

COMMUNITY DEVELOPMENT TECHNICAL ASSISTANCE

OVERVIEW INFORMATION

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

B. Funding Opportunity Title: Community Development Technical Assistance (CD-TA).

C. Announcement Type: Initial Announcement.

D. Funding Opportunity Number: The Federal Register number for this NOFA is FR-5200-N-19. The OMB Approval Numbers for this NOFA are: 2506-0166 for the HOME Investment Partnerships Program (HOME), the HOME Investment Partnerships Program for Community Housing Development Organizations (CHDO (HOME)) and McKinney-Vento Homeless Assistance (Homeless); 2506-0133 for Housing Opportunities for Persons With AIDS (HOPWA) and for Community Development Block Grants (CDBG).

E. Catalog of Federal Domestic Assistance (CFDA) Numbers: 14.239, HOME and CHDO (HOME); 14.235, Homeless; 14.241, HOPWA; 14.218 CDBG Entitlement Grants; 14.219 CDBG States and Small Cities Program; 14.225 CDBG Insular Program; 14.248 CDBG Section 108.

F. Dates: The application deadline date is **July 3, 2008**. Applications 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 Information: Applicants interested in providing technical

assistance to entities participating in HUD’s community development programs should carefully review the **General Section** and the information listed in this CD-TA NOFA. Applicants should note that HUD has made significant changes to this CD-TA NOFA from previous years’ requirements. The following chart highlights some of the major changes to this year’s CD-TA NOFA:

Revision
CDBG TA is included this year.
A minimum award amount has been established for national awards and field office awards.
Training requirements are explained in more detail for national and local awards.
Requirements added to include HOME Certification for HOME and CHDO (HOME) providers as well as references required for new applicants or applicants that do not have an open HUD CD-TA award.
Rating Factor 2 - Need, has been eliminated, the other rating Factors have been changed significantly.
The Logic Model is now a post-award requirement.

1. Available Funds. Funds are available to provide technical assistance for five separate program areas: HOME, CHDO (HOME), Homeless, HOPWA, and CDBG. Applicants may apply for up to all five CD-TA program areas. The application submission information is contained in this CD-TA NOFA at Section IV.B. Approximately \$ 27.9 million is available. No cost sharing is required. Awards will be administered under cooperative agreements with significant HUD involvement (see Section II.C of this

NOFA).

2. Eligible Applicants. Eligible applicants vary by each program listed under the CD-TA NOFA. Please see a chart for a full list of eligible applicants in section III A, under the Full Text of Announcement.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Description. The purpose of the CD-TA program is to provide technical assistance to achieve the highest level of performance and results for five separate community development program areas: (1) HOME; (2) CHDO (HOME); (3) Homeless; (4) HOPWA and (5) CDBG. Information about the five community development programs and their missions, goals, and activities can be found on the HUD web site at www.hud.gov.

B. Authority. HOME TA is authorized by the HOME Investment Partnerships Act (42 U.S.C. 12781-12783); 24 CFR part 92. CHDO (HOME) TA is authorized by the HOME Investment Partnerships Act (42 U.S.C. 12773); 24 CFR part 92. For the McKinney-Vento Act Homeless Assistance Programs, TA is authorized by the Consolidated Appropriations Act, 2008, (P.L. 110-161). HOPWA TA is also authorized by the Consolidated Appropriations Act, 2008 (P.L. 110-161). CDBG TA is authorized under Title 1 of the Housing and Community Development Act of 1974 (42 U.S.C. 5301-5320); 24 CFR 570.402.

II. Award Information

A. Available Funds. Approximately \$27.9 million is available for the CD-TA program. Additional funds may become available as a result of HUD's efforts to recapture unused

funds or to utilize carry over funds. In addition, should a balance of national CHDO (HOME) funds remain after awards are provided, the balance may be reprogrammed, pending Congressional authorization, as national HOME funds. The chart below demonstrates the division of funds among the programs that comprise CD-TA, and presents the national versus local share of those funds. No local funds are available under either HOPWA or CDBG TA. For the \$14.9 million available for national TA programs, HUD has established a \$200,000 award minimum for successful national TA applications, and a \$50,000 minimum award for successful local HOME and CHDO (HOME) applicants. A \$15,000 award minimum has been established for successful local Homeless TA applications. All awards are subject to the funding restrictions described in detail in Section IV, Subpart E.

Program	National TA	Local TA
HOME	\$5,000,000	\$5,000,000
CHDO (HOME)	2,500,000	6,000,000
Homeless	5,600,000	2,000,000
HOPWA	820,000	0
CDBG	1,000,000	0
Total	14,920,000	13,000,000

For the HOME, CHDO (HOME), and Homeless TA programs, the local TA funds are distributed among HUD’s forty-three Community Planning and Development field offices. Each field office has been allotted a fair share of HOME, CHDO (HOME), and Homeless TA funds based on the needs identified by each individual field office. The chart below highlights the local TA funds available, by CD-TA program, for each field office. All awards will be subject to the minimum funding thresholds noted above, and the funding restrictions identified in Section IV, Subpart E.

