, or other general political subdivision of a state, or the U.S. Virgin Islands where the institution is located and the term "target area" is the area within the locality in which the institution will implement its proposed HBCU grant. If an institution wants to provide services/activities in a location other than the target area of that institution an applicant must provide justification for why they want to do so.

#### A. Authority

HUD's authority for making funding available under this NOFA is the Revised Continuing Appropriations Resolution, 2007 (Pub. L. 110-5; approved February 15, 2007). This program is being implemented through this NOFA and the policies governing its operation are contained herein.

#### B. Modifications

Listed below are major modifications from the Fiscal Year (FY) 2006 program-funding announcement:

1. In FY 2007, there is only one category of funding. In FY 2006, there were two categories, one of which exclusively funded activities related to Hurricanes Katrina and Rita. No funding is being set aside for this purpose this year.

2. Commitment letters, memoranda of understanding and/or agreements are not required to be submitted with the application, but the originals must be on file at the time of application

submission. HUD will require applicants chosen to proceed to the next step in the selection process to submit the signed commitment letters, memoranda of understanding and/or agreements outlined in the application, within seven calendar days after initial contact from the Office of University Partnerships (OUP). OUP will provide specific instructions on how these documents must be submitted at that time. HUD will only request and consider the resources/organizations outlined in the application. If OUP does not receive those documents with the required information and within the allotted timeframe, an applicant will not receive points under this factor.

3. The appendix section of an application must not exceed 15 pages in length (excluding forms, budget narrative and assurances). An applicant SHOULD NOT submit resumes, commitment letters, memoranda of understanding and/or agreements, or other back-up material. Each page must include the institution's name and should be numbered. HUD will not consider the information on any excess pages.

4. Applicants must budget for travel costs to attend at least one HUD sponsored HBCU conference/workshop every year of the three-year grant performance period.

#### II. Award Information

In Fiscal Year (FY) 2007, approximately \$8.9 million is made available for this program, of which up to \$1 million has been allocated to provide technical assistance and an additional \$22,275 in carryover funds. An applicant can request up to \$600,000 for a three-year (36 months) grant performance period.

In order to ensure that institutions that have never received a HUD HBCU Program grant (First Time HBCU applicants) receive awards in this competition, approximately \$1.8 million will be made available to fund First Time HBCU applicants. In addition, approximately \$6.1 million will be made available to fund Previously Funded HBCU applicants. If funding designated for First Time HBCU applicants remains after all eligible First Time HBCU applicants are awarded, the remaining funds will be made available to fund eligible Previously Funded HBCU applicants.

#### III. Eligibility Information

##### A. Eligible Applicants

Historically Black Colleges and Universities as determined by the U.S. Department of Education in 34 CFR

608.2 in accordance with that Department's responsibilities under Executive Order 13256, dated February 12, 2002. All applicants must be institutions of higher education accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

#### B. Cost Sharing or Matching

None Required.

#### C. Other

1. Eligible Activities. Eligible activities are listed in 24 CFR part 570, subpart C, particularly §§ 570.201 through 570.206. Information regarding these activities can be found at: [www.hudclips.org](http://www.hudclips.org) (click on the Code of Federal Regulations for detailed information). The 15 percent cap on the total grant amount that can be used on public service activities that benefit low- and moderate-income persons can be waived. Institutions seeking to devote more than 15 percent of the grant funds to public service activities must include a written request in their application addressed to Darlene F. Williams, Assistant Secretary for Policy Development and Research. The written request must include the following information: 1) the basis for the request; 2) a description of the proposed public service activities; 3) the dollar amount dedicated to the proposed public service activities; and 4) a statement describing how the proposed activities meet the Community Development Block Grant eligibility requirements and at least one national objective. This letter must be included in the application. If an applicant devotes more than 15 percent of their grant funds to public service activities and the letter is not included and/or does not include the information requested above those activities may not be considered fundable and this exclusion may result in a lower score.

a. Examples of eligible activities include, but are not limited to:

- (1) Acquisition of real property;
- (2) Clearance and demolition;
- (3) Rehabilitation of residential

structures including lead-based paint hazard evaluation and reduction and making accessibility and visitability modifications in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973;

(4) Public facilities and improvements, such as water and sewer facilities and streets compliance with accessibility requirements including Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and the American with Disabilities Act of 1990;

(5) Special economic development activities described at 24 CFR 570.203

and assistance to facilitate economic development by providing technical or financial assistance for the establishment, stabilization, and expansion of microenterprises, including minority enterprises;

(6) Assistance to community-based development organizations (CBDO) to carry out a CDBG neighborhood revitalization, community economic development, or energy conservation projects, in accordance with 24 CFR 570.204. This could include activities in support of a HUD-approved local entitlement grantee, CDBG Neighborhood Revitalization Strategy (NRS) or HUD-approved State CDBG Community Revitalization Strategy (CRS);

(7) Public service activities such as those general support activities that can help to stabilize a neighborhood and contribute to sustainable redevelopment of the area, including but not limited to such activities as those concerned with employment, crime prevention, child care, health care services, drug abuse, education, fair housing counseling, energy conservation, homebuyer down payment assistance, establishment of Neighborhood Network centers in federally assisted or insured housing, job training and placement, and recreational needs;

