

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**OUTREACH AND ASSISTANCE
TRAINING GRANTS (OTAG)**

FUNDING AVAILABILITY FOR OUTREACH AND TRAINING ASSISTANCE GRANTS (OTAG)

Program Overview

Purpose of the Program. OTAG funds are used to provide technical assistance for tenants or tenant groups in properties with project-based rental assistance contracts that are nearing expiration and properties whose tenants have received notice that the owner intends to prepay its HUD-insured mortgage. Funds are available to conduct outreach and training activities for HUD tenants in such properties, under section 514(f)(3) of the Multifamily Assisted Housing Reform and Affordability Act of 1997 ("MAHRA"). Section 534 of the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2000, amended section 514(f)(3) to extend technical assistance to below-market properties.

Available Funds. Approximately \$6.0 million.

Eligible Applicants. Any resident-controlled non-profit organization, community-based organization and public entities may apply for and receive OTAG grant assistance in accordance with section 514 of the MAHRA Act of 1997 and this SuperNOFA.

Application Deadline. **April 26, 2000.**
Match. None.

Additional Information

If you are interested in applying for funding under this program, please review carefully the **General Section** of this SuperNOFA and the following additional information.

I. Application Due Date, Applications Kits, Further Information, and Technical Assistance

Application Due Date. Submit your completed applications (one original and two copies) on or before **12:00 midnight, Eastern time, on April 26, 2000**, to the address shown below.

See the **General Section** of this SuperNOFA for specific procedures governing the form of application submission (e.g., mailed applications, express mail, overnight delivery, or hand carried).

Address for Submitting Applications.
To HUD Headquarters. Submit your completed application (an original and two copies) to: The Office of Multifamily Housing Assistance Restructuring, Attn: Victor Lambert, 1280 Maryland Avenue, SW, Suite 4000, Washington, DC 20024. When submitting your application, please refer

to OTAG, and include your name, mailing address (including zip code) and telephone number (including area code).

For Application Kits. For an application kit and any supplemental materials please call the SuperNOFA Information Center at 1-800-HUD-8929. Persons with hearing or speech impairments may call the Center's TTY number at 1-800-HUD-2209. The application kit also will be available on the Internet through the HUD Web site at <http://www.HUD.gov>. When requesting an application kit, please refer to OTAG and provide your name, address (including zip code), and telephone number (including area code).

For Further Information and Technical Assistance. You may contact Victor Lambert at (202) 708-0001 (ext. 3779). Persons with speech or hearing impairments may call HUD's TTY number (202) 708-0770, or 1-800-877-8399 (the Federal Information Relay Service TTY). Other than the "800" number, these numbers are not toll-free. Mr. Lambert can also be reached via the Internet at victor_r_lambert@HUD.gov.

Satellite Broadcast. HUD will hold an information broadcast via satellite for potential applicants to learn more about the program and preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD web site at <http://www.hud.gov>.

II. Amount Allocated

HUD has available a maximum of up to \$6.0 million for the OTAG program, as appropriated in Pub. L. 105-65, "Multifamily Assisted Housing Reform and Affordability Act of 1997" (MAHRA), (Title V—HUD Multifamily Housing Reform, Subtitle A—Section 514—Mortgage Restructuring and Rental Assistance Sufficiency Plan), amended by section 534 of the Department of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act, 2000.

III. Program Description; Eligible Applicants; Eligible Activities; Ineligible Activities

(A) *Program Description.* The Mark-to-Market (M2M) OTAG program was created in 1998 to provide funds to organizations to conduct outreach and training development for HUD tenants in properties eligible to participate in the M2M program. Six million dollars was made available under the M2M OTAG program. Section 534 of the FY 2000 Appropriations Act added below market properties to the categories of properties for which technical

assistance is available to tenants under section 514(f)(3) of MAHRA. Therefore, this OTAG section of the SuperNOFA is intended to make up to an additional \$6 million available to ensure that the residents of all eligible properties receive technical assistance. The technical assistance is intended to allow the tenants to (1) participate meaningfully in changes occurring at the property and (2) affect decisions about the future of their housing. For geographic areas in which no OTAG grantee was selected for an OTAG grant in 1998, HUD is seeking applicants to provide services to tenants in all properties described in the Program Overview section, above. For geographic areas in which an OTAG grantee was selected in 1998, that grantee may apply for additional funding necessary to provide services to below-market properties in addition to the M2M properties for which the OTAG grantee is currently providing services under the 1998 NOFA. A list of the grantees from the 1998 OTAG funding competition, specifying the geographic area served is provided in Appendix A.

