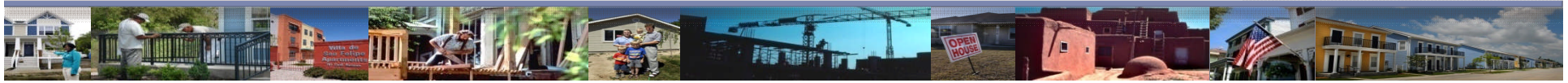
FUP 2010 NOFA

Barbara Dorf, Director
Office of Departmental Grants Management and Oversight

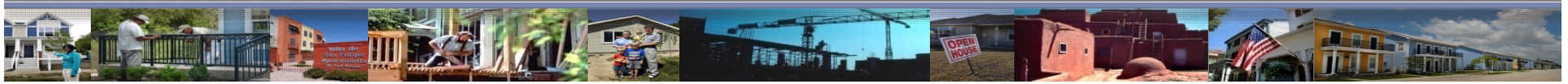


OVERVIEW

General Section –What's New

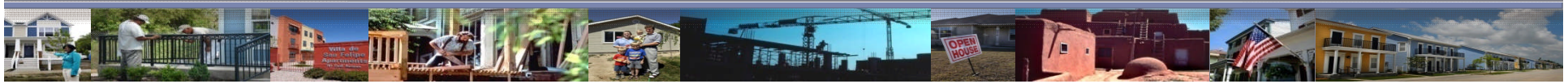
Grants.gov

HUD eLogic Model



General Section-What's New for FY2010

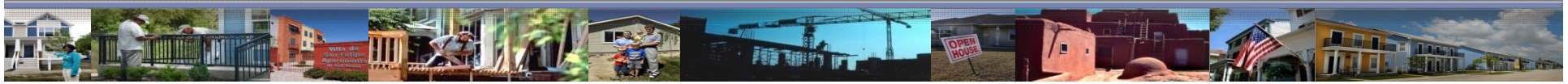
HUD has modified its Civil Rights Threshold Requirements to include findings of systemic violations or a cause determination of federal Civil Rights and Fair Housing statutes but also State and local laws proscribing discrimination in housing based sexual orientation or gender identity or lawful source of income



General Section-What's New for FY2010

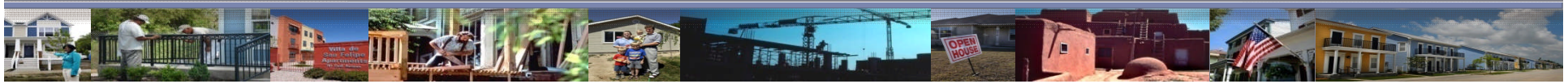
HUD has clarified the AFFH requirements to state that the proposed activities to meet AFFH requirements (not policy priority AFFH requirements), the activities must address at least one of the following objectives:

1. Help overcome any impediments to fair housing choice related to the NOFA program;
2. Promote racially, ethnically, and socioeconomically diverse communities;
3. Promote housing related opportunities that overcome the effects of past discrimination because of race, color, national origin, religion, sex, disability, and familial status.



General Section-What's New for FY2010

The General Section describes a range of activities based upon the type of program



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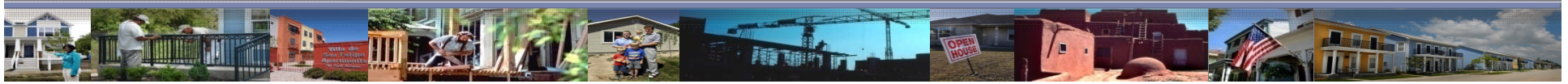
HUD is continuing to use the Grants.gov Adobe forms Application package.

Applicants must download Adobe Reader 9.2 or the newest reader available via Grants.gov



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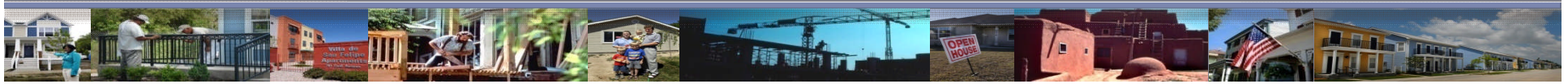
Five requirements for electronic filing registration:

- Must have a DUN and Bradstreet Data Universal Identifying Numbering System (DUNS) number.

- Must have an valid registration in the Central Contractor Registration (CCR).

- Must have a User ID and Password registered at Grants.gov as an Authorized Organization Representative (AOR).

- As an AOR the eBusiness Point of Contact must grant per mission for you to be the AOR, in the Grants.gov system.



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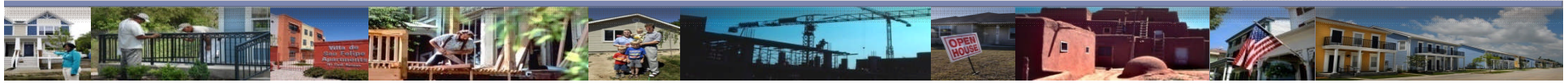
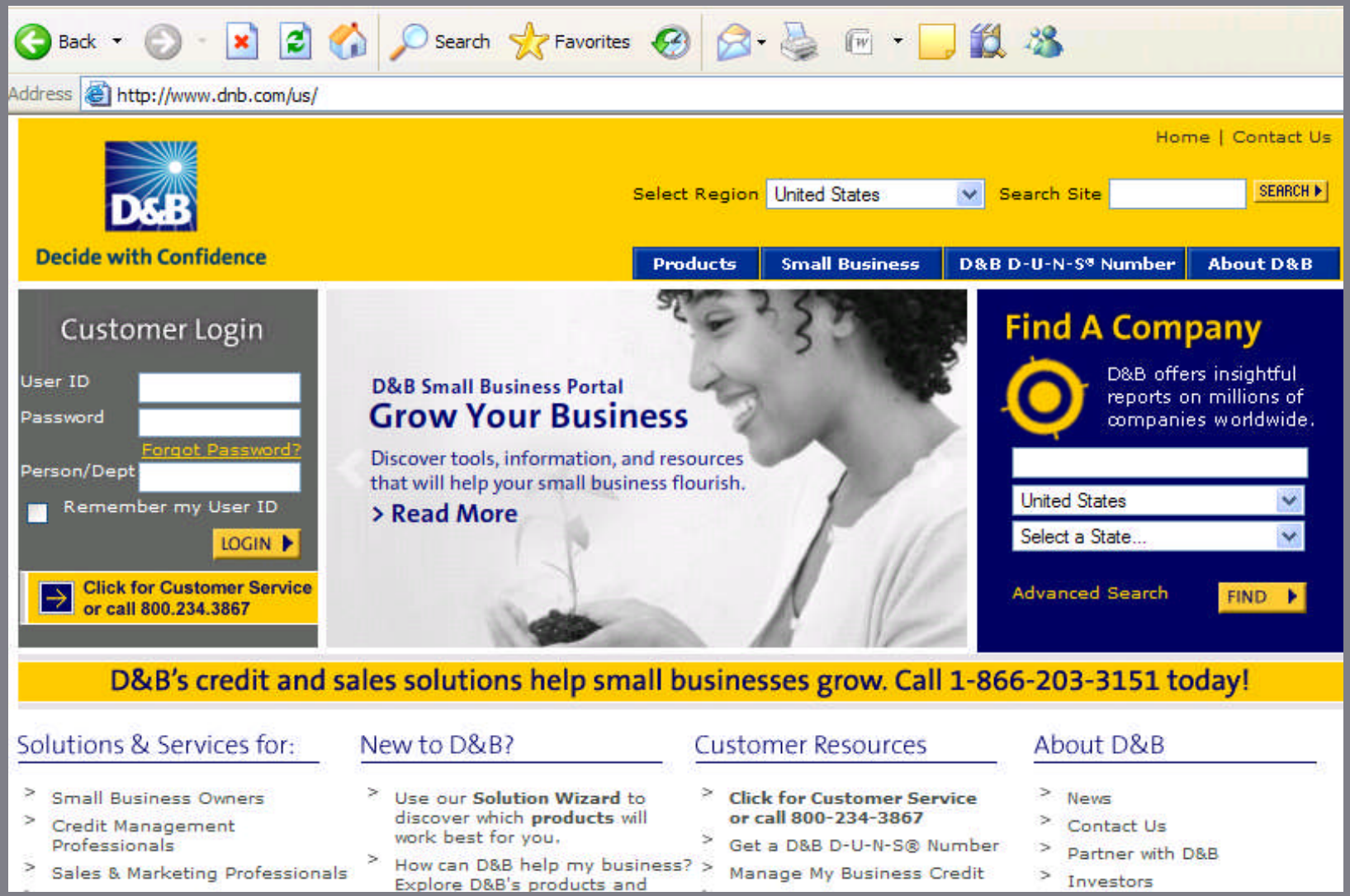
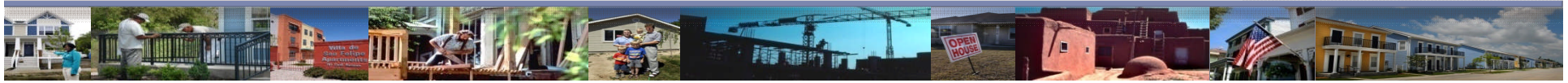
STEP 1

- A DUNS Number can be obtain for organizations doing business with the Federal Government by calling 866-705-5711 Opt. 4
- When obtaining a DUNS number be sure to provide information consistent with what you have reported to the IRS.



Don't Know If You Have a DUNS Number- Search D&B at http://www.dnb.com/us/





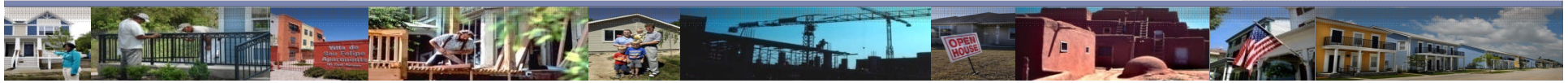
GET NEW DUNS BY PHONE: 866-705-5711 OPT. 4

Obtaining a DUNS Number is a quick and easy process. It is the responsibility of the US Government contractor, grantee or loan recipient to obtain their existing DUNS Number or to take the steps required to request a new DUNS Number. To confirm your current status with D&B, all US locations should contact the D&B Government Customer Response Center (GCRC) using the toll-free number or the online webform process. International locations (non-US) are asked to use the online internet link only. Obtaining a DUNS Number is absolutely **FREE** for all entities doing business with the Federal Government. The process to request a DUNS Number takes about 15 minutes when calling and responses to webform submittals online are returned within 1-2 business days. The following information is requested to obtain a DUNS Number:

• Legal Company Name • Headquarters Company Name and Address • Tradestyle or DBA Company Name • Physical Address, City, State and Zip Code	• Mailing Address • Telephone Number • Contact Name and Title • Number of Employees at your physical location

All DUNS requests should contact D&B by following the below instructions. Within 24 hours of issuance, the DUNS Number is generally available for starting CCR registration.

All US locations (including US Virgin Islands and Puerto Rico) can call toll free at **866-705-5711** Federal contractors - Press Option 3 Grantees - Press Option 4 Loan recipients - Press Option 5 or use the online webform process at **http://fedgov.dnb.com/webform**	**All International (non-US) locations** (including Guam, Marianas Islands and American Samoa) should use the online webform process at **http://fedgov.dnb.com/webform**



Central Contractor Registration (CCR) - Windows Internet Explorer
https://www.bpn.gov/ccr/default.aspx
Google Search
File Edit View Favorites Tools Help
Links HUD HUD@Work SharePoint Grants.gov Learn USAspending.gov
Central Contractor Registration (CCR)
Page
Central Contractor Registration
CCR Home
CCR Search
Federal Agency Registration
News
Release Notes
Request Data Access
Help
Contractors
Grantees
International Registrants
Small Businesses
Security Notes
601,939 Active Registrants
Quick Links
Dynamic Small Business Search
ORCA
SBA
Request DUNS Number
Federal Business Opportunities
Welcome to Central Contractor Registration (CCR)
Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. Learn more about CCR Policy and Background.
Log in to CCR
User ID:
Log In
Password:
Forgot User ID
Forgot Password
Create New Registration
Start New Registration
What You Need to Register
International Registrants
Top Frequently Asked Questions
How are CAGE Codes assigned?
Background: The Commercial And Government Entity...
How do I register in CCR?
Follow these steps: Step 1: Access the CCR...
What are my yearly renewal requirements? How do I keep my record active?
You must renew and revalidate your registration...
What is an MPIN? Where can I locate or assign my MPIN?
A Marketing Partner ID Number (MPIN) is a...
I am updating and renewing my CCR record and noticed that the D&B information provided requires changing. How can I update this data?
Update your D&B information on the D&B...

CCR/FedReg Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Address https://www.bpn.gov/CCRSearch/Search.aspx
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Search Results Detail
Start New Registration
Update or Renew Registration
Search CCR
Dynamic Small Business Search
Request Access to CCR Data
Security Notice
Simple Search
As of the July 30, 2008 release (4.08.2), CCR-registered vendors may elect not to display their registration in the CCR/FedReg Public Search. Federal government users may still view all registrations from a .mil, .gov or .fed.us domain.
Clear Search Criteria
DUNS/BPN Number:
PLUS 4:
CAGE Code:
CAGE Code Search
Search
Advanced Search
Company/Agency Name:
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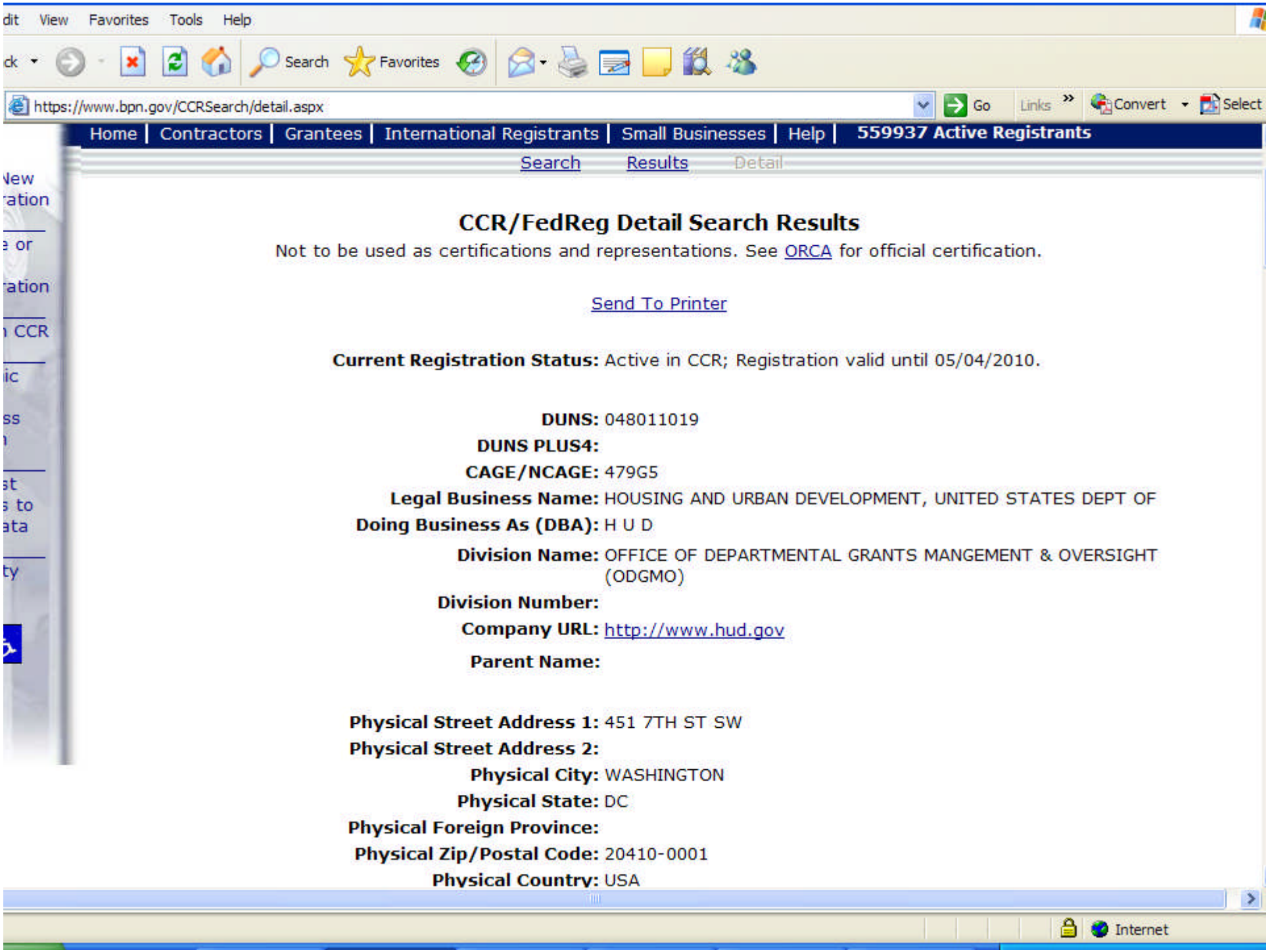
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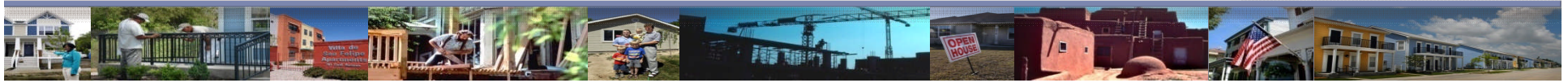
CCR/FedReg Detail Search Results
Not to be used as certifications and representations. See ORCA for official certification.
Send To Printer
Current Registration Status: Active in CCR; Registration valid until 05/04/2010.
DUNS: 048011019
DUNS PLUS4:
CAGE/NCAGE: 479G5
Legal Business Name: HOUSING AND URBAN DEVELOPMENT, UNITED STATES DEPT OF
Doing Business As (DBA): H U D
Division Name: OFFICE OF DEPARTMENTAL GRANTS MANGEMENT & OVERSIGHT (ODGMO)
Division Number:
Company URL: http://www.hud.gov
Parent Name:
Physical Street Address 1: 451 7TH ST SW
Physical Street Address 2:
Physical City: WASHINGTON
Physical State: DC
Physical Foreign Province:
Physical Zip/Postal Code: 20410-0001
Physical Country: USA
Internet

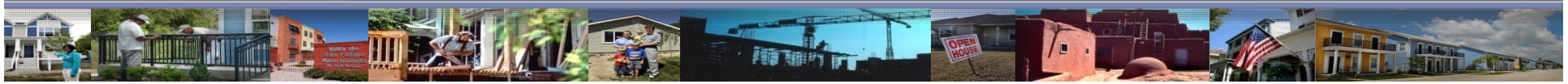
Grants.gov

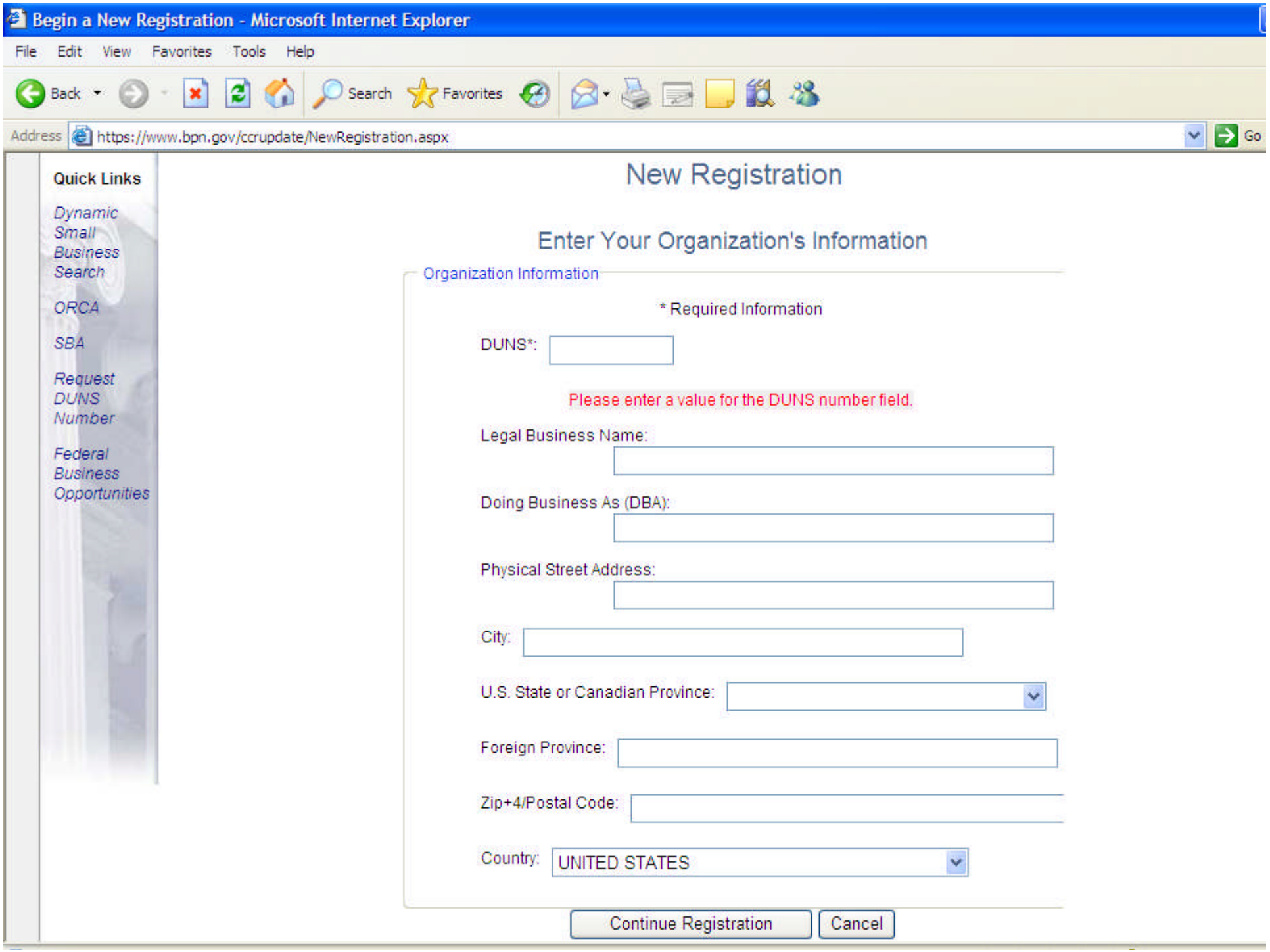
STEP 2- REGISTER WITH CCR

- If you are not already registered with the Central Contractor Registration, you will need to do so.
- Registration requires a DUNS Number as well as financial and management information about your organization.
- Data entered in CCR IDs checked against IRS Tax Records