(8) Payments of reasonable grant administrative costs related to planning and execution of the project (e.g., preparation/submission of HUD reports). Detailed explanations of these costs are provided in the OMB circular (A-21 Cost Principals for Educational Institutions) that can be accessed at the White House Web site, [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html); and

(9) Fair housing services designed to further the civil rights objectives of the Fair Housing Act (42 U.S.C. 3601-20) by making all persons, without regard to race, color, religion, sex, national origin, familial status and/or disability aware of the range of housing opportunities available to them.

b. Eligible activities funded under this program meet both the Community Development Block Grant (CDBG) Program eligibility requirements and at least one of the national objectives.

c. The three national objectives of the Community Development Block Grant program are listed in Rating Factor 3 in Section V.A.3 of this NOFA.

Criteria for determining whether an activity addresses one or more national objective are provided at 24 CFR 570.208. The CDBG publication entitled "Community Development Block Grant Program Guide to National Objectives and Eligible Activities for Entitlement

Communities" describes the CDBG regulations, and a copy can be obtained from HUD's NOFA Information Center at 800-HUD-8929. Individuals with hearing or speech impairments may access this number via the toll-free Federal Information Relay Service at 800-877-8339.

#### 2. Threshold Requirements

Applicable to all Applicants. All applicants must comply with the threshold requirements as defined in the General Section and the requirements listed below. Applications that do not meet these requirements will be considered ineligible for funding and will be disqualified.

a. The applicant must meet the eligibility requirements as defined in Section III.A.

b. The maximum amount an applicant can request is \$600,000 for a three-year (36 months) grant performance period.

c. An applicant must have a DUNS number to receive HUD grant funds. (See the General Section). Only one application can be submitted per institution. If multiple applications are submitted all will be disqualified. However, different campuses of the same university system are eligible to apply as long as they have separate DUNS number, an administrative and budgeting structure independent of the other campuses in the system.

d. Applicants must receive a minimum score of 75 points to be considered for funding.

e. Electronic applications must be received and validated by [grants.gov](http://grants.gov) no later than 11:59:59 p.m. eastern time on the application deadline date.

3. Program Requirements. In addition to the threshold requirements listed in Section III C. of the General Section, applicants must meet the following program requirements:

a. All funds awarded are for a three-year (36 months) grant performance period.

b. Applicants must ensure that not less than 51 percent of the aggregated expenditures of the grant benefit low- and moderate-income persons under the criteria specified in 24 CFR 570.208(a) or 570.208(d)(5) or (6).

c. Site Control. Where grant funds will be used for acquisition, rehabilitation, or new construction an applicant must demonstrate site control. Funds may be recaptured or deobligated from recipients that cannot demonstrate control of a suitable site within one year after the initial notification of award.

d. Environmental Requirements. Selection for award does not constitute approval of any proposed sites. Following selection for award, HUD will perform an environmental review of

properties proposed for assistance in accordance with 24 CFR part 50. The results of the environmental review may require that proposed activities be modified or proposed sites be rejected. Applicants are particularly cautioned not to undertake or commit funds for acquisition or development of proposed properties prior to HUD approval of specific properties or areas. An application constitutes an assurance that the institution will assist HUD to comply with part 50; will supply HUD with all available and relevant information to perform an environmental review for each proposed property; will carry out mitigating measures required by HUD or select alternate property; and will not acquire, rehabilitate, convert, demolish, lease, repair, or construct property, and not commit or expend HUD or local funds for these program activities with respect to any eligible property until HUD's written approval of the property is received. In supplying HUD with environmental information, applicants should use the same guidance as provided in the HUD Notice CPD-05-07 entitled, "Field Environmental Review Processing for Rural Housing and Economic Development (RHED) Grants" issued August 30, 2005. Further information and assistance on HUD's environmental requirements is available at: <http://www.hud.gov/utilities/intercept.cfm?offices/cpd/lawsregs/notices/2005/05-07.pdf>.

e. Labor Standards. Institutions and their sub-grantees, contractors and subcontractors must comply with the labor standards (Davis-Bacon) requirements referenced in 24 CFR 570.603.

f. Economic Opportunities for Low- and Very-Low Income Persons (Section 3). The provisions of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) apply to this NOFA. One of the purposes of the assistance is to give, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, job training, employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns. Regulations are located at 24 CFR part 135.

#### IV. Application and Submission Information

##### A. Addresses To Request Application Package

Applicants may download the instructions to the application found on the Grants.gov Web site at <http://www.grants.gov/applicants/>

*apply\_for\_grants.jsp*. If you have difficulty accessing the information you may call the Grants.gov Support Desk toll free 800-518-GRANTS or e-mail your questions to [Support@Grants.gov](mailto:Support@Grants.gov). Hearing- and speech-challenged individuals may access this number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339. See the General Section for information regarding the registration process or ask for registration information from the Grants.gov Support Desk.

