



U.S. Department of Housing and Urban Development

Office of Policy Development and Research

Research and Evaluation, Demonstrations, and Data Analysis and Utilization

FR-5800-N-26

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Date

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U.S. Department of Housing and Urban Development

Program Office: Office of Policy Development and Research
Funding Opportunity Title: Research and Evaluation, Demonstrations, and Data Analysis and Utilization
Announcement Type: Initial
Funding Opportunity Number: FR-5800-N-26
Primary CFDA Number: 14.536
Due Date for Applications: **April 30, 2015**

This is a Notice of Funding Availability (NOFA) of up to \$5.20 million in Fiscal Year 2013 and 2014 funds from the U.S. Department of Housing and Urban Development for research and evaluations. The awards will be managed by HUD's Office of Policy Development and Research and provided from the Transformation Initiative appropriations account. Funds will be awarded in the form of cooperative agreements.

Additional Overview Information:

1. Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains *mandatory requirements* for all applicants to HUD's competitive grant programs including this NOFA.

Applicants must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and to receive funding. The full title of the General Section is General Section for Fiscal Year 2014 Discretionary Programs. It can be found on Grants.gov and on HUD's Funds Available webpage at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

2. OMB Approval Number(s): 2528-0299

FAQs will be posted on the HUD Funds Available webpage http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail and will be updated periodically.

I. Funding Opportunity Description.

A. Program Description and Requirements.

1. Program Description.

The Research and Evaluation, Demonstrations, and Data Analysis and Utilization program (referred to as "HUDRD") is managed by HUD's Office of Policy Development and Research (PD&R). Through this NOFA, HUD is announcing the availability of up to \$5.20 million in FY 2013 and 2014 funding.

The following projects are eligible for award, in the amounts listed:

- Moving To Work Evaluation (1 award up to \$2,175,000)
- Jobs Plus Evaluation (1 award; up to \$1,475,000)
- Small Area Fair Market Rent Demonstration Evaluation (1 award up to \$850,000)
- Resident Opportunities and Self-Sufficiency Program (ROSS) Evaluation (1 award up to \$700,000)

Eligible applicants include: public or private non-profit organizations or intermediaries, including institutions of higher education and area-wide planning organizations; for profit organizations; States, units of general local government, or Indian tribes; public housing authorities; and small businesses.

Applicants must meet the specific requirements and qualifications specified in the NOFA including having expertise in housing and service programs for low-income persons in general, and the specific HUD programs and activities to be studied as well as the specific research methods needed to undertake the study.

For the purposes of this NOFA the term, "research and evaluations" are defined as structured efforts to establish or confirm facts, develop or support scientific theories, or otherwise build useful knowledge for developing, implementing, and improving the efficiency and effectiveness of programs administered by HUD and state and local partners. Research and evaluation projects examine current HUD programs and their operating environments to determine their effectiveness and to provide critical information for improving them. Program evaluation is critical to ensuring that HUD programs have desired impacts and deploy scarce resources cost-effectively. The research and evaluation completed under HUDRD will continue to strengthen HUD's capabilities for evaluating and improving program effectiveness and efficiency. "Research and Evaluations" also encompasses evaluations of current programs to provide policy guidance and/or improve public accountability.

2. Objectives and Eligible HUDRD Activities

a. Objectives

HUDRD seeks to further PD&R's mission to inform policy development and implementation to improve life in American communities through conducting, supporting, and sharing research, surveys, demonstrations, program evaluations, and best practices. This broad mission addresses the following Strategic Goals contained in HUD's Strategic Plan:

- (1) Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers;
- (2) Meet the Need for Quality Affordable Rental Homes;
- (3) Use Housing as a Platform to Improve Quality of Life; and
- (4) Build Strong, Resilient, and Inclusive Communities.

b. Eligible Activities

In support of the above objectives, awardees may be asked to undertake a variety of research and evaluation activities, from articulating research questions to conducting the research itself and culminating in communicating research findings. Eligible activities are outlined here.

(a) Design research and develop work plans. Developing research designs and work plans will determine the nature and scope of the research needed to answer the research question identified by HUD. The development of these materials would be done in close consultation with the HUD Government Technical Representative (GTR) or Government Technical Monitor (GTM) other staff and other experts as the HUD GTR directs.

This activity includes:

- Articulating research questions and explaining their significance;
- Conducting a literature review;
- Expert consultation, including reasonable consultation fees;
- Comparison of costs and benefits of different approaches;
- Developing a Research design;
- Formulating a data collection plan, including sampling plans, surveys and pre testing of survey instruments, detailed data system design and testing, and matching of administrative data across data sets held by different agencies, as applicable;

- Developing a work plan, including task budgets, a time line, and allocation of staff by task ;
- Completing OMB Paperwork Reduction Act, Privacy Impact Assessment, and System of Record Notification documentation, as applicable; and
- Obtaining Institutional Review Board approval as needed to ensure human subjects research protections in accordance with federal requirements (see <http://www.hhs.gov/ohrp/humansubjects/commonrule>).

(b) Data Collection. This work likely would include data collection using qualitative and/or quantitative methods that may be in-person, by mail, by phone, or via the Internet if appropriate and may also use existing data (e.g., Census data) and administrative data as appropriate. If the research design and work plan identify circumstances requiring use of incentive payments to achieve a satisfactory response rate, the awardee may use funds from this award to pay those incentive payments. The awardee would undertake analysis of data to answer the research question(s).

(c) Data analysis. This activity includes:

- Merging, tabulating, analyzing, modeling, validating and presenting data from surveys (if applicable) and existing administrative data sources (if applicable, including third-party sources) to answer the questions as stated in the research design and work plan; and
- Using data visualization tools such as Geographic Information Systems (GIS), business intelligence reporting and dashboard systems as appropriate to present the data.

3. Projects.

Applicants are required to identify one of the following projects that they are applying for. Applicants may elect to submit additional applications for different projects (limit of one application per project).

a. Project 1: Evaluation of Moving to Work (MTW): Activities, Outcomes and Impacts, and Program Performance (1 award, up to \$2,175,000)

(1) The research questions/objectives of the project

HUD envisions a comprehensive evaluation guided by the overarching questions: What can we learn from MTW initiatives about how to deliver federal housing assistance to achieve goals of cost efficiency, client self-sufficiency, and increasing housing choice? What are the risks and opportunities inherent in MTW flexibilities (i.e., the specific exceptions from the U.S. Housing Act of 1937 Act that allow MTW innovations)? To this end, the evaluation should increase knowledge of selected MTW initiatives in terms of broader applicability, costs and benefits, and positive and negative impacts on target populations, clients and communities and describe the demonstration overall, including documenting how housing assistance at MTW agencies has changed over time, who is being served, at what level of affordability, for how long, and at what cost. The evaluation will include several descriptive components and at least two rigorous studies of impacts and/or outcomes of selected types of MTW activities (listed below as “topical areas”). The project goals can be achieved by meeting the more specific objectives detailed below. Objectives 1, 2, and 3 are of interest in themselves but also as preparation for the outcome and impact studies called for in objective 4. It is expected that this cooperative agreement will be for a three-year period of performance.

Objective 1. MTW Flexibility Inventory: Create a taxonomy - i.e., a scheme of classification - to capture MTW flexibilities (i.e., specific exceptions from the 1937 Act) and associated activities based on a complete inventory of the MTW activities recorded in current MTW Plans and Reports. The taxonomy will be a tool for describing MTW activities consistently across the demonstration despite the many ways that participating agencies conceptualize MTW activities. This information may be captured in a simple relational database, which may also include information on available data discovered under objective 2. To meet this objective HUD envisions a report on the taxonomy and a simple relational data base to capture current activities and associated authorizations from the MTW Agreement. This work should build on other published classifications of MTW activities where possible. Work to meet this objective

should be a small part of the overall evaluation.

Objective 2. Data and Information Gathering on MTW Outcomes and Impacts to Date: In consultation with HUD, determine the outcomes and impacts that need to be measured in each of the topical areas listed in objective 4. Throughout the taxonomy process (described in objective 1) and the research conducted about the block grant approach (described in objective 3), determine the data and information available at the local level and assess the extent to which local data may be standardized across the demonstration to measure outcomes and impacts. Examine other data sources at HUD and at the municipal, state, and federal levels for usefulness in measuring MTW outcomes and impacts. Assess the usefulness of the local and other data sources for rigorous research on the outcomes and impacts of interest. To meet this objective HUD envisions a report listing agreed on outcomes and impacts and describing how to measure them with available data sources.

Objective 3. Applications and Value of the Block Grant Approach: Produce evidence about the risks and opportunities inherent to the block grant approach established under the MTW demonstration. Specific questions to be answered include:

- How do MTW agencies use block grant flexibility? How have MTW agencies implemented block grant flexibility? How have MTW agencies altered the proportion of funds to major program areas?
- How do MTW agencies use single-fund flexibility - alone and in conjunction with other MTW flexibilities - to provide innovative modes of housing assistance outside the traditional models?
- Do MTW flexibilities allow a PHA to be more responsive to local needs, e.g., as measured by characterizing the partnerships between the agency and local entities in terms of quantity, intent, and dollar value?
- Has the block grant approach allowed MTW agencies to leverage alternate forms of financing and conduct enhanced long-term planning with regard to capital improvement and development?