Local TA Area	HOME	CHDO (HOME)	Homeless
Alabama	\$0	\$0	30,000
Alaska	50,000	50,000	30,000
Arkansas	50,000	50,000	30,000
California – Northern and Arizona, Nevada	400,000	850,000	180,000
California – Southern	350,000	500,000	165,000
Caribbean	100,000	100,000	30,000
Colorado and Montana, North Dakota, South Dakota, Utah, Wyoming	150,000	200,000	45,000
Connecticut	50,000	100,000	30,000
District of Columbia area	50,000	50,000	30,000
Florida – Southern	50,000	50,000	15,000

Florida – Northern	150,000	0	45,000
Georgia	150,000	150,000	45,000
Hawaii	100,000	100,000	30,000
Illinois	150,000	400,000	95,000
Indiana	50,000	50,000	15,000
Kansas and Missouri – Western	100,000	100,000	30,000
Missouri - Eastern	50,000	50,000	15,000
Kentucky	200,000	150,000	45,000
Louisiana	50,000	100,000	30,000
Maryland, except District of Columbia area	50,000	150,000	30,000
Massachusetts, Maine, New Hampshire, Rhode Island, Vermont	150,000	200,000	120,000
Michigan	150,000	200,000	105,000
Minnesota	100,000	200,000	45,000
Mississippi	150,000	150,000	30,000
Nebraska and Iowa	50,000	50,000	30,000
New Jersey	150,000	100,000	30,000
New Mexico	150,000	300,000	45,000
New York – Downstate	200,000	450,000	135,000

New York – Upstate	50,000	50,000	30,000
North Carolina	200,000	200,000	45,000
Ohio	200,000	150,000	60,000
Oklahoma	100,000	50,000	15,000
Oregon and Idaho	100,000	50,000	30,000
Pennsylvania – Eastern and Delaware	50,000	50,000	15,000
Pennsylvania – Western and West Virginia	100,000	0	45,000
South Carolina	50,000	50,000	30,000
Tennessee	100,000	100,000	30,000
Texas – Northern	200,000	200,000	60,000
Texas – Southern	100,000	50,000	0
Virginia, except District of Columbia area	100,000	50,000	30,000
Washington	50,000	50,000	30,000
Wisconsin	100,000	0	45,000
Houston	100,000	100,000	30,000
Total	5,000,000	6,000,000	2,000,000

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

1. National TA activities are administered by a Government Technical Representative (GTR) and Government Technical Monitor (GTM) at HUD Headquarters. Local TA will

be administered by a GTR and GTM in the respective HUD field office. Significant HUD involvement is required in all aspects of TA planning, delivery, and follow-up. Applicants for National TA must also be willing to work in any HUD field office area, although work in the field office areas is likely to be a negligible portion of National TA activities.

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

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

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

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

(1) When requested by a GTR, market the availability of their services to existing

and potential recipients within the jurisdictions in which the assistance will be delivered;

(2) Respond to requests for assistance from the GTR;

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

(4) Obtain the local HUD field office’s approval before responding to direct requests for technical assistance from HOME Participating Jurisdictions (PJs), Community Housing Development Organizations (CHDOs), and McKinney-Vento Act Homeless Assistance.

(5) For CHDO (HOME) TA providers, secure a letter from a PJ stating that a CHDO, or prospective CHDO to be assisted by the provider, is a recipient or intended recipient of HOME funds and indicating, at its option, subject areas of assistance that are most important to the PJ.

III. Eligibility Information

A. Eligible Applicants. The eligible applicants for each of the five CD-TA programs are listed in the chart below. In accordance with the President’s faith-based initiative, HUD welcomes the participation of eligible faith-based and other community organizations in the CD-TA programs.

Program	Eligible Applicants
HOME	<ul style="list-style-type: none"><li data-bbox="456 1535 1341 1709">• A for-profit or nonprofit professional and technical services company or firm that has demonstrated knowledge of the HOME program and the capacity to provide technical assistance services;<li data-bbox="456 1755 1024 1787">• A HOME Participating Jurisdiction (PJ);<li data-bbox="456 1833 1370 1864">• A public purpose organization, established pursuant to state or local

	<p>legislation, responsible to the chief elected officer of a PJ;</p> <ul style="list-style-type: none"> • An agency or authority established by two or more PJs to carry out activities consistent with the purposes of the HOME program; or • A national or regional nonprofit organization that has membership comprised predominantly of entities or officials of entities of PJs or PJs' agencies or established organizations.
<p>CHDO (HOME)</p>	<ul style="list-style-type: none"> • A public or private nonprofit intermediary organization that customarily provides services, in more than one community, related to the provision of decent housing that is affordable to low-income and moderate-income persons or related to the revitalization of deteriorating neighborhoods; has demonstrated experience in providing a range of assistance (such as financing, technical assistance, construction and property management assistance) to CHDOs or similar organizations that engage in community revitalization; and has demonstrated the ability to provide technical assistance and training for community-based developers of affordable housing. <p>Note: Any organization funded to assist CHDOs under CD-TA may not undertake CHDO set-aside activities itself within its service area while under cooperative agreement with HUD.</p>
<p>Homeless</p>	<ul style="list-style-type: none"> • A state; • A unit of general local government; • A public housing authority; or