##### B. Content and Form of Application Submission

1. Forms. The following forms are required for submission. Copies of these forms are available on line at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

a. SF-424, Application for Federal Assistance;

b. SF-424 Supplement, Survey on Ensuring Equal Opportunities for Applicants ("Faith Based EEO Survey (SF-424 SUPP)" on Grants.gov);

c. HUD-424-CB, "Grant Application Detailed Budget" ("HUD Detailed Budget Form" on Grants.gov);

d. SF-LLL, Disclosure of Lobbying Activities, if applicable;

e. HUD-27300, Questionnaire for HUD's Removal of Regulatory Barriers ("HUD Communities Initiative Form" on Grants.gov), if applicable;

f. HUD-2880, Applicant/Recipient Disclosure/Update Report ("HUD Applicant Recipient Disclosure Report" on Grants.gov);

g. HUD-96010, Program Logic Model;

h. HUD-2990, Certification of Consistency with RC/EZ/EC-II Strategic Plan, if applicable;

i. HUD-2991, Certification of Consistency with the Consolidated Plan, if applicable;

j. HUD-40076, Response Sheet Performance Narrative, Previously Funded HBCU Applicant Only.

k. HUD-40076, Budget-By-Activity;

l. HUD-2993, Acknowledgement of Applicant Receipt. Complete this form if you have received a waiver to the electronic application submission requirement. Applicants are not required to include this form;

m. HUD-2994-A, You Are Our Client Grant Applicant Survey. Applicants are not required to complete this form; and

n. HUD-96011, Third Party Documentation Facsimile Transmittal ("Facsimile Transmittal Form" on Grants.gov). This form must be used as the cover page to transmit third party documents and other information. Applicants are advised to download the application package, complete the SF-

424 first and it will pre-populate the Transmittal Cover page. The Transmittal Cover page will contain a unique identifier embedded in the page that will help HUD associate your faxed materials to your application. Please do not use your own fax sheet. HUD will not read any faxes that are sent without the HUD-96011 fax transmittal cover page.

2. Certifications and Assurances. Please read the General Section for detailed information on all Certifications and Assurances. All applications submitted through Grants.gov constitute an acknowledgement and agreement to all required certifications and assurances. Please include in your application each item listed below. Applicants submitting paper copy applications should submit the application in the following order:

a. SF-424, Application for Federal Assistance. Please remember the following:

(1) The full grant amount requested from HUD (entire three-years) should be entered, not the amount for just one year;

(2) Include the name, title, address, telephone number, facsimile number, and e-mail address of the designated contact. This is the person who will receive all correspondence, therefore, please ensure the accuracy of the information;

(3) The Employer Identification/Tax ID number;

(4) The DUNS Number;

(5) The Catalog of Federal Domestic Assistance Number for this program is 14.520;

(6) The project's proposed start date and completion date. For the purpose of this application, the program start date should be December 1, 2007; and

(7) The signature of the Authorized Organization Representative (AOR) who by virtue of submitting an application via Grants.gov has been authenticated by the credential provider to submit applications on behalf of the Institution and approved by the eBusiness Point of Contact to submit an application via Grants.gov. The AOR must be able to make a legally binding agreement with HUD.

b. Application Checklist. Applicants should use the checklist to ensure that they have all the required components of their application. Applicants that receive a waiver of the electronic application submission requirement must include a copy of the checklist in their application submission. Applicants submitting an electronic application should not submit the

checklist. The checklist can be located in Appendix A.

c. Abstract. Applicants must include no more than a two-page summary of the proposed project. Please include the following:

(1) A brief description of each proposed project activity, where it will take place (be located), the target population that will be assisted, and the impact this project is expected to have on the community and institution;

(2) A statement that the institution is an eligible institution because it is a fully accredited institution, the name of the accrediting agency and an assurance that the accrediting agency is recognized by the U.S. Department of Education;

(3) The designated contact person, including phone number, facsimile number, and e-mail address (This is the person who will receive all correspondence; therefore, please ensure the accuracy of the information);

(4) The project director, if different from the designated contact person, for the project, including phone number, facsimile number, and e-mail address.

d. Narrative statement addressing the Factors. HUD will use the narrative response to the "Rating Factors" to evaluate, rate, and rank applications. The narrative statement is the main source of information. Applicants are advised to review each factor carefully for program specific requirements. The response to each factor should be concise and contain only information relevant to the factor, yet detailed enough to address each factor fully. PLEASE DO NOT REPEAT MATERIAL IN RESPONSE TO THE FIVE FACTORS; INSTEAD, FOCUS ON HOW WELL THE PROPOSAL RESPONDS TO EACH OF THE FACTORS. Where there are subfactors each subfactor must be presented separately, with the short title of the subfactor presented. Make sure to address each subfactor and provide sufficient information about every element of the subfactor. The narrative section of an application must not exceed 50 pages in length (excluding forms, budget narrative, assurances, and abstract) and must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper, with one inch margins (from the top, bottom, and left to right side of the document) and printed in standard Times New Roman 12-point font. Each page of the narrative must include the institution's name and should be numbered. Note that although submitting pages in excess of the page limit will not disqualify an applicant, HUD will not consider the information on any excess pages. This exclusion may result in a lower score or failure to meet a threshold requirement. All

applicants submitting electronic applications must attach their narrative responses to Rating Factors 1–5 as one attachment. PLEASE DO NOT ATTACH YOUR RESPONSE TO EACH FACTOR SEPARATELY. Please follow the instructions on file extension and file names in the General Section.