(B) *Eligible Applicants.* (1) An organization applying for OTAG funding must be:

- (a) A resident-controlled nonprofit organization with a majority of the board consisting of residents of HUD assisted housing, and have at least two years of experience in resident organizing and education;
- (b) A Community-Based Organization (CBO), with at least two years of experience in resident organizing and education; or
- (c) A public entity such as: Community action, legal service, and fair housing counseling agencies; state and local government agencies; and intermediaries.

(2) These grants will be awarded on a community-, city-, county-, multi-county-, or state-wide basis. Approved grantees must initiate an outreach program that will identify, deliver training to, and develop a process to organize the unorganized residents of eligible low-income housing so they can participate in the changes occurring at the property and understand the options available to them. If your group is applying for an OTAG you must have at least two years of experience in organizing and training tenants to create a tenant organization that is able to keep tenants informed of their rights and responsibilities under Section 8, or have an affiliation with an organization that has such experience. However, the affiliated organization providing the experience must *not* have influence over your decision making.

(3) All funds expended under this program section of the NOFA must be used for tenant activities as described later in this program section.

(4) The definition of a CBO is: A private nonprofit organization that:

(a) Is organized under state or local laws;

(b) Has no part of its earnings accruing to the benefit of any member, founder, contributor, or individual;

(c) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization;

(d) Does not include a public body (including the participating jurisdiction) or an instrumentality of a public body. The state or local government may not have the right to appoint more than one-third of the membership of the CBO's governing body and no more than one-third of the board members can be public officials;

(e) Has a standard of financial accountability that conforms to 24 CFR part 84;

(f) Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced in its charter, articles of incorporation, resolutions or by-laws;

(g) Is accountable to low-income community residents by:

(i) Having at least one-third of its governing board's membership consisting of low-income neighborhood residents, other low-income community residents, or elected representatives of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods, town, village, county, or multi-county area or state; and

(ii) Providing a formal process for low-income program beneficiaries to advise the CBO on its decisions regarding the acquisition, rehabilitation and management of affordable housing.

(C) *Eligible Activities.* An applicant must identify its specific jurisdiction and the activities it will undertake to accomplish its objectives. Activities for OTAGs can include:

(1) Identifying residents and resident groups living in eligible properties. Eligible properties include any property with an expiring Section 8 contract that may not be renewed and properties whose tenants have received notice that the owner intends to prepay its HUD-insured mortgage;

(2) Providing outreach and training to tenants to explain the changes to the Section 8 contract renewal or the impact the non-renewal will have on tenants;

(3) Organizing residents of eligible low-income housing so the tenants can effectively participate in the decision making resulting from the changes in the rental assistance or changes in the building's ownership;

(4) Performing outreach, training, and counseling consisting of fair housing counseling, which may include teaching sound housing management, maintenance, and financial management and requirements of the Fair Housing Act, to residents and resident groups living in eligible OTAG properties;

(5) Delivering project-based, community-, city-, county-, or state-wide training programs on resident homeownership options;

(6) Establishing an information clearinghouse as a resource to resident organizations, community groups and potential purchasers within their assigned jurisdiction;

(7) Creating informational materials about changes to current Section 8 contracts for local/state-wide distribution;

(8) Assisting tenants and others approved by HUD to understand their rights under the Section 8 renewal or opt-out process;

(9) Educating parties outside the Department (including but not limited

to appraisers, financial institution officials, state and local government officials, community groups, and owner entities) about changes to Section 8 contracts, impacts on the property, and the OTAG process;

(10) Reimbursing the expenses of individual tenants necessary to attend tenant meetings, limited to child care and transportation (the grantee shall multiply \$1.00 times the number of units in the building to determine the total amount of funds available for reimbursement; tenants attending the meeting may be reimbursed for actual expenses, with the aggregate reimbursement not to exceed this amount.);

(11) Purchasing of computers that are necessary for the proposed activities of this grant (reimbursement shall be limited to \$1,000); and

(12) Other activities approved by HUD, which will further the purposes of the grant.