HUD envisions answering these questions based on analysis of documents, financial data, and key informant interviews for a sample of MTW agencies selected because of their active and innovative use of block grant flexibilities. In addition to descriptive analysis, the research must include a credible counterfactual such as comparison of selected quantitative indicators across MTW and non-MTW agencies. Meeting this objective requires both a research proposal and management plan to be approved by HUD and comprehensive final research report including research questions, methods, and findings.

Objective 4. Outcome Analyses by Topical Area: After determining the prevalence of particular flexibilities and activities (and the data and information available), recommend the feasibility of conducting rigorous studies in each of the topical areas listed below. After consultation with HUD on feasibility, develop proposals for two or more rigorous studies that examine outcomes and/or impacts and conduct the research, producing final reports on findings. These studies may include the whole demonstration, or be based on a subsample of MTW agencies (with or without comparison non-MTW agencies), and/or take advantage of excellent data and research opportunities in particular MTW agencies. *These studies should assess selected MTW initiatives in terms of broader applicability, costs and benefits, and positive and negative impacts on target populations, clients, and communities.* The intent is to show as rigorously as possible the positive and/or negative outcomes associated with the selected topical area flexibilities. The research proposals must articulate clear, testable hypotheses about outcomes and/or impacts related to the demonstration's statutory goals and propose valid research designs. They must detail the MTW agencies involved and the level at which they must be engaged. They must outline a feasible data collection plan established in consultation with HUD. They must include a budget. Possible topics include:

- Occupancy Requirements (with a focus on time limits and/or work requirements)
- Efforts to promote self-sufficiency
- Alternative Rent Policies (with consideration not to duplicate HUD's current Rent Reform Demonstration)

- Deconcentration Strategies Specific to the MTW Demonstration
- Supportive Housing Models (including sponsor-based housing)
- Rapid Re-housing and Other Forms of Transitional Housing Assistance
- Policies Affecting Mobility (both enhancements and restrictions)
- Inspections Policies and Ensuring Housing Quality
- Project-Basing Flexibilities
- Targeting Homelessness

Possible research approaches and data sources include:

- Retrospective research designs (prospective research designs may be considered to the extent they meet HUD's evaluative needs and timelines);
- Utilizing historical data to create treatment and control groups;
- Aggregating outcome data across MTW agencies that have implemented similar flexibilities;
- Longitudinal and cross-sectional analysis of available data sources, including those held at an MTW agency, at HUD, and at municipal, state, and federal levels.
- Surveys, interviews, and focus groups with current and former participant households, as well as tracking client outcomes through other available data sources.

Upon approval by HUD at least one and up to three studies must be implemented per the proposals and reported on in final research reports. Expected deliverables to meet this objective include research design proposals as described above, management plans for the agreed upon studies, and comprehensive final research reports. Each research proposal, management plan, and final report will need to be reviewed and commented on in draft form by HUD and the Expert Reviewers (as required in the award Terms and Conditions) at key points in the project schedule.

Objectives 5, 6, and 7 are intended to summarize quantitatively the program as a whole. Key questions here include: What level of affordability is being provided, for how long, for whom, and at what cost?

Objective 5. Capturing the Picture of Assistance: To the extent possible with existing data, describe how assistance has evolved program-wide in terms of types of housing offered and types of households served. Analysis should capture changes in the number and types of units (including public housing, vouchers, and local, non-traditional housing types detailed in PIH Notice 2011-45) by mode of assistance, size, geographical area, accessibility features, and targeted and served populations. To meet this objective expected deliverables include an analysis proposal to be approved by HUD, one or more visual representations of change over time and a narrative report describing the changes. Reporting findings under this objective may, if deemed appropriate by HUD and the awardee, be combined with reporting under objective 6.

Objective 6. Performance Under Obligations and Statutory Objectives of the Demonstration: Assess the extent to which current MTW agencies are meeting the statutory obligations of the demonstration. Answer the questions: Do MTW agencies serve the same number and a comparable mix of families? Are at least 75% of the families MTW agencies serve very low income, earning less than 50% of the area median income? What challenges, if any, do MTW agencies face in meeting these obligations? Work under this objective should incorporate data and processes that are already a part of HUD's monitoring efforts. Whether MTW agencies serve the same number of families is currently monitored under PIH Notice 2013-02 and whether MTW agencies serve a comparable mix of families and that at least 75% of families served are very low income is currently monitored under the reporting portion of the HUD Form 50900. Insofar as possible and not redundant with other studies, document and aggregate data to measure the effectiveness of MTW agencies in furthering each of the demonstration's statutory objectives of reducing cost and achieving greater cost effectiveness; assisting families in becoming economically self-sufficient; and increasing housing choice for low-income families. Meeting this objective requires a comprehensive report answering the listed questions.

Objective 7. Comparative Cost Analysis of the Demonstration: Model per household spending - and/or

other cost measures to be agreed upon with HUD - among MTW agencies and normalize for influencing factors. This may involve multivariate models for a set of MTW and non-MTW agencies to identify factors that influence MTW agency cost outcomes. In conjunction with this analysis, consider the level of subsidy (from shallow to deep rental subsidy in traditional and non-traditional housing models, capital contributions, funds leveraged through partnerships, etc.) and compare the outcomes of MTW and non-MTW agencies, with consideration of how well those outcomes reflect local needs. To meet this objective, expected deliverables include a proposal for designing and testing such a model, including variables, measures, and modeling approach to be reviewed by HUD and the Expert Reviewers, followed by a draft report for review and a final report explaining the objective of the modeling, justifying the selected variables, measures, and modeling methods, and the results of implementing the model with real data.

(2) Expected Deliverables

- Under objective 4: As described above, reports for each of the critical steps of design and implementation of at least two rigorous studies, from proposal through full implementation, on MTW flexibilities in selected topical areas (chosen from those listed), including comprehensive final research reports conveying findings.
- Under each of the other objectives one or more reports as described above and the following types of deliverables: taxonomy and relational database; timeline and/or visual representation of changes in housing assistance over time at MTW agencies; a transparent method and relevant statistical information associated with the cost analysis, transferable to HUD upon completion of the grant.

Under the terms of the cooperative agreement, HUD will be substantially involved in all decisions about the substance of the work, which, in practical terms means that the schedule in the Management and Work Plan must include drafts of all deliverables for review and comment by HUD and the Expert Reviewers before submission of final deliverables. As required by the terms and conditions, there will also be a kick-off meeting at grant initiation and interim and final report briefings to be scheduled in consultation with the HUD GTR.

For information on MTW and previous research studies, please consult the following:

- *Innovation in Public Housing: The Moving to Work Demonstration* (Center for Urban and Regional Studies, University of North Carolina, Chapel Hill, Jan 2015) https://www.housingcenter.com/sites/default/files/Innovations%20in%20the%20Moving%20To%20Work%20Demonstration_Full%20Report.pdf
- *Innovations in the Moving to Work Demonstration* (Abt, December 2014) <https://curs.unc.edu/files/2015/01/The-Moving-to-Work-Demonstration-Center-for-Urban-and-Regional-Studies-Report.pdf>
- Urban Institute's Assessment of MTW (2004): <http://www.hud.gov/offices/pih/programs/ph/mtw/pdfs/prom/mtwui.pdf>
- MTW case studies, completed by Abt Associates Inc. (2000-2002): <http://www.hud.gov/offices/pih/programs/ph/mtw/casestudies.cfm>
- Urban Institute's report on time limit policies carried out by MTW agencies (2007): http://www.urban.org/UploadedPDF/411701_mtw_demonstration.pdf
- MTW promising practices for each participating agency (2008-2009): <http://www.hud.gov/offices/pih/programs/ph/mtw/promisingpractices.cfm>
- Spotlight on the experiences of two MTW agencies that converted to project-based management (2004): <http://www.hud.gov/offices/pih/programs/ph/mtw/phastories.cfm>
- Spotlight on the Keene Housing Authority's Employment Retention Program: <http://www.hud.gov/offices/pih/programs/ph/mtw/keenestory.cfm>
- Moving to Work: Interim Policy Applications and the Future of the Demonstration (2010): <http://www.hud.gov/offices/pih/programs/ph/mtw/report-to-congress.pdf>

b. Project 2: Jobs Plus Evaluation (1 award; up to \$1,475,000)

(1) The research question/objectives of the project.

HUD's 2014 Appropriations included funding to support the implementation of the Jobs Plus Pilot Program, a place-based program designed to increase work and earnings among public housing residents. A total of \$24 million has been made available through a NOFA-- \$15 million from the Jobs Plus Pilot Program Appropriation and an additional \$9 million from the ROSS program. These funds will support up to 8 grantees to implement the Jobs Plus Pilot Program. The program as designed includes three core components: 1) employment-related services, 2) financial incentives – the Jobs Plus Earned Income Disregard (JPEID), and 3) community supports for work. It is expected that this cooperative agreement will support the first phase of a multi-phase evaluation. The purpose of this first phase is to carefully document the programs established by the Jobs Plus Pilot Program grantees and lay the groundwork for a future outcomes evaluation that will seek to understand the impact of the program, both on the program participants, as well as the entire target development. Specific research objectives include, but are not limited to: describing the set of activities and partnerships established by grantees under core program components 1 and 3; describing the amount and type of leveraged resources accessed by each grantee; describing the extent to which grantees are successful at engaging a high percentage of residents in some aspect of program participation, as well as a description of the outreach efforts employed; documenting the ease with which PHAs implemented the JPEID, and the extent to which residents utilized and benefited from this program component; documenting the costs of implementing and operating the Jobs Plus program; and describing the extent to which HUD might be able to utilize existing administrative data already maintained by the Department and other agencies to understand rudimentary program outcomes.

