FY2013 Capacity Building for Sustainable Communities Program

Notice of Funding Availability (NOFA)
Public Information Webcast

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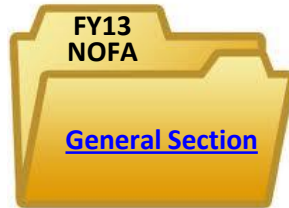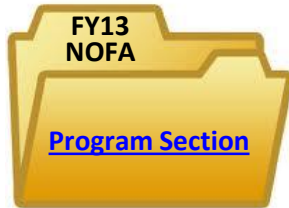
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FY2013 CAPACITY BUILDING FOR SUSTAINABLE
COMMUNITIES PROGRAM NOFA WEBCAST

I. Introduction

Who is this webcast for?

- Organizations interested in applying for a grant to **DELIVER CAPACITY BUILDING TECHNICAL ASSISTANCE**

- This grant competition is not for organizations seeking capacity building support

- See the FY2013 CBSC NOFA Program and General Sections below:

FY13 NOFA

Program Section

FY13 NOFA

General Section

I. Introduction

Partnership for Sustainable Communities*

- On June 16, 2009, **HUD, DOT, and EPA** joined together to help communities nationwide improve **access to affordable housing**, increase **transportation options**, and **lower transportation costs** while **protecting the environment**.

- The Partnership for Sustainable Communities works to **coordinate federal housing, transportation, water, and other infrastructure investments** that will make neighborhoods more prosperous, allow people to live closer to jobs, save households time and money, and reduce pollution.

  *For more information on the Partnership, please visit **www.sustainablecommunities.gov**
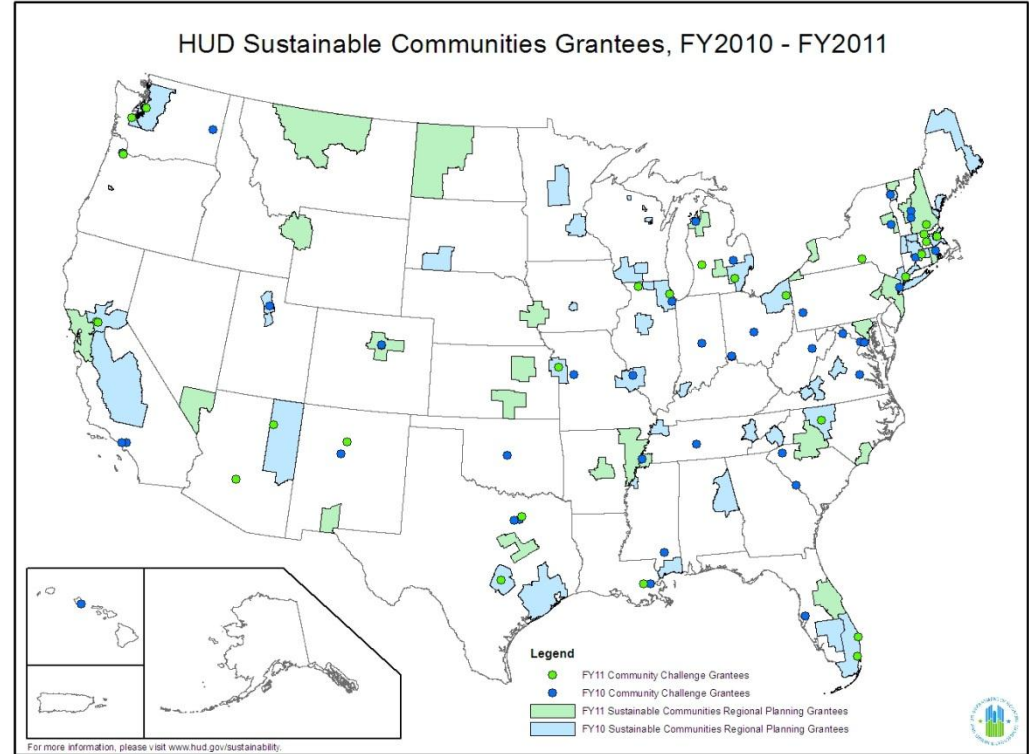
I. Introduction

HUD SCI Grantees

- Supporting work in **48 states and D.C.**

- In FY11, **$509M** of demand for only **$95.8M** in funding

- More than **145 million Americans** live in grantee regions and communities

- A total federal investment of **$250 million** is leveraging an **additional $253 million** in private investment and local commitment

- For more information, please visit: **www.hud.gov/sustainability**

HUD Sustainable Communities Grantees, FY2010 - FY2011

Legend
- ● FY11 Community Challenge Grantees
- ● FY10 Community Challenge Grantees
- ▨ FY11 Sustainable Communities Regional Planning Grantees
- ▨ FY10 Sustainable Communities Regional Planning Grantees

For more information, please visit www.hud.gov/sustainability.