GRANTS.GOV- CCR HOME PAGE

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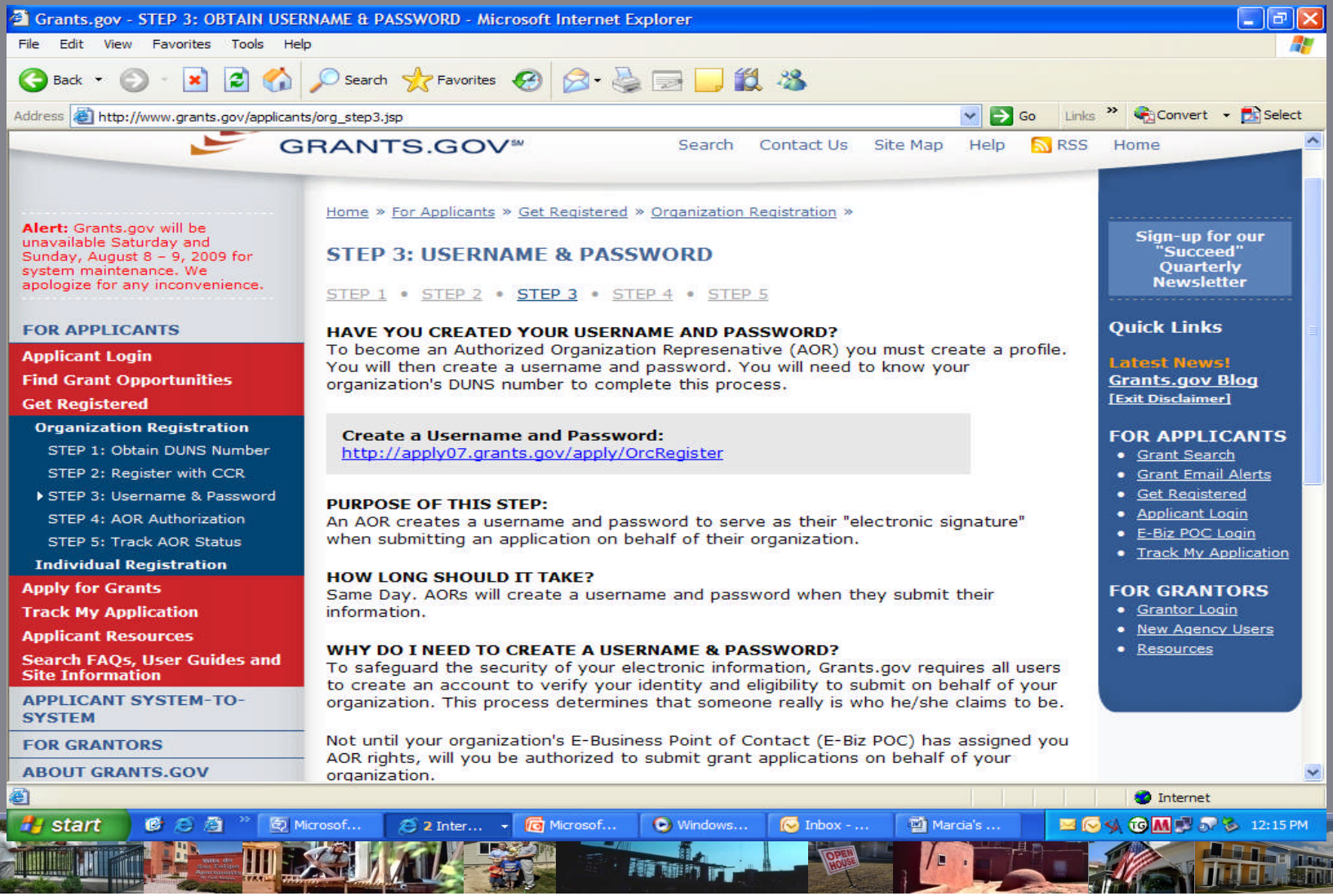
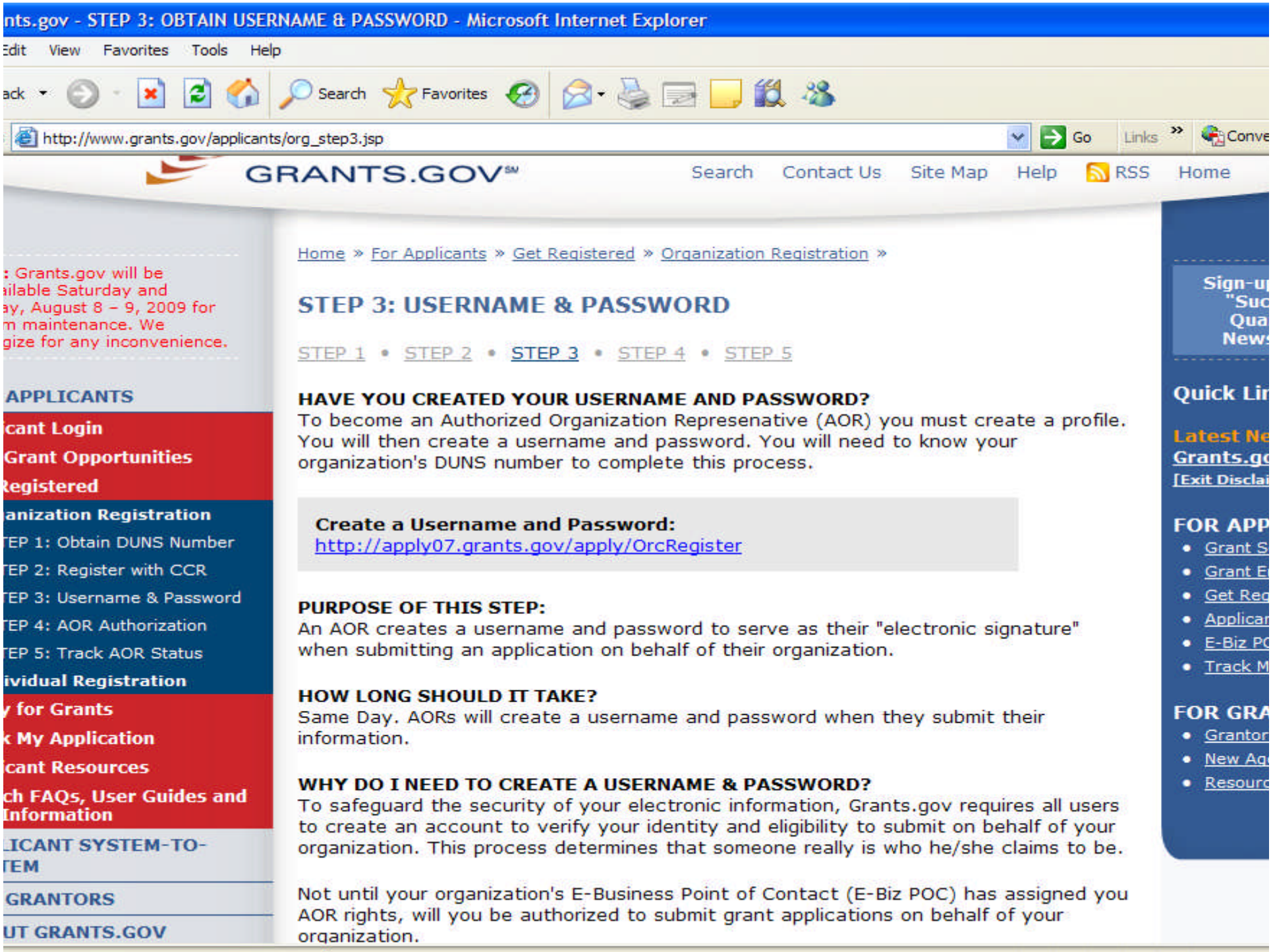
New Registration
Enter Your Organization's Information
Organization Information
* Required Information
DUNS*:
Please enter a value for the DUNS number field.
Legal Business Name:
Doing Business As (DBA):
Physical Street Address:
City:
U.S. State or Canadian Province:
Foreign Province:
Zip+4/Postal Code:
Country:
UNITED STATES
Continue Registration
Cancel

Grants.gov

STEP 3 FOR APPLICANTS APPLYING THROUGH RANTS.GOV

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TEP 2: Register with CCR
TEP 3: Username & Password
TEP 4: AOR Authorization
TEP 5: Track AOR Status
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STEP 3: USERNAME & PASSWORD
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HAVE YOU CREATED YOUR USERNAME AND PASSWORD?
To become an Authorized Organization Represenative (AOR) you must create a profile. You will then create a username and password. You will need to know your organization's DUNS number to complete this process.
Create a Username and Password:
http://apply07.grants.gov/apply/OrcRegister
PURPOSE OF THIS STEP:
An AOR creates a username and password to serve as their "electronic signature" when submitting an application on behalf of their organization.
HOW LONG SHOULD IT TAKE?
Same Day. AORs will create a username and password when they submit their information.
WHY DO I NEED TO CREATE A USERNAME & PASSWORD?
To safeguard the security of your electronic information, Grants.gov requires all users to create an account to verify your identity and eligibility to submit on behalf of your organization. This process determines that someone really is who he/she claims to be.
Not until your organization's E-Business Point of Contact (E-Biz POC) has assigned you AOR rights, will you be authorized to submit grant applications on behalf of your organization.
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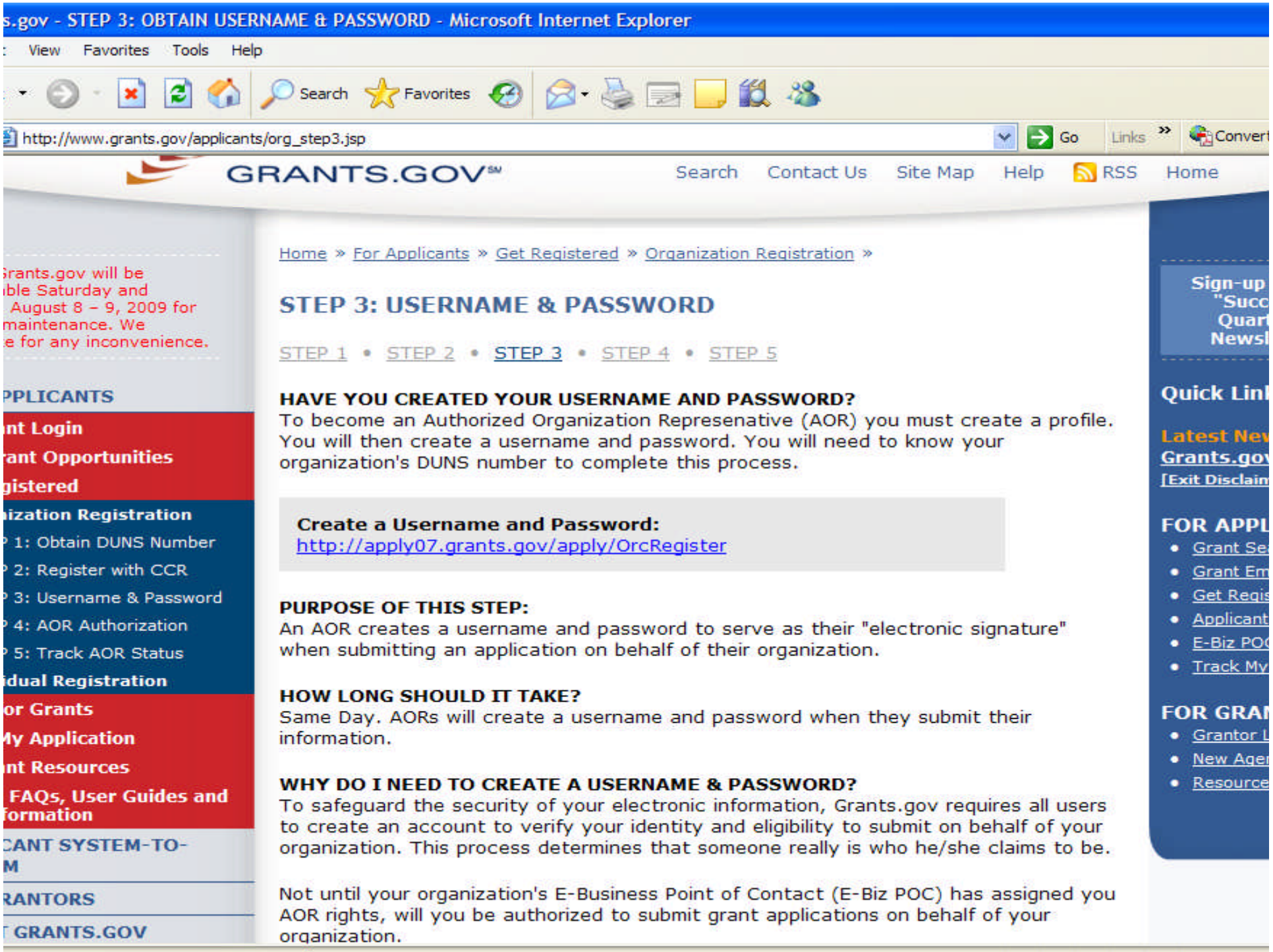
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P 2: Register with CCR
P 3: Username & Password
P 4: AOR Authorization
P 5: Track AOR Status
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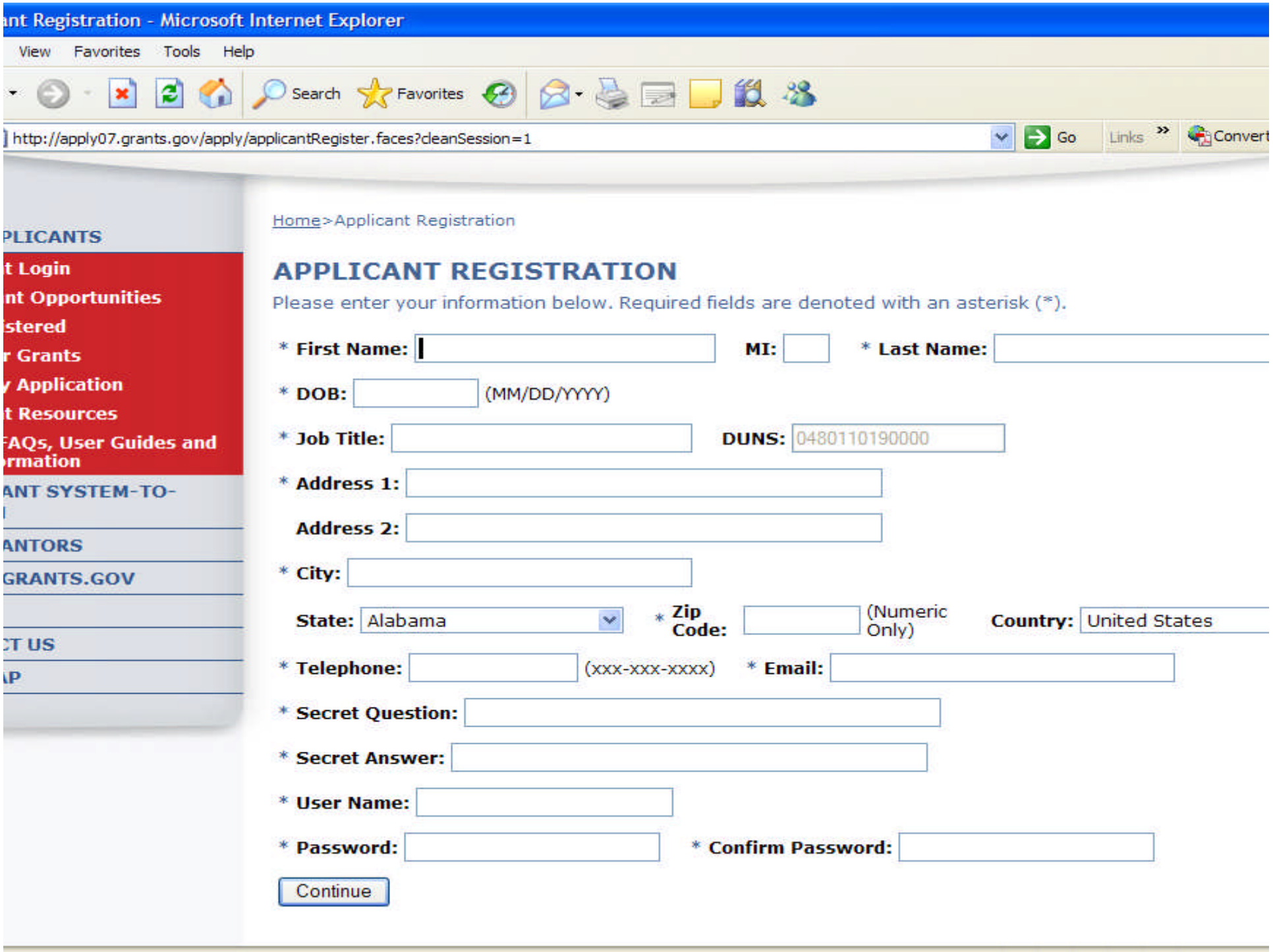
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APPLICANT REGISTRATION
Please enter your information below. Required fields are denoted with an asterisk (*).
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* Address 1:
Address 2:
* City:
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Alabama
* Zip Code:
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United States
* Telephone:
(xxx-xxx-xxxx)
* Email:
* Secret Question:
* Secret Answer:
* User Name:
* Password:
* Confirm Password:
Continue

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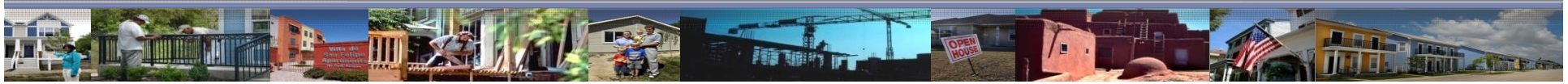
Registration:

Complete the form. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.

For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future.



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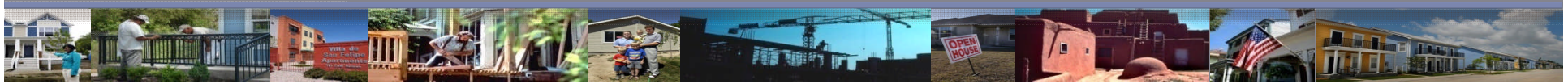
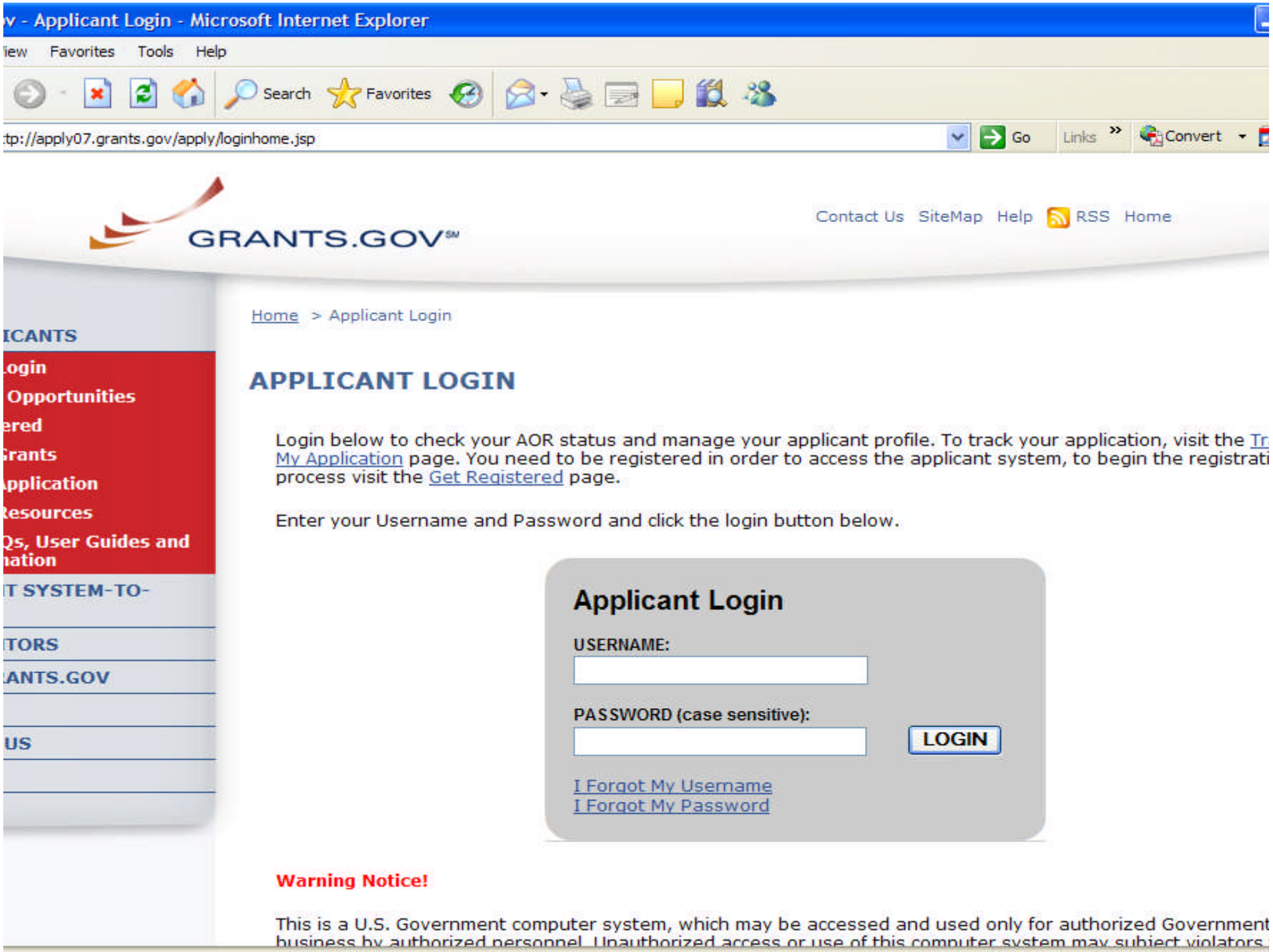
Creating a User Name and Password

The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).When you have completed the form select the Continue button.