(2) The methods HUD is expecting to be used.

In this first phase of the evaluation, the focus will be on the design and implementation of a process study that will comprehensively document the programs implemented by all Jobs Plus Pilot program grantees, the enrollment of program participants into an outcomes evaluation that would allow HUD to understand the impact of program participation, and a review of existing administrative data to assess the content, quality, and coverage of data in order to assess the extent to which HUD might be able to utilize existing administrative data already maintained by the Department and other agencies to understand rudimentary program outcomes. It is expected that the process study will require the research team to build relationships with the grantees. Specific activities may include: site visits to grantees, focus groups with program participants, conversations with program staff, administrators, and community partners, document review, and the establishment of a mechanism for the research team to convey study progress and observations back to the grantees, such as regular conference calls or webinars. Because a subsequent phase of research may include the use of non-HUD administrative data, as well as a survey of program participants, it is expected that the enrollment of program participants will include, at a minimum: participant recruitment into the evaluation, administration of informed consent, and the establishment of procedures for the safe collection and storage of personally identifying participant data. It is expected that the data collection instruments and protocols for both the process study as well as enrollment of program participants into the outcomes evaluation will require OMB approval and be fully compliant with the relevant provisions of the Privacy Act of 1974. HUD will partner with the research team to ensure maximum access to HUD-controlled data, including grantee applications and reports and data available through HUD's Inventory Management System/PIH Information Center (IMS/PIC).

(3) The deliverables HUD is expecting.

HUD expects to work closely with the cooperative awardee, and anticipates the opportunity to review and comment on the following documents, at a minimum:

- **Management & Work Plan** that will depict the overall strategy for completing this research effort within the budget and timeframe allotted, including a description of the research activities to be undertaken, the sequence of tasks, key milestone dates, and key staff engaging in each research

activity.

- **Research Design** describing the key elements and approach for data collection related to the process study, data collection instruments, the procedures for enrolling program participants into the evaluation, the strategy for administering informed consent to potential evaluation participants, and the mechanism for securely collecting and storing evaluation participant data.
- **Information Collection Review (ICR)** documents (more commonly known as an OMB package) which will consist of the Supporting Statement, Parts A and B as needed, and all relevant appendices required for submission to OMB in order to comply with the Paperwork Reduction Act.
- **Interim report** that describes observations of grantees' progress during the first 12-18 months of program implementation, and an assessment of what can be learned about program outcomes via HUD and other administrative data.
- **Final report** documenting the complete findings from the process study.
- **Data collected, data documentation, and code used for analysis.**
- **Monthly** progress reports

c. Project 3: Small Area Fair Market Rent Demonstration Evaluation (1 award, up to \$850,000)

(1) The research question/objectives of the project.

A four-year Small Area Fair Market Rent (SAFMR) Demonstration program began in fiscal year (FY) 2013 with five public housing authorities (PHAs), (Housing Authority of the City of Laredo, TX; Housing Authority of the City of Long Beach, CA; Housing Authority of the County of Cook, IL; Chattanooga, TN Housing Authority, and the Town of Mamaroneck Housing Authority, NY). In addition, SAFMRs were imposed on all PHAs operating within the Dallas HUD metropolitan FMR area in a legal settlement in FY 2011. The experiences of PHAs operating in Dallas, as well as the other five PHAs in the demonstration, and all Section 8 Voucher tenants in these areas will be evaluated. This evaluation will determine the effectiveness of SAFMRs in providing a feasible and cost effective way of helping voucher tenants reach communities of opportunity relative to metro-wide FMRs and will evaluate the impact of SAFMRs on PHA program management and costs. This study will examine the impact of SAFMRs on existing and new Section 8 voucher tenants for these areas.

(2) The methods HUD is expecting to be used.

The research design shall include in its work plan an examination of tenant locations relative to measures of opportunity both before and after the change to SAFMRs and compared with a control set of PHAs that do not have SAFMRs. The work plan shall also include the demographic factors of all tenants in the voucher program for both the SAFMR PHAs and the control PHAs, the number of tenants who move, the time taken to move, the difference in the payment standard, and reason given for the move.

All participating PHAs received supplemental administrative fees for the purposes of upgrading the computer software used to administer the Section 8 Voucher program and other necessary expenses. The PHAs are expected to use the funds for additional outreach and briefings for families and landlords on the SAFMRs, assistance with relocation issues resulting from the use of SAFMRs, changes to rent reasonableness determinations, and additional training and hiring of staff. The research design shall also include in its work plan an analysis of the use of the incremental administrative expenses incurred by the PHAs in implementing SAFMRs; a description of additional administrative activities undertaken to support the implementation of SAFMRs; and an assessment of the overall subsidy cost impact of SAFMRs on the participating PHAs.

The success rate for the new housing choice vouchers and the lease-up rate compared with the measures before the use of SAFMRs and compared with the control PHAs shall also be included. Other issues may be included in the work plan and there should be the ability to add issues as they arise in discussions with PHAs and tenants. HUD administrative data will be used for some demographic and cost data for the Section 8 Voucher program and guidelines for the use of this data will be part of this cooperative agreement. In addition, data will be collected directly from tenants and PHAs, which will require clearance

from the Office of Management and Budget to collect this data under the Paperwork Reduction Act. This cooperative agreement is for a maximum period of three years.

(3) The deliverables HUD is expecting. The contractor and HUD will negotiate a specific timetable for all deliverables.

- **Management & Work Plan** that will depict the overall strategy for completing this research effort within the budget and timeframe allotted, including a description of the research activities to be undertaken, the sequence of tasks, key milestone dates, and key staff engaging in each research activity.
- **Research Design** describing the key elements and approach for data collection related to the process study, data collection instruments, the procedures for enrolling program participants into the evaluation, the strategy for administering informed consent to potential evaluation participants, and the mechanism for securely collecting and storing evaluation participant data.
- **Information Collection Review (ICR)** documents (more commonly known as an OMB package) which will consist of the Supporting Statement, Parts A and B as needed, and all relevant appendices required for submission to OMB in order to comply with the Paperwork Reduction Act.
- **Interim report** that describes observations of grantees' progress during the first 12-18 months of program implementation, and an assessment of what can be learned about program outcomes via HUD and other administrative data.
- **Final report** documenting the complete findings from the process study.
- **Data collected, data documentation, and code used for analysis.**
- **Monthly** progress reports

d. Project 4. Evaluation of the Public and Indian Housing Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators (ROSS-SC) Program (1 award, up to \$700,000)

(1) The research question/objectives of the project.

HUD's 2014 Appropriation included funding to support an evaluation of the Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators (ROSS-SC) Program. Eligible grantees for ROSS-SC funds include public housing agencies (PHAs), tribes/Tribally-designated housing entities (TDHEs), Resident Associations (RAs), and tax-exempt nonprofit organizations. ROSS-SC funding can be used by awardees to hire and maintain service coordinators, whose role is to assess the needs of public housing residents and to coordinate supportive services and other activities designed to help residents attain economic and housing self-sufficiency or to age-in-place and maintain independent living. Grantees can choose to target service coordination efforts towards families, elderly and disabled households, or both. HUD is interested in improving the Department's understanding of the programs that have been established by ROSS-SC grantees, the role and activities of the service coordinators themselves (including service coordinators' case management system), and the breadth of activities that service coordinators have accessed for the benefit of program participants. This evaluation will be an exploratory look into the operations and activities undertaken by the approximately 200 service coordinators supported by the roughly 100 grantees that are expected to be funded under the FY 2014 ROSS-SC funding opportunity (see: <http://portal.hud.gov/hudportal/documents/huddoc?id=2014ROSS-SCnofa.pdf>). ROSS-SC grant awards are expected to be made in early 2015. It is expected that this cooperative agreement will be for an approximate three year period.

(2) The methods HUD is expecting to be used.

This research effort is expected to have three main components: 1) development of a taxonomy of the FY 2014 ROSS-SC grantees, 2) administration of a survey of service coordinators employed by the FY 2014 ROSS-SC grantees, and 3) a review of the first two years of annual reports submitted by the full set of FY 2014 ROSS-SC grantees. The taxonomy of the FY 2014 ROSS-SC grantees will be conducted by reviewing the applications submitted by the grantees that were funded under the FY 2014 NOFA. The taxonomy should enable HUD to assess the commonalities and differences across grantees. HUD is also

interested in understanding more about the service coordinators themselves, as well as their role within the development in which they operate. HUD anticipates that the best way to gather this information may be the administration of a survey, likely web-based, of the roughly 200 service coordinators that are expected to be funded under the FY 14 NOFA. Finally, with the FY14 NOFA, HUD has established streamlined reporting requirements that reduce the burden on grantees and enhance the utility of the information collected by HUD. The research team will be expected to review the annual reports submitted by the FY 2014 ROSS-SC grantees following the first and second years of grant operations (first year reports expected to be available Spring 2016). These submissions will be reviewed and analyzed for their utility in understanding grantee activities and performance outcomes, and recommendations for modifying reporting metrics should be developed. It is expected that any data collection instruments and protocols for collecting data from more than nine individuals will require OMB approval and be fully compliant with the relevant provisions of the Privacy Act of 1974. HUD will partner with the research team to ensure maximum access to HUD-controlled data, including grantee applications and reports.

