

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**STUDENT RESEARCH AND STUDY
PROGRAMS**

**COMMUNITY DEVELOPMENT WORK
STUDY PROGRAM**

Billing Code 4210-32-C

Community Development Work Study 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: Community Development Work Study Program (CDWSP).

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: The Federal Register Number for this Notice of Funding Availability (NOFA) is FR-4950-N-08. The OMB approval number for this program is 2528-0185.

E. Catalog of Federal Domestic Assistance (CFDA) Number: The CFDA Number for this program is 14.512.

F. Dates: The application submission date is May 18, 2005. 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:* The Community Development Work Study Program (CDWSP) funds two-year grants to accredited institutions of higher education, Area Planning Organizations (APOs), and states applying on behalf of institutions to provide assistance to economically disadvantaged and minority graduate students who participate in a community development work study program. Students must be U.S. citizens or lawful permanent residents (recipient of an Alien Registration Recipient Card-Form I-551, commonly referred to as a Green Card) and enrolled full-time in a graduate community building academic degree program. Grants will cover the academic period August 2005 through August 2007.

2. *Award Information:* In Fiscal Year (FY) 2005, approximately \$2.8 million has been made available for this program, plus \$391,144 in previously unobligated FY 2004 funds. The grant performance period is two years (24 months). The performance period will commence on the effective date of the grant agreement. Institutions may request no more than \$15,000 per year per student for a total of \$30,000 for a two-year (24 months) grant performance period. The minimum number of students that can be assisted under this program per participating institution is three. The maximum number of students that can be assisted under this program per participating institution is five. The maximum amount an

institution can request for funding is \$150,000.

3. *Eligible Applicants:* Organizations are eligible if they are:

a. An accredited institution of higher education recognized by the U.S. Department of Education that offers a graduate degree in a community development academic program;

b. An Area Planning Organization (APO) (Additional information and locations of APOs can be accessed at the following Web site, <http://www.narc.org>.) applying on behalf of two or more eligible accredited institutions recognized by the U.S. Department of Education that offer a graduate degree in a community development academic program. These institutions must also be located in the same Standard Metropolitan Statistical Area (SMSA) or non-SMSA as the APO (in accordance with the regulations at 24 CFR 570.415, institutions of higher education are permitted to choose whether to apply independently or through an APO); or

c. A state applying on behalf of two or more eligible accredited institutions recognized by the U.S. Department of Education that offer a graduate degree in a community development academic program and that are located in the state.

Full Text of Announcement

I. Funding Opportunity Description

The Community Development Work Study Program (CDWSP) funds two-year grants to accredited institutions of higher education, Area Planning Organizations (APOs), and states applying on behalf of institutions to provide assistance to economically disadvantaged and minority graduate students who participate in a community development work study program.

A. Authority

HUD's authority for making funding available under this NOFA is Section 107(c) of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 *et seq.*). Regulations for the program appear at 24 CFR 570.415.

B. Modifications

Listed below are major modifications to the Fiscal Year (FY) 2004 program-funding announcement:

1. Applicants are required to submit their application electronically via the following Web site: <http://www.grants.gov/Apply>. Read the General Section for further information regarding submitting your application electronically.

2. The procedure for institutions to apply for funding under this NOFA has changed. See Section III.A. of this NOFA for details.

3. If an applicant is an APO or State the application narrative must not exceed 85 pages in length including any supplemental photocopies or excerpts from official publications of the educational institution or department (excluding forms and assurances, Executive Summary, agreements and letters).

C. Program Definitions

1. *Area Planning Organizations (APO)*—An organization authorized by law or by interlocal agreement to undertake planning and other activities for a metropolitan or non-metropolitan area. For an organization operating in a non-metropolitan area to be considered an APO, its jurisdiction must cover at least one county. Additional information and locations of APOs can be accessed at the following Web site <http://www.narc.org>.

2. *Economically disadvantaged and minority students*—Students who satisfy all applicable guidelines established at the participating institution to measure financial need for academic scholarship or loan assistance, including, but not limited to, students who are Black, American Indian/Alaskan Native, Hispanic, or Asian/Pacific Island, and including students with disabilities.

3. *Student*—An individual enrolled in an eligible full-time academic program. He/she must be a first-year student in a two-year graduate program. Students enrolled in Ph.D. programs are ineligible.

II. Award Information

In Fiscal Year (FY) 2005, approximately \$2.8 million, plus \$391,144 in previously unobligated FY 2004 funds is made available under this NOFA. Institutions may request no more than \$15,000 per year per student for a total of \$30,000 for a two-year (24 months) grant performance period. The performance period will commence on the effective date of the grant agreement. The minimum number of students that can be assisted per participating institution is three. The maximum number of students that can be assisted under this program is five per participating institution. The maximum amount of funding an institution can request is \$150,000.

