

**DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT**

**Office of the Assistant Secretary for
Policy Development and Research**

[Docket No. FR-4016-N-01]

**Community Development Work Study
Program; Notice of Funding
Availability—FY 1996**

AGENCY: Office of the Assistant Secretary for Policy Development and Research, HUD.

ACTION: Notice of Funding Availability (NOFA) for Fiscal Year (FY) 1996.

SUMMARY: This notice invites applications from institutions of higher education, area-wide planning organizations, and States for grants under the Community Development Work Study Program (CDWSP). The CDWSP, authorized by the Housing and Community Development Act of 1974, as amended, assists economically disadvantaged and minority students participating in work study programs in such institutions. This notice announces HUD's intention to award up to \$3 million from FY 1996 appropriations (plus any additional funds recaptured from prior appropriations) to fund work study programs to be carried out from August, 1996 to September, 1998.

Note: The Congress has not yet enacted FY 1996 appropriation for HUD. However, HUD is publishing this notice to give potential applicants adequate time to prepare applications. The amount of funds announced in this NOFA is an estimate of amounts that may be made available in FY 1996, and is based on the level of funding available for FY 1995. HUD is not bound by the estimate set forth in this notice. The estimated amount may be adjusted based on the enacted FY 1996 appropriation.

DATES: Applications may be requested beginning April 1, 1996. Applications must be physically received by the Office of University Partnerships, in care of the Division of Budget, Contracts, and Program Control, in Room 8230 by 4:30 p.m. Eastern Time on May 31, 1996. This deadline is firm as to date, hour, and place. In the interest of fairness to all competing applicants, the Department will treat as ineligible for consideration any application that is received after the deadline. Applicants should take this practice into account and make early submissions of their materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery-related problems.

FOR FURTHER INFORMATION CONTACT: John Hartung, Office of University Partnerships, Department of Housing

and Urban Development, 451 Seventh Street, SW, Washington, DC 20410, Telephone (202) 708-3061, extension 261 (Voice). The TTY number for the hearing impaired is (202) 708-1455. (These are not toll-free numbers.) Mr. Hartung can also be reached via the Internet at jhartung@hud.gov.

Application packages (requests for grant application) may be obtained by written request from the following address: HUD USER, ATTN: Community Development Work Study Program, P.O. Box 6091, Rockville, MD 20850. Requests for application kits may be faxed to: 301-251-5747 (this is not a toll-free number). Requests for application kits must include the applicant's name, mailing address (including zip code), telephone number (including area code), and must refer to "Document FR-4016." The application kit is also available on the Internet from the Office of University Partnerships Clearinghouse. The Clearinghouse can be accessed from the World Wide Web at: <http://oup.aspensys.com:89>; or from a Gopher Server at: <gopher://oup.aspensys.com:77>.

SUPPLEMENTARY INFORMATION:

A. Background

Section 107(c) of the Housing and Community Development Act of 1974, as amended, (the Act) authorizes the CDWSP. Under this section, HUD is authorized to provide grants to institutions of higher education, either directly or through area-wide planning organizations or States, for the purpose of providing assistance to economically disadvantaged and minority students, including students with disabilities, who participate in community development work study programs and are enrolled in full-time graduate or undergraduate programs in community or economic development, community planning, or community management. Two-year institutions are not eligible applicants for funding under this program. This notice announces HUD's intention to award up to \$3 million from FY 1996 appropriations (plus any additional funds recaptured from prior appropriations). Awards will be made under the HUD implementing regulations at 24 CFR 570.400 and 570.415 and the provisions of this Notice.

Note: The Congress has not yet enacted FY 1996 appropriation for HUD. However, HUD is publishing this notice to give potential applicants adequate time to prepare applications. The amount of funds announced in this NOFA is an estimate of amounts that may be made available in FY 1996, and is based on the level of funding available for FY 1995. HUD is not bound by

the estimate set forth in this notice. The estimated amount may be adjusted based on the enacted FY 1996 appropriation.

B. Eligible Applicants

The following are eligible to apply for assistance under the program subject to the conditions noted below:

1. Institutions of higher education offering graduate degrees in a community development academic program.
2. Institutions of higher education offering undergraduate degrees in a community development academic program if no institutions of higher education in the standard metropolitan statistical area (SMSA) or non-SMSA area in which they are located offer graduate degrees in a community development academic program.