e. Budget. The budget submission must include the following:

(1) HUD-424-CB, "Grant Application Detailed Budget." This form shows the total budget by year and by line item for the program activities to be carried out with the proposed HUD grant. Each year of the program should be presented separately. Applicants must also budget for travel costs (airfare, lodging and per diem) for two individuals to attend at least one HUD sponsored HBCU conference/workshop every year of the three-year grant performance period. To calculate travel expenses, applicants located in Eastern and Central time zones or the U.S. Virgin Islands should use San Francisco, CA as the site of all conferences/meetings. Applicants located in Mountain and Pacific time zones should use Washington, DC as the site of all conferences/workshops.

Applicants must also submit this form to reflect the total cost (summary) for the entire grant performance period (Grand Total).

(2) HUD-40076-HBCU, "Response Sheet, Budget-By-Activity" The form should include a listing of each activity and task necessary to be performed to implement the program, the overall costs for each activity, and the cost from each funding source. The budget-by-activity should clearly indicate the HUD grant amount and identify the source and dollar amount of the leveraged resources, if any.

Make sure that the amounts shown on the SF-424, HUD-424-CB, HUD-40076-HBCU and all other required program forms are consistent and the budget totals are correct. Remember to check addition in totaling the categories on all forms so that all items are included in the total. If there is an inconsistency between any of the required budget forms, the HUD-424-CB will be used. All budget forms must be completed fully. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during grant agreement negotiations.

(3) Budget Narrative. A narrative must be submitted that explains how the applicant arrived at the cost estimates for any line item over \$5,000 cumulative. For example, an applicant proposes to construct a building using HUD funding totaling \$200,000. The following costs estimate reflects this

total. Foundation cost \$75,000, electrical work \$40,000, plumbing work \$40,000, finishing work \$35,000, and landscaping \$10,000. The proposed cost estimates should be reasonable for the work to be performed and consistent with rates established for the level of expertise required to perform the work proposed in the geographical area. When necessary, quotes from various vendors or historical data should be used (please make sure they are kept on file and are available for review by HUD at any time). When an applicant proposes to use a consultant, the applicant must indicate whether there is a formal written agreement. For each consultant, please provide the name, if known, hourly or daily rate, and the estimated time on the project.

Applicants must use a cost estimate based on historical data from the institution, and/or from a qualified firm (e.g., Architectural or Engineering firm), vendor, and/or qualified individual (e.g., independent architect or contractor) other than the institution for projects that involve rehabilitation of residential, commercial and/or industrial structures, and/or acquisition, construction, or installation of public facilities and improvements. Such an entity must be involved in the business of housing rehabilitation, construction and/or management. Equipment and contracts cannot be presented as a total estimated costs. For equipment, applicants must provide a list by type and cost for each item. Applicants using contracts must provide an individual description and cost estimate for each contract. Construction costs must be broken down to indicate how funds will be utilized (e.g., demolition, foundation, exterior walls, roofing, electrical work, plumbing, finishing work, etc.).

(4) Indirect costs. Indirect costs, if applicable, are allowable based on an established approved indirect cost rate. Applicants must have on file and submit to HUD, if selected for funding, a copy of their indirect cost rate agreement. Applicants who are selected for funding that do not have an approved indirect cost rate agreement, established by the cognizant federal agency, will be required to establish a rate. In such cases, HUD will issue an award with a provisional rate and assist applicants in having a rate established.

f. Appendix. Applicants receiving a waiver of the electronic submission requirements and submitting a paper copy of the application must place all required forms in this section. The appendix section of an application must not exceed 15 pages in length (excluding forms, budget narrative and assurances). An applicant SHOULD

NOT submit resumes, commitment letters, memoranda of understanding and/or agreements, or other back-up materials. If this information is included, it will not be considered during the review process. Each page must include the applicant's name and should be numbered. HUD will not consider the information on any excess pages. The additional items will also slow the transmission of your application.

#### C. Submission Dates and Times

A complete application package must be received and validated electronically by the Grants.gov portal no later than 11:59:59 p.m. eastern time on or before the applications deadline date. In an effort to address any issues with transmission of your application, applicants are strongly encouraged to submit their applications at least 48 to 72 hours prior to the application deadline. This will allow an applicant enough time to make the necessary adjustments to meet the submission deadline in the event Grants.gov rejects the application. Please see the General Section for further instructions. Electronic faxes using the Facsimile Transmittal Cover Sheet (Form HUD-96011) contained in the electronic application must be received no later than 11:59:59 p.m. eastern time on the application submission deadline date.

#### D. Intergovernmental Review

This program is excluded from an Intergovernmental Review.

#### E. Funding Restrictions

Ineligible CDBG Activities are listed at 24 CFR 570.207. Ineligible activities include but are not limited to:

1. Curriculum development and/or expansion of an institution's existing curriculum;
2. General government expenses; and
3. Political activities.

#### F. Other Submission Requirements

1. Application Submission and Receipt Procedure. Please read the General Section carefully and completely for the submission and receipt procedures for all applications because failure to comply may disqualify your application.