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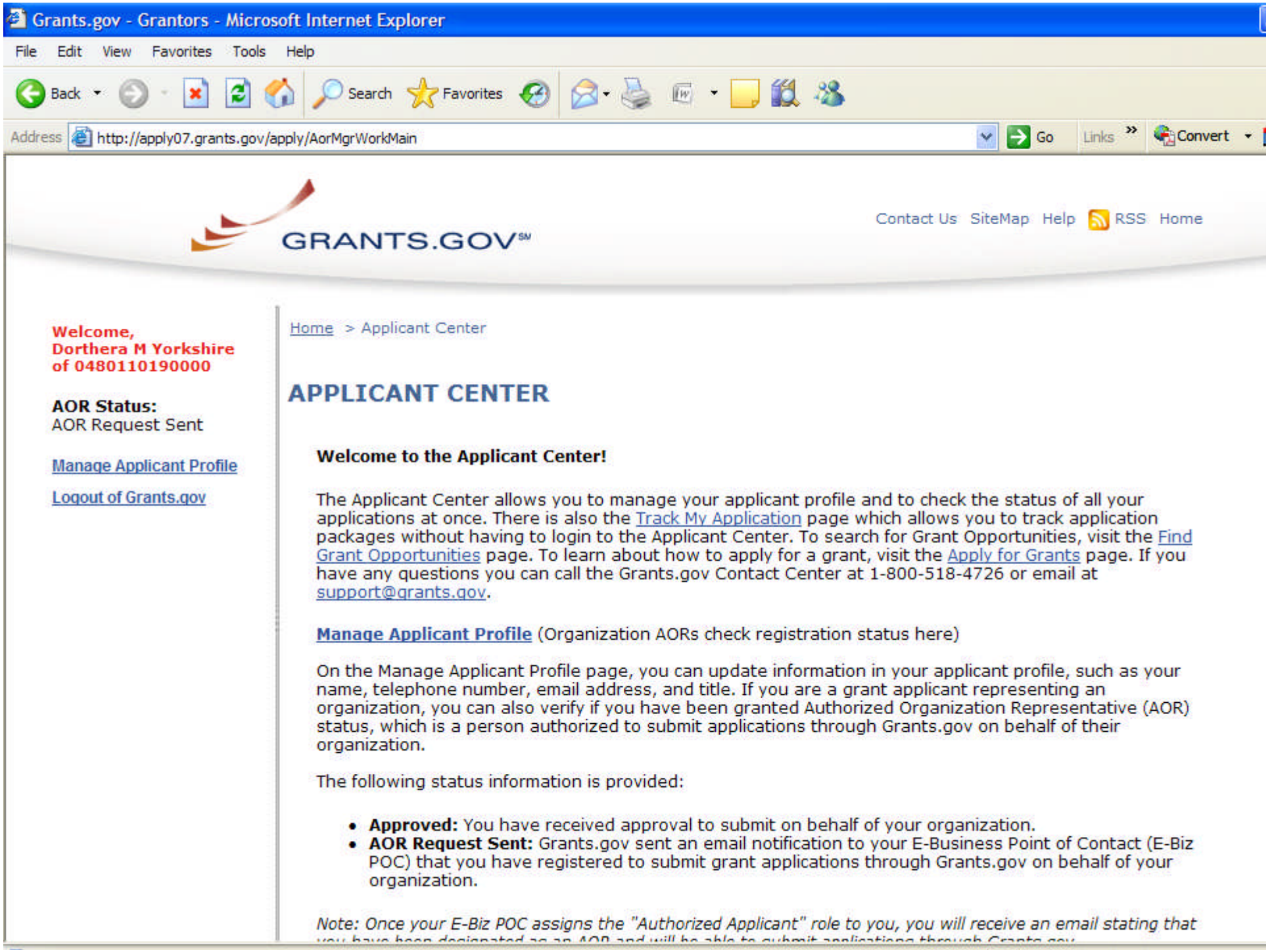
Login below to check your AOR status and manage your applicant profile. To track your application, visit the Tr
My Application page. You need to be registered in order to access the applicant system, to begin the registrati
process visit the Get Registered page.
Enter your Username and Password and click the login button below.
Applicant Login
USERNAME:
PASSWORD (case sensitive):
LOGIN
I Forgot My Username
I Forgot My Password
Warning Notice!
This is a U.S. Government computer system, which may be accessed and used only for authorized Government
business by authorized personnel. Unauthorized access or use of this computer system may subject violators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Home > Applicant Center
APPLICANT CENTER
Welcome to the Applicant Center!
The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. There is also the Track My Application page which allows you to track application packages without having to login to the Applicant Center. To search for Grant Opportunities, visit the Find Grant Opportunities page. To learn about how to apply for a grant, visit the Apply for Grants page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.
Manage Applicant Profile (Organization AORs check registration status here)
On the Manage Applicant Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.
The following status information is provided:
Approved: You have received approval to submit on behalf of your organization.
AOR Request Sent: Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.
Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that

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First: Dorthera
Last: Yorkshire
Tel: 202-402-4336
Email: dorthera.yorkshire@hud.gov
Title: Sr. Program Analyst
DUNS#: 0480110190000
AOR Status: AOR Request Sent
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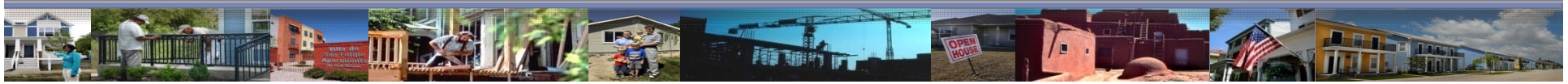
STEP 4- AOR Authorization to Submit on Behalf of the Organization

- The eBusiness Point of Contact must authorize the person submitting the application to submit on their behalf.
- The eBusiness Point of Contact providing the authorization must be from the organization that is to receive the award of funds.



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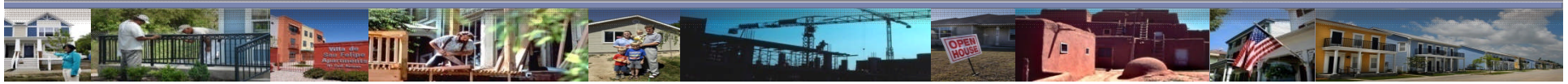
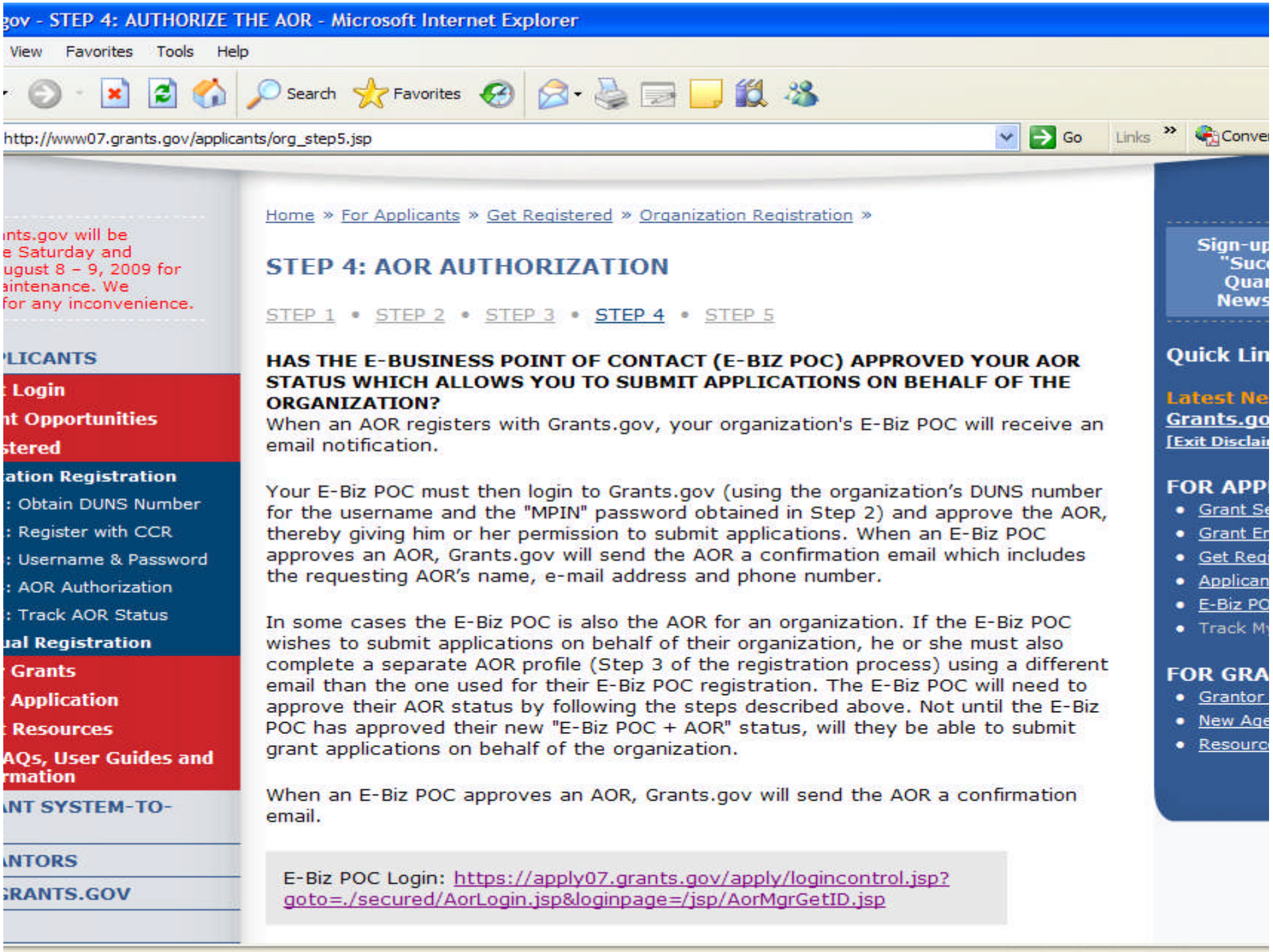
STEP 4- AOR Authorization to Submit on Behalf of the Organization

- Failure to authorize the submitter, will result in the application being rejected by Grants.gov with the error message of “not authorized”.

- A grant writer will have to be authorized by each organization’s Business POC for every application that is submitted for that organization.

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: Register with CCR
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: AOR Authorization
: Track AOR Status
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Home » For Applicants » Get Registered » Organization Registration »
STEP 4: AOR AUTHORIZATION
STEP 1 • STEP 2 • STEP 3 • STEP 4 • STEP 5
HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED YOUR AOR STATUS WHICH ALLOWS YOU TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?
When an AOR registers with Grants.gov, your organization's E-Biz POC will receive an email notification.
Your E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the "MPIN" password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email which includes the requesting AOR's name, e-mail address and phone number.
In some cases the E-Biz POC is also the AOR for an organization. If the E-Biz POC wishes to submit applications on behalf of their organization, he or she must also complete a separate AOR profile (Step 3 of the registration process) using a different email than the one used for their E-Biz POC registration. The E-Biz POC will need to approve their AOR status by following the steps described above. Not until the E-Biz POC has approved their new "E-Biz POC + AOR" status, will they be able to submit grant applications on behalf of the organization.
When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.
E-Biz POC Login: https://apply07.grants.gov/apply/logincontrol.jsp?goto=./secured/AorLogin.jsp&loginpage=/jsp/AorMgrGetID.jsp
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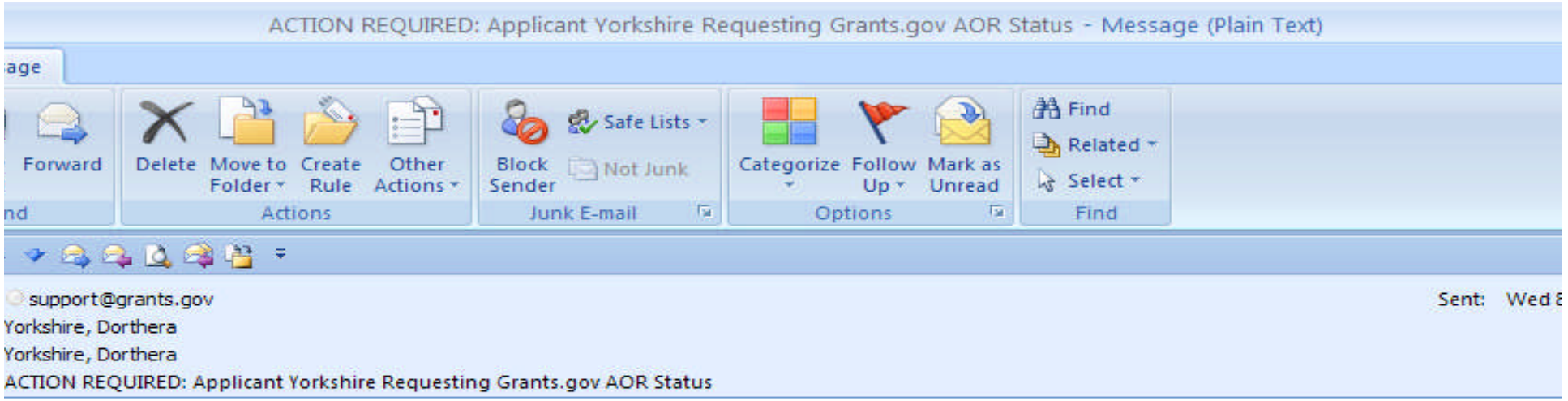


n E-Business Point of Contact,

owing individual from your organization has registered with Grants.gov and requested to be designated as a
ed Organization Representative (AOR) for your organization. Designating this person as an AOR will allow t
rant applications to federal agencies via Grants.gov on behalf of your organization.

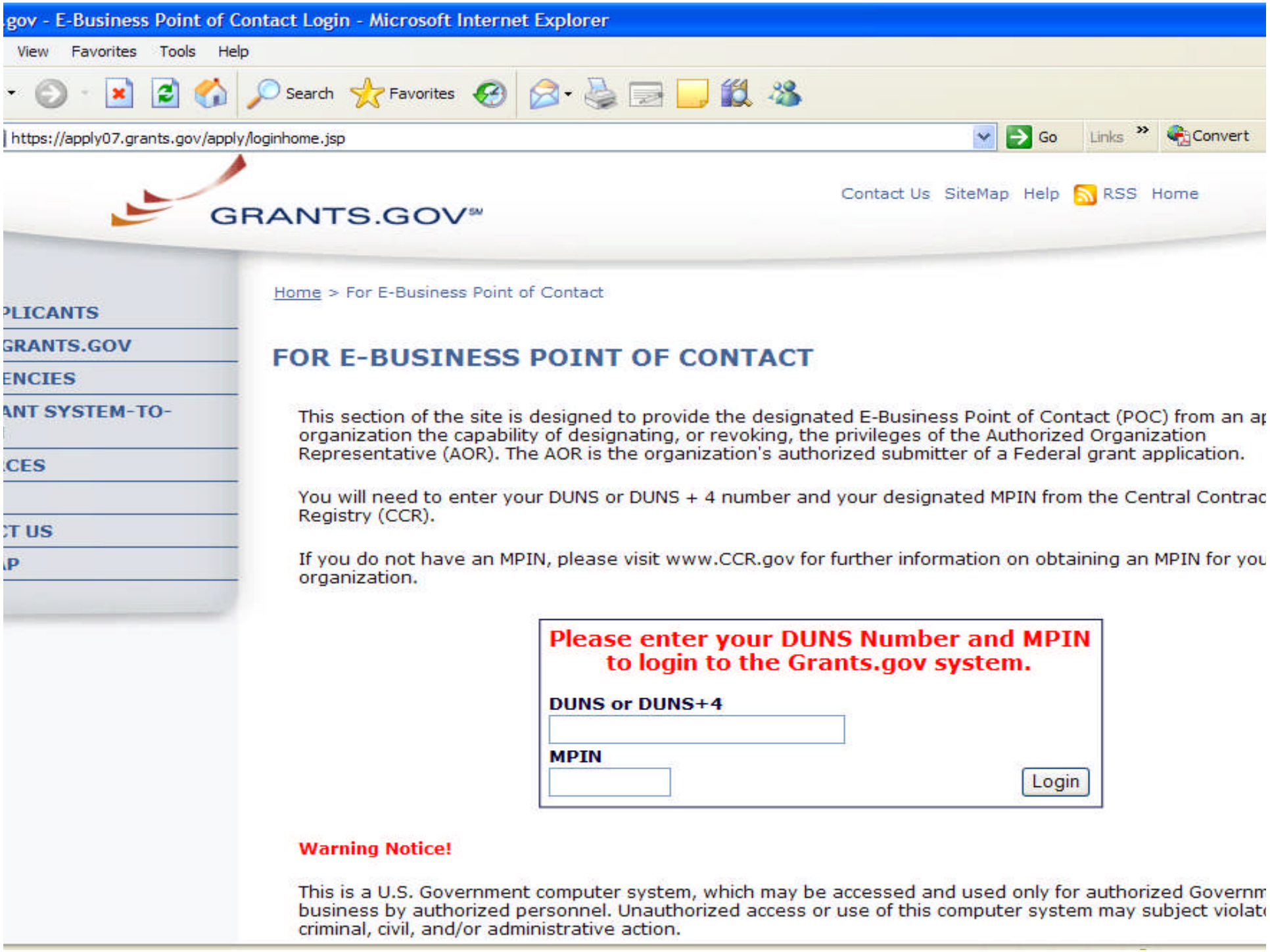
rthera Yorkshire
e: Sr. Program Analyst
dorthera.yorkshire@hud.gov
02-402-4336
30110190000

r will not be able to submit an application on behalf of your organization until this designation process
pleted. As the CCR E-Biz POC, you are the only person authorized for your organization to approve this inc
R.

rize this AOR, login to the E-Business Point of Contact (E-Biz POC) section of Grants.gov at
apply07.grants.gov/apply/logincontrol.jsp?goto=./secured/AorLogin.jsp&loginpage=/jsp/AorMgrGetID.jsp
ter your organization's DUNS number and your organization's Central Contractor Registry (CCR) MPIN, which
to your organization when it enrolled with the CCR. If you have forgotten your organization's CCR MPIN pa
the CCR by calling 1-888-227-2423 or visit: http://www.ccr.gov.

etermine this individual should not be assigned AOR access, do not update the user roles when you review t
in Grants.gov. You can also delete AORs from this section.