Note: Two-year institutions of higher education are not eligible applicants for funding under this program.

3. Area-wide planning organizations (APOs) which apply on behalf of two or more institutions of higher education located in the same SMSA or non-SMSA area as the APO.

4. States which apply on behalf of two or more institutions of higher education located in the State. If a State is approved for funding, institutions of higher education located in the State are not eligible recipients. If an APO is approved for funding, institutions of higher education located in the SMSA or non-SMSA non-metropolitan area served by the APO are not eligible recipients.

C. Threshold Requirements

To be eligible for ranking, applications must meet each of the following threshold requirements:

1. The application must be filed in the application form prescribed by HUD, and within the required time prescribed by the Request For Grant Application (RFGA) released pursuant to this notice.
2. The application must demonstrate that the applicant is eligible to participate.
3. The applicant must demonstrate that each institution of higher education participating in the program as a recipient has the required academic programs and faculty to carry out its activities under CDWSP. Each work placement agency must have the required staff and community development work study program to carry out its activities under CDWSP.
4. Institutions of higher education, APOs, and States must maintain at least a 50 percent rate of graduation of students from the FY 1993 funding round which covered school years September 1993 to September 1995 in

order to participate in the current round of CDWSP funding. Institutions of higher education, APOs, and States funded under the FY 1993 CDWSP funding round which did not maintain such a rate will be excluded from participating in the FY 1996 funding round. Such institutions, APOs, and States are eligible to participate in the 1997 round.

D. Selection Factors for Institutions of Higher Education (110 Points)

The following factors will be considered by the Department in evaluating applications received from institutions of higher education in response to the solicitation.

1. Academic Program (53 points, as allocated below).

Each application will be reviewed for evidence of the school's commitment to administering a CDWSP and the overall strength of its commitment to meeting the needs of minority and economically disadvantaged individuals, including students with disabilities. This commitment will be evaluated in the following areas:

a. Relative quality of the academic program offered by the institution of higher education.

(1) Quality of the academic program in terms of community and economic development course offerings and academic requirements for students. (8 points)

(2) Appropriateness of the curriculum to prepare students for careers in the community and economic development field. (8 points)

(3) Qualifications of the faculty and the percentage of time they will teach in the academic area. (6 points)

b. Quality of academic supervision - Qualifications of the academic supervisor and the percentage of time they will commit to the students. (7 points)

c. Amount of resources to be committed by the institution to the CDWSP.

(1) Appropriateness and adequacy of the applicant's plan for the use of its facilities, equipment and financial resources in support of the CDWSP. (2 points)

(2) The degree to which the applicant is able to contribute funds to support the total cost of the project. (5 points)

(3) The degree to which the applicant will utilize faculty and staff administrators on staff. (7 points)

d. Applicant's success rate in graduating students previously enrolled in the HUD CDWSP or similar work study program. (10 points)

2. Student Work Placement Assignment (9 points, as allocated below)

a. The extent to which the participating students will receive a sufficient number and variety of work placement assignments. (3 points)

b. The extent to which the assignments will provide practical and useful experience to students participating in the program. (3 points)

c. The extent to which the assignments will further the participating students' preparation for professional careers in community or economic development, community planning, or community management. (3 points)

3. Seminars (4 points)

The degree to which the proposed seminars will (a) relate the experience provided under the work placement assignments with the educational experience provided under the academic programs and (b) address career planning and permanent job placement. (4 points)

4. Placement Opportunities (13 points, as allocated below)

a. Extent to which the institution's educational program (based on past experience) leads directly and immediately to career opportunities in the community and economic development fields. (6 points)

b. The applicant's success in assisting graduates of the HUD CDWSP or similar work study program to find permanent employment in community development funded agencies. (7 points)

5. Program Coordination and Administration (16 points, as allocated below)

a. The degree to which the Program Director has clear responsibility, ample percentage of time, and sufficient institutional or academic authority to coordinate the overall administration of the program. (8 points)

b. The applicant's ability to track and monitor the progress of the students previously enrolled in the HUD or similar work study program, including the students who drop out of the program. (4 points)

c. The adequacy of the applicant's plan for placing students on rotating assignments in community development work placement assignments and keeping track of students during the two-year academic period and the internship. (4 points)