(D) *Ineligible Activities.*

(1) Purchase of land or buildings or any improvements to land or buildings or real estate brokering fees;

(2) Activities already being performed or that would result in duplication of funding;

(3) Activities completed prior to date funding is approved under this NOFA;

(4) Activities that do not meet the purposes and intent of this NOFA; and

(5) Entertainment, including associated costs such as food and beverages, including refreshments and supplies for organizational meetings.

IV. Program Requirements

(A) *Reporting Requirements.* OTAG Grantees must submit a quarterly performance report to the Director of the Office of Multifamily Housing Assistance Restructuring, 1280

Maryland Avenue, SW, Suite 4000, Washington, DC, 20024, which lists the properties and number of tenants assisted by the OTAG activities being performed that quarter. These reports must identify activities conducted, beneficiaries of assistance provided, evidence of information provided tenants informing them of meetings and their responsibilities and specific results achieved.

(B) *Auditing Requirements.* OTAG grantees must have an accounting system that meets the OMB requirements for financial management systems in 24 CFR part 84.

All accounting and other records associated with OTAG administration must be made available to HUD or its designee upon request.

(C) *Conflict of Interest (CI) Requirements.*

(1) Funds received under the OTAG program shall not be used to supplant or duplicate other resources for the proposed activities. In carrying out your duties under this program, you must avoid even the appearance of a conflict of interest. All executives, board members, key management personnel, or any other person or entity with direct or indirect control, are required to execute a Conflict of Interest Certification at the time of execution of your Grant Agreement and on each anniversary date of execution.

(2) If you are providing services under your Grant Agreement that are related to a specific property, and any group related to that property receives grant funds under an Intermediary Technical Assistance Grant (ITAG) program, you must cease billing for activities related to that property under the Grant Agreement within 30 days.

(3) If you provide any services (e.g., consultant) to any property or entity that receives ITAG or OTAG funding, they must report such services and the compensation received for such services in the reports submitted under the Grant Agreement. All OTAG and consultant services under an OTAG grant must be maintained with separate records and funds cannot be co-mingled.

(4) You may only receive funding under another technical assistance grant program (i.e., Public Entity Grants) if the proposed activities qualify under the terms of such grants and do not duplicate activities eligible under your OTAG's Grant Agreement.

(D) *Funding Requirements.* The competition in this program is for up to \$6.0 million to fund resident-controlled nonprofit organizations, community-based organizations and public entities in the pursuit of OTAG activities. Up to \$6.0 million will be awarded in Fiscal

Year 2000, but will be utilized for OTAG technical assistance activities for a period ending September 30, 2001.

This period may be extended through the termination date of MAHRA, if MAHRA is extended beyond this date.

(E) *Grant Requirements.* HUD will accept OTAG applications that propose a term of up to three successive years. Your statement of work should propose activities for a one year period of time. The term of your grant begins on the date of the execution of your grant agreement and will be for a period of one year and may be renewed annually for no more than a total of three years. The grant period will only be extended if the term of MAHRA is extended beyond September 30, 2001. The renewal will be based upon demand for TA for tenants and your ability to perform the work stated in your application submission (which must be approved by HUD), and the availability of funds. Your proposed annual grant amount should not exceed \$150,000. For grantees that received an award under the 1998 OTAG portion of the SuperNOFA, the proposed annual grant amount should only reflect additional funding necessary to provide services to below-market properties in addition to the M2M properties already being serviced under the 1998 OTAG grant. Your grant may be terminated if you fail to complete the activities proposed for the initial one year grant period. HUD reserves the right to give the funds taken from a grantee to another grantee, if HUD determines that the other grantee has greater demand and the capacity to meet such demand. In carrying out all activities associated with the grant, grantees shall act on behalf of HUD, and at all times act in HUD's best interest.