2. Waiver of Electronic Submission Requirements. Applicants should submit their waiver requests in writing using e-mail or fax. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to: Susan Brunson, Office of University Partnerships, E-mail: [Susan\\_S\\_Brunson@hud.gov](mailto:Susan_S_Brunson@hud.gov), FAX: (202)

708-0309. Paper applications will not be accepted from applicants that have not been granted a waiver. If an applicant is granted a waiver, the Office of University Partnerships will provide instructions for submission. All applicants submitting applications in paper format must have received a waiver to the electronic application submission requirement and the application must be received by HUD on or before the application deadline date.

### V. Application Review Information

#### A. Criteria

1. Rating Factor 1: Capacity of the Applicant and Relevant Experience (25 Points). This factor addresses the extent to which the institution has the resources necessary to successfully implement the proposed activities in a timely manner.

a. Knowledge and Experience For First Time Applicants (25 Points) For Previously Funded Applicants (10 Points). In rating this subfactor, HUD will consider the extent to which the applicant clearly addresses the following:

(1) Describe the knowledge and experience of the proposed project director and staff, including the day-to-day program manager, consultants (including technical assistance providers), and contractors in planning and managing the type of project for which funding is being requested; and

(2) Clearly identify the following: key project team members, titles (e.g., project manager/coordinator, etc.), respective roles for the project staff, and a brief description of their relevant experience.

If key personnel have not been hired, applicants must identify the position title, provide a description of duties and responsibilities, and describe the qualifications to be considered in the selection of personnel, including subcontractors and consultants.

Experience will be judged in terms of recent and relevant knowledge and skills of the staff to undertake the proposed eligible program activities. HUD will consider experience within the last five (5) years to be recent and experience pertaining to similar activities to be relevant.

b. Past Performance (15 points) for Previously Funded Grant Applicants Only. This subfactor will evaluate how well an applicant has performed successfully under HUD/HBCU grants. Applicants must demonstrate this by addressing the following information on the HUD-40076-HBCU "Response Sheet" (Performance Narrative) for all

previously completed and open HUD/HBCU grants:

(1) A list of all HUD/HBCU grants received, including the dollar amount awarded and the amount expended as of the date of this application. The HUD-40076-HBCU "Response Sheet" (Performance Narrative) form is located at the following Web site: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). The form should be filled out completely;

(2) A description of the achievement of specific tasks, measurable objectives, and specific outcomes consistent with the approved timeline/work plan;

(3) A comparison of the amount of proposed leveraged funds and/or resources to the amount that was actually leveraged;

(4) A detailed description of compliance with all reporting requirements, including timeliness of submission, whether reports were complete and addressed all information (both narrative and financial) as required by the grant agreement; and

(5) A list detailing the date the project(s) was completed, was it completed in the original three-year grant performance period; if not completed why (including when it was or will be completed);

HUD will also review an applicant's past performance in managing funds, including, but not limited to: the ability to account for funding appropriately; timely use of funds received from HUD; meeting performance targets for completion of activities; timely submission of required progress reports and receipt of promised leveraged resources. In evaluating past performance, HUD reserves the right to deduct up to five (5) points from this rating score as a result of the information obtained from HUD's records (i.e., progress and financial reports, monitoring reports, Logic Model submissions, and amendments).

2. Rating Factor 2: Need/Extent of the Problem (15 Points). This factor addresses the extent to which there is a need for funding the proposed program activities and an indication of the importance of meeting the need(s). In addressing this factor, applicants should provide, at a minimum, the following and must cite statistics and/or analyses contained in one or more current data sources that are sound and reliable.

(1) Describe the need(s); and

(2) Describe the importance of meeting the proposed needs.

In rating this factor, HUD will consider only current data that is specific to the area where the proposed project activities will be carried out.

Sources for localized data can be found at: [www.ffiec.gov](http://www.ffiec.gov).

HUD will also consider data collected within the last five (5) years to be current. To the extent that the targeted community's Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice (AI) identify the level of the problem and the urgency in meeting the need, applicants should include references to these documents in response to this factor.

Other reliable data sources include, but are not limited to, Census reports, HUD Continuum of Care gap analysis and its E-MAP (to find additional information go to HUD's Web site: <http://www.hud.gov/emaps>), law enforcement agency crime reports, Public Housing Agencies' Comprehensive Plans, community needs analyses such as provided by the United Way, the applicant's institution, and other sound, reliable and appropriate sources. Needs in terms of fulfilling court orders or consent decrees, settlements, conciliation agreements, and voluntary compliance agreements may also be addressed.

3. Rating Factor 3: Soundness of Approach (40 Points). This factor addresses the quality and effectiveness of the proposed work plan and the commitment of the institution to sustain the proposed project activities.

a. (33 Points) Quality of the Work Plan. This subfactor will be evaluated on the extent to which an applicant provides a clear detailed description of the proposed project activities, anticipated accomplishments, and the impact they will have on the target population at the end of the project.