III. Eligibility Information

A. Eligible Applicants

Organizations are eligible if they are:

1. An accredited institution of higher education recognized by the U.S.

Department of Education that offers a graduate degree in a community development academic program;

2. An APO (Additional information and locations of APOs can be accessed at the following Web site, <http://www.narc.org>.) applying on behalf of two or more eligible accredited institutions recognized by the Department of Education that offer a graduate degree in a community development academic program. These institutions must also be located in the same Standard Metropolitan Statistical Area (SMSA) or non-SMSA as the APO (in accordance with the regulations at 24 CFR 570.415, institutions are permitted to choose whether to apply independently or through an APO); or

3. A state applying on behalf of two or more eligible accredited institutions recognized by the Department of Education that offer a graduate degree in a community development academic program that are located in the state.

4. Accredited institutions located in a state may apply independently even if the state is applying. However, if the institution is also included in the application of the State or APO then the separate individual application from that institution will be disregarded. Additionally, if an institution is included in the application of both an APO and a State, then the reference to the institution in the application of the State will be stricken. The State's application will then be ineligible if fewer than two institutions remain as participants in the State's application.

B. Cost Sharing or Matching

None Required.

C. Other

Audit Requirements

Applicants must ensure that their most current A-133 audit is on file at the Federal Audit Clearinghouse. (Applicants are not required to submit a copy of the audit with the application.) Grantees that expend \$500,000 or more in federal financial assistance in a single year (this can be program year or fiscal year) must be audited in accordance with the OMB requirements as established in 24 CFR Part 84. Additional information regarding this requirement can be accessed at the following Web site: <http://harvester.census.gov/sac>.

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 to be evaluated, rated, and

ranked. Applications that do not meet these requirements will be considered ineligible for funding and will be disqualified:

a. The applicant must meet the eligible requirement as defined in Section III.A, Eligible Applicants.

b. Applicants must comply with all statutory and regulatory requirements applicable to this program. CDWSP regulations can be found at 24 CFR 570.415. Copies of the regulations are available on request from <http://www.HUDUSER.org>.

c. An eligible community building academic program includes, but is not limited to, accredited graduate degree programs in community and economic development, community planning, community management, community organizing, public administration, public policy, urban economics, urban management, and urban planning.

d. The minimum number of students that may be assisted per participating institution is three. If an APO or state receives assistance for a program that is conducted by two or more institutions, each participating institution must have a minimum of three students per program. The maximum number of students that can be assisted under this program is five per participating institution. The applicant may request no more than \$150,000 for award.

e. Only *one* application can be submitted per institution. If multiple applications are submitted, all will be disqualified. If a single institution application is also included in the application of an APO or state, then the individual application of the institution will be disregarded. Additionally, if an institution is included in the application of both an APO and a state, then the reference to the institution in the application of the state will be stricken. The state's application will then be ineligible if fewer than two institutions remain as participants in the state's application.

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

g. An applicant must have a DUNS Number to receive HUD grant funds. (The General Section provides information regarding the DUNS requirement.)

h. Electronic applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on May 18, 2005. See the General Section for information on application submission and timely receipt requirements.

3. Program Requirements

In addition to the standard requirements listed in Section III.C of

the General Section, applicants must meet the following program requirements:

a. All funds awarded under this program must be spent during a two-year (24 months) grant performance period.

b. Applicants must have on file a signed agreement with each student that covers the purpose of the work placement, responsibilities of both parties, including financial support and work components. This agreement should also address the student's responsibilities as described in the program regulations that can be found at 24 CFR 570.415.

c. Applicants must have on file a signed agreement with each work placement agency that covers the purpose of the work placement, and the respective roles of all parties. Among other matters determined to be appropriate, this agreement should address the work placement agency's responsibilities described in the program regulations that can be found at 24 CFR 570.415.

d. Where the recipient is an APO or State, the recipient and each participating institution must execute a written agreement incorporating their mutual responsibilities under the CDWSP program. Applicants must have on file a copy of all executed agreements.

(Note: HUD does not provide a model or sample format for any of these agreements).