	<ul style="list-style-type: none"> • A public or private nonprofit or for-profit organization, including educational institutions and area-wide planning organizations.
HOPWA	<ul style="list-style-type: none"> • A for-profit or nonprofit organization; • A state; or • A unit of general local government.
CDBG	<ul style="list-style-type: none"> • A state; • A unit of general local government; • A national or regional nonprofit organization that has membership comprised predominately of entities or officials of entities of CDBG recipients; • A for-profit or nonprofit professional and technical services company or firm that has demonstrated knowledge of the CDBG program and the capacity to provide technical assistance services; or • A public or private nonprofit or for-profit organization, including educational services and area-wide planning organizations.

All HOME and CHDO (HOME) TA providers applying under this NOFA must now have a minimum number of training and technical assistance staff who have sat for and passed the HOME Certified Specialist – Regulations training as described in Section VB. All TA providers applying to the HOME or CHDO (HOME) TA programs must be able to document staff certification in their application.

A consortium of organizations may apply for one or more CD-TA programs, but one

organization must be designated as the applicant.

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

B. Cost Sharing or Matching. None.

C. Other

1. Eligible TA Priorities. Activities eligible for funding under each of the five CD-TA programs must address the TA priorities identified below:

a. HOME TA. HUD has identified five HOME program technical assistance priorities.

These priorities that result in measurable performance outputs and outcomes are:

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

(2) Encourage public-private partnerships that yield an increase in the amount of private dollars leveraged for HOME-assisted projects and result in an increase in the commitment and production of HOME-assisted units.

(3) Assist PJs in developing strategies that ameliorate the affordability gap between rapidly increasing housing costs and the less rapid growth in incomes among low-income households, especially among underserved populations (e.g., residents of the Colonias, homeless persons, persons with disabilities, and residents of an empowerment zone (EZ) designated by HUD or the United States Department of Agriculture (USDA), an urban or rural renewal community designated by HUD (RC), or an enterprise

community designated in round II by USDA (EC-II).

(4) Assist PJs in developing strategies that increase and help sustain homeownership opportunities for low-income households--particularly low-income, minority households--and directly result in the commitment and completion of HOME-assisted units.

(5) Improve PJs' ability to incorporate energy efficiency into the planning, design, financing, construction, and operation of affordable housing. This is consistent with the Department's policy priority of Participation in Energy Star as described in the **General Section**.

b. CHDO (HOME) TA.

(1) HUD has identified three CHDO-specific technical assistance priorities. These priorities that result in measurable performance outputs and outcomes are:

(a) Assist new CHDOs and potential CHDOs in developing the organizational capacity to own, develop, and sponsor HOME-assisted projects. A new CHDO is defined as a nonprofit organization that within three years of the publication of this NOFA was determined by a PJ to qualify as a CHDO. A potential CHDO is defined as a nonprofit organization that is expected by the PJ to qualify as a CHDO and is expected to enter into a written agreement with that PJ to own, develop, or sponsor HOME-assisted housing within 24 months of the PJ determining the organization qualifies as a CHDO.

(b) Improve the HOME program production and performance of existing CHDOs in the areas of:

(i) Program design and management, including underwriting, project financing, property management, and compliance; and

(ii) Organizational management and capacity, including fiscal controls, board development, contract administration, and compliance systems.

(c) Provide organizational support, technical assistance, and training to community groups for the establishment of community land trusts, as defined in section 233(f) of the Cranston- Gonzalez National Affordable Housing Act. These priorities are consistent with the Department's policy priority for Providing Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Persons with Limited English Proficiency.

(2) Additional CHDO (HOME) eligible activities are:

(a) Under the "Pass-Through" provision, CD-TA providers may propose to fund various operating expenses for eligible CHDOs that own, develop, or sponsor HOME-assisted housing. Such operating expenses may include reasonable and necessary costs for the operation of the CHDO including salaries, wages, and other employee compensation and benefits; employee education, training and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies.

(b) CD-TA providers must establish written criteria for selection of CHDOs receiving pass-through funds. PJs must designate the organizations as CHDOs; and, generally, the organizations should not have been in existence more than three years.