V. Application Selection Process

Two types of reviews will be conducted: (1) A threshold review to determine applicant eligibility; and (2) evaluation of your response to the factors for award described below.

(A) *Threshold Criteria For Funding Consideration.* Under the threshold review, your application will be ineligible for the competition if you are not in compliance with the requirements of the **General Section** of the SuperNOFA and if you do not qualify as an Eligible Applicant as defined in Section III(B) of this OTAG Section of the SuperNOFA.

(B) *Factors For Award Used To Evaluate and Rate Applications.* The factors for rating and ranking applicants, and maximum points for each factor, are provided below. The maximum number of points for this program is 102. This includes two EZ/EC bonus points, as

described in the **General Section** of the SuperNOFA.

Rating Factor 1: Capacity (25 Points)

HUD will rate your application based on your organization's capacity and staffing to carry out activities of the kind proposed in your application. In rating this factor HUD will consider the extent to which your proposal demonstrates:

(1) **(5 points)** The knowledge and direct experience of your proposed project director and staff, including the day-to-day program manager, consultants and contractors in planning and managing the kind of programs for which you are requesting funding. You will be judged in terms of relevant and successful experience over the last five years in undertaking eligible program activities. You must demonstrate you have sufficient personnel, or access to qualified experts or professionals, to enable you to deliver your proposed activities in each proposed service area in a timely and effective fashion. Judgment of your capacity also includes the readiness and ability of your organization to immediately begin your proposed work program.

(2) **(5 points)** Your experience in managing programs similar in scope or nature directly relevant to the work activities proposed and ability to carry out grant management responsibilities. If you have managed large, complex, interdisciplinary programs, you should include the information as it will be used as evidence of your organization's management abilities.

(3) **(5 points)** If you received OTAG funding in previous years, your past experience will be evaluated in terms of your ability to attain demonstrated measurable progress in the implementation of your most recent grant awards, as measured by your rate of draw down of funds and expenditures and measurable progress in achieving the purpose for which funds were provided. You should indicate the name of the properties at which you have organized residents or educational workshops you have conducted. If you currently have an ongoing grant with HUD, you must be able to demonstrate how you will be able to manage a new grant in addition to your existing grant(s). If your organization has not previously been an OTAG, indicate your organization's ability to identify and organize residents and conduct educational workshops for tenants of eligible OTAG properties. Training is to be conducted in a reasonable time period, within budget, and in an effective manner. This criterion can be demonstrated through past performance, as evidenced by

previous experience and success in outreach, training, recruitment, counseling, and development of tenant nonprofit organizations. References should be included that indicate groups of individuals, entities, and projects that received training, along with contact information.

(4) **(5 points)** Applicants that can demonstrate they have the staff capacity to cover state-wide Outreach and Training activities will receive a greater number of points than applicants who can only provide assistance to smaller area(s) within a state. Any applicant that can clearly demonstrate the ability to cover the entire state will receive 5 points. Applicants who propose to cover less than the entire state will receive proportionally fewer points.

(5) **(5 points)** Your fiscal capability in meeting the reporting and audit requirements of 24 CFR part 84 under past awards. The ability of your key staff to handle, manage, and adequately account for financial resources, and to use acceptable financial control procedures, demonstrated through your past performance with federal, state or local funds, or if you had not previously been an OTAG, ensure that you can meet the requirements. Your ability to maintain records and report to HUD on the types of TA services provided, the locations served and the beneficiaries of the TA, as well as your ability to identify Best Practices or innovative approaches and document approaches in a manner that others can use to help create or organize tenant groups. If you, or any staff person or consultant associated with your organization, intends to seek other technical assistance funding, as a consultant or by any other means, under section 514 of MAHRA (i.e. Intermediary Technical Assistance Grant program), you must demonstrate that you can maintain the financial systems required to avoid even the appearance of a conflict of interest or duplication of funding. Evidence of meeting this criteria can be shown by the demonstrated performance of a recent audit review of your organization or consultant or a satisfactory HUD Field Office Management Review.