(1) (25 Points) Specific activities. The work plan must describe all proposed project activities and major tasks required to successfully implement them. The work plan must also identify the anticipated accomplishments and impact these activities will have on the targeted population. In addressing this subfactor, applicants must provide a clear description of each proposed project activity and address the following:

(a) Describe each proposed project activity in measurable terms (e.g., the number of persons to be trained and employed; houses to be rehabilitated; or minority-owned businesses to be started, etc.);

(b) List and describe how each activity meets one of the following Community Development Block Grant (CDBG) Program national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; or

- Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs.

Criteria for determining whether an activity addresses one or more objectives are provided at 24 CFR 570.208;

(c) Describe the measurable impact that implementing each activity (by the end of the grant period) will have on the target population;

(d) Identify the major tasks required (in sequential order) to successfully implement and complete each proposed project activity. Include target completion dates for each task (in 6 month intervals, up to thirty-six (36) months); and

(e) Identify the key staff, as described in Factor 1, who will be responsible and accountable for completing each task.

(2) (8 Points) Describe clearly how each proposed activity will:

(a) Expand the role of the institution in the community;

(b) Address the needs identified in Factor 2;

(c) Relate to and not duplicate other activities in the target area. Duplicative efforts will be acceptable only if an applicant can demonstrate through documentation that there is a population in need that is not being served; and

(d) Involve citizens of the target area in the planning and implementation of the proposed project activity (e.g., development of an advisory committee that is representative of the target community).

b. (3 Points) Involvement of the Faculty and Students. The applicant must describe how it proposes to integrate the institution's students and faculty into proposed project activities.

c. (2 Points) HUD Policy Priorities. As described in the General Section, to earn points under this subfactor, HUD requires applicants to undertake specific activities that will assist the Department in implementing its policy priorities that help the Department achieve its goals and objectives in FY2008, when the majority of grant recipients will be reporting programmatic results and achievements. In addressing this subfactor, HUD will evaluate the extent to which a program will further and support HUD's priorities. The quality of the responses provided to one or more of HUD's priorities will determine the score an applicant can receive. Applicants must describe how each policy priority selected will be

addressed. Applicants that just list a priority will receive no points. Please refer to the General Section for additional information about HUD's policy priorities.

The total number of points an applicant can receive under this subfactor is two (2). Each policy priority addressed has a point value of one (1) point with the exception of the policy priority to remove regulatory barriers to affordable housing, which has a point value of up to two (2) points. To receive these two (2) points, an applicant must: (1) Complete either Part A or Part B (not both), (2) include appropriate documentation, (3) identify a point of contact, (4) indicate how this priority will be addressed and (5) submit the completed questionnaire, (HUD-27300) "HUD's Initiative on Removal of Regulatory Barriers" found in the General Section. It is up to the applicant to determine which of the policy priorities they elect to address to receive the available two (2) points.

d. (2 Points) Economic Opportunities for Low- and Very-Low Income Persons (Provision of Section 3). This subfactor will be evaluated on the extent to which an applicant describes how it proposes to:

(1) Provide opportunities to train and employ Section 3 residents; and/or

(2) Award contracts to Section 3 contractors (see the regulations at 24 CFR 135). Regulations regarding the provision of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) can be located at 24 CFR Part 135.

4. Rating Factor 4: Leveraging Resources (8 Points). This factor addresses the ability of the applicant to secure resources and develop partnerships that can be combined with HUD's grant funds to achieve the program's purpose.

In evaluating this factor, HUD will consider how well the applicant has established partnerships with other entities to secure additional resources to increase the effectiveness of the proposed project activities. Resources may include funding or in-kind contributions, such as services or equipment, allocated for the purpose(s) of the proposed project activities. Resources may be provided by governmental entities, public or private nonprofit organizations, for-profit private organizations, or other entities. Applicants may also establish partnerships with other program funding recipients to coordinate the use of resources in the target area. Overhead and other institutional costs (e.g., salaries, indirect costs, etc.) that the institution has waived may be counted.

Examples of potential sources for outside assistance include:

- Federal, state, and local governments;
- Local or national nonprofit organizations;
- Financial institutions and/or private businesses;
- Foundations;
- Faith-based and other community-based organizations.

To address this factor, an applicant must provide an outline in the application and have the original written commitment letters, memoranda of understanding and/or agreements that show the extent and firm commitment of all proposed leveraged resources (including any commitment of resources from the applicant's own institution) that address the following information for each leveraged resource/fund on file at the time of application submission:

- (1) The name of the organization and the executive officer authorizing the funds/goods and/or services (only applicable to the narrative section)
- (2) The cash amount contributed or dollar value of the in-kind goods and/or services committed (if a dollar amount and its use is not shown, the value of the contribution will not be scored for award);
- (3) A specific description of how each contribution is to be used toward the proposed activities;
- (4) The date the contribution will be made available and a statement that describes the duration of the contribution;
- (5) Any terms or conditions affecting the commitment, other than receipt of a HUD Grant; and
- (6) The signature of the appropriate executive officer authorized to commit the funds and/or goods and/or services (only applicable to the written documentation).