CD-TA providers must enter into an agreement with the CHDO that the agreement and pass-through funding may be terminated at the discretion of HUD if no written legally binding agreement to provide assistance for a specific housing project (for acquisition, rehabilitation, new construction, or tenant-based rental assistance) has been made by the PJ with the CHDO within 24 months of initially receiving pass-through

funding. The pass-through amount, when combined with other capacity building and operating support available through the HOME program, cannot exceed the greater of 50 percent of the CHDO's operating budget for the year in which it receives funds, or \$50,000 annually.

c. Homeless TA. Homeless TA funds are available to provide McKinney-Vento Homeless Assistance Act, HUD-funded grantees, project sponsors, and potential recipients with skills and knowledge needed to develop and operate projects and activities. These HUD-funded grantees, project sponsors and potential recipients are organized as Continuums of Care (CoCs) for community planning. The assistance may include, but is not limited to, developing, enhancing, and disseminating written information such as papers, monographs, manuals, curriculums, guides, and brochures; and person-to-person exchanges, conferences, training and use of technology.

1. National TA activities are focused on these priorities that result in measurable performance outputs and outcomes:

a. Improve the ability of HUD-funded grantees, project sponsors, and potential recipients as CoCs to participate in the Annual Homeless Assessment Report (AHAR). Develop materials and training for: reporting bed coverage; extrapolation and data analysis methodologies and documents; data integration; data quality assessments; utilization of AHAR data at the program and/or CoC level; and the collection and analysis of CoC data for Congressionally-directed HMIS related reports.

b. Assist CoCs with Homeless Management Information System (HMIS) implementation. National technical assistance will relate to data collection, data quality, data analysis, provider participation, HMIS structure and governance, reporting,

performance measurement, data warehousing, HMIS Data and Technical Standards and Annual Progress Report (APR).

c. Maintain and enhance the HMIS website portal as the vehicle for collection and dissemination of HMIS information.

d. Support collaboration between metropolitan, regional and statewide HMISs.

Assistance may include providing state and/or regional HMIS technical assistance coordinators and/or technology to promote effectuating long-distance meeting, conferencing and networking and supporting disaster preparedness and recovery efforts.

e. Develop new and enhance existing materials to facilitate the understanding of the electronic submission process for CoC Homeless Assistance program applications, technical submissions and Annual Progress Reports (APRs) by HUD-funded grantees, project sponsors, and potential recipients.

f. Maintain and enhance the Homelessness Resource Exchange (HRE) as the vehicle for collection and dissemination of information related to homelessness. The Homelessness Resource Exchange is HUD's one-stop shop for information and resources for providers who are assisting persons who are homeless or at risk of becoming homeless;

g. Develop, enhance and deliver curriculums for HUD-funded grantees, project sponsors, and potential recipients on topics including, but not limited to: performance outcome measures, homeless prevention strategies, comprehensive housing development strategies using collaborative public and private partnerships, CoC governance and structure, organizational capacity, planning, strategies for ending chronic homelessness and increasing access to mainstream services for homeless persons. This priority is consistent with the Department's policy priority for Ending Chronic Homelessness as described in

the **General Section.**

2. Local TA activities are focused on these priorities that result in measurable performance outputs and outcomes:

a. Capacity building for HUD-funded grantees, project sponsors, and potential recipients including information that would help these stakeholders carry out the purposes of the McKinney-Vento Act homeless assistance programs and assist in identifying and overcoming barriers.

b. Delivery of approved curricula to assist HUD-funded grantees, project sponsors, and potential recipients with understanding program requirements and monitoring standards, including sound fiscal and financial management practices, assessment of subrecipients and providing TA to help CoCs assess grantees, project sponsors and individual projects.

c. Assisting HUD-funded grantees, project sponsors, and potential recipients to improve access to mainstream systems of care.

d. HOPWA TA. HOPWA funds are available for technical assistance, training, and oversight activities which can be used to provide grantees, project sponsors, and potential recipients with the skills and knowledge to effectively develop, operate, evaluate, and oversee HOPWA-eligible project activities that result in measurable performance outputs and outcomes consistent with the HOPWA program. HOPWA TA, including program training and support is to be developed and conducted in collaboration with HUD field office oversight of local HOPWA-assisted activities.

The national TA priority is directed toward the development and implementation of activities that promote successful HOPWA grantee performance management and reporting under the national performance goal of increasing housing stability, reducing

risks of homelessness, and improving access to care for HOPWA beneficiaries. This priority is consistent with the departmental policy priorities of Ending Chronic Homelessness and Providing Increased Homeownership and Rental Opportunities for Low-and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities and Persons with Limited English Proficiency as described in the **General Section**.

e. CDBG TA, HUD may provide CDBG program technical assistance to meet specified objectives, in particular the facilitating of skills and knowledge in planning, developing, and administering activities under the CDBG program for recipients and other entities that may need but do not possess such skill and knowledge, including measuring programs and activities under the CDBG program. These technical assistance funds will support local and state grantees' efforts in these areas as well as program management, reporting accomplishments, and analytical support of information for performance measurement. TA activities that result in measurable performance outputs and outcomes are focused on the following priorities:

(1) Improve CDBG recipient knowledge and skills to implement the CPD Performance Measurement system.