(3) The deliverables HUD is expecting.

HUD expects to work closely with the cooperative awardee, and anticipates the opportunity to review and comment on the following documents, at a minimum:

- **Management & Work Plan** that will depict the overall strategy for completing this research effort within the budget and timeframe allotted, including a description of the research activities to be undertaken, the sequence of tasks, key milestone dates, and key staff engaging in each research activity.
- **Research Design** describing the key elements and approach for each of the three study components (development of a taxonomy of the FY 2014 ROSS-SC grantees, administration of a survey of service coordinators employed by the FY 2014 ROSS-SC grantees, and a review of at least one round of annual reports submitted by the full set of FY 2014 ROSS-SC grantees). The research design should elucidate any anticipated challenges in accomplishing any of the three components, and strategies to overcome these challenges.
- **Survey Instrument(s)** that will be used to collect data from service coordinators.
- **Information Collection Review (ICR)** documents (more commonly known as an OMB package) which will consist of the Supporting Statement, Parts A and B as needed, and all relevant appendices required for submission to OMB in order to comply with the Paperwork Reduction Act.
- **Five short papers**- the first will document the taxonomy and overview of the FY 2014 ROSS-SC grantees, the second will document the findings from the data collection effort targeting service coordinators, the third will document the review and analysis of the annual reports submitted by the FY 2014 ROSS-SC grantees, and the final two short papers will focus on topics to be developed in partnership with key HUD staff and the research team.
- **Data collected, data documentation, and code used for analysis.**
- **Monthly** progress reports

4. Program Requirements.

Applicants for HUDRD must follow all of the program requirements listed in paragraphs a through j below.

a. **Reporting and Presentations.** Awardees will communicate findings in a variety of formats and venues to be determined by HUD as appropriate for the project, including, but not limited to, comprehensive written reports, presentations and briefings, publication in peer-reviewed journals, and/or other outlets. HUD may request the awardee to make one or more presentation of the findings in a variety of settings. HUD staff will receive interim, draft and final versions of all research products and provide meaningful, timely feedback. Under the terms of the cooperative agreement, HUD staff will be closely involved with the development of the research design and the final products. Final work products shall be well written and conform to HUD's formatting requirements. HUD will post all final reports on its

HUDUSER website. If HUD and the awardee disagree on the final interpretation of the data and analysis; or the quality of the work product, then within 90 days after the submission of the Final Report to HUD, the awardee may proceed with publication of the results and HUD will post the report on the HUDUSER website with a prominent foreword and footnotes approved by the GTR indicating HUD's disagreement(s).

b. Creation of data files and documentation. Replication of the research team's analysis is critical to ensuring the validity of findings. Moreover, most data collected have high value to answer other research questions. As such, any research project involving data collection will provide a data set in a non-proprietary format and with complete documentation so that it may be used accurately by other researchers. In addition, any project that creates a new data set through linking or matching of existing data will result in a fully documented dataset, subject to applicable laws and regulations. HUD may require the awardee to provide data in both public use and restricted access forms. Subsequent access to data will be determined by HUD on a case by case basis. The awardee will also provide well documented "code" used to produce the results presented in the report provided to HUD.

c. Section 3. The requirements of Section 3 of the Housing and Urban Development Act of 1968 (Section 3) do not apply to funding under this NOFA, because no Section 3 covered activity will be undertaken with these HUDRD funds. This does not affect grantees' existing responsibilities to provide training, employment, and other economic opportunities pursuant to Section 3 that result from their receipt of other HUD funding.

d. Effective Communication. Successful applicants shall take appropriate steps to ensure that all public notices and communications are provided in a manner that is effective for persons with hearing, visual and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) (Section 504). See 24 CFR 8.6.

e. Limited English Proficiency. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)." Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Applicants obtaining federal financial assistance from HUD shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. As an aid to recipients, HUD published Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). For assistance and information regarding LEP obligations, go to http://www.justice.gov/crt/lep/guidance/HUD_guidance_Jan07.pdf. For more information on LEP, please visit <http://www.hud.gov/offices/ftheo/lep.xml>.

f. Affirmatively Furthering Fair Housing Requirements (AFFH). Section 808(e)(5) of the Fair Housing Act requires the Department to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. Accordingly, the Department requires recipients of funds, including those awarded and announced under the Department's FY 2014 Program NOFAs that are not specifically exempted, to take affirmative steps to further fair housing. An applicant must discuss how it is going to carry out the proposed activities in a manner that affirmatively furthers fair housing in complete compliance with Section 808(e)(5) of the Fair Housing Act.

Where appropriate to ensure the soundness of the research approach or in projects that are likely to confer a direct benefit to members of the public through their participation in the project, cooperative agreements may include specific requirements to comply with AFFH, as agreed upon with HUD. For projects which involve community-based or academic research and/or which include enrollment outreach, education and/or training, examples of activities that affirmatively further fair housing include, where appropriate:

(i) designing and implementing the research study so as to maximize communication and participation with, or dissemination of information to, persons unlikely to have access to the study, including persons of different ethnic and racial backgrounds, and persons with disabilities; (ii) to the extent practicable, affirmatively marketing the existence of the study or affirmatively disseminating the results of such

studies broadly to persons affected, including protected classes under the Fair Housing Act who are not likely to be aware of the study; (iii) conducting such activities in a manner that provides meaningful access to persons with limited English proficiency (LEP); and (iv) targeting the benefits of the research, outreach, or educational activities to vulnerable populations, including, but not limited to, families with children and racial and ethnic minorities.

In addition, applicants are encouraged to review the Consolidated Plan, Annual Action Plan, PHA Plan, and Analysis of Impediments to Fair Housing Choice (for example, HUD's regulations at 24 CFR 91.225 (a)) in the jurisdiction in which their research activities will take place in order, if applicable, to take into account impediments to fair housing choice in their proposed research.

g. Paperwork Reduction Act. Standardized data collection from 10 or more respondents within a 12-month period will require clearance from the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA). Applicants should make themselves familiar with this requirement. This process frequently requires 180 days or more, so all work plans involving such data collection will need to factor in this requirement. Standardized data collection is defined by whether each respondent or group of respondents (e.g. focus group) is being asked to provide the same level of information on the same subject. Questions need not be phrased exactly the same way each time they are asked, nor does each respondent need to be asked the same set of questions for the information collection to be subject to the PRA. A respondent includes an individual; partnership; association; corporation; business trust; legal representative; organized group of individuals; and State, territory, tribal or local government. Surveys of federal employees are exempt from the PRA requirement.

h. Protections for Human Research Subjects. Awardees must comply with requirements of the federal Common Rule (45 CFR Part 46) for protecting human research subjects when applicable. Compliance may require awardees to seek review and approval of research plans by an Institutional Review Board (IRB). For research requiring an IRB review, the work plan shall identify the IRB that the awardee will use and factor in the necessary cost and time involved in that review. HUD will require awardees to provide appropriate assurances and certifications of compliance before human subjects research begins.

i. Privacy laws and data stewardship. For projects involving the use of HUD data that contain personally identifiable information, awardees will be required to enter into a Data License Agreement, a copy of which can be obtained by contacting the person identified in Section VII. Furthermore, all awardees will, when required, be in compliance with PIH-2014-10: U.S. Department of Housing and Urban Development (HUD) Privacy Protection Guidance for Third Parties (<http://portal.hud.gov/huddoc/pih2014-10.pdf>).

j. Publication standards. Final written products must conform to HUD's Policy Development and Research publication standards as directed by the GTR. HUD reserves the right to edit, format, design, print, post, or otherwise alter final reports and other work products to its satisfaction. If the awardee disagrees with any changes HUD makes to its submitted document, HUD will insert such objections in the publication.

k. Conflicts of Interest. Awards will not be made to applicants if HUD determines that a conflict of interest exists or that existing relationships among parties give the appearance of impropriety. If a potential conflict of interest arises during the period of the award, perhaps based on a specific project being undertaken by the awardee, HUD may determine at that time that a conflict of interest exists, at which time the awardee will be unable to undertake that specific project. Greater specificity on the requirements related to conflicts of interest that awardees are required to follow are contained in Section III of the General Section to the Department's Fiscal Year 2014 NOFAs for Discretionary Programs.

B. Authority.

This program is authorized under Section 501 of the Housing and Urban Development Act of 1970 (12 U.S.C. §1701z-1) and the Transportation, Housing and Urban Development, and Related Agencies Appropriations Act, 2014 as included in the Consolidated Appropriations Act, 2014 (Public Law 113-76, enacted January 17, 2014) and the Consolidated and Further Continuing Appropriations Act, 2013 (Public Law No. 113-6, Enacted March 26, 2013).