IV. Application and Submission Information

A. Address to Request Application Package

Applicants may download the instructions to the application found on the grants.gov Web site at <http://www.Grants.gov/Apply>. The instructions contain the General Section and Program Section of the published NOFA as well as forms that you must complete and attach as a zip file to your application submission. 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. The Support Desk staff will assist you in accessing the information. Please remember that you must be registered to submit an application utilizing Grants.gov. Your registration allows you to electronically sign the application and enables Grants.gov to authenticate that the person signing the application has the legal authority to submit the application on behalf of the applicant. Please see the General Section for information regarding the registration

process or ask for registration information from the Grants.gov Support Desk. Please be aware that the registration process is a separate process from requesting e-mail notification of funding opportunities or downloading the application and should be done as soon as you download the application from the grants.gov Web site. If you are not sure if you are already registered, the Grants.gov Support Desk can assist in verifying whether you are registered.

B. Content and Form of Application Submission

1. Forms

The following forms are required for submission. Copies of these forms are included in Appendix A of the General Section. All required forms are contained in the electronic application package.

- a. Application for Federal Assistance (SF-424);
- b. Survey of Ensuring Equal Opportunity for Applicants (SF-424 Supplement);
- c. Disclosure of Lobbying Activities (SF-LLL);
- d. America's Affordable Communities Initiative (HUD-27300), if applicable;
- e. Applicant/Recipient Disclosure/Update Report (HUD-2880);
- f. Program Logic Model (HUD-96010);
- g. Community Development Work Study Program Student Data Sheets Budget (HUD-30007);
- h. Community Development Work Study Program Student Budget Sheet (HUD-30015);
- i. Budget Cover Sheet for State/Area-Wide Planning Organizations Budget Summary Sheet (HUD-30014) if applicable only for states and APOs; and
- j. Client Comments and Suggestions (HUD-2994). This form is included to solicit information from the most valuable source, the applicant. The changes that we have instituted this year are designed to make things easier for the applicant. If applicants complete and submit this form, it will help HUD to assess whether the changes made to this document have had the intended results. It will also guide us in our continuing efforts to improve the competitive grant process. Applicants are not required to complete this form;
- k. Acknowledgement of Applicant Receipt (HUD-2993). Only applicants that do not submit electronic application need to include this form with their application. Please complete this form if you have received a waiver to the electronic application submission requirement. Applicants are not required to include this form, but it is recommended that they do so; and

l. *Facsimile Transmittal Cover Page (HUD 96011)*. This form must be used as part of the electronic application to transmit third party documents and other information as described in the General Section as part of your electronic application submittal (if applicable). 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 download the cover page and then make multiple copies to provide to any of the entities responsible for submitting faxed materials to HUD on your behalf.

2. *Certifications and Assurances*. Please read the General Section for detailed information on all the 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 for the entire two 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 the reviewers' comments; therefore, please ensure the accuracy of the information;
 - (3) The Employer Identification/Tax ID;
 - (4) The DUNS Number;
 - (5) The Catalog of Federal Domestic Assistance Number for this program is 14.512;
 - (6) The project's proposed start date and completion date. For the purpose of this application, the program start date should be September 1, 2005; and
 - (7) The signature of the Authorized Organization Representative (AOR) who has been authenticated by the credential provider to submit applications via Grants.gov. The AOR must be able to make a binding legal agreement with HUD. See the General Section for instructions and requirements for Registration with Grants.gov.

b. *Application Checklist*. Applicants should use the checklist to ensure that they have all the required components of their application. Applicants

receiving a waiver of the electronic submission must include the completed checklist in their application.

Applicants submitting an electronic application do not have to submit the checklist in their application. The checklist can be found in the NOFA (See Attachment A).

c. *Executive Summary*. Applicants must include an Executive summary that is no more than three pages in length. The Executive Summary must, at a minimum, describe:

- (1) The academic degree programs for which the students will be selected;
- (2) The type of work placement agencies (including specific examples) that have committed to participate in the program (students cannot be placed at a federal government agency);
- (3) The plans and resources/facilities for administering the program and assisting students to pursue post-academic or community building opportunities; and
- (4) The contact person and the address where correspondence and all other information should be sent. If this is not included, all information will be forwarded to the address and the official named on the Form SF-424.

d. *Designation of Applicable Graduate Degree Program(s) Form HUD-30013 (Community Development Work Study Program Designation of Applicable Graduate Academic Degree Program)*. Review carefully the regulations that can be found at 24 CFR 570.415 dealing with eligible types of degree programs before completing this form. If the proposed program is other than one listed as an eligible degree program, please contact Madlyn Wohlman-Rodriguez for additional guidance. See Section VII below for contact information.