(2) Improve CDBG recipient knowledge and understanding of reporting accomplishments and the importance of measuring performance from a national programmatic perspective.

(3) Develop and deliver training on implementing the re-engineered Integrated Disbursement and Information System (IDIS).

(4) Improve CDBG program knowledge through training of recipients, subrecipients, and subgrantees on CDBG program regulations and financial management

requirements.

(5) Increase program knowledge of the CDBG Section 108 program through program-specific recipient training.

(6) Develop model protocols that ensure accurate, required program recordkeeping and performance data by recipients, subrecipients, and subgrantees.

(7) Develop materials for grantees, subrecipients, and subgrantees on energy conservation or other Departmental or programmatic priorities. This is consistent with the Department's policy priority of Participation in Energy Star as described in the **General Section**.

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

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

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

of previously HUD-approved trainings.

3. Threshold Requirements. Applicants must meet the Threshold requirements in the **General Section** to receive an award of funds from HUD. Please carefully read the **General Section**.

4. False Statements. An applicant's false statement in an application is grounds for denial or termination of an award and grounds for possible punishment as provided in 18 U.S.C. 1001.

5. Program Requirements. The following program requirements apply to the CD-TA programs:

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

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

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

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

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

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

(6) Send trainers to approved "train-the-trainers" sessions. The costs associated

with attending these required sessions are eligible under the cooperative agreement.

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

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

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

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

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

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

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

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

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

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

When National TA providers are undertaking activities in field office jurisdictions, the National TA providers must work cooperatively with HUD field offices. Providers must notify the applicable HUD field office of the planned activities; consider the views or recommendations of that office, if any; follow those recommendations, to the degree practicable; and report to the applicable field office on the accomplishments of the assistance.

d. Affirmatively Furthering Fair Housing (AFFH). The requirements to Affirmatively Further Fair Housing (AFFH) and the requirements of Section 3 of the Housing and Urban Development Act of 1968 (section 3) do not apply pursuant to funding under this NOFA. This does not affect recipients’ responsibilities to affirmatively further fair housing or provide employment, contracting, or training opportunities pursuant to Section 3 that may exist by virtue of the receipt of other HUD funding that retains those requirements.

e. Environmental review. Most activities under the CD-TA program are categorically excluded and not subject to environmental review under 24 CFR 50.19(b)(9) or (13), but in the case of CHDO (HOME) TA eligible activities, a proposal for payment of rent as part of CHDO operational costs will be subject to environmental review by HUD under 24 CFR part 50. If an applicant proposes to assist CHDO operating expenses that include

rent, the application constitutes an assurance that the applicant and CHDO will assist HUD to comply with 24 CFR part 50; will supply HUD with all available and relevant information to perform an environmental review for the proposed property to be rented; will carry out mitigating measures required by HUD or select an alternate property; and will not lease or rent, construct, rehabilitate, convert or repair the property, or commit or expend HUD or non-HUD funds for these activities on the property to be rented, until HUD has completed an environmental review to the extent required by 24 CFR part 50. The results of the environmental review may require that the proposed property be rejected.

IV. Application and Submission Information

A. Addresses to Request Application Package. Applicants may download the instructions to the application found on the Grants.gov website 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 email your questions to Support@Grants.gov. 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. Applicants must submit a separate and distinct application for each of the different program areas (i.e. HOME, CHDO (HOME), Homeless, HOPWA and CDBG) for which they are applying. For applicants that are applying for both national and local TA for the HOME, CHDO and/or Homeless programs, you may limit your submission to two separate applications for each program area (one for national TA and one for local TA), provided you meet the following: (1)

the local TA application must identify all field office jurisdictions that you elect to apply in; (2) the application content for each local jurisdiction must be identical; and (3) the dollar amount of TA requested for each jurisdiction is clearly notated.

A completed application consists of an application submitted by an authorized official of the organization and contains all relevant sections of the application, as shown in the checklist below in Section IV.B.4.

1. Number of Copies. HUD requires TA providers applying for assistance under this NOFA to apply electronically through grants.gov. An applicant may submit a written request to waive the electronic submission requirement. Should HUD grant a waiver of the electronic submission requirement, the waiver approval letter will note the number of paper copies the applicant must submit to HUD.

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

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

4. Checklist for Application Submission. Applicants submitting electronic copies should follow the procedures in Sections IV.B. and F. of the **General Section**. The following checklist is provided as a guide to help ensure that you submit all the required

elements. For applicants receiving a waiver of the electronic submission, the paper submission must be in the order provided below. All applicants should enter the applicant name, DUNS number, and page numbers on the narrative pages of the application. All forms are available when you download the application and instructions from http://www.grants.gov/applicants/apply_for_grants.jsphttps://apply.grants.gov/forms_apps_idx.html.