II. Award Information.

A. Available Funds.

HUD is making available through this NOFA **\$5,200,000** for Research and Evaluation, Demonstrations, and Data Analysis and Utilization.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds will be subject to statutory constraints. All awards are subject to the applicable funding restrictions described in the General Section and to those contained in this NOFA.

Up to \$5.20 million is available from the Transformation Initiative account in the FY 2013 and FY 2014 HUD Appropriations Acts. The General Section for FY 2014 will govern HUDRD funds. HUD reserves the right to reduce the amount of funding.

B. Number of Awards.

HUD expects to make approximately 4 awards from the funds available under this NOFA.

C. Maximum Award Information.

Maximum awards are project specific. Applicants may submit one application for each of the these specific projects:

- Moving To Work Evaluation (1 award up to \$2,175,000)
- Jobs Plus Evaluation (1 award; up to \$1,475,000)
- Small Area Fair Market Rent Demonstration Evaluation (1 award up to \$850,000)
- ROSS Program Evaluation (1 award up to \$700,000)

Estimated Total Funding:	\$5,200,000
Minimum Award Amount:	\$50,000 Per Project Period
Maximum Award Amount:	\$2,175,000 Per Project Period

D. Period of Performance.

Estimated Project Start Date:	08/15/2015
Estimated Project End Date:	08/14/2018

Other

Additional Information on Project Periods

All funds under an award must be expended within a designated period after the effective date of the Cooperative Agreement, as set forth in the award. The project period will reflect the project being undertaken by the awardee. Awards will be for a period not to exceed 36 months.

E. Type of Funding Instrument.

Funding Instrument Type: Cooperative Agreement

All cooperative agreements will be guided by the following principles:

1. Substantial HUD involvement is required in all aspects of funded projects, including design, implementation, and reporting.
2. HUD reserves the right to enforce these cooperative agreements pursuant to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Enforcement remedies include, but are not limited to reducing an award of funds to any HUDRD awardee if HUD determines that the awardee's performance is substandard or unacceptable. HUD will make this determination on a case-by-case basis and will provide a 30-day notice and a reasonable opportunity to respond.

F. Supplementation.

Not applicable

III. Eligibility Information.

A. Eligible Applicants.

Eligible applicants under this NOFA include:

State governments

County governments

City or township governments

Public and State controlled institutions of higher education

Native American tribal governments (Federally recognized)

Public housing authorities/Indian housing authorities

Native American tribal organizations (other than Federally recognized tribal governments)

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education

Private institutions of higher education

For profit organizations other than small businesses

Small businesses

1. Organizations may submit one application for each of the five projects for which funding is being made available. Subcontractors and consultants may be included in more than one application. However, if an organization submits an application for a project, then it may not be included as a subcontractor or consultant in any other application for the same project. HUD will not consider the application of an organization for any project if the organization or its staff members are listed as subcontractors or consultants on another application for that same project.

2. In accordance with the faith-based initiative, HUD welcomes the participation of eligible faith-based and other community organizations in these programs.

Threshold Requirements.

- a. All applicants must meet the threshold requirements in the FY 2014 General Section, including the Resolution of Civil Rights Matters requirement set forth at Section III.C.2.b.
- b. Each applicant must qualify as an eligible applicant under this NOFA and must have met the timely receipt requirements. See the FY 2014 General Section.
- c.. All applicants are required to submit a one-page application summary with the application as described in Section IV.B below. Although it will not be rated, the summary is a submission requirement.
- d. The minimum score for an application to be considered for funding is 70 with a minimum of 35 points on Factor 1 and a minimum of 35 points on Factor 2.

NOTE: False statements or claims intentionally made in an application constitute grounds for denial or termination of an award, and may lead to penalties or prosecution as provided in 18 U.S.C. 1001.

HUD does not award grants to individuals nor will HUD evaluate an application from an ineligible applicant. Additionally, if for-profit firms are eligible they are not allowed to earn a fee (i.e., make a profit from the project).

In accordance with 2 CFR 25.200, all applicants must have an active Data Universal Numbering System (DUNS) number (www.dnb.com) and have an active registration in the System for Award Management (SAM) (www.sam.gov) **before submitting an application**. Getting your DUNS number and SAM registration can take up to four weeks; therefore, you should start this process or check your status early.

B. Cost Sharing or Matching.

Federal sources are generally not allowed to be used as cost share or match unless otherwise permitted by a program's authorizing statute.

This Program does not require an applicant to leverage resources through cost sharing or matching.

C. Other.

You must refer to Section III of the General Section for information on the following eligibility requirements. These requirements may, where applicable, determine whether your application is reviewed or make your application ineligible for funding:

- Resolution of civil rights matters;
- Compliance with nondiscrimination and other requirements, including but not limited to:
 - compliance with all applicable fair housing and civil rights laws;
 - affirmatively furthering fair housing;
- Delinquent Federal debts;
- Financial management systems that meet Federal standards;
- Debarment and/or suspension from doing business with the Federal Government;
- False statements;
- Do Not Pay review and compliance with the Improper Payments Elimination and Recovery Improvement Act of 2012;
- Standards of ethical conduct/code of conduct;
- Prohibition against lobbying activities; and
- Conflicts of interest.

An applicant may submit one application for each research project they wish to undertake:

- Moving To Work Evaluation
- Jobs Plus Evaluation
- Small Area Fair Market Rent Demonstration Evaluation
- ROSS Evaluation

Each application should be a complete and independent application package.

Awards will not be made to applicants if HUD determines that a conflict of interest exists or that existing relationships among parties give the appearance of impropriety. If a potential conflict of interest arises during the period of the award, perhaps based on a specific project being undertaken by the awardee, HUD may determine at that time that a conflict of interest exists, at which time the awardee will be unable to undertake that specific project.

IV. Application and Submission Information

A. Obtaining an Application Package.

An electronic copy of the Application Package and Application Instructions for this NOFA can be downloaded from Grants.gov at <http://www.grants.gov/applicants/apply-for-grants.html>.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. If you receive a waiver, your paper application must be received by HUD before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Sherone Ivey

PDR

451 7th Street, SW, Rm 8226

Washington, DC 20410

Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted via email or in writing to Sherone.E.Ivey@hud.gov. Written waiver requests must be postmarked no later than 15 days prior to the application deadline date. Instructions regarding the number of copies to submit, address for submission and deadline will be contained in any approval of the waiver request.

B. Content and Form of Application Submission.

To assure you have the correct Application Package and Application Instructions, you must check that the CFDA number, the Opportunity Title, and the Funding Opportunity Number on the first page of your Application Package match those listed in the Overview of this NOFA. Your application will only be considered for the competition indicated on your submission.

1. Application Materials.

a. **Separate Applications for Each Project.** This NOFA has four separate projects:

- Moving To Work Evaluation
- Jobs Plus Evaluation
- Small Area Fair Market Rent Demonstration Evaluation
- ROSS Evaluation

Applicants should submit a separate complete application for each project of HUDRD for which they want to be considered. Applicant should identify in box 13. Competition Title of the SF 424 form which project

they want to be considered, A complete submission will consist of the application signed by an authorized official of the applicant and contain all relevant sections of the application, as identified in the checklist in Section IV.B.4 below. For example, if an entity wants to be considered for two projects, the entity should submit two separate applications. If an entity wants to be considered for three projects, it should submit three separate applications, etc.

b. One Page Application Summary. All applicants are required to submit a one-page application summary identifying the required information listed below:

(1) Indicate if applicant organizations are designated as disadvantaged (e.g., 8(a) business) or small businesses by U.S. Small Business Administration;

(2) Identify the project for which the applicant is applying; and

(3) Provide funding request in whole dollar amount. The amount requested should be based on the number of available personnel, the range and quality of their skills and knowledge, and the ability of the applicant to manage these resources.

c. Narrative Response to Rating Factors. Applicants should provide their response to three rating factors:

(1) Rating Factor 1: Organizational Capacity and Experience and Key Personnel (50 points)

(2) Rating Factor 2: Soundness of Approach (45 points)

(3) Rating Factor 3: Performance Evaluation (5 points)

HUD will consider the degree to which the narrative is clear, concise, well organized, and proofread (i.e. free of grammatical errors, etc.). Please note that Factor 2 – Need and Factor 4 – Leveraging Resources as identified in Section V.A. of the FY2014 General Section do not apply under the program.

d. Appendices. Applicants should include appendices with: 1) resumes of key staff (up to 7); 2) up to five reference letters outlining the applicant's performance of recent (i.e. within the past five years or currently underway) and relevant social science research or program evaluations; and 3) a list of firms participating as subcontractors and consultants with a brief statement of each firm's qualifications. Applicants must have entered into an agreement with each firm listed as a subcontractor or consultant. These appendices are required as part of the application but will not be scored.

2. Page Limitation, Font Size and Format for Naming of Files.

Narratives addressing Rating Factors 1-3 should not exceed 25 pages. The narrative page limits do not include required forms, assurances and certifications, the appendix of participating firms and contractors, the appendix of resumes, the appendix of reference letters, the budget narrative, the abstract, and the one-page summary. The narrative must be formatted to fit an 8 ½ by 11-inch page, double-spaced (information submitted in chart format does not have to be doubled-spaced but has to adhere to the font size and margin requirements), with one inch margins, using standard Times New Roman 12-point font. Resumes are subject to a separate 20 page limit as follows: (i) the application shall include resumes for no more than 7 key personnel; and (ii) no individual resume shall exceed 4 pages. The Appendix of up to five reference letters is subject to a ten page limit. Submitting pages in excess of page limit will not disqualify an applicant; however, 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.