ave questions regarding the E-Biz POC role assignment process, information is available on Grants.gov: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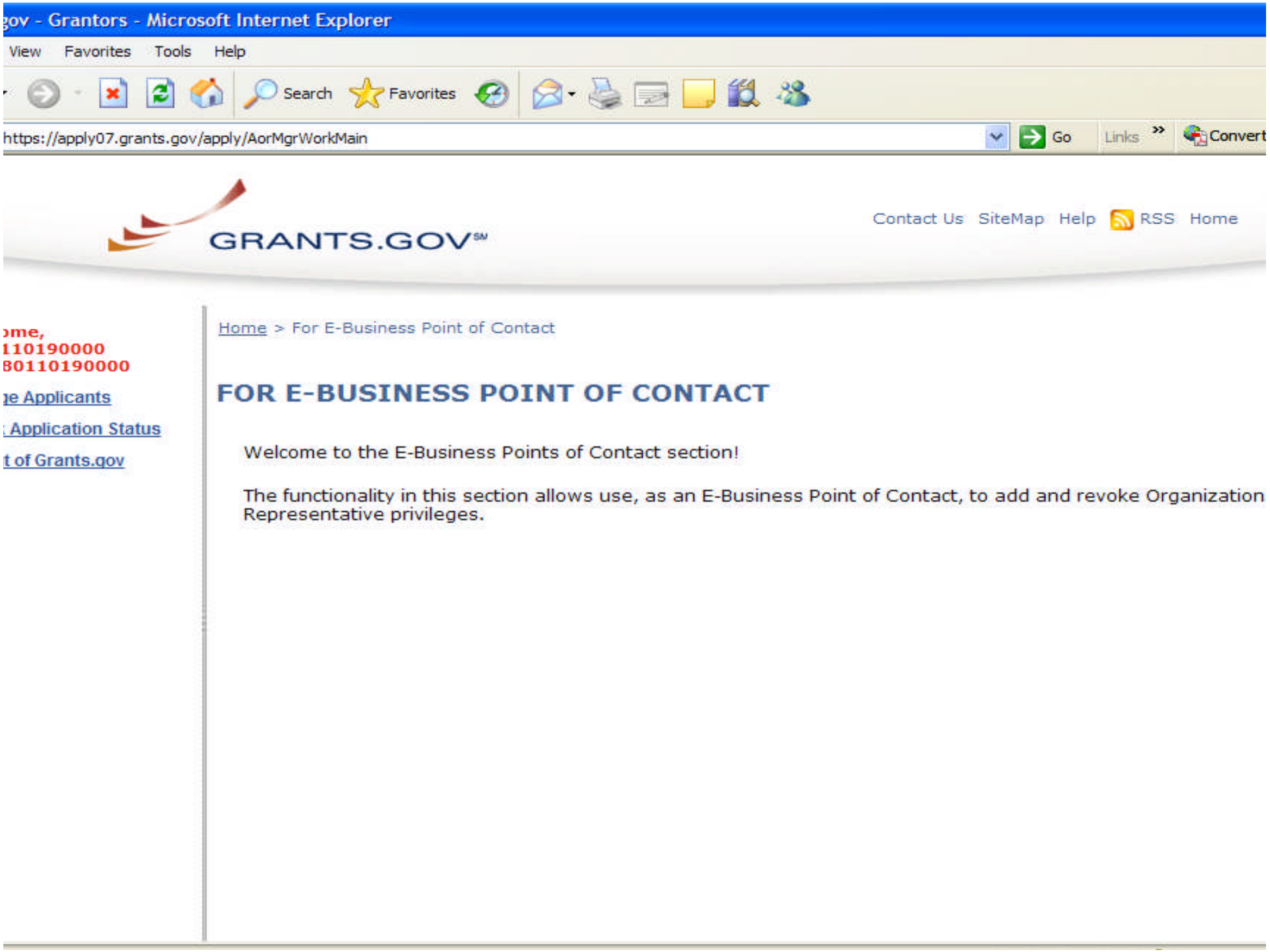
Home > For E-Business Point of Contact
FOR E-BUSINESS POINT OF CONTACT
This section of the site is designed to provide the designated E-Business Point of Contact (POC) from an ap
organization the capability of designating, or revoking, the privileges of the Authorized Organization
Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application.
You will need to enter your DUNS or DUNS + 4 number and your designated MPIN from the Central Contrac
Registry (CCR).
If you do not have an MPIN, please visit www.CCR.gov for further information on obtaining an MPIN for you
organization.
Please enter your DUNS Number and MPIN to login to the Grants.gov system.
DUNS or DUNS+4
MPIN
Login
Warning Notice!
This is a U.S. Government computer system, which may be accessed and used only for authorized Governm
business by authorized personnel. Unauthorized access or use of this computer system may subject violat
criminal, civil, and/or administrative action.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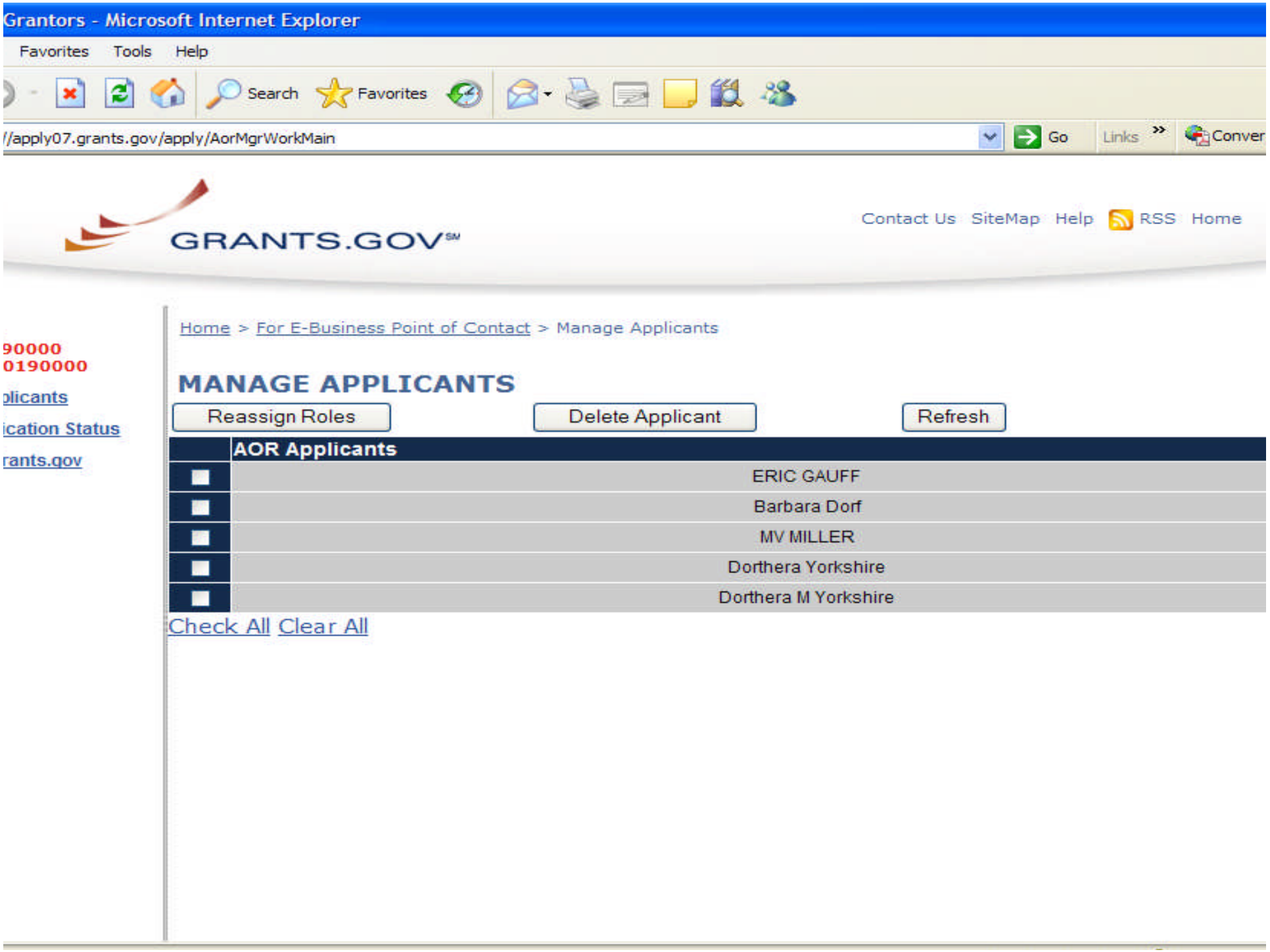
Home > For E-Business Point of Contact
FOR E-BUSINESS POINT OF CONTACT
Welcome to the E-Business Points of Contact section!
The functionality in this section allows use, as an E-Business Point of Contact, to add and revoke Organization Representative privileges.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Manage Applicants

Check Application Status

Logout of Grants.gov

Home > For E-Business Point of Contact > Manage Applicants > Reassign User Roles

REASSIGN USER ROLES

User Name: MV MILLER
User ID: ORC-MVMILLER

Remaining Roles:

Authorized Applicant

>>

<<

Current Roles:

No remaining Roles

Continue

Cancel Reassign

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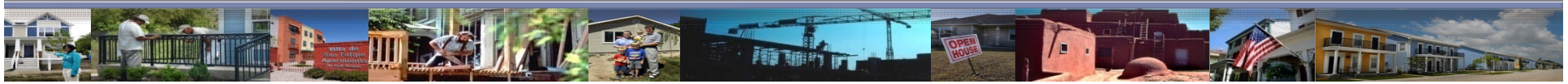
New Security Features:

New password requirements 90-day password expiration New change password option Enhancements to "I Forgot My Password" Account lockout for incorrect passwords User roles removed after one (1) year of inactivity Updates to the user profile.



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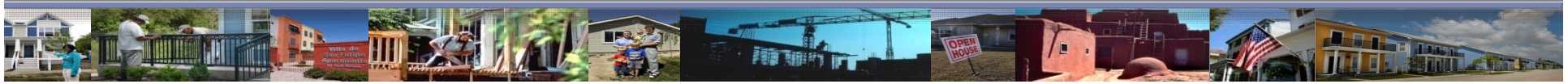
New Security Features

For Funding Opportunities posted prior to October 11, 2010 with due dates after October 11, 2010:

- Users may experience invalid user name and password messages when attempting to submit application packages. These users will be asked to reset their password using the "Password Reset" functionality.



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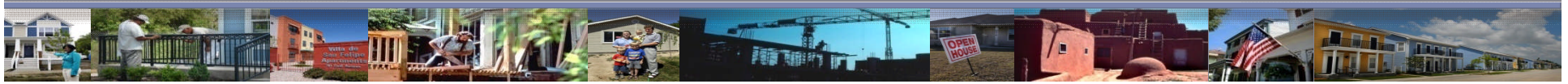
Who are you going to call?

Dun & Bradstreet 866-705-5711 opt.4

CCR Help 866-606-8220 or 334-206-7828, 8am - 8pm (EST)

Grants.gov- 800-518-4726
24 hours a day, 7 days a week except federal holidays. Online help for registration: www.grants.gov/assets/OrgRegUserGuide.pdf

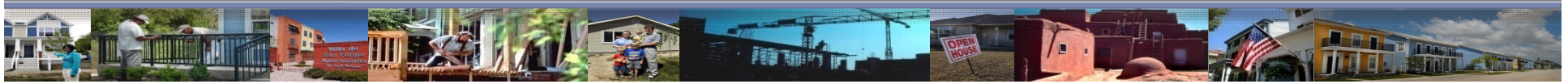


GRANTS.GOV

Electronic Application Through www.Grants.gov:

If applicants do not have the correct Adobe Reader installed, they will have difficulty uploading their application.

Applicants using Adobe Professional or another version of Adobe Reader must set their default setting to Adobe Reader 9.3.2 or the most recent version compatible to Grants.gov



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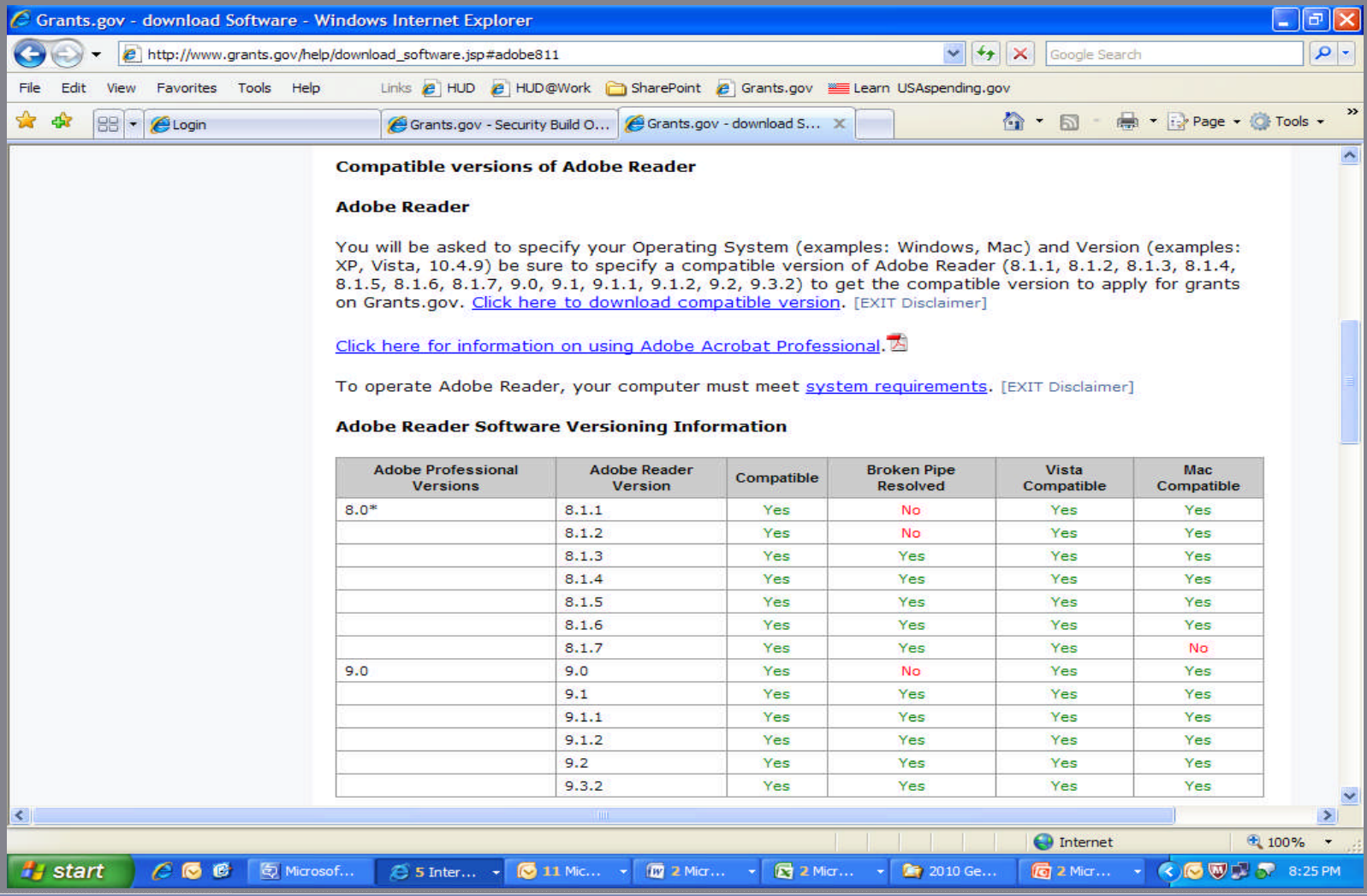
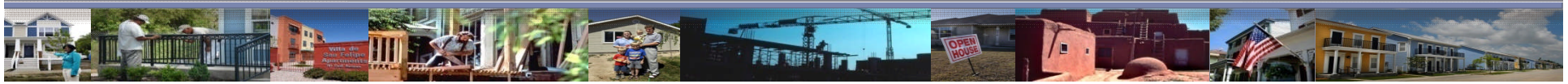
Check Compatibility



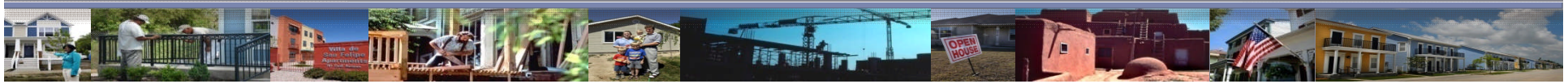


GRANTS.GOV

Electronic Application Through www.Grants.gov:

All persons working on the Adobe Forms Application package need to download Adobe Reader 9.3.2. Failure to do so may result in corrupting the files.

Grants.gov has posted instructions in Frequently Asked Questions at http://grants.gov/applicants/applicant_faqs.jsp.



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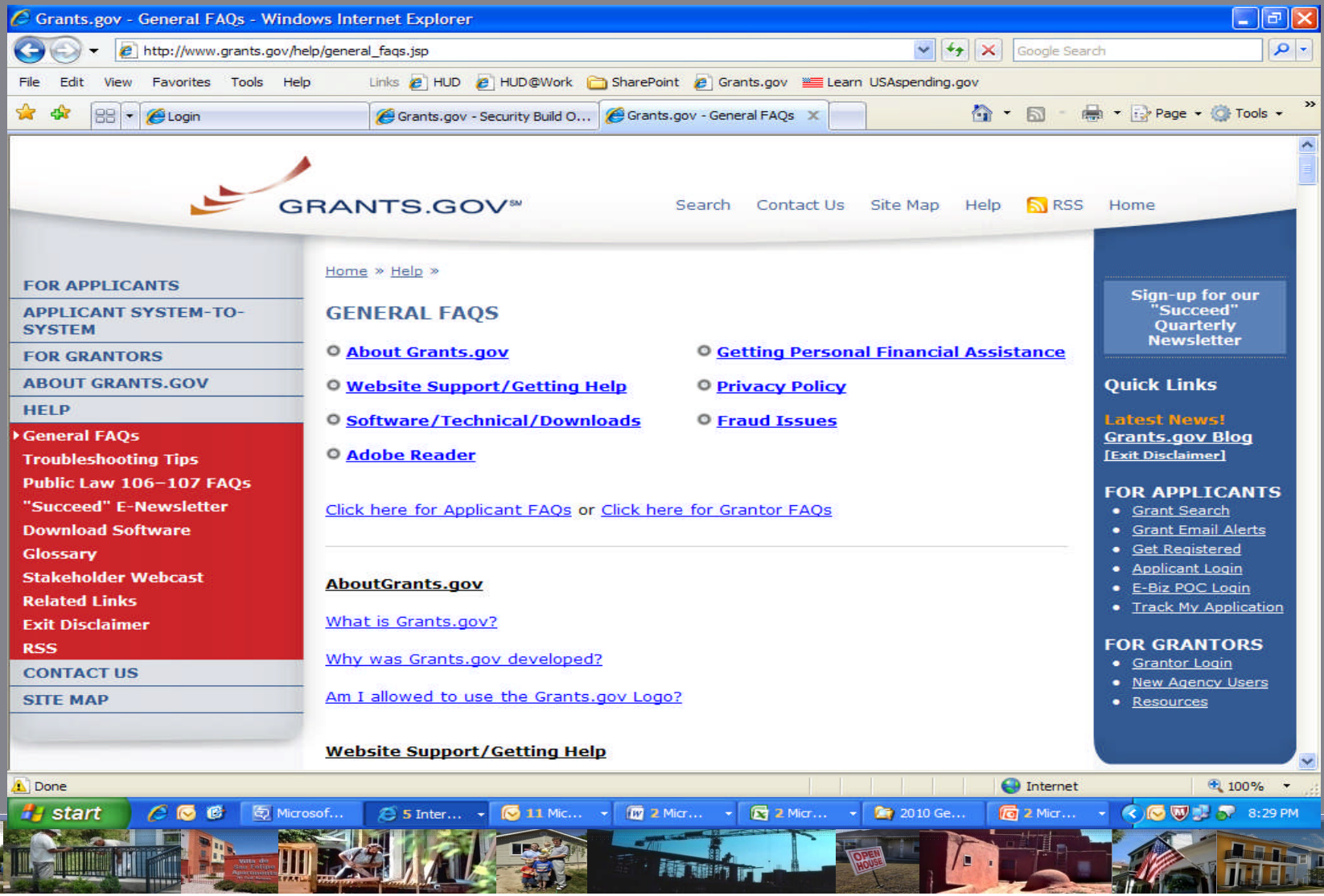
Read through the Grants.gov FAQs NOW!



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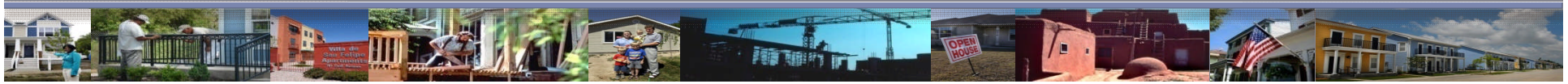
Electronic Application Through www.Grants.gov:

Applicants must be authorized to submit the application by the eBusiness POC for the organization listed in box 8a of the SF-424, Application for Federal Assistance.

Many grant writers use their organization DUNS number rather than the DUNS for the organization they are submitting on behalf of. The application must reflect the legal name of the applicant receiving the funding.