6. Institution's Commitment (15 points, as allocated below)

a. The extent to which the applicant has a recruitment program that demonstrates an active, aggressive, and imaginative effort to identify and attract qualified minorities and economically

disadvantaged students, including students with disabilities. (2 points)

b. The success of past and current efforts in preparing these students for careers in community and economic development. (6 points)

c. The extent to which the CDWSP award will result in a net increase of these students in each academic area. (3 points)

d. The extent to which the CDWSP award will not result in a decrease in the amount of the institution's own financial support available for minority and economically disadvantaged students, including students with disabilities, in the academic areas or the institution as a whole. (2 points)

e. The extent to which the applicant has provided reasonable accommodations for students with disabilities to enable them to participate in the college/university's academic and work-study programs. (2 points)

E. Selection Factors for Area-Wide Planning Organizations and States (110 Points)

The following factors will be considered by the Department in evaluating applications received from area-wide planning organizations and States in response to this NOFA. Each application must contain sufficient technical information to be reviewed for its technical merit.

1. Academic Program (53 points, as allocated below)

a. Relative quality of the academic program offered by the institutions of higher education.

(1) Quality of the academic program in terms of community and economic development course offerings and academic requirements for students. (8 points)

(2) Appropriateness of the curriculum to prepare students for careers in the community and economic development field. (8 points)

(3) Qualifications of the faculty at each college/university listed in the submission and the percentage of time they will teach in the academic area. (6 points)

b. Qualifications of the academic area supervisor at each college/university listed in the submission and the percentage of time they will commit to the students. (7 points)

c. Amount of resources to be committed to the CDWSP.

(1) Appropriateness and adequacy of the applicant's and each institution's plan for the use of its facilities, equipment and financial resources in support of the CDWSP. (2 points)

(2) The degree to which each college/university listed in the application is

able to contribute funds to support the total cost of the project. (5 points)

(3) The degree to which each college/university listed in the application will utilize faculty and staff administrators on staff. (7 points)

d. The success rate of each institution of higher education applying under the applicant in graduating students previously enrolled in the HUD CDWSP or similar work study program. (10 points)

2. *Student Work Placement Assignment* (9 points, as allocated below)

a. The extent to which the participating students will receive a sufficient number and variety of work placement assignments. (3 points)

b. The extent to which the assignments will provide practical and useful experience to students participating in the program. (3 points)

c. The extent to which the assignments will further the participating students' preparation for professional careers in community or economic development, community planning, or community management. (3 points)

3. *Seminars*. (4 points)

The degree to which the proposed seminars will (a) relate to the experience provided under the work placement assignments with the educational experience provided under the academic program and (b) address career planning and permanent job placement. (4 points)

4. *Placement Opportunities* (13 points, as allocated below)

a. The extent to which the educational program for each college/university listed in the application (based on past experience) leads directly and immediately to career opportunities in the community and economic development fields. (6 points)

b. The applicant's success in assisting graduates of the HUD Community Development Work Study Program (CDWSP) or similar work study program to find permanent employment in community development funded agencies. (7 points)

5. *Program Coordination and Administration* (16 points, as allocated below)

a. The extent to which the applicant has established a committee to coordinate activities between program participants to advise the recipient on policy matters, to assist the recipient in ranking and selection of participating students, and to review disputes concerning compliance with program agreements and performance. (8 points)

b. The applicant's ability to track and monitor progress of students enrolled in

the program and those who drop out. (4 points)

c. The adequacy of the applicant's plan for placing students in work placement assignments and keeping track of students during the two-year academic period and during the internship, respectively. (4 points)

6. *Institution's Commitment* (15 points, as allocated below)

a. The extent to which the applicant has a recruitment program that demonstrates an active, aggressive, and imaginative effort to identify and attract qualified minorities and economically disadvantaged students, including students with disabilities. (2 points)

b. The success of past and current efforts of colleges/universities listed in the application in preparing these students for careers in community and economic development. (6 points)

c. The extent to which the CDWSP award will result in a net increase of these students in each academic area. (3 points)

d. The extent to which the CDWSP award will not result in a decrease in the amount of the institutions' own financial support available for minority and economically disadvantaged students, including students with disabilities, in the academic areas or the institution as a whole. (2 points)

e. The extent to which the applicant has provided reasonable accommodations for students with disabilities to enable them to participate in the college/university academic and work-study program. (2 points)

F. Program Policy Factors

HUD may provide assistance to support a number of students that is less than the number requested under applications in order to provide assistance to as many highly rated applications as possible. In addition, HUD might award a lower funding level than the requested amount for tuition, work stipend, books and additional support.