Questions

Email: sustainablecommunities@hud.gov

II. Capacity Building Program Background

- In FY2011, **$5.65 million** was awarded to **eight Capacity Building Intermediaries (CBIs)**

- These 8 CBIs have worked directly with:
  - FY2010 and FY 2011 Sustainable Communities Initiative grantees
  - HUD Preferred Sustainability Status communities
  - EPA Sustainable Community Technical Assistance and Brownfield Area Wide Planning grantees

- Built a national coalition and leadership network of the Sustainable Communities grantees

- Types of capacity building services provided:
  - One-on-one meetings and small group working sessions
  - Webinars and on-line training resources
  - Best practices sharing
  - Issue-based workshops
  - Sustainable Communities Leadership Academy events
  - Sustained engagements to execute a capacity building workplan

II. Capacity Building Program Background

FY2011 Capacity Building Intermediary	Capacity Building Area	Award Amount	Capacity Building Deliverables
Envision Utah	Scenario Planning	$600,000	Provide expert assistance in **developing scenario planning** to grantees developing Regional Plans for Sustainable Development, training in community participation, and best practice in collective decision-making in public planning processes.
Institute for Sustainable Communities	Sustainable Communities Learning Network and Leadership Academy Events Coordination of CBIs	$1,000,000	**Coordinate the activities of the various Capacity Building Intermediaries**, provide Leadership Academies that train grantees on multidisciplinary aspects of building effective comprehensive plans, and maintain the Sustainable Communities Learning Network, a repository of peer exchange and best practice for economic resilience, environmental sustainability, and social equity.
Minnesota Housing Partnership	Tribes, Small Towns, and Rural Places	$550,000	Work in **targeted one-on-one engagements with grantees serving smaller regions, rural communities, and tribal entiti**es that builds their capacity to increase locally relevant economic opportunity in these places.
NADO Research Foundation	Tribes, Small Towns, and Rural Places	$900,000	**Work with cohorts of grantees serving smaller regions, rural communities, and tribal entities** addressing the diversity of issues that these places face in creating locally relevant economic opportunity in these places.
PlaceMatters, Inc.	Equity	$400,000	**Provide innovative tools for resident engagement in planning processes** with an emphasis of scenario planning that addresses issues of social and economic equity.
PolicyLink	Equity	$900,000	**Ensure that economic and social equity issues inherent in planning and public investment are resolved** within the work of grantees completing plans for community and regional development and to grow the capacity of populations traditionally marginalized from the planning process to have a greater stake in decision-making.
Reconnecting America	Implementation	$900,000	**Lead technical assistance and peer exchange on issues pertaining to creative finance and development of infrastructure**, catalyzing investment in transitioning economies, cultivating funds for community-serving transit oriented development, and implementation strategies of planning efforts.
University of Louisville Research Foundation, Inc.	Water Infrastructure	$400,000	**Incorporate issues of water systems and green infrastructure** into the community and regional plans of the Sustainable Communities grantees.
	TOTAL	**$5,650,000**	

III. NOFA Overview

A. Program Purpose and Objectives

B. Eligible Applicants

C. Funding Vehicle

D. Number of Awards and Funding Amount

E. Key Dates and Deadlines

A. Program Purpose and Objectives

The Capacity Building for Sustainable Communities Program **provides direct and targeted capacity building technical assistance to specific grantees and technical assistance recipients** from the Partnership for Sustainable Communities' agencies. Objectives of the TA include:

1. **Support locally-driven efforts** to plan for and implement **economically resilient communities and regions**

2. **Provide specific tools, skills, and best practices** that reinforce the efforts of local/tribal governments or multijurisdictional partnerships committed to improving their economic resilience, environmental stewardship, and social equity

3. **Facilitate strong alliances of residents and regional interest groups** which maintain a long-term vision for a jurisdiction or region and support progress through implementation of sustainable development practices

4. **Build greater transparency and accountability** into planning and implementation efforts

B. Eligible Applicants

- **Consortia that are comprised of one or more of the following eligible entities:**

  A. A 501(c)(3) nonprofit organization;

  B. A local or state public agency;

  C. A for-profit organization (for-profit firms are eligible, however, while they are allowed to cover their direct and indirect costs, they are not allowed to earn a profit from the project, and they are not eligible to receive EPA funding);

  D. A nationally recognized and accredited university or college; or

  E. **Any combination of the aforementioned entities** as a Capacity Building Team or Consortium to combine their skills and offer a coordinated program. A Capacity Building Team **must designate a Lead Applicant** to act as the fiscal agent and principal contact with HUD for the grant.