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Alert: Grants.gov will be unavailable Saturday and Sunday, August 8 – 9, 2009 for system maintenance. We apologize for any inconvenience.
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Applicant Login
Find Grant Opportunities
Get Registered
Apply for Grants
Track My Application
Applicant Resources
Search FAQs, User Guides and Site Information
APPLICANT SYSTEM-TO-SYSTEM
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Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Learn more about Grants.gov and determine if you are eligible for grant opportunities offered on this site.
Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check Government Benefits, Student Loans and Small Business Start-up Loans.
RECOVERY.GOV
In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. View all opportunities >
Other information and opportunities regarding the Recovery Act is available. Learn more >
Update-to-date information on the state of recovery. Learn more >
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Recovery Act Grant Opportunities
Upcoming Webinars
What's New at Grants.gov
New Opportunities This Week
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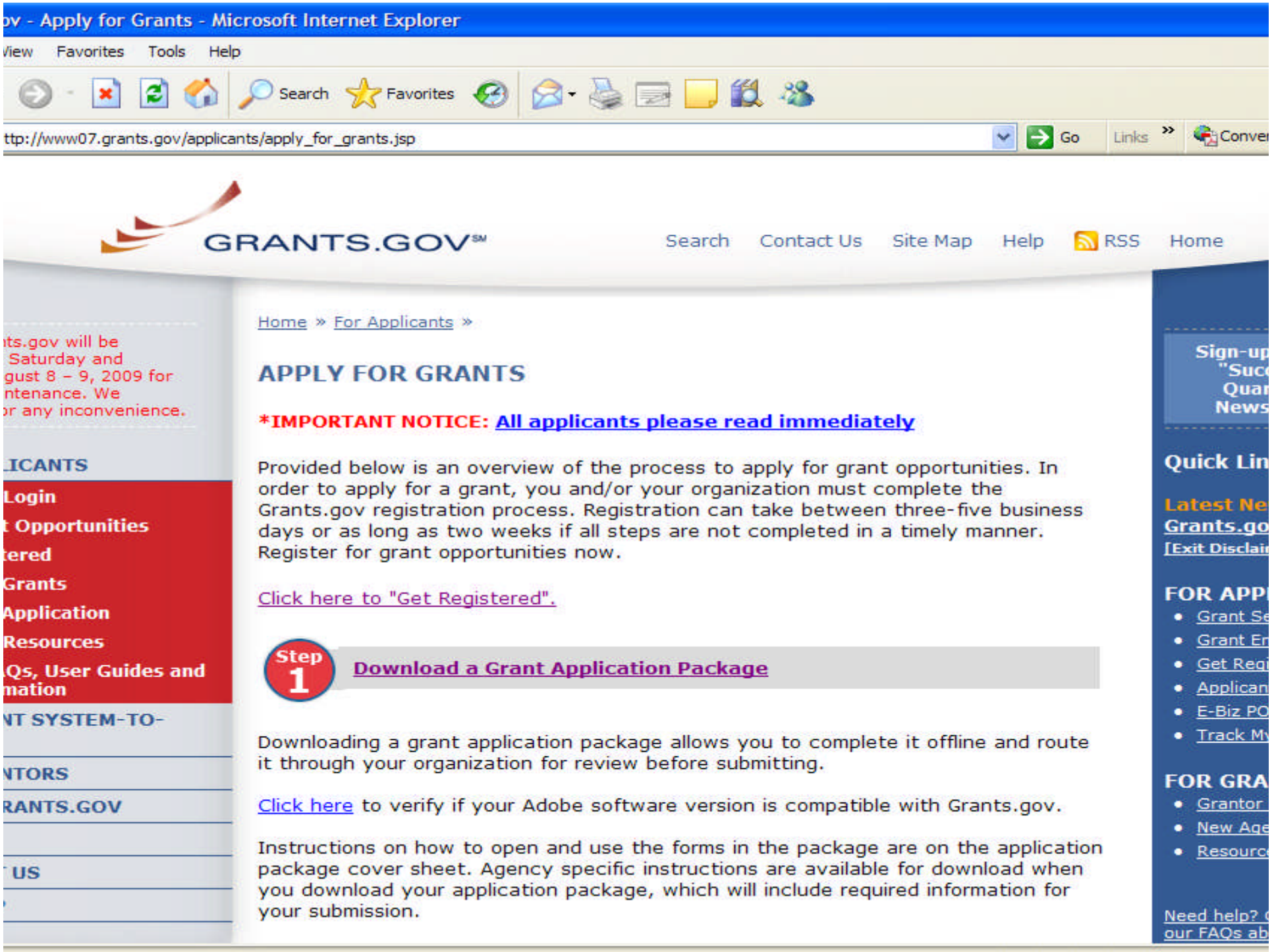
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Home » For Applicants »
APPLY FOR GRANTS
*IMPORTANT NOTICE: All applicants please read immediately
Provided below is an overview of the process to apply for grant opportunities. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner. Register for grant opportunities now.
Click here to "Get Registered".
Step 1
Download a Grant Application Package
Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting.
Click here to verify if your Adobe software version is compatible with Grants.gov.
Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.
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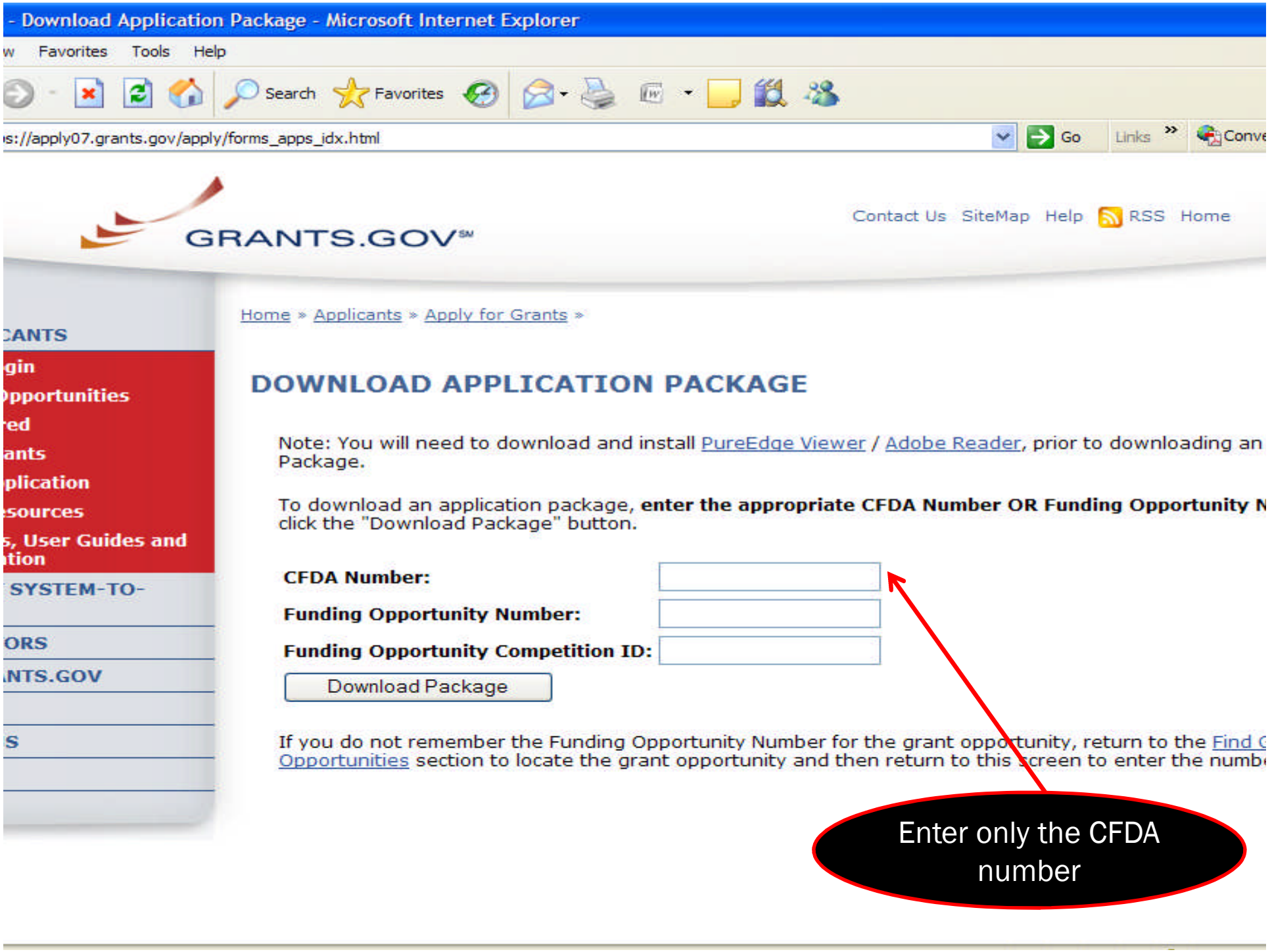
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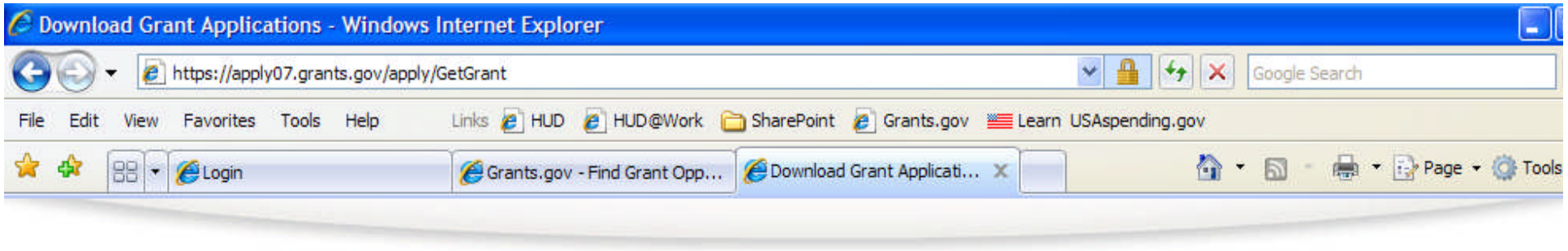
Note: You will need to download and install PureEdge Viewer / Adobe Reader, prior to downloading an Package.
To download an application package, enter the appropriate CFDA Number OR Funding Opportunity N click the "Download Package" button.
CFDA Number:
Funding Opportunity Number:
Funding Opportunity Competition ID:
Download Package
If you do not remember the Funding Opportunity Number for the grant opportunity, return to the Find Opportunities section to locate the grant opportunity and then return to this screen to enter the numb
Enter only the CFDA number



SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. T prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader .

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click here to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

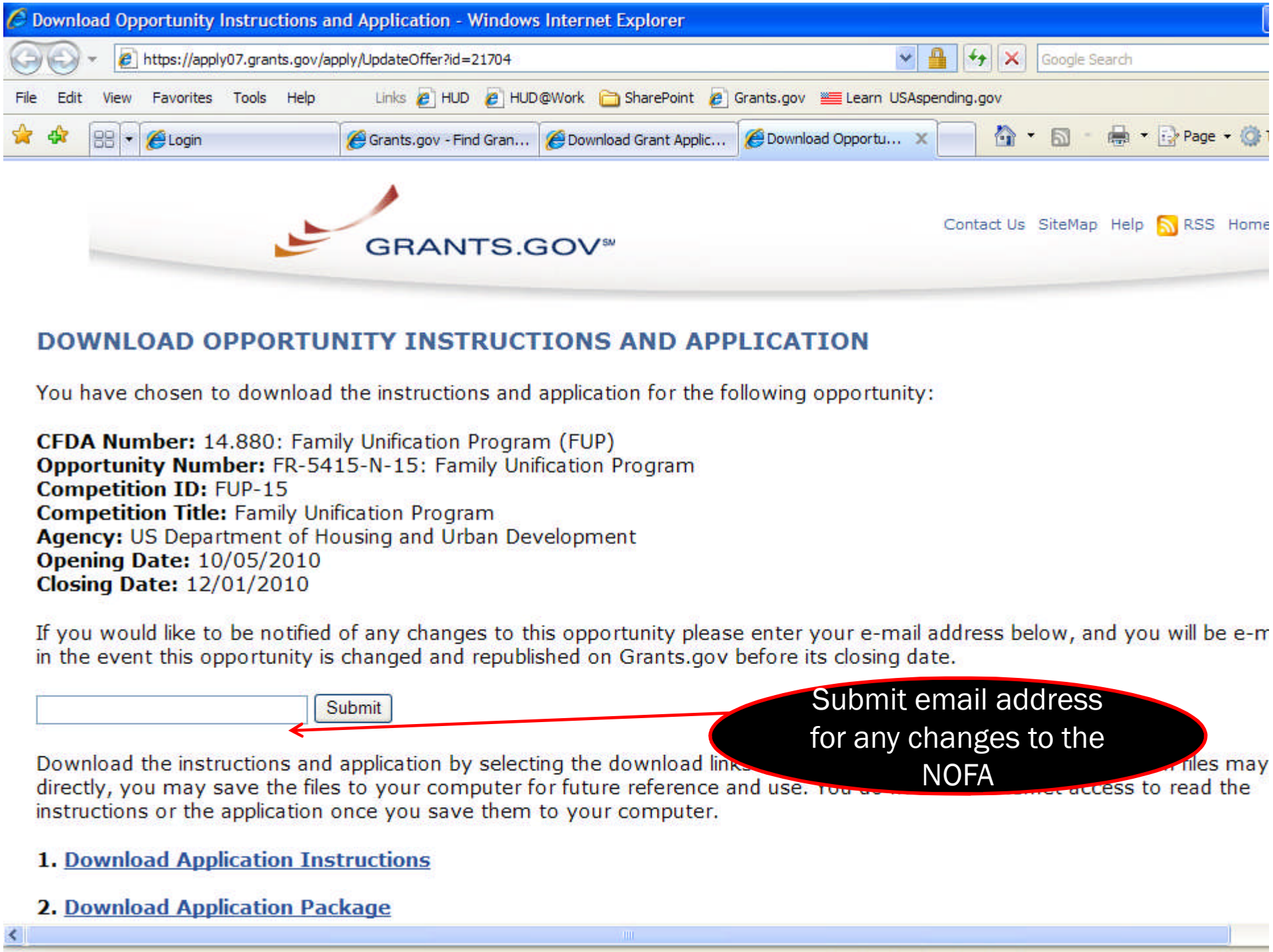
Additional Resources:

- Sign-up for Grants.gov Updates for the latest issues and news.
- Download Adobe Reader and PureEdge Viewer for free.
- Visit Help for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
14.880	FR-5415-N-15	FUP-15	Family Unification Program	US Department of Housing and Urban Development	download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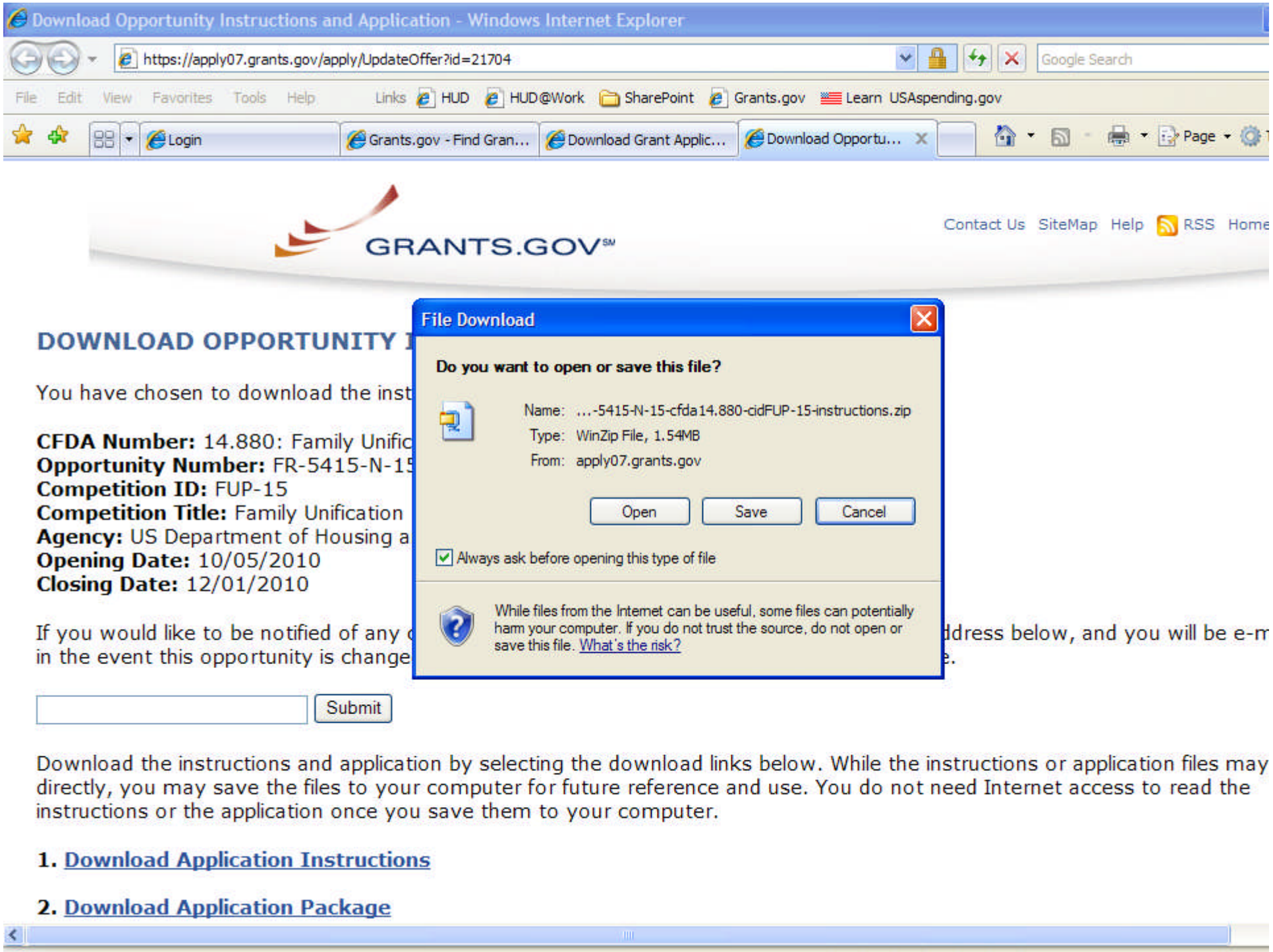
DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION
You have chosen to download the instructions and application for the following opportunity:
CFDA Number: 14.880: Family Unification Program (FUP)
Opportunity Number: FR-5415-N-15: Family Unification Program
Competition ID: FUP-15
Competition Title: Family Unification Program
Agency: US Department of Housing and Urban Development
Opening Date: 10/05/2010
Closing Date: 12/01/2010
If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-m
in the event this opportunity is changed and republished on Grants.gov before its closing date.
Submit
Submit email address for any changes to the NOFA
Download the instructions and application by selecting the download link
files may
directly, you may save the files to your computer for future reference and use.
access to read the
instructions or the application once you save them to your computer.
1. Download Application Instructions
2. Download Application Package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Opportunity Number: FR-5415-N-15
Competition ID: FUP-15
Competition Title: Family Unification
Agency: US Department of Housing a
Opening Date: 10/05/2010
Closing Date: 12/01/2010
If you would like to be notified of any
in the event this opportunity is change
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Submit
Download the instructions and application by selecting the download links below. While the instructions or application files may directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.
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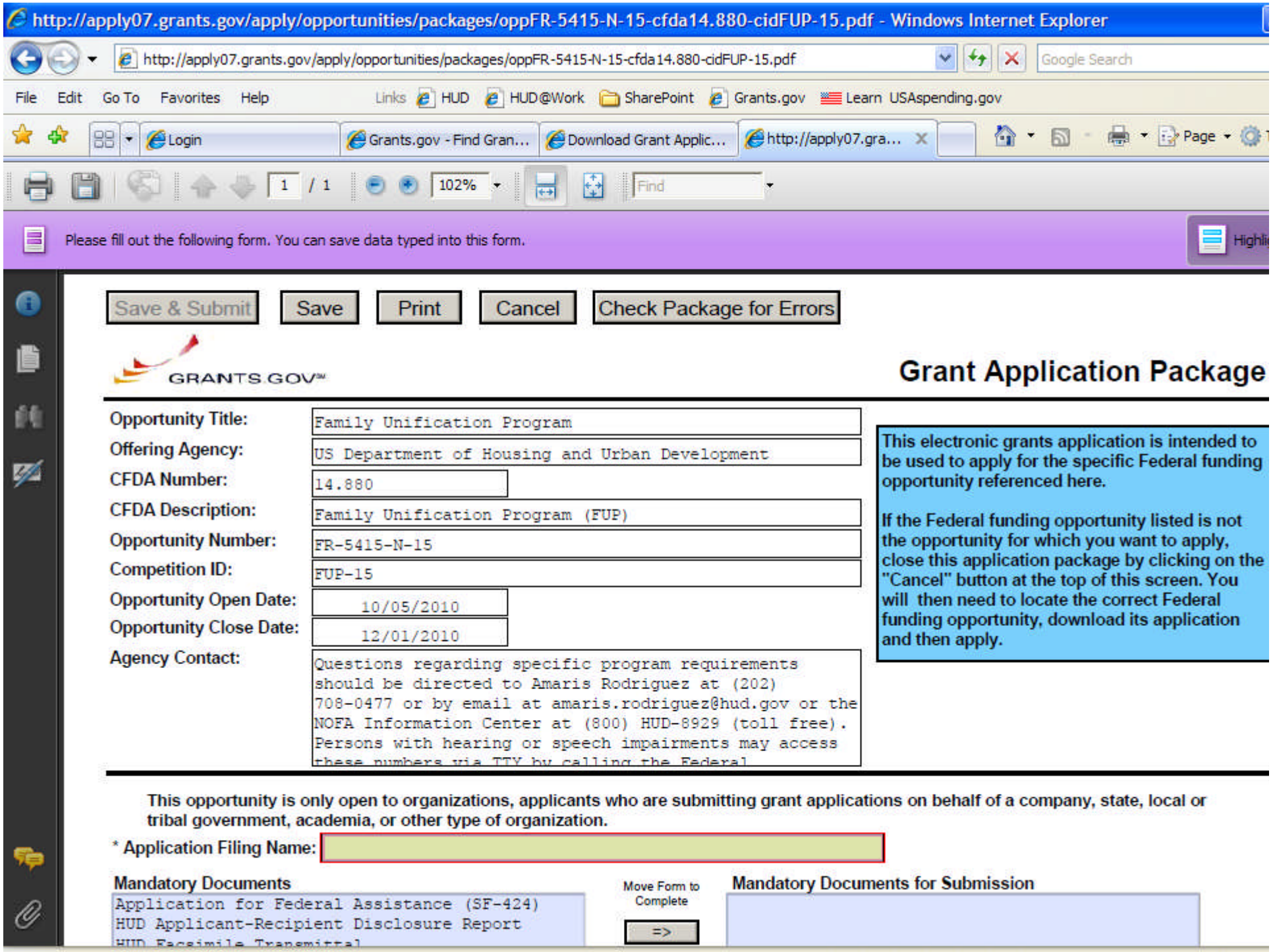
2. Download Application Package
File Download
Do you want to open or save this file?
Name: ...-5415-N-15-cfda14.880-cidFUP-15-instructions.zip
Type: WinZip File, 1.54MB
From: apply07.grants.gov
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?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Find
Please fill out the following form. You can save data typed into this form.
Save & Submit
Save
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Cancel
Check Package for Errors
GRANTS.GOV
Grant Application Package
Opportunity Title: Family Unification Program
Offering Agency: US Department of Housing and Urban Development
CFDA Number: 14.880
CFDA Description: Family Unification Program (FUP)
Opportunity Number: FR-5415-N-15
Competition ID: FUP-15
Opportunity Open Date: 10/05/2010
Opportunity Close Date: 12/01/2010
Agency Contact: Questions regarding specific program requirements should be directed to Amaris Rodriguez at (202) 708-0477 or by email at amaris.rodriguez@hud.gov or the NOFA Information Center at (800) HUD-8929 (toll free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal
This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.
This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.
* Application Filing Name:
Mandatory Documents
Application for Federal Assistance (SF-424)
HUD Applicant-Recipient Disclosure Report
HUD Facsimile Transmittal
Move Form to Complete
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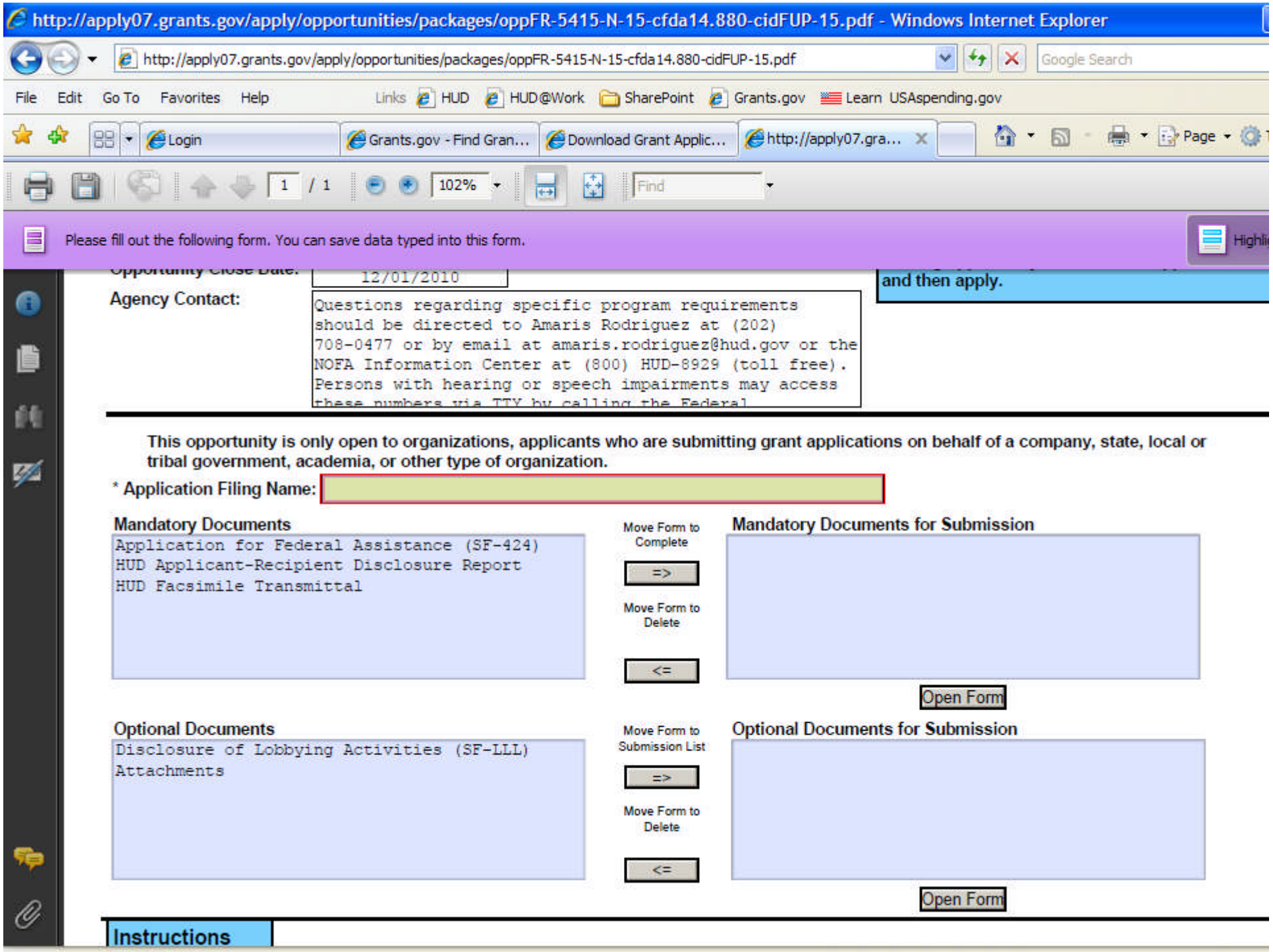
Mandatory Documents for Submission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Find
Please fill out the following form. You can save data typed into this form.
12/01/2010
and then apply.
Agency Contact:
Questions regarding specific program requirements should be directed to Amaris Rodriguez at (202) 708-0477 or by email at amaris.rodriguez@hud.gov or the NOFA Information Center at (800) HUD-8929 (toll free). Persons with hearing or speech impairments may access
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* Application Filing Name:
Mandatory Documents
Application for Federal Assistance (SF-424)
HUD Applicant-Recipient Disclosure Report
HUD Facsimile Transmittal
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Mandatory Documents for Submission
Open Form
Optional Documents
Disclosure of Lobbying Activities (SF-LLL)
Attachments
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Move Form to Delete
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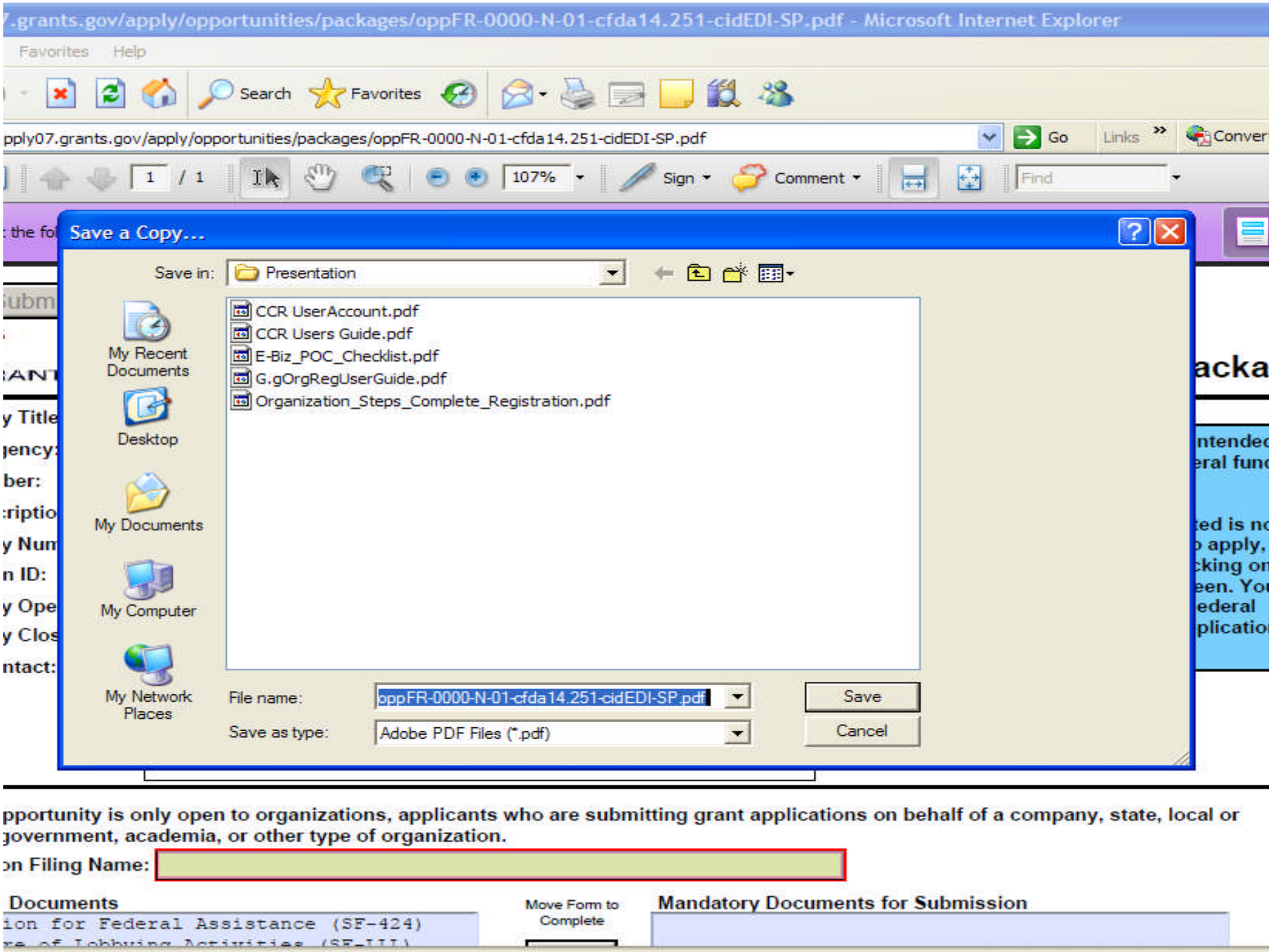
Optional Documents for Submission
Open Form
Instructions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G.gOrgRegUserGuide.pdf
Organization_Steps_Complete_Registration.pdf
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My Network Places
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Save as type: Adobe PDF Files (*.pdf)
Save
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pportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or government, academia, or other type of organization.
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Move Form to Complete
Mandatory Documents for Submission

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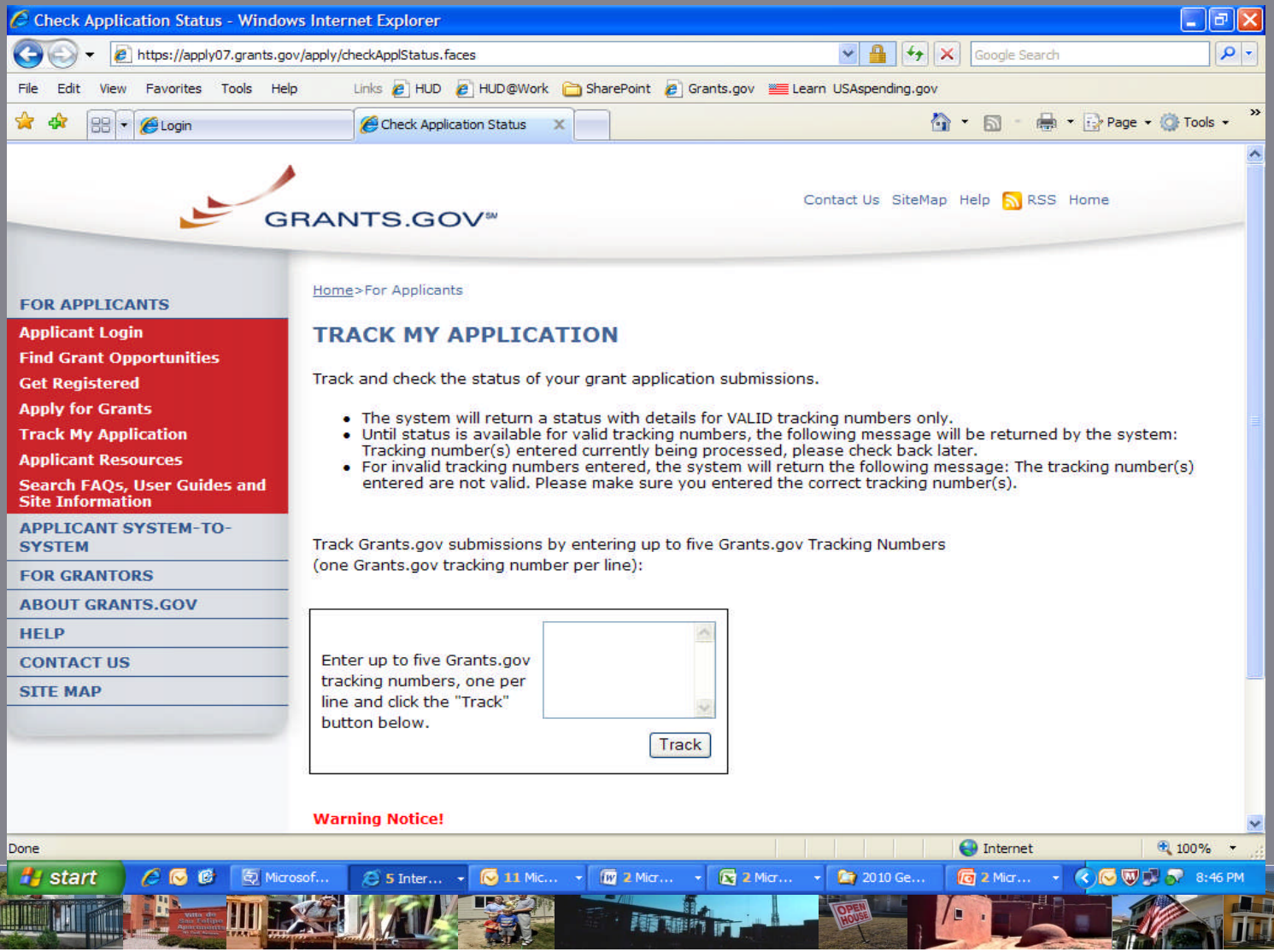
Track Status of Your Application



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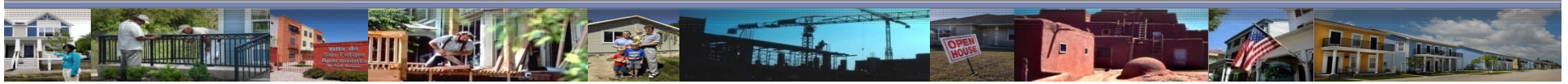
Faxing Portions of Application:

- HUD will not accept an entire application by Facsimile.
- Faxes will not be matched to the application of the Facsimile transmittal form is NOT the cover page.
- Faxes must be received by the deadline.
- If resubmitting an application, faxes must also be resubmitted.



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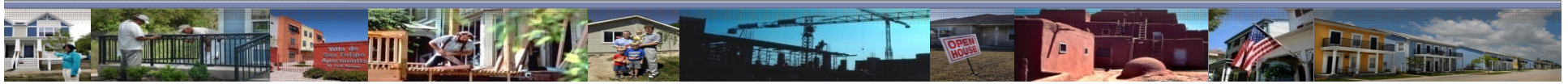
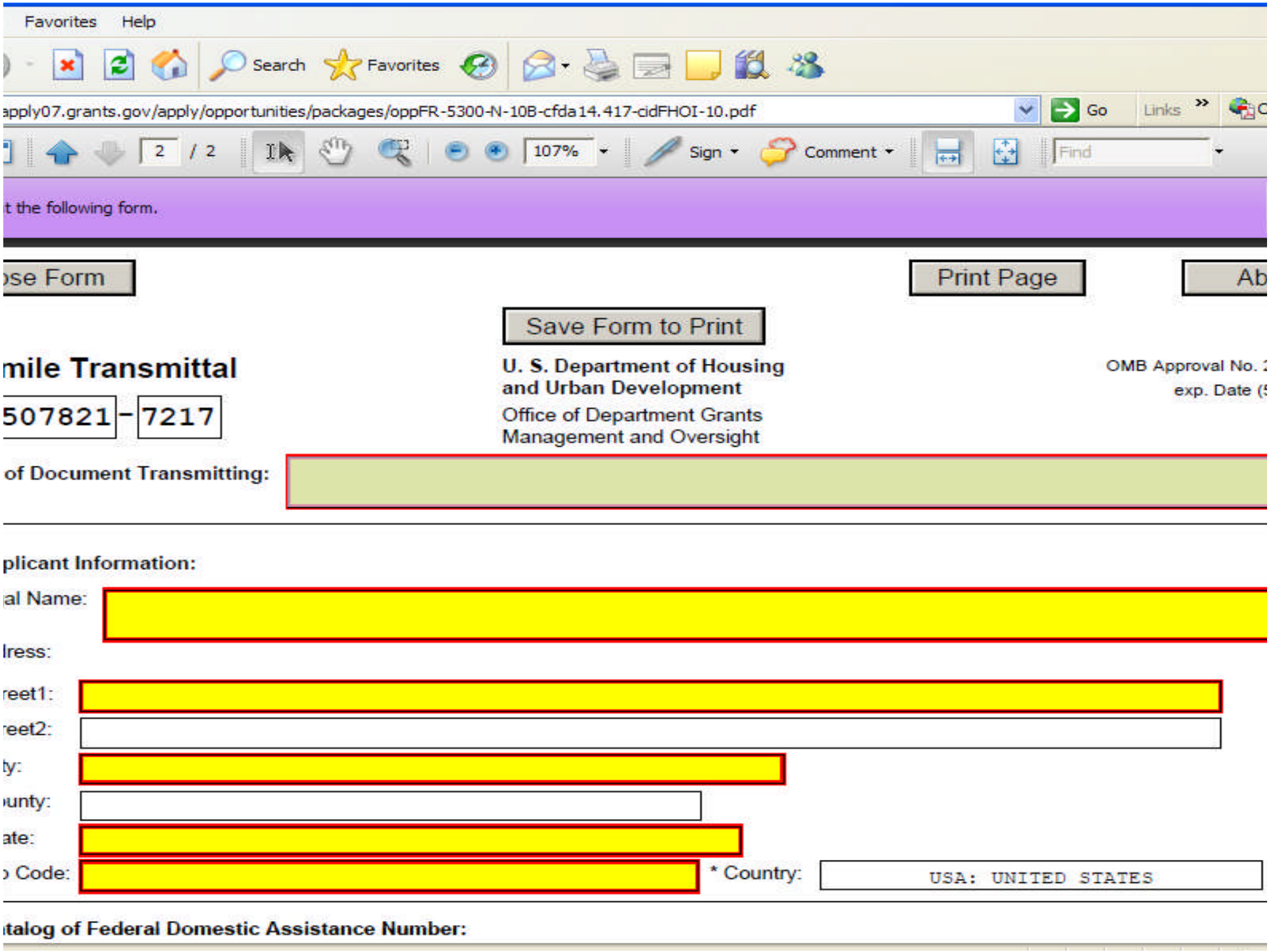
What's New for FY2010:

Form HUD96011 (the facsimile transmittal cover page is a mandatory form. If you are not faxing anything, enter the number 1 and in the space at the top to name the document you are faxing enter "No faxes to send"

Read the directions for faxing materials.
If your fax machine automatically creates a cover page, turn off this feature.

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USA: UNITED STATES
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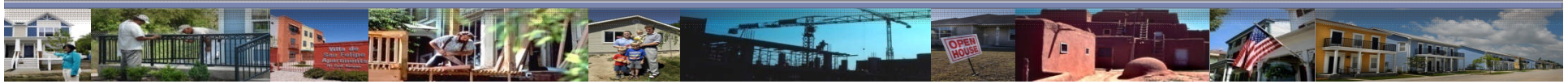
Fax Numbers:

HUD fax numbers for FY2010:

800-HUD-1010 (toll-free)

215-825-8798 (toll charge)



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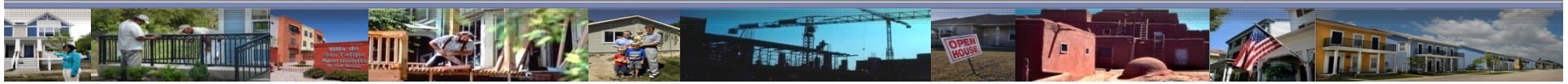
Common Errors:

Attachment files names were over 50 characters in length and/or contained special characters or spaces, resulting in a “VirusDetect” error message.

JAVA reads these files as containing a virus and therefore applicants with attachment files with these errors received a “VirusDetect” error message and their package was rejected by the Grants.gov system.



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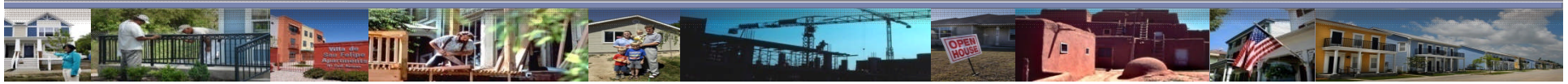
Electronic Application Through www.Grants.gov:

For 2010 HUD retained 1-day grace period to allow applicants to cure errors.

Applications must be received by Grants.gov by the deadline date to be eligible for the grace period.



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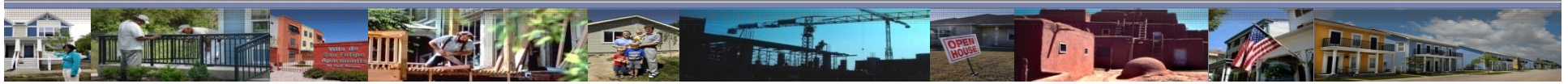
Grace Period Policy:

Applicants that have successfully uploaded their application to Grants.gov prior to the deadline, and subsequently receive a rejection notice from Grants.gov after the deadline date and time, will have a one-day grace period from the date stamp on the first Grants.gov rejection notice after the deadline, to cure the basis for the rejection and upload an application that corrects the problems cited in the rejection notice.