3. Prohibition on Materials Not Specifically Requested.

Materials other than what is specifically requested by HUD in this NOFA should not be submitted. Reviewers will not review them.

Forms for your package include the HUD standard forms outlined below:

4. Submission required of all applicants:

- SF-424, Application for Federal Assistance (see General Section).
- One-page application summary described in Section IV.B above.
- Narrative statement addressing Factors 1-3.
- Appendix containing up to 7 resumes of key personnel.
- Appendix that lists the names of the firms for all of the subcontractors and consultants with whom the applicant has entered into an agreement to participate in an award under this NOFA and a brief statement of each firm's qualifications.
- An appendix containing up to five letters of reference outlining the applicant's performance of recent (within the past five years or currently underway) and relevant social science research or program evaluations..
- Budget submission (display of costs that are not subject to change during a 3-year performance period, such as an indirect cost rate. See Section VI.A of this NOFA for more information on the budget setting process.).
- Faith-Based EEO Survey (SF424 Supplement, Survey on Ensuring Equal Opportunity for Applicants), if applicable.
- HUD Facsimile Transmittal HUD96011 Third Party Documentation.
- Disclosure of Lobbying Activities (SFLLL), if applicable.
- Grant Application Detailed Budget Worksheet HUD424CBW.
- HUD Applicant Recipient Disclosure Report HUD2880 Applicant Recipient Disclosure/Update Report.
- Acknowledgement of Application Receipt HUD2993, if applicable.

C. Application Submission Dates and Times.

Application Deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions on submitting your application to Grants.gov are contained within the Application Package you downloaded from Grants.gov.

The application deadline is 11:59:59 p.m. Eastern time on **April 30th, 2015**.

Applications must be received no later than the deadline. Please refer to the General Section for more information about timely receipt of applications.

Applications must be received no later than the deadline. Please refer to the General Section for more information about timely receipt of applications.

Your application must be **both received and validated** by Grants.gov. Your application is "received" when Grant.gov provides you a confirmation of receipt and an application tracking number. **If you do not see this confirmation and tracking number, your application has not been received.**

After your application has been received, your application still must be validated by Grants.gov. During this process, your application may be "validated" or "rejected with errors." To know whether your application was rejected with errors and the reason(s) why, you must log into Grants.gov, select "Applicants" from the top navigation, and select "Track my application" from the drop-down list. If the status is "rejected with errors," you have the option to correct the error(s) and resubmit your application before the Grace Period ends. **If your application was "rejected with errors" and you do not correct these errors, HUD will not review your application.** If your status is "validated" your application will be forwarded to HUD by Grants.gov.

Grace Period for Grant.gov Submissions: If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of one day beyond the application deadline to submit a corrected application that is received and validated by Grants.gov. Any application submitted during the grace period that does not meet the criteria above will not be considered for funding. There is no grace period for paper applications. See the General Section for more information about the grace period.

If you are required to submit supporting documentation you may either scan and attach these documents to your electronic application package or submit them via fax. If supporting documents are submitted by fax, you must use the HUD-96011 Facsimile Transmittal Form as a cover page; this form is located in your Application Package. You must send any faxes to the toll-free number **800-HUD-1010**. If you cannot access the toll-free number or experience problems using that number you may use **215-825-8798** (this is not a toll-free number). If you or any other parties submitting documents for this application do not use the form HUD-96011 that came with your application as the fax cover page, the documents cannot be matched to the application. Consequently, these documents will not be considered when the application is evaluated. Additionally, if your fax machine creates a cover page, you must turn this feature off.

Amending a Validated Application: If you resubmit an application that was previously validated by Grants.gov, all documents faxed in support of the application must be faxed again using the form HUD-96011. You must fax the materials after the resubmitted application has been validated by Grants.gov. All faxed materials must be received by the applicable deadline.

D. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

E. Funding Restrictions.

1. An organization may not conduct research or evaluation of itself.
2. HUD will determine whether the salary rates are reasonable, customary for the skill set provided and the tasks to be conducted, and in accordance with federal legal requirements.
3. Acquisition of real property, construction, and rehabilitation are ineligible expenses under this NOFA

F. Other Submission Requirements.

Lead Based Paint Requirements

Not Applicable

V. Application Review Information

A. Review Criteria.

A.1. Rating Factors.

The maximum number of points from the rating factors that can be awarded to any application for award is 100. The minimum score for an application to be considered for funding is 70 with individual minimum scores of 35 points required for Factor 1 and 35 points for Factor 2.

Points are assigned under three Rating Factors (100 points total). When addressing the three Rating Factors, applicants should include the relevant skills, knowledge and experience of their organization, subcontractors, and consultants that are part of the submission for addressing the specific project they are applying. Applicants should also address the overall management of the award including policies and

quality-control procedures for ensuring that all program requirements are met and quality products are developed and delivered. The following are the three Rating Factors.

Rating Factor 1: Organizational Capacity and Experience and Key Personnel

Maximum Points: 50

Minimum Points needed for consideration: 35 of 50

Maximum Points for Subfactors:

Recent experience and performance: 25

Key Personnel: 25

Rating Factor 2: Soundness of Approach

Maximum Points: 45

Minimum Points needed for consideration 35 out of 45

Subfactors:

Management: 20

Research Design and Work Plan: 25

Rating Factor 3: Performance Evaluation (no minimum)

Evaluation: 5

Possible Total Score: 100

Total Minimum Required Score for Consideration: 70

Rating Factor 1: Organizational Capacity and Experience and Key Personnel

Maximum Points: 50

Minimum Points needed for consideration is 35 of 50 possible maximum points for this Rating Factor.

a. Recent experience and performance (Maximum 25 points) .

Applicants will be assessed based on the extent to which the narrative articulates that personnel (in-house, subcontractor, or consultants) have demonstrated ability and success in research or program evaluations. The narrative should include references for similar work - demonstrating the capacity and ability to conduct similar work of comparable size and scope as the project for which the applicant is applying.

HUD will evaluate an applicant's past performance based on the applicant's descriptions of other recent research or data projects, as applicable that were either fully completed within the last 5 years or are still underway that demonstrate the applicant's ability to conduct the applicable function (i.e., research and evaluation or data analysis and utilization) that are comparable in size, scope and complexity to the project being applied for and that used similar research methods required to undertake the project for which the organization is applying. For each recent engagement, applicants should include (1) a statement of the objective of the project; (2) a description of the research/evaluation or data analysis tasks included in the engagement; (3) a list of the research questions the project sought to answer and the answers the project provided (or, if the engagement is still underway, how the research questions are being answered); (4) a synopsis of how the research was conducted by the applicant, including the number of hours involved, data collected, methods of collection, and response rate, if applicable, and the total cost of the engagement; (5) the name, organization, and role of up to 5 key personnel who worked on the engagement and who are proposed for this project; (6) a review of the applicant's compliance with award provisions, including (A) financial and performance reporting requirements and

timely drawdown of funds, and (B) deliverables, including meeting work plan deadlines, delivering products and services with high levels of accuracy, and taking corrective actions if poor performance has occurred; (7) identification of any challenges encountered during the engagement and how the research team resolved the challenges; and (8) up to five letters of reference in an appendix with no more than ten pages for this appendix (these will not be included in the total maximum page count).

b. Key Personnel (Maximum 25 points) .

Applicants will be rated on the following basis:

1. Project Directors/Principal Investigators and Project Managers. The extent to which the proposed Project Directors/Principal Investigators and the Project Managers have: (a) experience in managing projects of type and scope similar to those the research team is applying for ; b) specific knowledge of and experience in the topic area/program to be studied; and (c) sufficient time/hours of the specifically identified staff to be committed to the project.

2. Project Staff. The extent to which technical and management staff members proposed for the project have: (a) demonstrated capacity and competence in the skills needed to perform this research; and (b) specific knowledge of and experience with the housing programs and activities to be studied.

Applicants should indicate the expertise and knowledge level of up to 7 of their key personnel that supports the applicant’s capacity to complete the project for which they are seeking funds. For purposes of responding to this factor in the proposal narrative, applicants should submit a brief description for each staff person that includes the following minimum information: (i) likely roles on the research project (e.g., Project Director, Principal Investigator, Statistician, Survey Manager, Data Analyst); (ii) applicable research skills, relevant education, and experience that make them qualified for that role; (iii) knowledge and experience with programs related to the project; and (iv) role in preparing the application for HUDRD. Where applicable, applicants should highlight diversity and language skills. Each description should not exceed 200 words. In addition, resumes for the most critical key personnel (up to 7) should be included as an appendix to the narrative.

For the purposes of responding to this sub-factor, ‘key personnel’ is defined as the applicant’s in-house staff, subcontractors and/or consultants for whom a contract or agreement already exists, who are expected to actually be tasked with developing and conducting the work.

Successful applicants must be able to assemble skilled research teams to undertake project tasks. All applicants should include in their proposed research team people with expertise in applied research, project management, data management, statistics (including econometrics), and writing and editing.