In the event two or more applications have the same number of points, the application with the most points for selection factor (1) will be selected. If there is still a tie, the application with the most points for selection factor (5) will be selected.

G. Obtaining Application

For an application kit, contact HUD USER, ATTN: Community Development Work Study Program, P.O. Box 6091, Rockville, Maryland 20850. Applications may be requested beginning April 1, 1996.

Requests for application kits must be in writing, but may be faxed to 301-

251-5747. (This is not a toll-free number.) Please refer to FR-4016, and provide your name, address (including zip code) and telephone number (including area code).

H. Submitting Applications and Deadline Date

Applications for funding under this NOFA must be complete and must be physically received in the place designated in the application kit for receipt, by 4:30 p.m. Eastern Time on May 31, 1996. The deadline date and time will be firm as to date and hour. In the interest of fairness to all competing applicants, the Department will treat as ineligible for consideration any application that is received after the deadline. Applicants should take this practice into account and make early submission of their materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery related problems.

Following the expiration of the application submission deadline, HUD will review and rank applications in a manner consistent with the procedures described in this Notice and the provisions of the program regulations at 24 CFR 570.425.

1. Application Content

Applicants must complete and submit applications in accordance with instructions contained in the application kit. The following is a checklist of the application content that will be specified in the RFGA:

(a) Transmittal letter, identifying the agency accrediting the institutions of higher education on whose behalf the application is filed and further stating that such accrediting agency(ies) are recognized by the U.S. Department of Education.

(b) A completed and signed Standard Form 424, Application For Federal Assistance.

(c) Abstract.

(d) Table of Contents.

(e) Proposal narrative statement addressing the factors for award.

(f) Sample copy of student/recipient binding agreement.

(g) Sample copy of recipient/student work placement agreement.

(h) Management/Workplan.

(i) Resumes of Key staff and faculty.

(j) Budget for resident and non-resident students.

(k) Tuition and fee Schedule.

(l) Audit/financial management system information.

(m) Certification by IPA or cognizant audit agency of applicant's financial management system.

(n) If applicable, document verifying a 50 per cent rate of graduation of

students from the FY 1993 funding round.

2. *Certifications and Exhibits*

Applications must also include the following:

- (a) Drug-Free Workplace Certification.
- (b) Certification prohibiting excessive force against nonviolent civil rights demonstrators, pursuant to 42 U.S.C. 5304 (applies only to applicants that are units of general local government).
- (c) Certification on HUD Form 2880, Applicant/Recipient Disclosure, Update Report, disclosing receipt of at least \$200,000 in covered assistance during the fiscal year, pursuant to 24 CFR part 12, subpart C, Accountability in the Provision of HUD Assistance.
- (d) Disclosure of Lobbying Activities on SF-LLL must be used to disclose lobbying with other than Federally appropriated funds at the time of application if the applicant deems it applicable.

J. Corrections to Deficient Applications

After the submission deadline date, HUD will screen each application to determine whether it is complete. If an application lacks certain technical items or contains a technical error, such as an incorrect signatory, HUD will notify the applicant in writing that it has 14 calendar days from the date of HUD's written notification to cure the technical deficiency. If the applicant fails to submit the missing material within the 14-day cure period, HUD may disqualify the application.

This 14-day cure period applies only to non-substantive deficiencies or errors. Any deficiency capable of cure will involve only items not necessary for HUD to assess the merits of an application against the factors specified in this NOFA.

K. Other Matters:

1. *Federalism Impact* The General Counsel, as the Designated Official under section 6(a) of Executive Order 12612, *Federalism*, has determined that the policies and procedures contained in this notice will not have substantial direct effects on States or their political subdivisions, or the relationship between the federal government and the States, or on the distribution of power and responsibilities among the various levels of government. As a result, the notice is not subject to review under the Order.

2. *Impact on the Family* The General Counsel, as the Designated Official under Executive Order 12606, *The Family*, has determined that this notice will likely have a beneficial impact on family formation, maintenance, and

general well-being. Accordingly, since the impact on the family is beneficial, no further review is considered necessary.

3. *Accountability in the Provision of HUD Assistance*

HUD has promulgated a final rule to implement section 102 of the Department of Housing and Urban Development Reform Act of 1989 (HUD Reform Act). The final rule is codified at 24 CFR part 12. Section 102 contains a number of provisions that are designed to ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD.