DO NOT submit commitment letters, memoranda of understanding and/or agreements at the time of application submission but have the originals on file at the time of submission. IF THIS INFORMATION IS INCLUDED, IT WILL NOT BE CONSIDERED DURING THE REVIEW PROCESS. Applicants chosen to proceed to the next step in the selection process will be required to submit the signed commitment letters, memoranda of understanding and/or agreements outlined in the application, within seven (7) calendar days after initial contact from the Office of University Partnerships (OUP). Letters, memoranda of understanding, or agreements must be submitted on the provider's letterhead and should be addressed to Sherone Ivey, Associate Deputy Assistant Secretary for

University Partnerships. The date of the letter, memorandum of understanding, or agreement from the CEO of the provider organization must be dated no earlier than nine months prior to this published NOFA. OUP will provide specific instructions on how these documents must be submitted when contact is made with the applicant. HUD will only request and consider the resources/organizations that *are listed* in the outline submitted in the application. If OUP does not receive those documents with the required information and within the allotted timeframe, an applicant will not receive points under this factor.

5. Rating Factor 5: Achieving Results and Program Evaluation (12 Points). This factor reflects HUD's goal to embrace high standards of management and accountability. It measures the applicant's commitment to assess their performance to achieve the program's proposed objectives and goals. Applicants are required to develop an effective, quantifiable, outcome oriented evaluation plan for measuring performance and determining that objectives and goals have been achieved by using the Logic Model. The Logic Model is a summary of the narrative statements presented in Factors 1–4. Therefore, it should be consistent with the information contained in the narrative statements.

“Outcomes” are benefits accruing to the community during or after participation in the HBCU program. Applicants must clearly identify the outcomes to be measured and achieved. Examples of outcomes include increased employment opportunities in the target community by a certain percentage, increased incomes/wages or other assets for persons trained, or enhanced family stability through the creation of affordable housing opportunities (e.g., increased assets to families and communities through the development of affordable housing).

In addition, applicants must establish interim benchmarks and outputs that lead to the ultimate achievement of outcomes. “Outputs” are the direct products of the program's activities. Examples of outputs are the number of new affordable housing units, the number of homes that have been renovated, and the number of facilities that have been constructed or rehabilitated. Outputs should produce outcomes for the program. At a minimum, an applicant must address the following activities in the evaluation plan:

- a. Measurable outputs to be accomplished (e.g., the number of persons to be trained and employed;

houses to be built pursuant to 24 CFR 570.207 or rehabilitated; minority-owned businesses to be started);

- b. Measurable outcomes the grant will have on the community in general and the target area or population; and

- c. The impact the grant will have on assisting the university to obtain additional resources to continue this type of work at the end of the grant performance period.

The information must be placed on a HUD-96010, Program Outcome Logic Model form. HUD has developed a new approach to completing this form. Please carefully read the General Section for instructions; training is available. If an applicant utilizes “other” from the Logic Model categories, then the applicant should describe briefly this “other” category within the Rating Factor 5 narrative. If a narrative is provided, those pages will be included in the page count. (Form HUD-96010 will be excluded from the page count.)

#### B. Review and Selection Process

##### 1. Application Selection Process

Two types of reviews will be conducted:

- a. A threshold review to determine an applicant's basic eligibility; and
- b. A technical review for all applications that pass the threshold review to rate and rank the application based on the “Rating Factors” listed in Section V.A. Only those applications that pass the threshold review will receive a technical review.

2. Rating Panels. To review and rate applications HUD may establish panels, which may include experts or consultants not currently employed by HUD to obtain certain expertise.

3. Ranking. HUD will fund applications in rank order, until all available program funds are awarded. In order to be considered for funding, an applicant must receive a minimum score of 75 points out of a possible 100 points for Factors 1 through 5; plus up to two bonus points that may be awarded for activities conducted in the RC/EZ/EC-II communities, as described in the General Section. If two or more applications have the same number of points, the application with the most points for Factor 3 shall be selected. If there is still a tie, the application with the most points for Factor 1 shall be selected. If there is still a tie, the application with the most points for Factors 2, 4 and then 5 shall be selected in that order until the tie is broken. HUD reserves the right to make selections out of rank order to provide for geographic distribution of grantees.



HUD also reserves the right to reduce the amount of funding requested in order to fund as many highly ranked applications as possible. Additionally, if funds remain after funding the highest ranked applications, HUD may fund part of the next highest-ranking application. If an applicant turns down an award offer, HUD will make an award to the next highest-ranking application. If funds remain after all selections have been made, the remaining funds will be carried over to the next funding cycle's competition.

4. Correction to Deficient Applications. See the General Section.

### C. Anticipated Announcement and Award Dates

Announcements of awards are anticipated on or before September 30, 2007.

## VI. Award Administration Information

### A. Award Notice

After all selections have been made, HUD will notify all winning applications in writing. HUD may require winning applicants to participate in additional negotiations before receiving an official award. For further discussion on this matter, please refer to the General Section.

### B. Administrative and National Policy Requirements

Refer to the General Section.

1. Debriefing. The General Section provides the procedures for requesting a debriefing. All requests for debriefings must be made in writing to: Ophelia Wilson, Office of University Partnerships, Department of Housing and Urban Development, 451 Seventh Street, SW., Room 8106, Washington, DC 20410-6000.