The research team also should include persons with strong backgrounds in the specific project topic as well as knowledge of the policy context and state of the research literature.

Applicants seeking to conduct research and evaluation must include in their proposed research team people with the following skills or knowledge, to the extent each is relevant to the proposed research approach:

- (1) Demonstrated expertise in program evaluation of federal, state, and/or local programs;
- (2) Qualitative methods such as ethnography, document analysis, in-depth interviews, and focus groups;
- (3) Quantitative methods including analysis of HUD administrative data for research;
- (4) Experience working with HUD datasets; and
- (5) Survey instrument design and survey interview management.

Applicants seeking to conduct data analysis and utilization must include in their proposed research team people with the following skills or knowledge:

- (1) Linking and matching of administrative data;

- (2) Analysis of administrative data for research purposes;
- (3) Experience working with HUD datasets;
- (4) Expertise with both GIS and non-GIS data visualization, including web-based platforms;
- (5) Expertise with industry leading data management software with extract, transform, and load (ETL) as well as data quality functionalities;
- (6) Expertise with business intelligence and dashboard applications as tools to expand access and utilization of summarized data; and
- (7) Demonstrated expertise in devising useful performance metrics and index construction for government agencies.

Rating Factor 2: Soundness of Approach

Maximum Points: 45

Rating Factor 2: Soundness of Approach (minimum for Funding Eligibility is 35 out of 45 points)

a. Project Management (Maximum 20 points) .

Applicants must produce a work plan for the project that is reasonable to undertake the work. The narrative should present a clear, practical, and forward-looking plan to deliver products. The applicant's plan must clearly explain how the applicant will manage these activities, including the processes for:

- (1) Managing communication with PDR staff;
- (2) Assigning appropriately skilled and knowledgeable staff;
- (3) Establishing a timeline for the completion of the research effort
- (4) Prioritizing and managing multiple research/evaluation, demonstration, and/or data analysis engagements, as applicable;
- (5) Coordinating and collaborating with other HUDRD awardees when directed by HUD;
- (6) Managing the overall operation with a focus on delivering results;
- (7) Managing a thorough, comprehensive, effective and transparent data quality control plan;
- (8) Providing monthly status reports, including progress and accomplishments and budget tracking;
- (9) Resolving issues or overcoming obstacles that may affect progress; and
- (10) Ensuring quality control.

b. Research Design and Work Plan (Maximum 25 points) .

In rating this factor, HUD will evaluate the applicant's research team's description of its proposed research design and work plan for the project it is applying for, including how clearly it is communicated. The applicant is expected to include a preliminary research design and work plan that addresses the specific project for which they are applying. The applicant must provide a clear, concise, well-organized, and well-edited description of how it would conduct the research to answer the research question (as summarized in the introduction to Section V above) within the maximum award amount described in Section II, as well as the sequencing of key tasks.

Required contents of the research design.

The research design shall delineate the conceptual framework for the entire project. The research design shall specify the research questions being tested, the variables and measures required, and the analyses that would be performed. In addition, the proposed research design needs to include: (a) a general description of the proposed approach; (b) identification of the study universe and sampling plan(s); (c) a description of the survey approach(es); (d) a description of other survey data or administrative data that

would be used; (e) procedures for analyzing the data; and (f) a description of how data would be made available and the results would be displayed.

Required contents of the work plan.

The work plan shall provide a detailed allocation of resources and a schedule for accomplishing the substantive work required for the selected scenario. The plan also shall identify and allocate total person hours and the key personnel needed for each work task for each month of the proposed time period to conduct the work. Total direct and indirect costs should be included for each task in accordance with the proposed labor rates included in the Budget description in Section VI.A.1 below.

The plan shall set start dates (in weeks from HUD approval of the plan), completion dates, and other major milestones for each task and sub-task. Where there are interdependencies among the tasks, the work plan shall indicate how each task will provide the necessary input to the others. The plan also shall include a comprehensive narrative of the overall expected flow of the work and how each task will be accomplished, and shall relate this description to the allocation of staff and other resources. Included within the plan will be a thorough, comprehensive, effective and transparent data quality control plan. The plan will contain a data security plan, including specific information on what staff will have access to specific data. To clarify, the data quality control and data security plans are to apply to the work plan for the project chosen by the applicant, and both are distinct from the requirements in Rating Factor 3 below.

The work plan will include methods for coordinating between research teams, if applicable. Also included in the work plan should be estimated time and cost to develop both restricted-access and public-access datasets with supporting documentation that describes the data and provides the code to replicate the research findings.

How the research design will be rated.

The proposed research design and methodology will be rated on technical quality, clarity, creativity, thoroughness, specificity, and feasibility. This will be assessed on the basis of: (a) the extent to which the proposal responds to the issues in the project description, including addressing key research questions and identifying clear, testable hypotheses; (b) where relevant, the adequacy and feasibility of the suggested sampling plan(s); (c) where relevant, the adequacy and feasibility of the participant recruitment and implementation plan; (d) where relevant, the adequacy and feasibility of the data collection plan; (e) the adequacy, appropriateness and statistical soundness of the procedures proposed for analyzing the data; (f) the adequacy and appropriateness of the basic decisions about the data to be collected (or other survey or administrative data sets) and the data collection procedures; and (g) the effectiveness and feasibility of database design and development plan.

How the work plan will be rated.

The proposed work plan will be rated on the soundness and completeness of the overall plan for the allocation of resources and schedule to accomplish the tasks of work within the time frame of the cooperative agreement, including: (a) ability of the applicant to conduct high quality quantitative and qualitative analyses within time and budget; (b) reasonableness of costs and budget; (c) ability of the applicant to provide stability, continuity, and uniformity of both staff and management; (d) staffing allocations that align with expected level of effort and documented staff experience; (e) feasibility, clarity and completeness of work assignment plan and schedule of tasks; (f) delineation of task responsibilities and accountability and communication among project staff and between applicant and HUD; (g) reasonableness and completeness of procedures for supervising and coordinating task performance of project staff, including consultants and subcontractor; (h) adequacy of controls over scheduling and expenditures; (i) scalability of work effort and management if HUD should seek to pursue additional research questions, different sample sizes, or different numbers of sites than proposed; and (j) data security plan.

The applicant must describe the general methods and measures it will use to regularly monitor the effectiveness of its work. HUD has identified the broad measures of what constitutes high quality research. The applicant must present a clear plan for regularly monitoring the effectiveness of its work on the following measures:

- (1) Quality of the data collection;
- (2) Quality of data quality control and data security;
- (3) Quality of its data analysis;
- (4) Quality of its written product; and
- (5) Timeliness of performance and effectiveness of cost control measures.

A.2. NOFA Priorities.

A.3. Bonus Points

This Program chooses not to award bonus points.

B. Reviews and Selection Process.

1. **Threshold Eligibility Requirements.** All applicants requesting funding to conduct research under the HUDRD program must be in compliance with the threshold requirements found in the FY2014 General Section and the eligibility requirements listed in Section III of this NOFA to be reviewed, scored, and ranked. Applications that do not meet one or more of these threshold requirements, applications from ineligible applicants, and applications that were received after the deadline (see Section IV.C of the FY2014 General Section), will be considered ineligible for funding.
2. **Review Types.** Two types of reviews will be conducted: First, HUD will review each application to determine whether it meets threshold eligibility requirements. Second, applications will be reviewed by panels consisting of at least two independent reviewers and a panel manager. The reviewers will review and assign scores to applications that meet threshold eligibility requirements using the Factors for Award noted in Section V.A.
3. **Ranked Order.** Once scores have been assigned, applications within the fundable range (i.e., a score of 70 or more points overall with 35 or more points for Factor 1 and 35 or more points for Factor 2) will be listed in ranked order.
4. **Funding Decisions.** In determining the amount awarded to a successful applicant, HUD will take into consideration the amount of funds available; the applicant's current organizational capacity to effectively conduct the research requested by HUD as presented in the application, including, among other things, the final score assigned to the application by HUD reviewers. There may be insufficient funds available to make an award to every application scoring within the fundable range.

C. Anticipated Announcement and Award Dates.

HUD anticipates an announcement of cooperative agreement awards approximately 60 days after the application submission deadline.

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. Upon notification that an applicant has been selected for award, HUD will request additional information to be submitted or may work with the applicant to amend information that was already submitted as part of the application, as described below in Sections VI.A.1 through 3 and Sections VI.B and C.

1. Budget.

Applicants shall submit a budget for to undertake the project they are applying in accordance with the research design and work plan as described in Section V. The budget shall include hourly labor rates (which shall include fringe benefit) for all personnel. Indirect cost rates shall be submitted separately. All salaries, wages and rates are subject to federal legal requirements, including those listed in Section IV.E. above. All salaries, wages and rates for specific personnel for specific tasks will be submitted in work plans following award of cooperative agreements and prior to obligation of any funds.

Grantees will only be allowed to charge indirect costs for the cooperative agreement if they have an approved indirect rate agreement issued by their cognizant Federal agency. Grantees that have never had an approved indirect cost rate may choose to agree to a 10 percent cost rate. This rate would be in effect for the entire period of performance. A cooperative agreement without a formal budget can be executed so long as HUD has other specific information. In cases where HUD cannot successfully conclude negotiations on a cooperative agreement with a selected applicant or a selected applicant fails to provide HUD with requested information as part of the negotiation process, an award will not be made to that applicant. In this instance, HUD may offer an award and proceed to negotiate with another applicant.