Rating Factor 2: Need/Extent of the Problem (25 Points)

This factor addresses the extent to which there is a need for funding the proposed program activities and an indication of the urgency of meeting the need in the area you targeted for assistance. Need will be evaluated based on the number of properties with project-based assistance in the geographic area for which you propose to provide services and in which the

HAP contracts expire between January 2000 and December 31, 2003. Points will be awarded based on the following:

Number of projects with project-based assistance	Points awarded
600 and over	15
400-599	12
300-399	10
200-299	8
100-199	6

Additional points will be awarded based on the number of properties in which the owner has opted-out of the Section 8 contract within the geographic area in the period from 1997-1999.

Section 8 opt-out properties 1997 total	Points
30+	10
20-29	6
10-19	4
5-9	2
1-4	1

A list of projects with project-based assistance and a list of properties in which the owner opted out of Section 8 will be made available with the application kit.

Rating Factor 3: Soundness of Approach (30 Points)

This factor addresses the quality and cost-effectiveness of your proposed work plan. There must be a clear relationship between your proposed activities, community needs and the purpose of the program funding to receive points for this factor. This factor will be evaluated based on the extent to which your proposed activities will:

(1) **(10 points)** Help solve or address an urgent need or problem in the area identified in Rating Factor 2. The impact of the activity will be evaluated, including the tangible benefits to be attained by the properties in the geographic area being applied for, and by the target population, including affirmatively furthering fair housing for classes protected under the Fair Housing Act. You will receive a greater number of points if your activities aid a broad diversity of eligible client or beneficiary groups, including those that have been traditionally underserved, and help increase community awareness in a culturally sensitive manner through education and outreach. HUD will consider, within the context of your program, the extent to which your activities are providing for geographic coverage for articulated needs, and will assist or result in a community taking actions to overcome the effects of problems created by the expiration of project-based section 8 assistance.

(2) **(10 points)** Achieve the purposes of the program for which funding is requested and result in measurable accomplishments that are consistent with the purposes of the program.

(3) **(10 points)** Be undertaken using technically competent methodologies for conducting the work to be performed and using a cost effective plan for designing, organizing and carrying out the proposed activities. The proposed cost estimates should be reasonable for the work to be performed and consistent with rates established for the level of expertise required to perform the work in the proposed geographic area.

Rating Factor 4: Leveraging Resources (10 Points)

This factor addresses your ability to secure community assets, resources and/or financing to achieve program purposes. In evaluating this factor HUD will consider:

(1) **(5 points)** The extent to which you have leveraged resources, such as funding and/or in-kind services from governmental entities, private organizations, resident management organizations, educational institutions, or other entities to help you implement your program activities.

(2) **(5 points)** The extent to which you have partnered with other entities to make more effective use of available public or private resources. Partnership arrangements may include, but are not limited to, funding or in-kind services from local governments or government agencies, nonprofit or for-profit entities, private organizations, educational institutions or other entities that are willing to partner with the applicant on proposed activities in order to leverage resources, or partnering with other program funding recipients to make more effective use of resources within the geographic area covered by the award either within the community or within the field office jurisdiction in which activities are occurring. You may partner directly or in concert with others to more effectively address needs of underserved populations, rural areas, minority groups or other client groups that need attention either in the target area or the area covered by the field office jurisdiction in which the activities are to take place.

Evidence of commitment must include letters of firm commitment signed by the chief executive officer of organizations legally able to commit the organization, indicating the dollars or in-kind services or donations to be provided to the applicant to conduct your program activities. Letters of commitment, memoranda of understanding, or agreements to

participate must be signed by an official of the organization legally able to make commitments for the organization. The greater the leverage, the higher the number of points awarded.