- SF-424, Application for Federal Assistance (see **General Section**)
- An Application Cover Page indicating **in bold** (a) the type of TA proposed in the application whether HOME National, HOME Local, CHDO (HOME) National, CHDO Local, Homeless National, Homeless Local, HOPWA National, or CDBG National, (b) the amount of funds requested; and (c) for Local TA, a table showing the jurisdiction(s) proposed in the application and the amount of funds requested for each jurisdiction.
- Narrative addressing Factors 1-4 and a one-page summary highlighting the specific types of eligible TA activities the applicant has the capacity to undertake, and the funding amount requested for each CD-TA program by national or local jurisdiction for which the applicant is applying. (See Section V. Application Review Information.)
- HUD-424-CB, Grant Application Detailed Budget Form (see **General Section**)
- HUD-424-CBW, Detailed Budget Worksheet for Non-Construction Projects (see **General Section**)
- If applying for CHDO (HOME) TA, statement as to whether the organization proposes to pass through funds to new CHDOs.
- If applying for the CHDO (HOME) TA, a certification as to whether the

organization qualifies as a primarily single-state provider under section 233(e) of the Cranston-Gonzales Affordable Housing Act.

- SF-LLL, Disclosure of Lobbying Activities (see **General Section**)
- HUD-2880, Applicant/Recipient Disclosure/Update Report (“HUD Applicant Recipient Disclosure Report” on Grants.gov) (see **General Section**)
- SF-424, Supplement, Survey on Equal Opportunity for Applicants (“Faith Based EEO Survey (SF-424 SUPP)” on Grants.gov) (to be completed by private nonprofit organizations only)
- Form HUD-2994-A (You Are Our Client! Grant Applicant Survey, Optional)
- Form HUD-96011, Third Party Documentation Facsimile Transmittal (“Facsimile Transmittal Form” on Grants.gov) (Used as the cover page to transmit third party documents and other information designed for each specific application for tracking purposes. HUD will not be able to match faxes to an application if the application does not contain the HUD-96011 fax cover page, and each fax submitted does not use the HUD-96011 as the cover page to the facsimile transmission.)

C. Submission Dates and Times. Your completed application must be received and validated electronically by Grants.gov no later than 11:59:59 p.m. Eastern time on **the deadline date**. The validation process can take 24-48 hours following receipt of the application by Grants.gov. Applicants are advised to submit the application 72 hours prior to the deadline date so that if the application is rejected by Grants.gov, the applicant has enough time to correct the noted problem and resubmit the application in time to meet the deadline requirements. (See **General Section** for further information on the Grants.gov validation process.)

HUD has found that the most common error made by grantees which causes their application to fail validation is that the applicant ID and password does not match the DUNS number under which they are applying, or the applicant is not authorized by the organization to submit the application on behalf of the organization. Please make sure when submitting your application that you are using the correct DUNS number, User ID and password, that you have registered at Grants.gov under that DUNS number and USER ID and password, and that you have been authorized by the organization to submit the application on behalf of the applicant. To check your registration status, follow the directions provided in the **General Section**.

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

E. Other Submission Requirements. The **General Section** describes application submission procedures and how applicants may obtain proof of timely submission.

1. **Waiver of Electronic Submission Requirements.** Applicants interested in applying for funding under this NOFA must submit their applications electronically via Grants.gov or request a waiver from the Community Development Technical Assistance program. Applicants should submit their waiver requests in writing by email. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Mark.A.Horwath@hud.gov. HUD only provides waivers for cause under the waiver provisions of 24 CFR 5.110. Instructions regarding the number of copies to submit and the address where they must be submitted will be contained in any approval of the waiver request. Paper submissions must be received at the appropriate HUD office(s) no later than the deadline date.

V. Application Review Information

A. Capacity and Funding Summary. All CD-TA applicants are required to submit a one-page capacity and funding summary for each CD-TA application submitted.

Although the capacity and funding summary will not be rated based on the factors listed in Section V, Subpart B. below, the summary is a submission requirement for the CD-TA program. HUD will use the summary to determine the national or field office area for which the applicant is applying; the types of TA activities the applicant is willing to undertake based on staff skill and experience; and given the organizational capacity of the applicant, a funding amount the applicant can reasonably expect to expend within the requirements and timeframes of the CD-TA program. The summary must include:

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

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

Points are assigned on four factors. Applicants should review the factors carefully as the criteria have changed significantly from prior years' requirements. When addressing the

four factors, applicants should discuss the relevant successful experience of both their organization as a whole, and the individual staff and dedicated contractors who may work under the award if the application is funded. Applicants should also address the overall management of the award including policies and procedures for ensuring that all CD-TA program requirements are met and quality products are developed and delivered. Please note that Factor 2 – Need – as identified in the **General Section** does not apply under the CD-TA program.