On January 16, 1992, HUD published at 57 FR 1942, additional information that gave the public (including applicants for, and recipients of, HUD assistance) further information on the implementation, public access, and disclosure requirements of section 102. The documentation, public access, and disclosure requirements of section 102 are applicable to assistance awarded under this NOFA as follows:

a. *Documentation and Public Access.* HUD will ensure documentation and other information regarding each application submitted pursuant to this NOFA are sufficient to indicate the basis upon which assistance was provided or denied. This material, including any letters of support, will be made available for public inspection for a five-year period beginning not less than 30 days after the award of the assistance. Material will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and HUD's implementing regulations at 24 CFR part 15. In addition, HUD will include the recipients of assistance pursuant to this NOFA in its Federal Register notice of all recipients of HUD assistance awarded on a competitive basis. (See 24 CFR 12.14(a) and 12.16(b), and the notice published in the Federal Register on January 16, 1992 (57 FR 1942), for further information on these requirements.)

b. *HUD responsibilities—disclosures.* HUD will make available to the public for five years all applicant disclosure reports (HUD Form 2880) submitted in connection with this NOFA. Update reports (also Form 2880) will be made available along with the applicant disclosure reports, but in no case for a period less than three years. All reports, both applicant disclosures and updates, will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and HUD's implementing regulations at 24 CFR part 15. (See 24 CFR part 12, subpart C, and the notice

published in the Federal Register on January 16, 1992 (57 FR 1942), for further information on these disclosure requirements.)

c. *State and unit of general local government responsibilities—disclosures.*

States and units of general government receiving assistance under this NOFA must make all applicant disclosure reports available to the public for three years. Required update reports must be made available along with the applicant disclosure reports, but in no case for a period less than three years. Each State and unit of general local government may use HUD Form 2880 to collect the disclosures, or may develop its own form. (See 24 CFR part 12, subpart C, and the notice published in the Federal Register on January 16, 1992 (57 FR 1942) for further information on these disclosure requirements.)

4. *Prohibition Against Advance Information on Funding Decisions*

HUD's regulation implementing section 103 of the HUD Reform Act, codified as 24 CFR part 4, applies to the funding competition announced today. The requirements of the rule continue to apply until the announcement of the selection of successful applicants.

HUD employees involved in the review of applications and in the making of funding decisions are restrained by part 4 from providing advance information to any person (other than an authorized employee of HUD) concerning funding decisions, or from otherwise giving any applicant an unfair competitive advantage. Persons who apply for assistance in this competition should confine their inquiries to the subject areas permitted under 24 CFR part 4.

Applicants or employees who have ethics related questions should contact the HUD Office of Ethics (202) 708-3815 (voice), (202) 708-1112 (TTY). (These are not toll-free numbers.) For HUD employees who have specific program questions, such as whether particular subject matter can be discussed with persons outside the Department, the employee should contact the appropriate Field Office Counsel or Headquarters Counsel for the program to which the question pertains.

5. *Prohibition Against Lobbying Activities*

The use of funds awarded under this NOFA is subject to the disclosure requirements and prohibitions of Section 319 of the Department of Interior and Related Agencies Appropriations Act for Fiscal Year 1990

(31 U.S.C. 1352) and the implementing regulations at 24 CFR part 87. These authorities prohibit recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant, or loan. The prohibition also covers the awarding of contracts, grants, cooperative agreements, or loans unless the recipient has made an acceptable certification regarding lobbying. Under 24 CFR part 87, applicants, recipients, and subrecipients of assistance

exceeding \$100,000 must certify that no federal funds have been or will be spent on lobbying activities in connection with the assistance.

7. The information collection requirements contained in this NOFA have been approved by the Office of Management and Budget (OMB), under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2535-0084.

8. The assistance under this NOFA is categorically excluded from review under the National Environmental Policy Act, pursuant to 24 CFR 50.20(b).

L. The Catalog of Federal Domestic Assistance Program

The Catalog of Federal Domestic Assistance Number is 14.234.

Authority: 42 U.S.C. 5301-5320; 42 U.S.C. 3535(d); 24 CFR 570.402.

Dated: March 13, 1996.

Michael A. Stegman,

Assistant Secretary for Policy Development and Research.

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