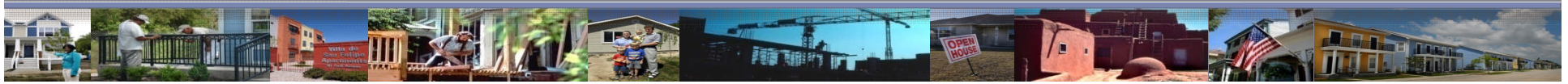


GRANTS.GOV

Grace Period Policy:

Applicants can upload the application as many times as needed to cure noted deficiencies within the one-day grace period.

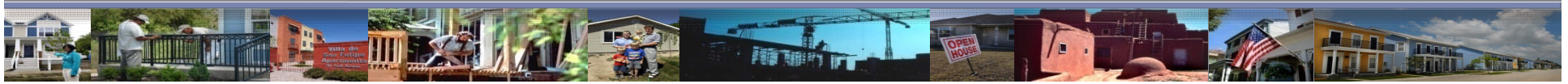
Applicants that do not understand the error messages received in the rejection notice should immediately contact the Grants.gov Help Desk so they can get assistance in clearing the problem.



GRANTS.GOV

Grace Period Policy:

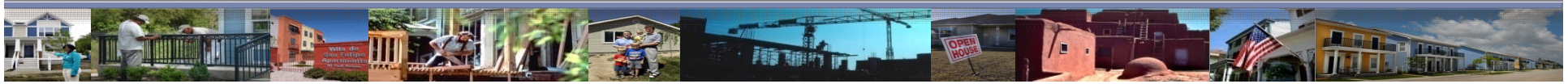
Applications uploaded and received by Grants.gov after the deadline date and time for which there is no prior rejection notice in the Grants.gov system logs will be considered late and will not be rated and ranked or receive funding consideration. Failure to successfully upload the application to Grants.gov by the deadline date and time does not qualify for the grace period as described above.



GRANTS.GOV

Grace Period Policy:

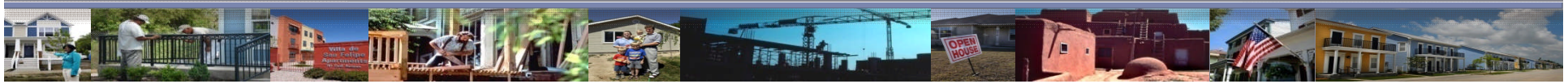
Applications receiving a rejection notice due to the funding opportunity being closed will not be provided the one day grace period to correct the "opportunity closed" deficiency or any other basis for rejection because the applicant missed the deadline date and time and therefore does not qualify for the grace period as described above.



GRANTS.GOV

Grace Period Policy:

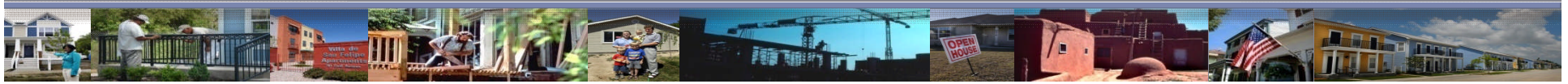
If an application is uploaded during the grace period and is subsequently rejected after the grace period ends, the applicant will not be afforded additional time to correct the deficiency(ies) noted in the rejection notice.



GRANTS.GOV

Electronic Application Through www.Grants.gov:

Applications received by Grants.gov, including those received during the grace period, must be validated by Grants.gov to be rated or ranked or receive funding consideration by HUD. HUD will use the date and time stamp on the Grants.gov system to determine dates when the grace period begins and ends.



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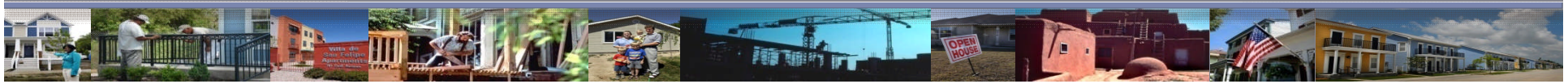
Electronic Application Through www.Grants.gov:

Neither HUD nor Grants.gov will be responsible if email messages are not received at the address listed in the registration process. Applicants must also ensure that their email systems will accept messages from Grants.gov. Applicants are responsible for monitoring their email messages. Messages from Grants.gov come from Support@Grants.gov

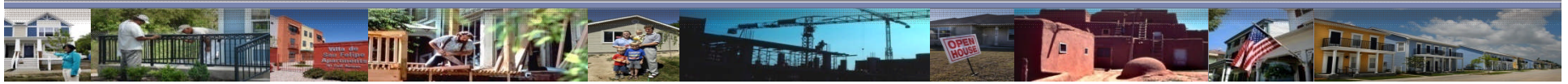


GRANTS.GOV

Tips for a Successful Submission:

Submit the application at least 24-48 hours in advance of the deadline.

Almost all the QAR requests came from applicants that started submission late in the day on the due date and faced busy servers, password/ID issues or upload issues due to the applicant's anti-virus or fire-wall software.



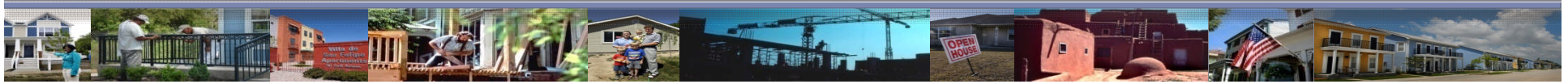
GRANTS.GOV

Tips for a Successful Submission:

Grants.gov help desk open 24/7 except federal holidays.

If having issues submitting call the help desk and get a ticket number before you call HUD.

Read the Grants.Gov FAQs carefully to avoid errors that are within your control. Updates have occurred on Grants.gov for Security, Adobe Reader, etc.

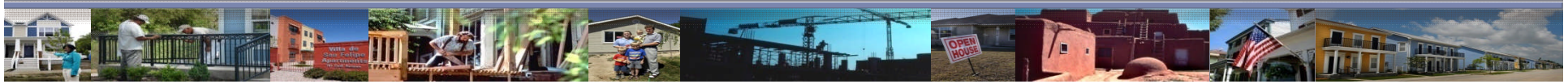


GRANTS.GOV

Tips for a Successful Submission:

The SF424 form requires a 9 digit zip code

Applicants are advised to open all documents and attachment files and to scroll to the end of the document to make sure the files are the final versions of the application and complete.

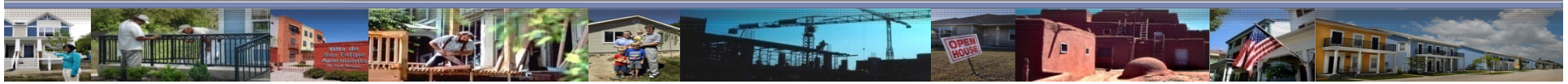


GRANTS.GOV

Tips for a Successful Submission:

DO NOT Zip files within Zip Files- HUD cannot open zip files zipped within a zip file.

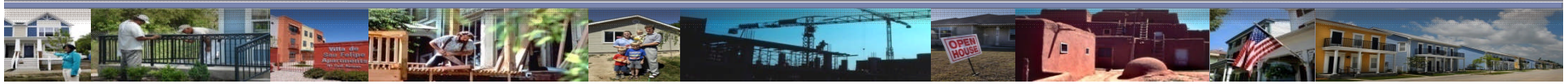
Follow the General Section for file software and file name requirements.



GRANTS.GOV

Tips for a Successful Submission:

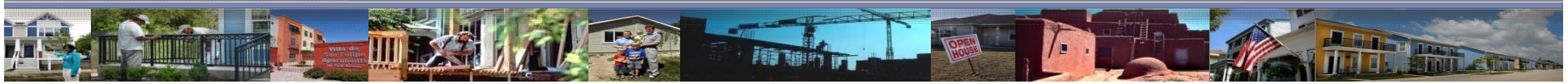
Check the registration status on Grants.gov to make sure that the AOR is fully registered under the DUNS number for the applicant listed in box 8a of the SF-424. Application for Federal Assistance.



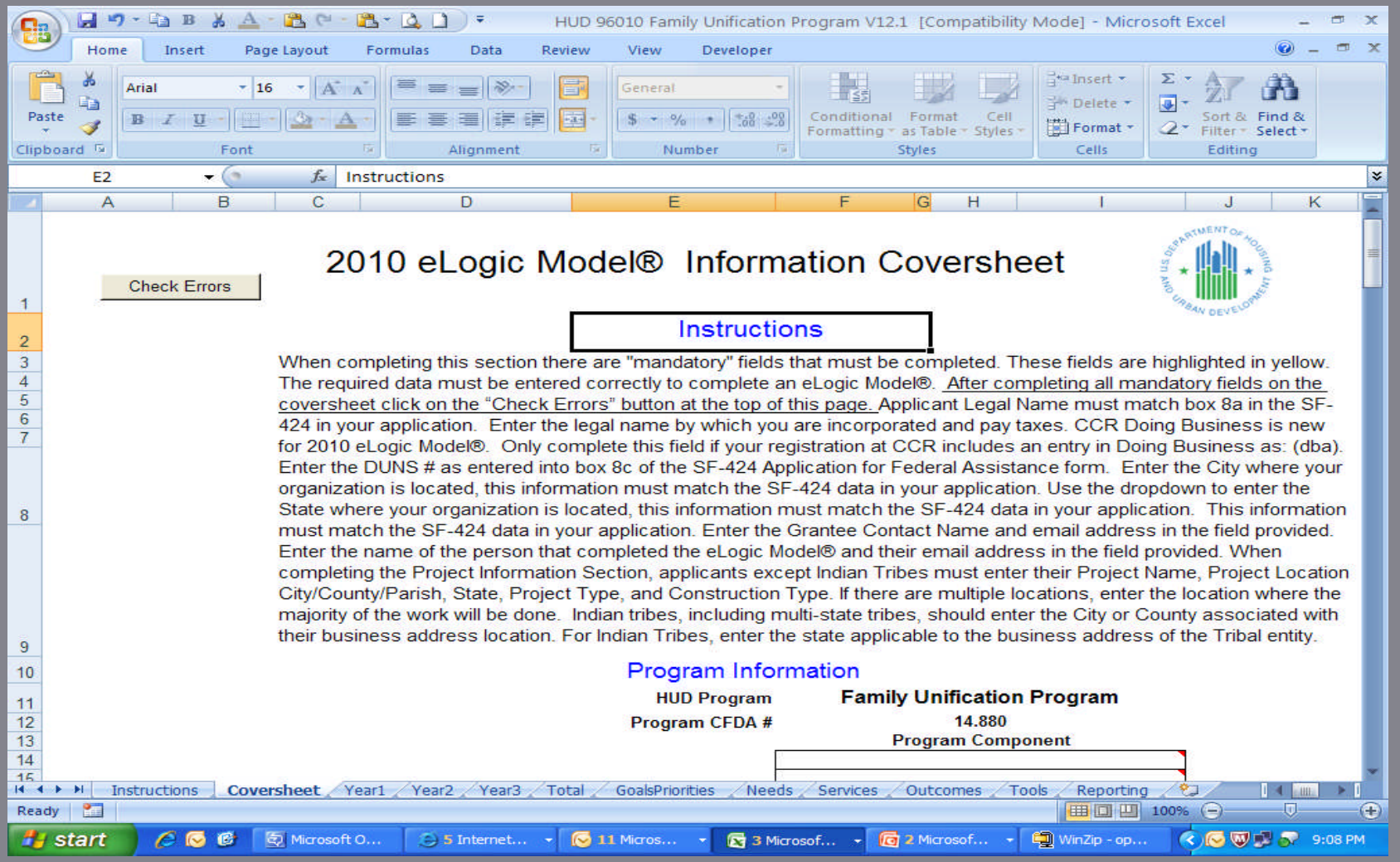
HUD eLOGIC MODEL®

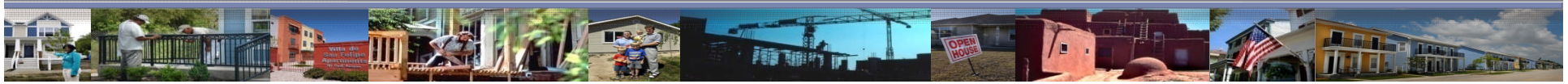
The Logic Model form is used to capture information on housing search assistance activities and outcomes for FUP participants.

The information is being used to assist in the set-up of the HUD performance webpage.

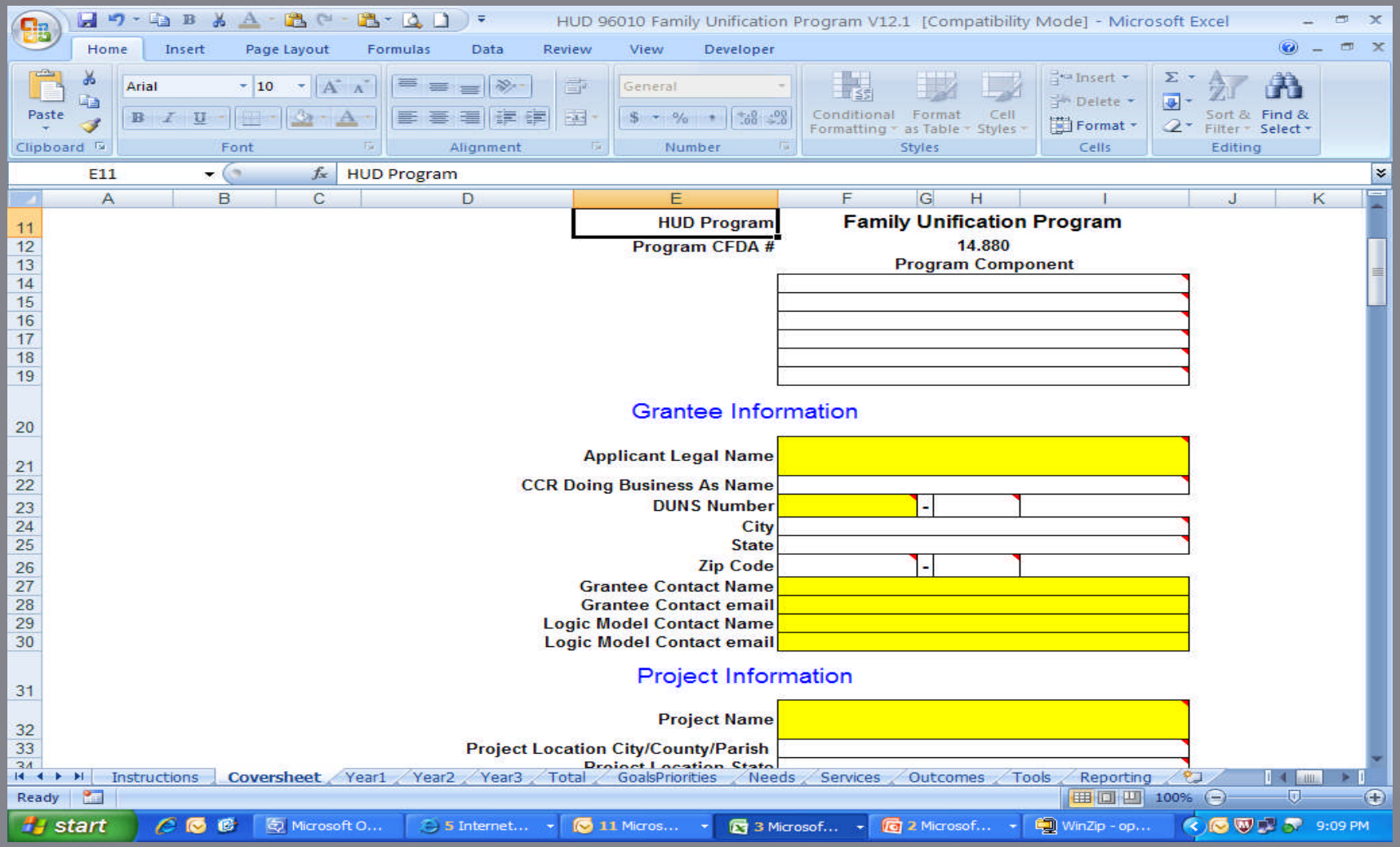


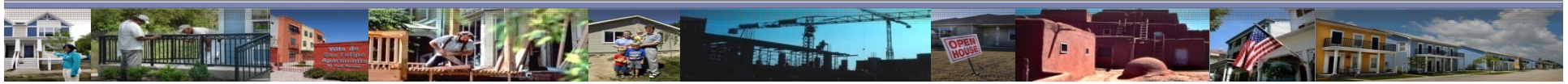
2010 HUD Logic Model Features and Functions



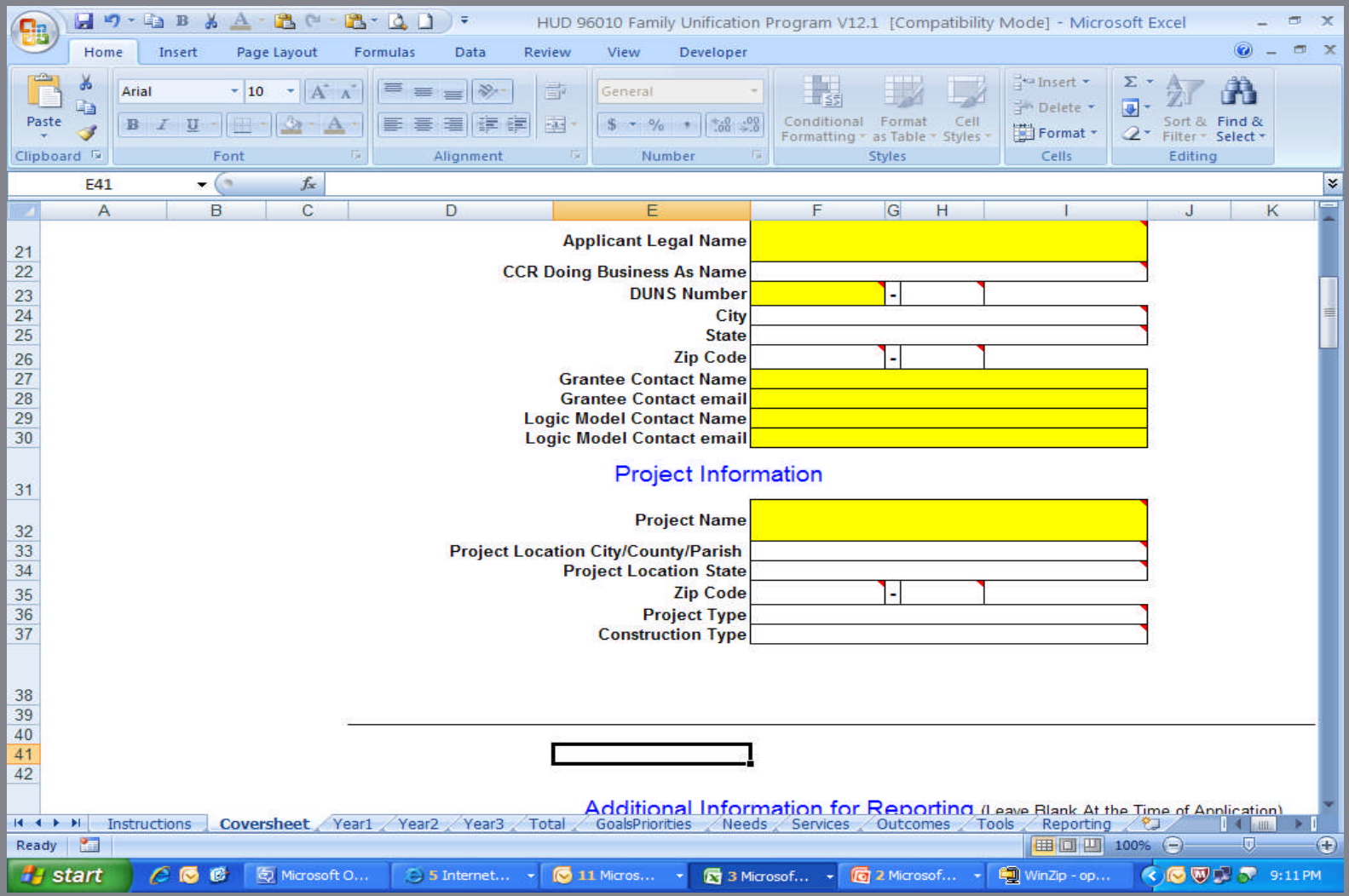


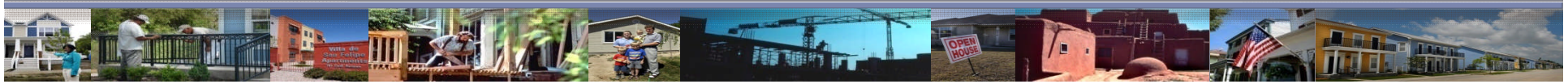
2010 HUD Logic Model Features and Functions