e. *Narrative statement addressing the Rating 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, but 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. In 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 each subfactor. The application narrative

must not exceed 50 pages in length including any supplemental photocopies or excerpts from official publications of the educational institution or department (excluding forms and assurances, Executive Summary, agreements and letters) unless the applicant is an APO or State. If an applicant is an APO or State the application narrative must not exceed 85 pages including any supplemental photocopies or excerpts from official publications of the educational institution or department (excluding forms and assurances, Executive Summary, agreements and letters). Each page of the narrative must be numbered and include the applicant's name. Please 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.

f. *Budget.* Use the budget form HUD-30015 (Community Development Work Study Program Student Budget Sheet) for the August 2005 through August 2007 funding period. An APO or State must also complete the HUD-30014 (Community Development Work Study Program State/Area Planning Organization Budget Summary). Please provide any necessary back-up documentation (e.g., pages from course catalogues listing the fees) to demonstrate concisely that the amounts requested are reasonable and customary. Applicants are not required to submit documentation for the administrative allowance amount. Any anticipated increases to these project costs should be included and an explanation for the basis of the increases provided. If documentation is not included, the award amount will be based on current tuition rates, regardless of any subsequent tuition increase. HUD will not increase the amount of the grant once awarded to reflect any tuition or fee increases that have not been set forth in the application. Also, HUD will not cover any costs exceeding the per-student maximum.

g. *Appendix.* Applicants receiving a waiver of the electronic submission requirements and submitting a paper copy of the application must place all letters of support, agreements, and other required forms in this section. For applicants submitting electronic applications, please refer to Section IV.F of the General Section for instructions on how third party documents are to be submitted to HUD using the electronic submission process. An applicant should not submit general support letters, resumes, or other back-up

materials. If this information is included, it will not be considered during the review process. The additional items will also slow the transmission of your application.

C. *Submission Dates and Times*

A complete application package must be received electronically by the Grants.gov portal no later than 11:59:59 p.m. eastern time on or before May 18, 2005. Applications may be submitted in advance of the submission date. Electronic faxes using the Facsimile Transmittal (Form HUD 96011) cover sheet contained in the electronic application may be submitted prior to the application submission date and must be received no later than 11:59:59 p.m. eastern time on the application submission date. Please see Section IV.F of the General Section for electronic application submission instructions and timely receipt requirements.

D. *Intergovernmental Review*

This program is excluded from an Intergovernmental Review.

E. *Funding Restrictions*

Funding may only be provided to applicants that meet the standards for eligible applicants defined in Section III.

F. *Other Submission Requirements*

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

2. *Waiver of Electronic Submission Requirements.* Please refer to Section IV.F. of the General Section for further discussion.

V. *Application Review Information*

A. *Criteria*

1. *Rating Factor 1: Capacity of the Academic Program and Relevant Past Experience (25 Points)*

This factor addresses the extent to which an applicant's academic program has the capacity to prepare students for careers in community building. In evaluating this factor, HUD will consider:

a. *Capacity of the Academic Program.* For First Time Applicants (20 Points). For Previously Funded Applicants (15 Points). Applicants must describe the quality of the academic program the institution offers (or in the case of an application from an APO or state, those offered by the institutions included in

the application) including, without limitation, the following:

(1) The course offerings in terms of their depth and emphasis on applied coursework; and

(2) Qualifications of the faculty, such as the number of relevant Ph.D.s, specific accomplishments and the percentage of their time devoted to teaching and research in community building.

As a supplement to the narrative response, applicants can include photocopies of excerpts from official publications of the educational institution or department. Please make sure to place these documents after the narrative and include them in the page count. For applicants submitting electronic applications, please refer to Section IV.F of the General Section for instructions on how third party documents are to be submitted to HUD using the electronic submission process.

b. *Rates of Graduation.* For First Time Applicants (5 Points). For Previously Funded Applicants (10 Points). HUD will evaluate the graduation rates of students previously enrolled in a community building academic degree program, specifically (where applicable), graduation rates from any previously funded CDWSP academic programs or similar programs. This factor measures the rate of graduation for all applicable years and awards points based on the extent to which the applicant exceeds a 50 percent graduation rate each applicable year. Previously funded CDWSP programs should include copies of the final Community Development Work Study Program Student Data Sheet, HUD-30007, for each previously enrolled student who received assistance from the program in the last six years. These documents must be submitted electronically.

2. *Rating Factor 2: Need for the Program (10 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. In responding to this factor, HUD will evaluate the applicant's commitment to meeting the needs of economically disadvantaged and minority students as demonstrated by the institution's policies and plans, past efforts and successes recruiting, enrolling, and financially assisting economically disadvantaged and minority students, including the provision of reasonable accommodations for students with disabilities. If the applicant is an APO or state, HUD will consider the demonstrated commitment of each accredited institution of higher

education on whose behalf the APO or state is applying.