HUD requires that selected applicants participate in negotiations to determine an administrative budget. The administrative budget must clearly identify the labor, associated indirect, travel, and material and supply costs associated with the selected applicant's management of the award. The administrative budget must track the different sources of funding and associate administrative costs to each source.

Administrative costs mean reasonable direct and associated indirect costs of overall research award management and evaluation, including:

- a. Salaries, wages, benefits and related costs for developing and negotiating the budget, developing systems and schedules for ensuring compliance with the award, preparing reports required under the award, attending HUD-required meetings or training, submitting billing information, and management or supervision of persons carrying out the research activities;
- b. Travel costs related to administration of the award;
- c. Administrative services performed under third-party contracts or agreements, such as general legal services, accounting services, and audit services;
- d. Other costs for goods and services required for the administration of the award, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance of office space. Rental and maintenance of office space is allowed only under the following conditions:
 - (1) The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities;
 - (2) No repairs or renovations of the property may be undertaken with funds provided under this NOFA; and
 - (3) Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.

Administrative costs shall be segregated in a separate cost center within the awardee's accounting system. When developing the administrative budget for the award, the administrative costs are limited depending on the total award amount. Administrative costs associated with the management of the award are

capped at 15% for the first \$1 million of an award and 10% for award amounts greater than \$1 million.

Costs may be denied or modified if HUD determines that they are not allowable, allocable, and/or reasonable.

2. Code of Conduct. 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>

3. Central Contractor Registration Requirement. See FY2014 General Section.

4. Debriefing. See Section VI.A.5 of the FY2014 General Section.

B. Administrative and National Policy Requirements.

Certain Administrative and National Policy Requirements apply to all HUD programs, including this NOFA. For a complete list of these requirements, see Section VI.B. of the General Section.

1. Awards are subject to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Applicants must submit a certification from an Independent Public Accountant or the government auditor, stating that the applicant's financial management system meets prescribed standards for fund control and accountability. Non-compliance with the applicable uniform administrative requirements and implementation of those requirements along with the cooperative agreement provisions, may cause HUD to impose sanctions, restrictions, or terminate the award.

2. After selection for funding but prior to award, applicants under the categories below must also submit financial and administrative information to comply with applicable requirements as follows:

a. Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations are also subject to 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

c. For state and local governments, awards will be subject to 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

d. For commercial/for-profit organizations, awards will be subject to 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

3. Activities under HUDRD are categorically excluded from and not subject to environmental review under 24 CFR 50.19(b)(1), (2), (3) and (5).

C. Reporting.

Please refer to Section VI of the General Section for a description of the general reporting requirements applicable to this NOFA.

1. Program Progress. Awardees will be required to submit Monthly Reports in a manner specified by HUD, with descriptions of tasks accomplished, and a narrative explanation of any disparity between projected and actual results. The Monthly Performance Reports shall include budget reporting, indicating the draw down toward each task and providing sufficient detail to enable the GTR to monitor tasks, effort, and invoices. At the GTR's request, the awardee will provide monthly budget reporting.

2. Recipient Reporting to Meet the Requirements of the Federal Funding Accountability and Transparency Act of 2006, as amended.

a. Prime Grant Awardee Reporting. Prime recipients of HUD financial assistance are required to report certain subawards in the federal government-wide website www.frs.gov or its successor system. Prime

financial assistance awardees receiving funds directly from HUD are required to report subawards and executive compensation information both for the prime award and subaward recipients, including awards made as pass-through awards or awards to vendors, if (1) the initial prime grant award is \$25,000 or greater, or the cumulative prime grant award will be \$25,000 or greater if funded incrementally as directed by HUD in accordance with OMB guidance; and (2) the sub-award is \$25,000 or greater, or the cumulative subaward will be \$25,000 or greater. For reportable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the System for Award Management (SAM) system, the prime recipient is not required to report this information.

The reporting of award and subaward information is in accordance with the requirements of Federal Financial Assistance Accountability and Transparency Act of 2006, as amended by section 6202 of Public Law 110-252, hereafter referred to as the "Transparency Act" and OMB Guidance issued to the Federal agencies on September 14, 2010 (75 FR 55669) and in OMB Policy guidance. The prime awardee will have until the end of the month plus one additional month after a subaward or pass-through award is obligated to fulfill the reporting requirement. Prime recipients are required to report the following information for applicable subawards. The following information will be displayed on a public government-wide website pursuant to the Transparency Act:

- (1) Name of entity receiving award;
- (2) Amount of award;
- (3) Funding agency;
- (4) North American Industry Classification System (NAICS) code for contracts/CFDA program for financial assistance awards;
- (5) Program source;
- (6) Award title descriptive of the purpose of the funding action;
- (7) Location of the entity (including Congressional district);
- (8) Place of Performance (including Congressional district);
- (9) Unique identifier of the entity and its parent; and
- (10) Total compensation and names of top five executives.

For the purposes of reporting into the FFATA Sub-award Reporting System (FSRS) reporting site, the unique identifier is the DUN and Bradstreet Universal Numbering System (DUNS) number the entity has obtained from Dun and Bradstreet, and for Prime awardees the DUNS number registered in the Central Contractor Registration as required by HUD regulation 24 CFR 5.1004.

b. Prime Grant Awardee Executive Compensation Reporting. Prime awardees must also report in the government-wide website the total compensation and names of the top five executives in the prime awardee organization if:

- (i) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (ii) Compensation information is not readily available through reporting to the U.S. Securities and Exchange Commission (SEC).

c. Subaward Executive Compensation Reporting. Prime grant awardees must also report in the government-wide website the total compensation and names of the top five executives in the subawardees if:

- (i) More than 80% of the annual gross revenues are from the Federal government, and those revenues are greater than \$25 million annually; and
- (ii) This required compensation information is not readily available through reporting to the Securities and Exchange Commission (SEC). For applicable subawards, if executive compensation reporting is required and subaward recipients' executive compensation is reported through the Central Contractor Registration (CCR) system, the prime recipient is not required to report this information.

d. Transparency Act Reporting Exemptions. The Transparency Act exempts any sub-awards less than

\$25,000 made to individuals and any sub-awards less than \$25,000 made to an entity whose annual expenditures are less than \$300,000. Subawards with a cumulative total of \$25,000 or greater are subject to subaward reporting beginning the date the subaward total award amount reaches \$25,000. The Transparency Act also prohibits reporting of any classified information. Any other exemptions to the requirements must be approved by the Office of Management and Budget.

3. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act of Fiscal Year 2009 (Pub. L. 110-417), hereafter referred to as “Section 872.” Section 872 requires the establishment of a government wide data system, the Federal Awardee Performance and Integrity Information System (FAPIIS), to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements. A technical correction to the General Section may be issued when such regulations are promulgated. HUD anticipates that the terms and conditions to its FY2014 awards will contain requirements related to meeting FFATA and Section 872 requirements.

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications.

Questions regarding specific program requirements should be directed to the point of contact listed below.

Applicants should contact Sherone E. Ivey, Deputy Assistant Secretary for University Partnerships, Office of Policy Development and Research, HUD, at (202) 402-4200, or by e-mail at :
Sherone.E.Ivey@HUD.GOV.

Questions concerning the General Section should be directed to the Office of Strategic Planning and Management, Grants Management and Oversight Division at 202-708-0667 (this is not a toll-free number).

Persons with hearing or speech impairments may access these numbers via TTY by calling the toll-free Federal Relay Service at 800-877-8339.

VIII. Other Information.

HUD is required to comply with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This Act governs the collection of information from the public including responses to this NOFA. HUD may not collect this information, and you are not required to complete these forms unless they display current, valid OMB control number(s). The results of this collection will not be published or be used for statistical purposes.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.”

FAQs will be posted on the HUD Funds Available webpage and will be updated periodically.

Applicants may use the checklist below as a guide when preparing your application package.

- SF-424, Application for Federal Assistance (see General Section) (applicant must list the specific project they are applying for)
- One-page application summary described in Section IV.B above
- Narrative statement addressing Factors 1-3
- Appendix containing up to 7 resumes of key personnel
- Appendix that lists the names of the firms for all of the subcontractors and consultants with whom the applicant has entered into an agreement to participate in an award under this NOFA and a brief statement of each firm's qualifications
- An appendix containing up to ten letters of reference outlining the applicant's performance of recent (with five years or currently underway) and relevant social science research or program evaluations.
- Budget submission (display of costs that are not subject to change during a 5-year performance period, such as an indirect cost rate. See Section VI.A of this NOFA for more information on the budget setting process.)
- Faith-Based EEO Survey (SF424 Supplement, Survey on Ensuring Equal Opportunity for Applicants), if applicable
- HUD Facsimile Transmittal HUD96011 Third Party Documentation
- Disclosure of Lobbying Activities (SFLLL), if applicable
- Grant Application Detailed Budget Worksheet HUD424CBW
- HUD Applicant Recipient Disclosure Report HUD2880 Applicant Recipient Disclosure/Update Report