C. Funding Vehicle: Cooperative Agreement

- Awards will be made in the form of **Cooperative Agreements.**

- Cooperative Agreements are **subject to the restrictions** contained in:
  1. **OMB Circular A-102**, Grants and Cooperative Agreements With State and Local Governments
  2. **OMB Circular A-110**, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations

- Please see **OMB Circulars** below for reference:

OMB Circular A-102

OMB Circular A-110

D. Number of Awards and Funding Amount

Number of Awards

- HUD expects to make an award to **one to two winning consortia**

Funding Amount

- **Approximately $4.5 million** is available for capacity support grants to be distributed in support of the Sustainable Communities Initiative Regional Planning, Community Challenge, and EPA technical assistance recipient grant programs.

- **Pending availability of funding** from EPA, **awardees may be required** to provide capacity building support to recipients of EPA technical assistance.

- All awards are subject to the funding restrictions described in detail in Section IV, Subpart E of the **FY2013 HUD NOFA Policy Requirements and General Section to HUD's FY2013 NOFAs for Discretionary Programs**.

E. Key Dates and Deadlines

Period of Performance

- The period of performance will be **18 months**, allowing the winning applicant(s) to work with the entire cohort of Sustainable Communities Grantees during their grant cycles.
  - The period of availability of funds shall be in compliance with **24 CFR 84.28** and **24 CFR 85.23**, as applicable.

Application Deadline

- **The application deadline is 11:59:59 p.m. eastern time on August 7, 2013.** Applications must be received by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.

Estimated Date of Awards

- September 30, 2013

IV. Application Review: Requirements

- ## Threshold Requirements

  - **Eligibility:** <u>All members</u> of the applicant consortium must be eligible applicants

  - **Match:** Applicants are required to provide a minimum of **<u>10 percent</u>** of the total grant funds requested in match or in-kind contributions.
    - In-kind contributions may be in the form of staff time, donated materials, services, or other allowable uses that contribute directly to the completion of the funding request. (See Section III.C.2.)

  - **NOFAs:** Meet the requirements of this [Program Section NOFA](#) and the [FY2013 HUD NOFA General Section](#)

  - Applicants should carefully review those provisions that could result in the failure to receive funding, including the Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Awards Management (SAM) Match

IV. Application Review: Outcome Areas

1. Maintaining a National Sustainability Learning Network

2. Developing Effective Implementation Strategies for Economic Development, Infrastructure Investment, and Local and Regional Planning

3. Advancing Social Equity in Planning, Participation, and Decision-making

4. Strengthening Sustainability Practices for Tribes, Small Towns, and Rural Places

5. Scenario Planning and Community Engagement

IV. Application Review: Eligible Activities

1. **Build technical skills** of Sustainable Communities grantees to achieve their program objectives

2. **Document model sustainability** policies, codes, and standards for broad dissemination

3. **Provide selected case management** as designated by HUD

4. **Distribute models** for governance and engagement

5. **Enable** peer exchange

6. **Facilitate** conference and convening opportunities

7. **Develop** appropriate **monitoring and evaluation tools**

IV. Application Review: Rating Factors

- **Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (40 pts)**
  - A. Organizational Capacity and Qualification (20 points)
  - B. Capability and Qualification of Key Personnel (10 points)
  - C. Experience Delivering Capacity Specific to the Needs of Sustainable Communities Grantees (10 points)

- **Rating Factor 2: Understanding of Sustainability (10 pts)**

- **Rating Factor 3: Soundness of Approach (40 pts)**
  - A. Assessing the Needs for Capacity within the Cohort (10 points)
  - B. Capacity Building and Technical Assistance Delivery (15 points)
  - C. Ability to Bring Capacities to Grantees that Explicitly Advance their Project Implementation (2 points)
  - D. Process to Disseminate Lessons Learned from Capacity Building to a Broader Constituency (3 points)
  - E. Ability to Build on the Existing Sustainable Communities Learning Network (7 points)
  - F. Budget Proposal (3 points)

- **Rating Factor 4: Leveraging Additional Resources (5 pts)**

- **Rating Factor 5: Achieving Results and Program Evaluation (5 pts)**

V. Submission Requirements: How to Submit

- Applicants are **required to submit applications electronically** via the website: http://www.grants.gov/applicants/apply_for_grants.jsp.