Rating Factor 1: Applicant’s Capacity and Relevant Experience (50 points)

(Minimum for Funding Eligibility is 35 points)

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

For current CD-TA providers: Provide examples of recent experience, (within the past 18 months) managing existing CD-TA award programs within the demand-response system. Examples should include a discussion of the specific TA tasks undertaken, program beneficiaries served, program topics addressed, and quantifiable outcomes achieved.

Current CD-TA providers should also note any outstanding performance issues under open CD-TA awards, and the steps the TA provider is taking to address these issues.

HUD will rely on existing CD-TA file documentation when evaluating this factor.

HUD will evaluate this factor based upon the breadth and accuracy of the applicant's program knowledge, ability to provide and deliver technically accurate TA, compliance with cooperative agreement provisions, financial and performance reporting requirements, timeliness of drawdown of funds and close-out of expired grants.

Customer feedback from CPD program offices will also be used to judge an applicant's performance and effectiveness.

b. **(25 points)** Organizational capacity. In narrative form, describe the technical assistance skills and related CD-TA program knowledge of your organization's key staff and, based on the organization's capacity, identify the types of TA activities the applicant is prepared to undertake and how this will further the TA priorities of the programs for which you are seeking funding. To the extent that the applicant addresses the HUD policy priority(s) noted in the **General Section** for each program in this NOFA, the applicant will receive a minimum of one point of the 25 points available for this subfactor.

Key staff is defined as all in-house staff and hired consultants who will be developing technical assistance products and/or delivering training courses, conferences, or direct TA. Applicants should include specific examples of each key staff member's TA skills and areas of expertise. For all HOME and CHDO (HOME) TA providers, identify the key staff who have passed, with a score of 80 or higher, the HOME Program Certification Regulations course. Applicants should refer to Section III C.2 for a

complete list of the eligible TA activities applicants may undertake with national or local CD-TA funds. The applicant’s description of staff capacity should clearly support the specific types of TA activities the applicant is willing and able to undertake with CD-TA funds. In rating this subfactor, HUD will evaluate each key staff member’s program knowledge, and TA skills. FOR HOME and CHDO (HOME) TA providers, HUD will measure an organization’s HOME program knowledge, in part, by the number of key staff identified in the application who have passed the HOME Program Certified Specialist- Regulations exam. Up to 10 points is available under this subfactor for organizations demonstrating a sufficient number of HOME Program Certified staff to carry-out a demand-response program of activities. Applicants for local HOME and CHDO (HOME) TA must have at least one staff person who is “HOME certified” to receive any points on this portion of the subfactor; applicants for national HOME and CHDO (HOME) TA must have at least two staff people who are “HOME certified” to receive any points. For local and national HOME and CHDO (HOME) TA only, points for this portion of the subfactor will be awarded as follows:

Local TA Applicants Number of HOME Program Certified Staff	National TA Applicants Number of HOME Program Certified Staff	Points
1	2	4
2	3-4	6
<u>3</u>	5-6	8
4 or more	7 or more	10

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

Rating Factor 2: Soundness of Approach (35 points)

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

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

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

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

achieved. Applicants should clearly describe established policies and procedures for ensuring the eligibility, accuracy, and quality of all aspects of TA development and delivery. The applicant should also present a detailed remediation plan should any eligibility or quality issues arise.

Rating Factor 3: Leveraging Resources (5 points)

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

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

For each program priority, the applicant must identify at least two quantifiable outcomes. For a complete list of TA priorities by program area refer to Section III, Subpart C., Eligible Activities and Priorities. For each of the eligible TA activities an applicant may undertake (i.e., development of written and electronic products, training delivery, direct TA), describe the general methods and measures the applicant will use to evaluate the effectiveness of the TA. While the specific TA topics to be addressed by successful applicants will be identified post-award through the demand-response system, HUD has identified the broad eligible activities that encompass technical assistance. The applicant must present a clear plan for evaluating the effectiveness of each of the possible TA

activities the applicant may be asked to undertake and deliver. For a complete list of eligible national and field office TA activities under the CD-TA program, refer to Section III C. 2., Description of National and Local TA.

Note that although not a submission requirement under this year's CD-TA NOFA, successful applicants will be required to submit a completed Logic Model. Though not part of the rating factors the logic model submitted after selection and under the guidance of the GTR, will be evaluated for completeness and consistency based upon the matrix in the **General Section**. HUD reserves the right to request modifications to the Logic Model submissions and require the TA providers to update the Logic Model, based on activities carried out under the demand-response system. In rating this factor, HUD will evaluate whether the outcomes identified by the applicant are both measurable and appropriately related to each program priority. HUD will also assess whether the TA evaluation methods described by the applicant will thoroughly and accurately measure the effectiveness of each eligible TA activity identified.

C. Review and Selection Process

1. **Review Types.** Two types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements.

Second, HUD will review and assign scores to applications using the Factors for Award noted in Section V.A.

2. Ranked Order.

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

funded in ranked order under the CD-TA program and service area for which they applied.