2. Administrative. Grants awarded under this NOFA will be governed by the provisions of 24 CFR part 84 (Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations), A-21 (Cost Principles for Educational Institutions) and A-133 (Audits of States, Local Governments, and Non-Profit Organizations). Applicants can access the OMB circulars at the White House Web site at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html).

3. OMB Circulars and Governmentwide Regulations Applicable to Financial Assistance Programs. The General Section provides further discussion on this matter.

4. Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor

Relations on Federal and Federally Funded Construction Projects. See the General Section for further discussion.

5. Procurement of Recovered Materials. The General Section provides further discussion on the matter.

6. Code of Conduct. See the General Section for further discussion.

### C. Reporting

All grant recipients under this NOFA are required to submit quarterly progress reports. The progress reports shall consist of two components, a narrative that must reflect the activities undertaken during the reporting period and a financial report that reflects costs incurred by budget line item, as well as a cumulative summary of costs incurred during the reporting.

For each reporting period, as part of the required report to HUD, grant recipients must include a completed Logic Model form (HUD-96010), which identifies output and outcome achievements.

For FY2007, HUD is considering a new concept for the Logic Model. The new concept is a Return on Investment (ROI) statement. HUD will be publishing a separate notice on the ROI concept.

## VII. Agency Contacts

Applicants may contact Ophelia Wilson at (202) 708-3061, extension 4390 or Susan Brunson at (202) 708-3061, extension 3852. Persons with speech or hearing impairments may call the Federal Information Relay Service (TTY) at (800) 877-8339. Except for the "800" number, these numbers are not toll-free. *mail to:* Applicants may also reach Ms. Wilson via e-mail at [Ophelia\\_Wilson@hud.gov](mailto:Ophelia_Wilson@hud.gov), and/or Ms. Brunson at [Susan\\_S.\\_Brunson@hud.gov](mailto:Susan_S._Brunson@hud.gov).

## VIII. Other Information

### Paperwork Reduction Act

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2528-0235. 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 356 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,

semi-annual and final reports. 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.

### Appendix A—Application Checklist—HBCU

This checklist identifies application submission requirements. Applicants are requested to use this checklist when preparing an application to ensure submission of all required elements. Applicants submitting an electronic application do not have to submit the checklist. Applicants that receive a waiver of the electronic application submission requirement must include a copy of the checklist in their application.

*Check off to ensure these items have been included in the application:*  
 SF-424 "Application For Federal Assistance"

Application Checklist (Applicants that submit paper applications must include the checklist in their applications)

Abstract (must include no more than a two-page summary of the proposed project)

*Indicate the page number where each of the Factors are located:*

Narrative Statement Addressing the Rating Factors.

The narrative section of an application must not exceed 50 pages in length (excluding forms, budget narrative and abstract). This information must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper, with one-inch margins (from the top, bottom, left, and right sides of the documents) and printed in standard Times New-Roman 12-point font.

[Applicants that submit applications via Grants.gov should review the General Section for information about file names and extensions. *File names should not contain spaces or special characters.*]

Factor I

Factor II

HUD-40076, "Response Sheet Performance Narrative" (If applicable)

Factor III

Factor IV

Factor V

HUD-96010 "Logic Model"

*Check off to ensure these items have been included in the application:*

Appendix. The appendix section of an application must not exceed 15 pages in length (excluding forms, budget narrative and assurances).

Budget

HUD 424-CB "Grant Application Detailed Budget" ("HUD Detailed Budget Form" on Grants.gov)

\_\_ HUD-40076-HBCU "Budget-By-Activity"

\_\_ Budget Narrative (No form provided and must be submitted for the total three-year grant period)

Appendix B (All Required Forms)

The following forms are required for submission. All required forms are contained in the electronic application package.

\_\_ Application for Federal Assistance (SF-424)

\_\_ Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement) ("Faith Based EEO Survey (SF-424 SUPP)" on Grants.gov)

\_\_ Grant Application Detailed Budget (HUD-424-CB) ("HUD Detailed Budget Form" on Grants.gov)

\_\_ Disclosure of Lobbying Activities (SF-LLL), if applicable

\_\_ Questionnaire for HUD's Removal of Regulatory Barriers (HUD-27300), ("HUD Communities Initiative Form" on Grants.gov), if applicable

\_\_ Applicant/Recipient Disclosure/Update Report (HUD-2880) ("HUD Applicant Recipient Disclosure Report" on Grants.gov)

\_\_ Certification of Consistency with RC/EZ/EC-II Strategic Plan (HUD-2990), if applicable

\_\_ Certification of Consistency with the Consolidated Plan (HUD-2991) if applicable

\_\_ Acknowledgement of Applicant Receipt (HUD-2993) Only applicants that submit paper applications

\_\_ You Are Our Client Grant Applicant Survey (HUD-2994-A)

\_\_ Response Sheet Performance Narrative (HUD-40076) if applicable

\_\_ Budget-By-Activity (HUD-40076)

\_\_ Program Logic Model (HUD-96010)

\_\_ Third Party Documentation Facsimile Transmittal (HUD-96011) ("Facsimile Transmittal Form" on Grants.gov)

required as the cover page to third party documents transmitted by facsimile to HUD. See the General Section.