3. Rating Factor 3: Soundness of Approach (45 Points)

This factor addresses the quality and effectiveness of the proposed student work placement assignments.

a. *Quality of the Work Placement Assignments (13 Points)*. HUD will evaluate the extent to which participating students will receive a variety of work placement assignments. (**Note:** Students cannot be placed with a federal government agency.) The assignments should provide practical and useful experience to students participating in the program and further the participating students' preparation for professional careers in community building. In rating this subfactor, HUD will consider the variety of work placement agencies, and the variety of projects/experiences at each agency and overall. Applicants must also include a description of the plan for rotating students among work placement agencies. In addition, for each placement applicants must outline the educational objectives of the placement, the nature of the supervision, the standard of evaluation, and the student's commitment under the work placement agreement.

Note: Students engaging in community building projects through an institution of higher education (rather than being directly supervised by local work placement sites) may do so only through a HUD-funded Community Outreach Partnership Center (COPC), which will be considered a work placement agency even if the community building projects are undertaken with or through a separate organization or entity. Accordingly, students engaging in community building through an institution of higher education's outreach center should do so during only part of their academic program and should rotate to other work placement agency responsibilities as well. In order to receive higher points on this subfactor, applicants must propose at least three different work placement experiences for each student (typically, one each school year and one during the summer between the two school years) and include executed agreements with their proposed work study sites, rather than just listing the sites.

b. *Effectiveness of Program Administration (15 Points)*. HUD will evaluate the degree to which the applicant will be able to effectively coordinate and administer the program. HUD will allocate the maximum points available under this criterion equally among the following three considerations, except that the maximum points available under this criterion will be allocated equally only between (1) and (2), if the applicant has

not previously administered a CDWSP-funded program. If an applicant received a CDWSP grant in FY 2001 or before and has not received one since, the applicant is considered a new applicant for the purposes of this factor. Applicants must include a Management Work Plan (it should be included under this subfactor) that addresses the following details at a minimum:

(1) The strength and clarity of the plan for placing CDWSP students on rotating work placement assignments and for monitoring CDWSP students' progress both academically and in their work placement assignments. In addition, include plans, procedures, schedules, and preferably a milestone chart that indicates the sequence in which these tasks will be performed, noting areas of work that will be performed simultaneously and continually during the life of the grant, along with the name of the responsible individual. Also, include plans for recruiting and selecting students, monitoring and guidance of students academic progress, coordinating and monitoring student work placement agencies, and other matters deemed significant;

(2) The key personnel responsible for administering, managing, and evaluating the project; the experience, responsibilities, available time, and authority of the individual who will coordinate and administer the program; and

(3) The effectiveness of prior coordination and administration of a CDWSP-funded program, where applicable. In addressing this factor, applicants should describe the timeliness of report submissions. Applicants should review their prior CDWSP grant agreements and reports and compare when reports were due with when the reports actually were submitted. Applicants should also describe their timeliness in expending grant funds. Applicants are encouraged to provide a chart that outlines report submissions for each grant by the submission date and the pattern of drawing down of funds. 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; and meeting performance targets for completion of the grant. In evaluating past performance, HUD reserves the right to deduct up to five points from this rating score as a result of the information obtained from HUD's records (*i.e.*, progress reports, including Logic Model submissions, amendments and financial

reports), including the timely submission of required progress reports.

c. *Likelihood of Fostering Students' Permanent Employment in Community Building (15 Points)*. HUD will evaluate the extent to which the proposed program will lead participating students directly and immediately to permanent employment in community building. Include a statement that describes, at a minimum, the following:

(1) Past success (in the last four years) in placing graduates (particularly CDWSP-funded and similar program graduates, where applicable) in permanent employment in community building; and

(2) How the institution will assist students (particularly students in CDWSP-funded and similar programs, where applicable) in finding permanent employment in community building. Include the amount/type of faculty/staff time and institutional resources that will be devoted to assisting students.

d. *HUD Policy Priorities (2 Points)*.