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

(1) One for HOPWA technical assistance activities, including national products and local support;

(2) One for HMIS technical assistance activities;

(3) One for HOME and one for CHDO (HOME) technical assistance activities;

(4) One for CDBG technical assistance activities.

3. Threshold Eligibility Requirements. All applicants requesting CD-TA must be in compliance with the applicable threshold requirements found in the **General Section** and the eligibility requirements listed in Section III of this NOFA in order to be reviewed, scored, and ranked. Applications that do not meet these requirements and applications that were received after the deadline (see Section IV.C of the **General Section**) will be considered ineligible for funding.

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

HUD has established a \$200,000 minimum funding amount for successful national CD-TA applicants. For successful field office applicants, HUD has established a \$50,000 award minimum under both the HOME and CHDO (HOME) TA programs, and a \$15,000 award minimum for successful Homeless TA program applicants. All HOME and CHDO (HOME) awards are subject to the funding restrictions identified in Section V.B.5 which in some cases may result in a funding award below the established minimum.

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

If funds remain after all selections have been made, the remaining funds may be distributed among field offices for Local TA and/or used for National TA, or made available for other CD-TA program competitions.

5. Funding Restrictions. An organization may not provide assistance to itself. An organization may not provide assistance to another organization with which it contracts or sub-awards funds to carry out activities under the TA award.

Funding from HOME and from CHDO (HOME) TA to any single eligible organization (excluding funds for organizational support and housing education “passed through” to CHDOs), whether as an applicant or sub-recipient is limited to not more than

20 percent of the operating budget of the recipient organization for any one-year period of each cooperative agreement. In addition, funding under either HOME or CHDO (HOME) TA to any single organization is limited to 20 percent of the \$12.5 million appropriated for HOME and CHDO (HOME) TA in FY2008. This limitation as applied in this competition is subject to change by pending legislative action.

Not less than 40 percent of the approximately \$8.5 million for CHDO (HOME) shall be made available for eligible TA providers that have worked primarily in one state. HUD will consider an applicant as a primarily single state TA provider if it can document that more than 50 percent of its past activities in working with CHDOs or similar nonprofit and other organizations (on the production of affordable housing, revitalization of deteriorating neighborhoods, and /or the delivery of technical assistance to these groups) was confined to the geographic limits of a single state.

No fee or profit may be paid to any recipient or sub-recipient of an award under this CD-TA NOFA.

Salary rates for consultants/contractors may not exceed the base rate of pay of Senior Executive Staff (see the **General Section**).

VI. Award Administration Information

A. Award Notices. HUD will send written notifications to both successful and unsuccessful applicants. A notification sent to a successful applicant is not an authorization to begin performance.

After selection, HUD requires that all selected applicants participate in negotiations to determine the specific terms of the cooperative agreement, including the budget. Costs may be denied or modified if HUD determines that they are not allowable,

allocable, and/or reasonable. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to that applicant. In this instance, HUD may offer an award, and proceed with negotiations with the next highest-ranking applicant.

After selection for funding but prior to executing the cooperative agreement, the selected applicant must develop in consultation with the GTR, a Technical Assistance Delivery Plan (TADP) for each National TA award. The TADP must be approved by the GTR and delineate the tasks for each CD-TA program the applicant will undertake during the performance period. For Local TA awards and generally for National TA awards, prior to undertaking individual tasks, the selected applicant must develop in consultation with the GTR a Work Plan for specific activities. The TADP and the Work Plans must specify the location of the proposed CD-TA activities, the amount of CD-TA funding and proposed activities by location, the improved program performance or other results expected from the CD-TA activities, and the methodology to be used for measuring the success of the CD-TA. A detailed time schedule for delivery of the activities, budget summary, budget-by-task, staffing plan, and completed Logic Model must be included in the TADP and Work Plans.

After selection, but prior to award, applicants selected for funding will be required to provide HUD with their written Code of Conduct if they have not previously done so and it is not recorded on the HUD website at

<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>

B. Administrative and National Policy Requirements. After selection for funding but

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

See the **General Section** for requirements for Procurement of Recovered Materials.

C. Reporting. CD-TA awardees will be required to report to the GTR on, at a minimum, a quarterly basis unless otherwise specified in the cooperative agreement. As part of the required report to HUD, grant recipients must include a completed Logic Model (HUD 96010), which identifies actual outputs and outcomes achieved and a narrative explanation of deviations from projected results to actual results achieved. Deviations can be both positive and negative deviations. .

VII. Agency Contacts

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

www.hud.gov.

B. List of Field Office Addresses. Applicants that receive a waiver of the electronic application submission requirements and need to submit copies of their application to HUD field offices should consult the following website for a listing of the HUD field office addresses to send Local TA applications:

<http://www.hud.gov/offices/cpd/about/staff/fodirectors/index.cfm>.

At the site, the map allows the user to click on an area to obtain the field office address and other contact information.

VIII. Other Information

A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2506-0166 and 2506-0133. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 60 hours for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

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