Rating Factor 5: Comprehensiveness & Coordination (10 Points)

This factor addresses the extent to which the applicant coordinates its activities with other known organizations, participates or promotes participation in a community's Consolidated Planning process, and is working toward addressing a need in a holistic and comprehensive manner through linkages with other activities in the community. In evaluating this factor, HUD will consider the extent to which you can demonstrate that you have:

(1) **(4 points)** Coordinated your proposed activities with other groups or organizations prior to submission of your application to best complement, support and coordinate all known activities, and outline the specific steps you will take to share information on solutions and outcomes with others. You must submit any written agreements or memoranda of understanding that will be in place after the award has occurred.

(2) **(3 points)** Taken or will take specific steps to become active in the community's Consolidated Planning process (including the Analysis of Impediments to Fair Housing Choice) established to identify and address a need/problem that is related to the activities the applicant proposes. In the case of technical assistance providers, you should describe the specific steps you will take to work with recipients of technical assistance services to inform them of, and get them involved in, the community's Consolidated Planning process. The Department will review more favorably applicants who can demonstrate they are active, will become active, or in the case of technical assistance providers, work with recipients of technical assistance to get them involved in the local Consolidated Planning (CP) process.

(3) **(3 points)** Taken or will take specific steps to develop linkages to coordinate comprehensive solutions through meetings, information networks, planning processes or other mechanisms with:

(a) Other HUD-funded projects/activities outside the scope of those covered by the Consolidated Plan; and

(b) Other federal, state or locally funded activities, including those proposed or on-going in the community.

(c) The HUD Field Office that has responsibility for the projects in which you will carry out activities.

(C) **Selections.** HUD will review each OTAG application and assign up to 102 points, in accordance with the criteria described in this Section. After rating, the staff will rank the applications received from applicants in geographic areas that did not receive funding in the 1998 NOFA according to score and will fund them in rank order. The staff will then rank the applications received from applicants that received funding in the 1998 NOFA, and to the extent that funds remain, will fund them in rank order.

Funds will be awarded based upon the highest scores, which represent the best overall assessment of the potential of the proposed work activities for achieving the principal objectives of this competition. Applicants not found to be technically qualified will not be considered for funding. If two or more applications have the same number of points, a resident-controlled (51 percent or more of Board participation by HUD tenants) nonprofit organization will receive priority rating over a nonprofit organization that is not resident-controlled.

HUD reserves the right to make selections out of rank order to provide for geographic distribution of funded OTAGs. The approach HUD will use, if it decides to implement this option, will be to award to the highest ranked applicant in a state, and to fund the next highest ranked applicants in another state before duplicating funding for any one state.

After all applications have been rated and ranked and selections have been made, HUD may require that all winners participate in negotiations to determine the specific terms of the Statement of Work and the grant budget. In cases where HUD cannot successfully conclude negotiations, or a selected applicant fails to provide HUD with requested information, awards will not be made. In such instances, HUD may elect to offer an award to the next highest ranking applicant. After award but before grant execution, winners will be required to provide a certification from an Independent Public Accountant or the cognizant government auditor, stating that the financial management system employed by the applicant meets prescribed standards for fund control and accountability required by OMB Circular A-133, Uniform Administrative Requirements for Grant Agreements With Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, Revised OMB Circular A-110, or 24 CFR part 85 for states and local governments, or the Federal

Acquisition Regulations (for all other applicants). This information should contain the name and telephone number of the Independent Auditor, cognizant federal auditor, or other audit agency, as applicable.

VI. Application Submission Requirements

(A) Your OTAG application must contain the items listed in this Section VI(A). These items include the standard forms, certifications, and assurances listed in the **General Section** of the SuperNOFA that are applicable to this funding (collectively, the "standard forms"). The standard forms can be found in Appendix B to the **General Section** of the SuperNOFA. (Some programs in this SuperNOFA, in addition to the standard forms use additional forms (i.e., excluding such items as narratives to the rating factors, letters, etc.) that are referred to as the "non-standard forms." This program does not use any non-standard forms.) The application items are as follows:

- (1) Application for Federal Assistance, SF-424;
- (2) Federal Assistance Funding Matrix, HUD-424M;
- (3) Budget Information, SF-424A;
- (4) Assurances for Non-Construction, SF-424B
- (5) Certification of Drug-Free Workplace, HUD-50070;
- (6) Disclosure of Lobbying Activities, SF-LLL (if applicable);
- (7) Applicant/Recipient Disclosure/Update Form, HUD-2880;
- (8) Certification Regarding Debarment and Suspension, HUD-2992;
- (9) Certification of Consistency with the EZ/EC Strategic Plan, HUD-2990 (if applicable);
- (10) A narrative response to Rating Factor 1—Capacity. Information about applicant, including your history, staff qualifications, and experience (**two page limit**), including any written agreements or signed letters of understanding in support of Rating Factor 1;

(11) In response to Rating Factor 2, a map outlining the proposed geographic area in which you will perform OTAG activities, including your determination of the number of Projects with HAP contract expirations between January 1, 2000 and December 31, 2003 and the number of Section 8 contracts that an owner has opted out of during the period from 1997-1999.

(12) A narrative response to Rating Factor 3, including a proposed plan of activities you will carry out, including your proposed budget to carry out the proposed activities (**two page limit**);

(13) A narrative response to Rating Factor 4, including signed third-party

commitment letters pledging funds in support of Rating Factor 4: "Leverage of other financial resources";

(14) A narrative response to Rating Factor 5; and

(15) Acknowledgment of Application Receipt form.

(B) Your application must meet all the applicable threshold requirements of the General Section of this SuperNOFA.

VII. Corrections to Deficient Applications

The General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

VIII. Environmental Requirements

In accordance with 24 CFR 50.19(c)(9) and (13) and 58.34(a)(9) and 58.35(b)(2), the assistance provided by these programs relates only to the provision of technical assistance and supportive services (up to \$6.0 million) and is categorically excluded from the requirements of the National Environment Policy Act and not subject to environmental review under the related laws and authorities. This determination is based on the ineligibility of real property acquisition, construction, rehabilitation, conversion,

leasing or repair for HUD assistance under these technical assistance programs.

IX. Authority

Section 514, Multifamily Assisted Housing Reform and Affordability Act of 1997, and section 534 of the Department of Veteran Affairs and Housing and Urban Development and Independent Agencies Appropriations Act, 2000.

BILLING CODE 4210-32-P

APPENDIX A
1998 OTAG GRANT RECIPIENTS AND THEIR
GEOGRAPHIC AREA OF COVERAGE

<u>Geographic Area of Coverage</u>	<u>Organization</u>
Alabama	National Housing Trust
California-Northern	CA Coalition for Rural Housing
California-Los Angeles	LA Center for Affordable Housing
California-San Francisco	SF Housing Rights Committee
Florida	Florida Housing Coalition
Hawaii	Legal Aide Society of HI
Illinois	Tenants United for Housing
Indiana	Indiana Coalition on Housing & Homeless Issues, Inc.
Iowa	Iowa Coalition on Housing
Kansas	Housing Credit Counseling
Kentucky	Homeless/Housing Coalition
Maryland	Legal Aid Bureau, Inc.
Massachusetts-Western	Anti Displacement Project
Massachusetts-Eastern	Mass. Alliance of HUD Tenants
Michigan	National Housing Trust
Minnesota	National Housing Trust
Mississippi	National Housing Trust
Missouri	Housing Comes First
New Jersey	Iron Bound
New York State, minus Bronx & Brooklyn	NY St. Tenants Services
New York - Only Bronx and Brooklyn	NY Legal Aid Bronx/Brooklyn
North Carolina	NC Low Income Housing Coalition
Ohio	Coalition on Homeless
Oregon	Community Alliance
Pennsylvania	Tenant Action Group
Tennessee	National Housing Trust
Texas	Texas Tenants Union
Utah	Crossroads Urban Center
Virginia	VA Poverty Law Center
Washington	The Tenant Union
West Virginia	National Housing Trust
Wisconsin	National Housing Trust