HUD encourages applicants to undertake specific activities that will assist the Department in implementing its policy priorities and which will help the Department achieve its goals and objectives in FY 2006, when the majority of grant recipients will be reporting programmatic results and achievements. In addressing this subfactor, HUD will evaluate the extent to which an applicant will provide students with work place assignments that undertake specific activities that will further and support HUD's priorities. The quality of the responses provided to one or more of HUD's priorities to 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. Each policy priority addressed has a point value of one point with the exception of the policy priority to remove regulatory barriers to affordable housing, which has a point value of up to 2 points. The total number of points available to applicants that address policy priorities is 2. It is up to the applicant to determine which of the policy priorities they elect to address to receive the available 2 points. To receive points for efforts to remove regulatory barriers to affordable housing, an applicant must submit the completed questionnaire (HUD-27300) "HUD's Initiative on Removal of Regulatory Barriers" found in the General Section along with required documentation. The form is part of the electronic application and is constructed to permit the required documentation to be attached to the

electronic form. For the full list and explanation of each policy priority, please refer to the General Section.

4. *Rating Factor 4: Leveraging Resources (10 points)*. HUD will evaluate the applicant's commitment and ability to assure that CDWSP students will receive sufficient financial assistance above and beyond the CDWSP funding to complete their academic program in a timely manner and without working in excess of 20 hours a week during the school year. When addressing this issue, delineate the full costs budgeted annually per student (including living expenses, fees, etc), explain the basis for the budget and how the financial assistance package offered to each CDWSP student will meet that budget. Applicants must explain how variations in the budget needs and emergency financial needs will be addressed among students. Loans are less preferred than grants because of the burden placed on the student to repay them. Therefore, higher points will be given to applicants that provide assistance in the form of grants rather than loans.

5. *Rating Factor 5: Achieving Results and Program Evaluation (10 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 project'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. The Logic Model is a summary of the narrative statements presented in Factors 1–4. Therefore, the information submitted on the Logic Model form should be consistent with the information contained in the narrative statements.

"Outcomes" are benefits accruing to students in the program. Applicants must clearly identify the outcomes to be measured and achieved. Examples of outcomes include the number of students that complete the program and/or the number of students that obtained full-time employment.

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. An example of output is the number of placements a student has during the course of the grant. Outputs should produce outcomes for the program.

All performance indicators should be objectively quantifiable and measure actual achievements against anticipated

achievements. Applicants must also describe the steps that will be taken to make adjustments to the work plan if performance targets are not met within the established time frame associated with each activity. At a minimum, the evaluation plan should address the following activities:

- a. Student recruitment;
- b. Student completion of degree program; and
- c. Long-term placement after graduation (1 year after graduation).

This information must be placed under this section on a HUD–96010, Program Outcome Logic Model form. Applicants may submit as many copies of this form as required. It will not be included in the page count requirement. A narrative is not required for this factor. However, if a narrative is provided, those pages will be included in the page count. Additional information on how to use this form can be found in the General Section.

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 based on the "Rating Factors" listed above.

Only those applications that pass the threshold review will receive a technical review and be rated and ranked.

2. Rating Panels

To review and rate applications, HUD may establish panels which may include persons not currently employed by HUD. These individuals may be included to obtain certain expertise.

3. Ranking

HUD will fund applications in rank order, until all available program funds are awarded. In order to be funded, an application must receive a minimum score of 75 points. The maximum number of points available for this program is 100. The RC/EZ/EC–II communities, two bonus points described in the General Section, do not apply to this program. HUD may make awards out of rank order to achieve geographic diversity, and may provide assistance to support a number of students that is less than the number requested under an application or a lower funding level per student, in order to provide assistance to as many highly ranked applications as possible. If there is a tie in the point scores of two applications, the rank order will be determined by the scores on Rating

Factor 3 entitled "Soundness of Approach." The application with the higher points on this factor will be given the higher rank. If there is still a tie, the rank order will be determined by the applicant's scores on Rating Factor 1 entitled "Capacity of the Applicant's Academic Program and Relevant Past Experience." The application with the most points for this selection factor will be given the higher rank. 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 funding remains after all selections have been made, the remaining funds will be carried over to the next funding cycle.

4. Correction to Deficient Applications

The General Section provides the procedures for correction to deficient applications.

C. Anticipated Announcement and Award Dates

Announcements of awards are anticipated on or before September 30, 2005.

VI. Award Administration Information

A. Award Notice

After all selections have been made, HUD will notify all winning applicants 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

For information regarding these requirements, please refer to Section VI.B in the General Section.

1. Debriefing

The General Section provides the procedures for requesting a debriefing. All requests for a debriefing must be made in writing and submitted to Madlyn Wohlman-Rodriguez, Office of University Partnerships; Robert C. Weaver Federal Building; 451 Seventh Street, SW., Room 8106; Washington, DC 20410–6000. Applicants may also write to Ms. Wohlman-Rodriguez at Madlyn_S._Wohlman@hud.gov.

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 <http://www.whitehouse.gov/omb/circulars/index.html>.