- **See the FY 2013 General Section for additional information** on the electronic process and how to request a waiver from the electronic submission requirement, if necessary.

- Applicants should carefully read Section IV in the 2013 General Section titled "Application and Submission Information" on pp. 26-40.

- Following receipt the application will go through a validation process. If the application fails the Grants.gov validation process, it will be rejected.

- Please see the 2013 General Section for instructions for timely receipt, including actions to take if the application is rejected.

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V. Submission Requirements: Formatting

- The application narrative response to the Rating Factors is limited to a **maximum of 20 pages** (excluding appendices and worksheets) of size **8½ x 11" using a 12-point (minimum) font** with **not less than 3/4" margins on all sides**.

- **HUD will not refer to websites** for information pertinent to the narrative response or appendices. Any materials that the applicant intends to have included in the formal review should be incorporated in the 20-page limit of the proposal narrative.

- A **maximum of 10 additional pages** will be allowed as appendices.

- Materials provided in the appendices should be:
    - **Referenced and discussed in the narrative response**
    - **Directly apply to the specific rating factor narrative**

- Information that is not referenced or does not directly apply to a specific narrative response **may not be evaluated by reviewers**.

V. Submission Requirements: What's Next

- Only those applications that meet the threshold review requirements will be rated and ranked.

- **Successful applicants will receive a letter from the Office of Sustainable Housing and Communities** providing details regarding the effective start date of the cooperative agreement and any additional data and information that must be submitted to execute the award. **This letter is not an authorization to begin work or incur costs under the cooperative agreement**.

- HUD will require selected intermediaries to:
    - **Participate in negotiations** on the specific terms of the cooperative agreement, and budget;
    - **Develop a Logic Model** which identifies the activities and associated outputs as well as outcomes; and
    - Accept the terms and conditions of the cooperative agreement and **return the signed cooperative agreement by the date specified**.

- Awards will be made to a consortium in order to address the five outcome areas, or a combination of awards may be made in order to cover all outcome areas. **HUD reserves the right to modify the number of awards** to fulfill the strategic capacity building objectives, including not to fund one or more outcome areas.

- HUD may also recommend that a winning consortium add additional capacity to its team in order to meet the objectives of its program.

V. Submission Requirements: What's Next

Debriefings for Unsuccessful Applicants

- For a period of at least 60 days, beginning 15 days after the awards for assistance are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application.

- **Requests for debriefing must be made in writing or by email** by the authorized official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the person or organization identified as the contact under the section entitled "Agency Contact(s)" in the individual program NOFA under which the applicant applied for assistance.

- Information provided during a debriefing will include:
    - Final score the applicant received for each rating factor;
    - Final evaluator comments for each rating factor; and
    - Final assessment indicating the basis upon which assistance was provided or denied.

VI. Frequently Asked Questions

What is the CDFA number to locate the program NOFA in Grants.gov?

Where can we get the list of all the 2010-2011 grant awardees and their proposals?

Assuming that many of the Sustainable Communities Grantees use their funds for consultants, how would a Capacity Building grantee interface with these consultants?

Would it be appropriate to organize a Capacity Building Team for a specific geography?

Can other Federal grant resources used as a match, i.e., TA funds from other grants, CDBG, etc.?

VI. Frequently Asked Questions

Would a table of contents count toward the 20-page limit on the proposal narrative?

Does the consortium agreement count toward either of the page counts?

Should we describe in our proposal how we would accommodate additional scope corresponding to potential EPA funding? Potential FY14 grantees? Does this count to the page total?

Reference to slow local and regional economies has been de-emphasized as a key outcome area. Should we describe how we would work on this issue in this proposal?

VI. Frequently Asked Questions

Is there a ceiling to billing rates?

How open are you to innovative proposals?

Can you explain how HUD and EPA will deploy the TA once it is all arranged and lined up?

How can I ask additional questions about this NOFA? Is there a deadline for questions?

Questions

Email: sustainablecommunities@hud.gov