3. OMB Circulars and Government-Wide Regulations Applicable to Financial Assistance Programs

The General Section provides further discussion on this matter.

4. Environmental Requirements

In accordance with 24 CFR 50.19 (b)(3) and (b)(9) of the HUD regulations, activities assisted under this program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

5. Code of Conduct

See the General Section for further discussion.

C. Reporting

All grant recipients under this NOFA are required to submit semi-annual

progress reports. The progress reports shall consist of two components, a narrative (including forms) that must reflect the activities undertaken during the reporting period and a financial report that reflects costs incurred during the reporting period, as well as a cumulative summary.

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

HUD requires that funded recipients collect racial and ethnic beneficiary data. HUD has adopted the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data. In view of these requirements, applicants should use form HUD-27061, Racial and Ethnic Data Reporting Form or a comparable form, or a comparable electronic data system for this purpose.

VII. Agency Contacts

Applicants may contact Madlyn Wohlman-Rodriguez at (202) 708-3061, extension 5939 or Susan Brunson, at (202) 708-3061, extension 3852. Person 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. Applicants may also reach Ms. Rodriguez via e-mail at

Madlyn_S._Wohlman-Rodriguez@hud.gov, and/or Ms. Brunson at *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 2528-0185. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 60 hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, semi-annual 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.

BILLING CODE 4210-32-P

Attachment A---Application Checklist

CDWSP
Application Checklist

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 in the checklist in their applications)

_____ Executive Summary (no more than three (3) pages in length)

_____ HUD-30013, Community Development Work Study Program Designation of Applicable Degree Program

Indicate the page number where each of the Factors is located:

Narrative Statement Addressing the Rating Factors.

The narrative including any supplemental photocopies or excerpts from official publications of the educational institution or department (excluding forms and assurances, Executive Summary, agreements and letters) must not exceed 50 pages in length unless the applicant is an APO or State. If an applicant is an APO or State the application narrative must not exceed 85 pages including any supplemental photocopies or excerpts from official publications of the educational institution or department (excluding forms and assurances, Executive Summary, agreements and letters), double-spaced on one side of the paper, with one inch margins (from the top, bottom, left and right) and printed in standard Times New Roman 12-point font.

___ Factor I

___ Factor II

___ Factor III

___ Management Workplan (Include in narrative)

___ Factor IV

___ Factor V

_____ HUD-96010 "Logic Model"

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

Appendix

_____ Budget

_____ HUD-30007 "Community Development Work Study Program Student Data Sheets"

_____ HUD-30015, "Community Development Work Study Program Student Budget Sheet"

_____ HUD-30014, "Budget Cover Sheet for State/Area-Wide Planning Organizations Budget Summary Sheet (applicable only for States and APOs)"

_____ Recipient/Student Binding Agreement (No form provided)

_____ Recipient/Work Placement Agreement (No form provided)

_____ Letters of commitment, memoranda of understanding, or agreements) _____

Attachment B (All Required Forms)

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

_____ HUD-30013, Community Development Work Study Program Designation of Applicable Degree Program

_____ HUD-30015, "Community Development Work Study Program Student Budget Sheet"

_____ HUD-30014, "Budget Cover Sheet for State/Area-Wide Planning Organizations Budget Summary Sheet (applicable only for States and APOs)"

_____ HUD-27300 "America's Affordable Communities Initiative Removal of Regulatory Barriers" (if applicable)

_____ HUD Form 2880, Applicant/Recipient Disclosure Update Report

_____ HUD Form 2993, Acknowledgement of Application Receipt (not required for electronically submitted application)

_____ HUD Form 2994, Client Comments and Suggests (not required)

**Community Development Work
Study Program
Student Data Sheet**

**U.S. Department of Housing
and Urban Development**
Office of University Partnerships

OMB Approval No. 2528-0175
(exp. 10/31/2003)

The information collection requirements contained in this notice of funding availability and application kit will be used to rate applications, determine eligibility, and establish grant amounts for the Community Development Work Study Program, (CDWSP). Total reporting burden for collection of this information is estimated to average 1 hour. This includes time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information submitted in response to the notice of funding availability for CDWSP is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 189 (Pub. L. 101-235, approved December 15, 1989, U.S.C. 3545). The agency may not conduct or sponsor, and a person is not required to, a collection of information unless the collection displays a valid control number.

Institution: _____ Grant #: CDWS _____ - _____ - _____

Date of Report : _____ Interim: _____ Final: _____

Student: _____ Gender: _____

Ethnicity: (Select one) Hispanic or Latino Not Hispanic or Latino

Race: (Select one or more)

American Indian or Alaska Native Asian Black or African-American
Native Hawaiian or Other Pacific Islander White

Date Student Entered Program: _____

Degree/Major/Concentration: _____

Hours Required for Degree: _____ Qtr. Hrs. or _____ Semester Hrs.

Hours Completed Through Reporting Period: _____ Cumulative GPA: _____

Work Placements: Initial Second Third
(Check appropriate placement)

Agency Name: _____

Position: _____

Start Date: _____ End Date: _____

Date Student Will Graduate/Did Graduate From Program: _____

Date Student Withdrew* From Program Without Completion: _____

Grant Funds Expended Through This Reporting Period:

| | |
|--------------------------|-------|
| Administrative Allowance | _____ |
| Work Stipend | _____ |
| Tuition and Fees | _____ |
| Additional Supprt | _____ |

* An explanation of students's withdrawal must accompany the Student Data Sheet

**Community Development Work
Study Program
Designation of Applicable
Graduate Academic Degree Program**

**U.S. Department of Housing
and Urban Development**
Office of University Partnerships

OMB Approval No. 2528-0175
(exp. 10/31/2003)

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To be eligible for participation in the Community Development Work Study Program (CDWSP), an institution must have a graduate academic degree program in one of the relevant fields as defined in the program's regulations. Closely examine the definitions of "community building" and "community building academic program" in the regulations and, if in doubt, speak with the program staff in the Office of University Partnerships before preparing an application.

Below are the degree programs that the institution has determined as eligible programs to implement this CDWSP grant.

Academic Degree Program(s)

Attached are photocopies of excerpts from an official publication of the educational institution(s) or department setting forth the degree requirements and listing the courses applicable for the particular academic program(s) to which this grant will apply.

Signature of Dean (or Equivalent) of Academic Department Granting Degree(s)

**Community Development Work
Study Program
State/Areawide Planning Organization
Budget Summary Sheet**

**U.S. Department of Housing
and Urban Development**
Office of University Partnerships

OMB Approval No. 2528-0175
(exp.10/31/2003)

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Name of State/Areawide Planning Organization: _____

Date Submitted: _____

Total Application Budget

Administrative Allowance: _____

Work Stipend: _____

Tuition and Fees: _____

Additional Support: _____

TOTAL _____

Total number of students _____

Participating Institutions of Higher Education:

**Community Development Work
Study Program
Student Budget Sheet**

**U.S. Department of Housing
and Urban Development**
Office of University Partnerships

OMB Approval No. 2528-0175
(exp. 10/31/2003)

The information collection requirements contained in this notice of funding availability and application kit will be used to rate applications, determine Eligibility, and establish grant amounts for the Community Development Work Study Program, (CDWSP). Total reporting burden for collection of this information is estimated to average 1 hour. This includes time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, completing and reviewing the collection of information. The information submitted in response to the notice of funding availability for CDWSP is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Pub.L. 101-235, approved December 15, 1989, U.S.C. 3545). The agency may not conduct or sponsor, and a person is not required to, a collection of information unless the collection displays a valid control number.

Name of Institution of Higher Education _____ Date Submitted: _____

| CATEGORY | YEAR ONE (Per Student) | | YEAR TWO (Per Student) | | Number of Students | | TOTAL (Both years, All students) |
|---|---------------------------|--------------|---------------------------|--------------|--------------------|--------------|--|
| | Resident | Non-Resident | Resident | Non-Resident | Resident | Non-Resident | |
| Administrative Allowance (Maximum = \$1,000) | | | | | | | |
| Work Stipend (Maximum = \$9,000) | | | | | | | |
| Tuition, Fee and Additional Support (Maximum = \$5,000) | | | | | | | |
| Totals | | | | | | | |

Total requested **per resident student** for the two **years combined**: \$ _____
 Total requested **non resident student** for the two **years combined**: \$ _____

The requested **WORK STIPEND** is based on the prevailing hourly rate of \$ _____ for initial entry positions in the community and economic development field for graduate students multiplied by _____ hours per semester/quarter multiplied by semesters/quarters and if applicable, _____ hours during the summer for the yearly per student total work stipend.

The request **TUITION AND FEES per resident student** for the two **years combined**: \$ _____
 The request **TUITION AND FEES resident student** for the two **years combined**: \$ _____
 To support the request above, a tuition and fee schedule is attached to this document:

Yes No

ADDITIONAL SUPPORT may cover books and other educational supplies (\$ _____), travel expenses for the students (\$ _____), Professional association dues (\$ _____), and other, i.e., computer diskettes _____ (\$ _____).