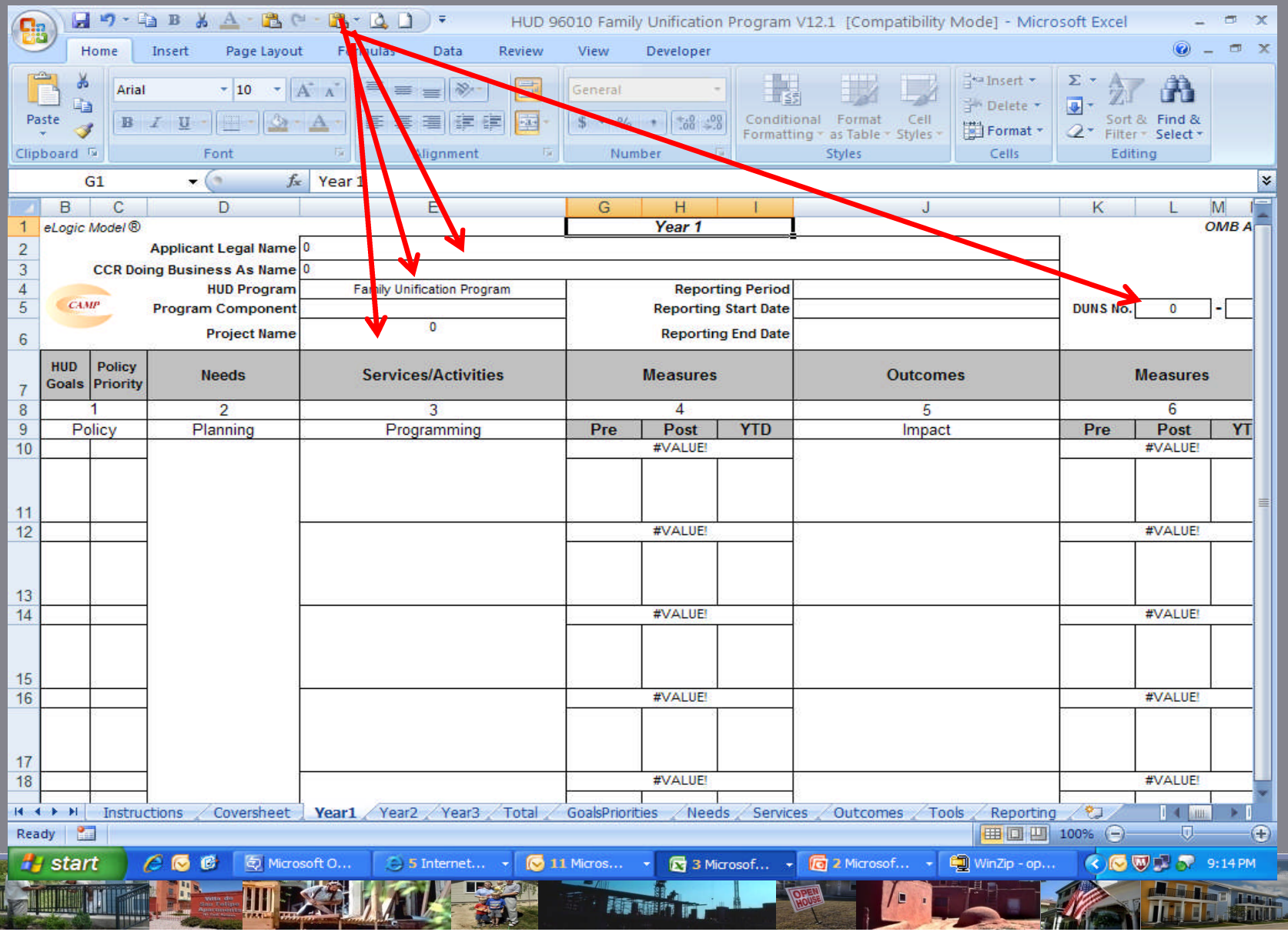


2010 HUD Logic Model Features and Functions





2010 HUD Logic Model Features and Functions

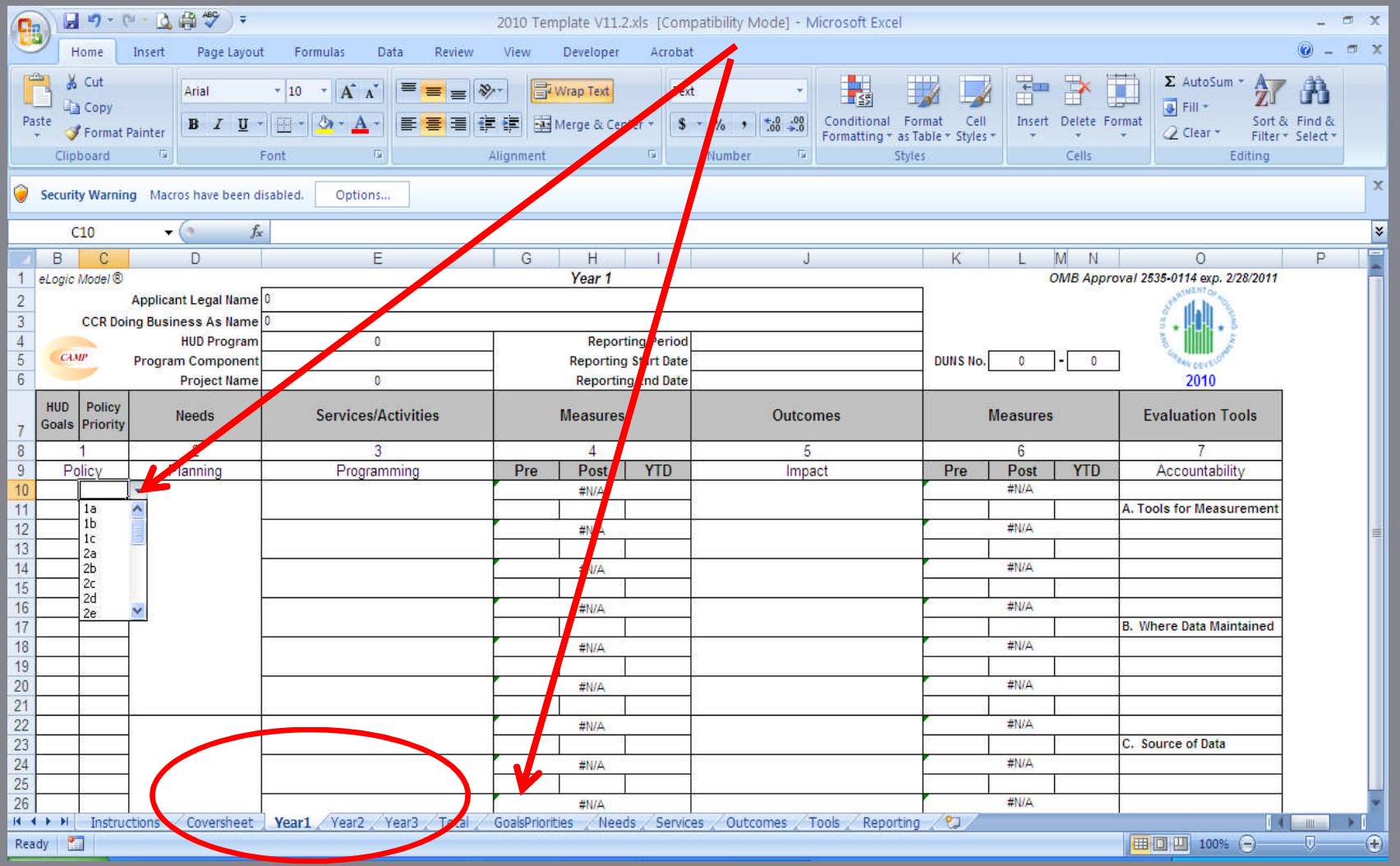


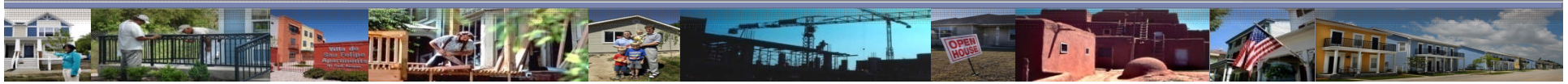
HUD's 2010 General Section Policies and Priorities

	HUD Goals	HUD Priorities
1A	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers** (1A) Stem the foreclosure crisis.	**Job Creation/Employment** (1a) Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means.
1B	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumer** (1B) Protect and educate consumers when they buy, refinance or rent a home.	1b **Job Creation/Employment** (1b) Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities.
1C	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers** (1C) Create financially sustainable homeownership opportunities.	1c **Job Creation/Employment** (1c) Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources.
1D	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers** (1D) Establish an accountable and sustainable housing finance system.	2a **Sustainability** (2a) Promote and preserve community assets including small businesses, fresh food markets, parks, hospitals, and quality schools by incentivizing comprehensive and inclusive local economic development planning.
2A	**Meet the Need for Quality Affordable Rental Homes** (2A) End homelessness and substantially reduce the number of families and individuals with severe housing needs.	2b **Sustainability** (2b) Give consumers more information about the true cost of living by incorporating both housing and transportation costs into measures of affordability.
2B	**Meet the Need for Quality Affordable Rental Homes** (2B) Expand the supply of affordable rental homes where most needed.	2c **Sustainability** (2c) Improve residents' health and safety, particularly that of children and other vulnerable populations, by promoting green and healthy design, construction, rehabilitation, and maintenance of housing and communities.
	Meet the Need for Quality Affordable Rental Homes (2C) Preserve the affordability and improve the quality of federally assisted and private	**Sustainability** (2d) Support and promote an energy-efficient, green, and healthy housing market by retrofitting existing housing, supporting

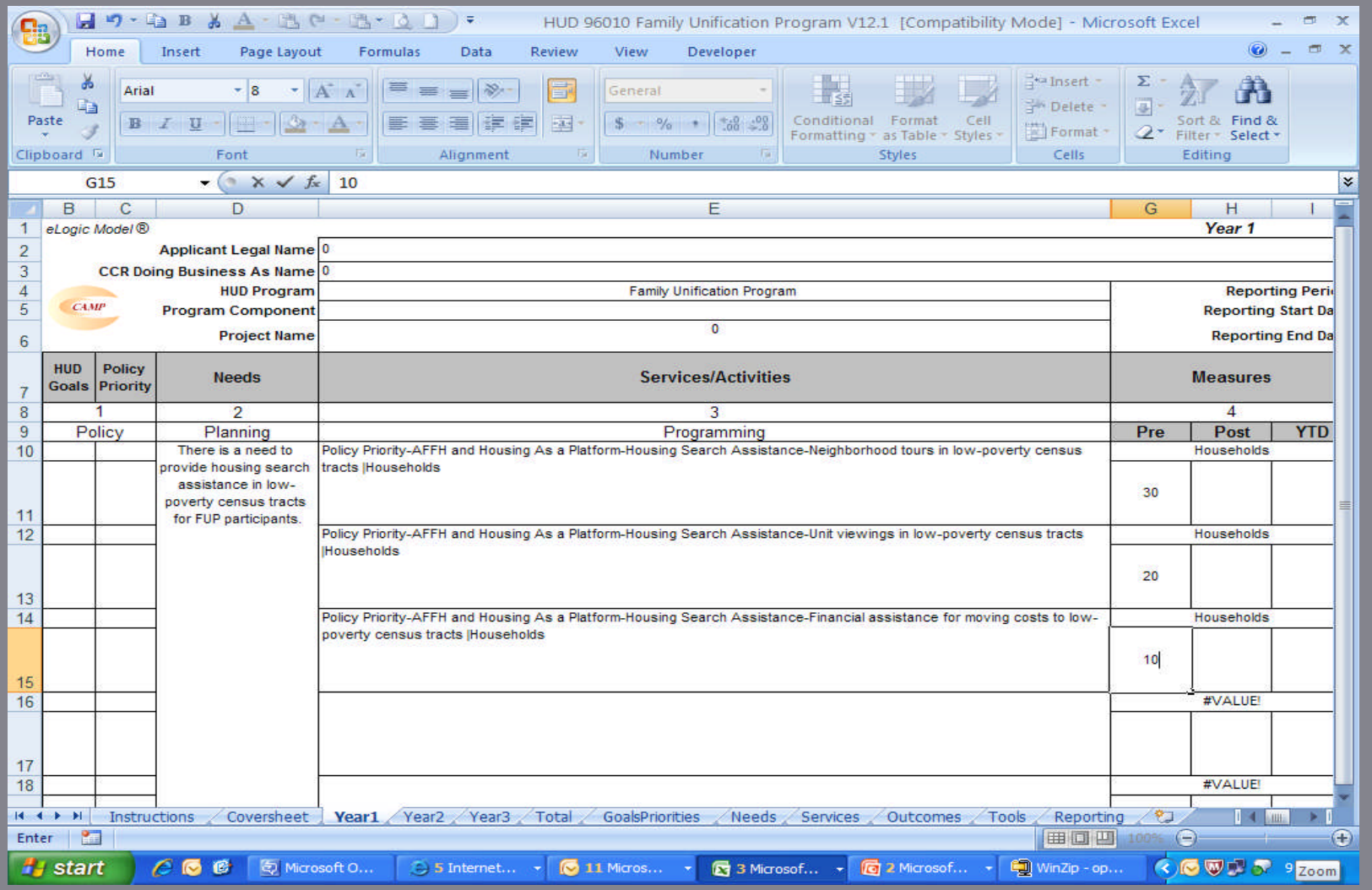
Instructions | Coversheet | Year1 | Year2 | Year3 | Total | GoalsPriorities | Needs | Services | Outcomes | Tools | Reporting

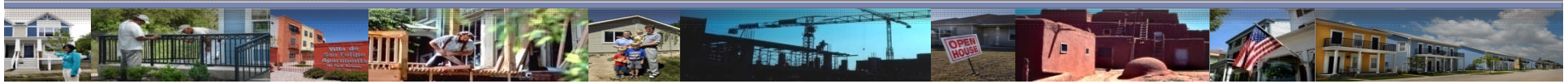
HUD's 2010 General Section Policies and Priorities



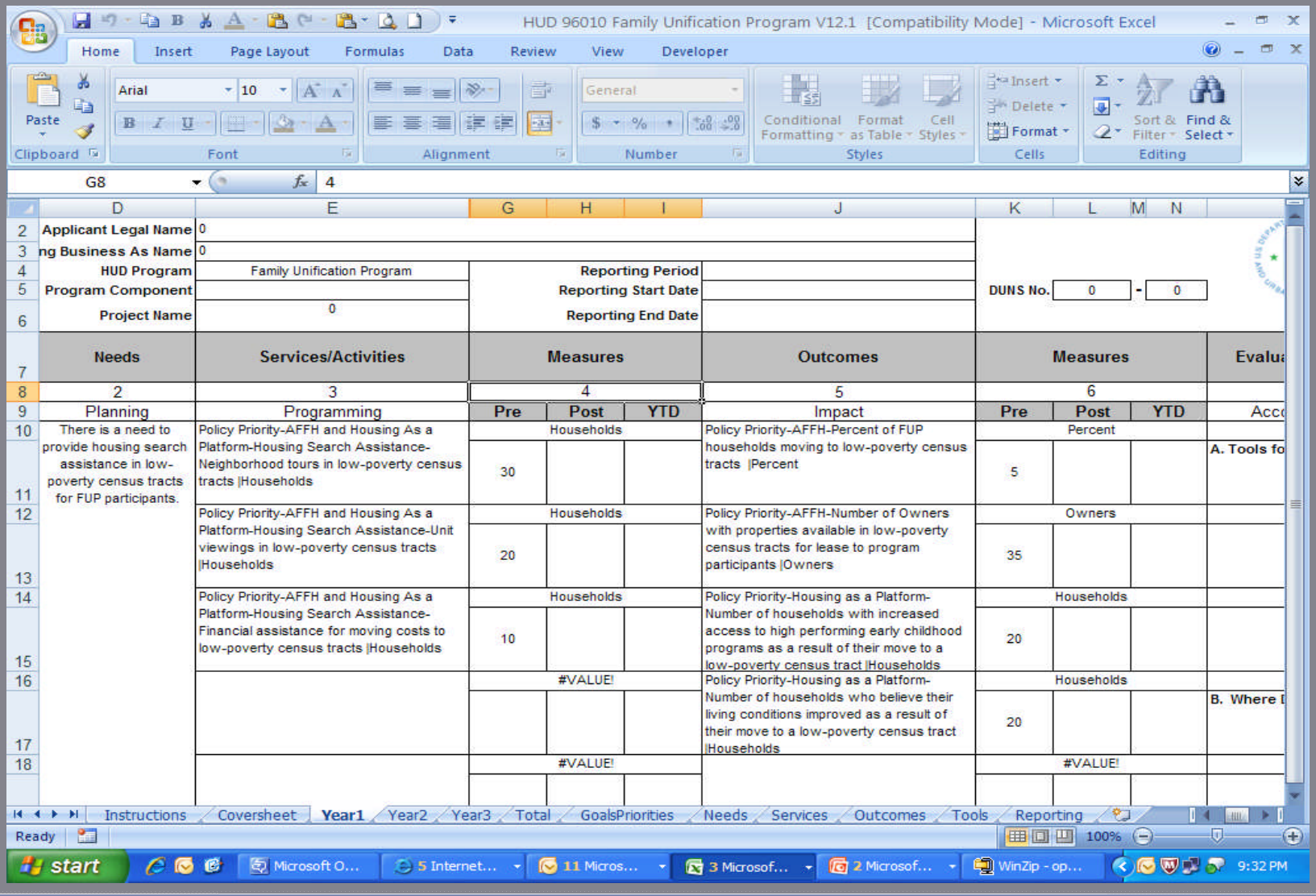


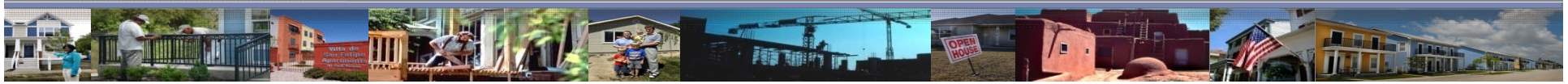
The FUP NOFA Only Contains Activities and Outcomes for the Policy Priorities





The FUP NOFA Only Contains Activities and Outcomes for the Policy Priorities

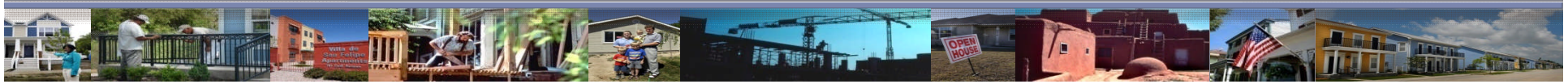




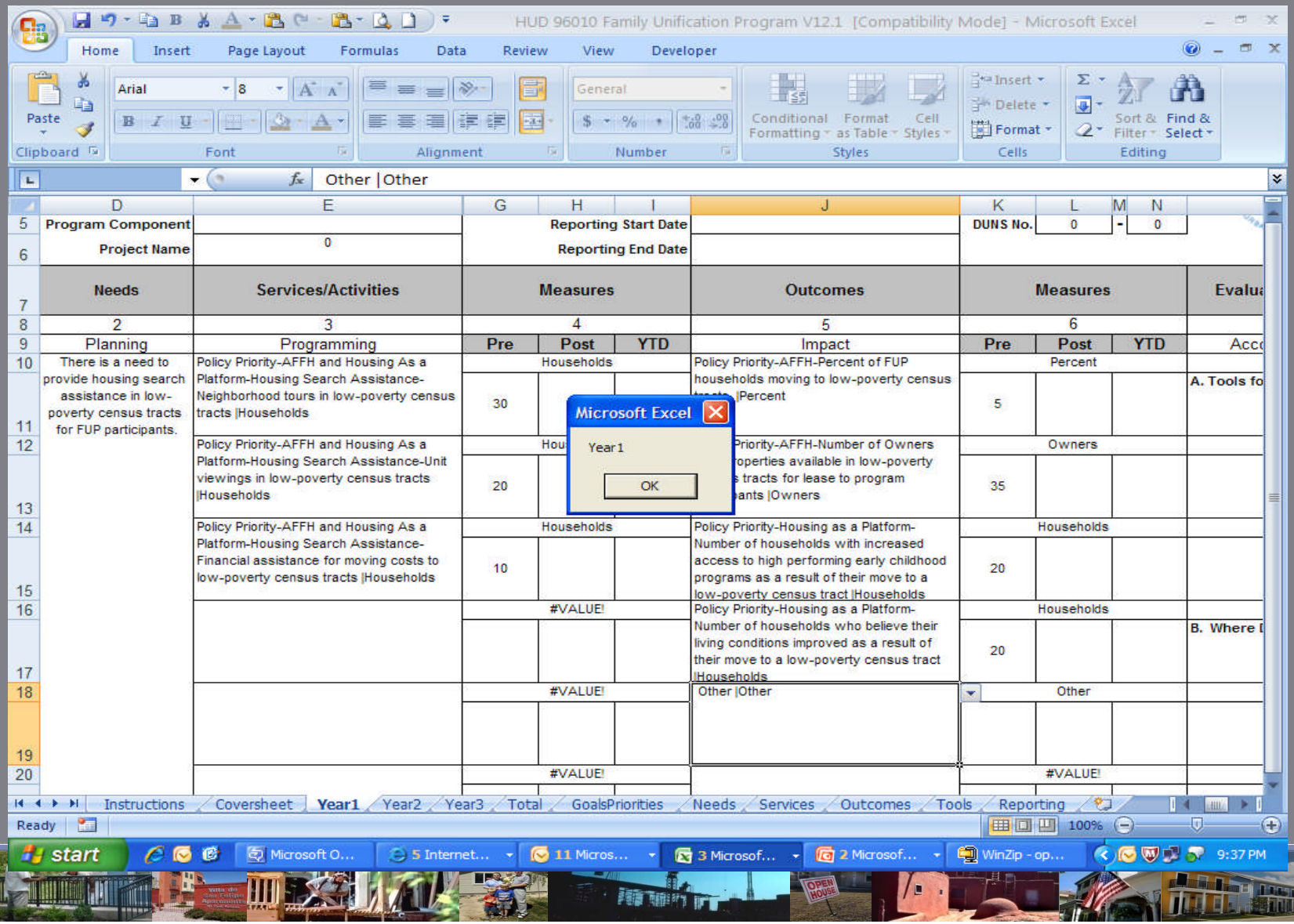
How To Use "Other"

You can select "other" to add up to three activities and outcomes in your logic model.

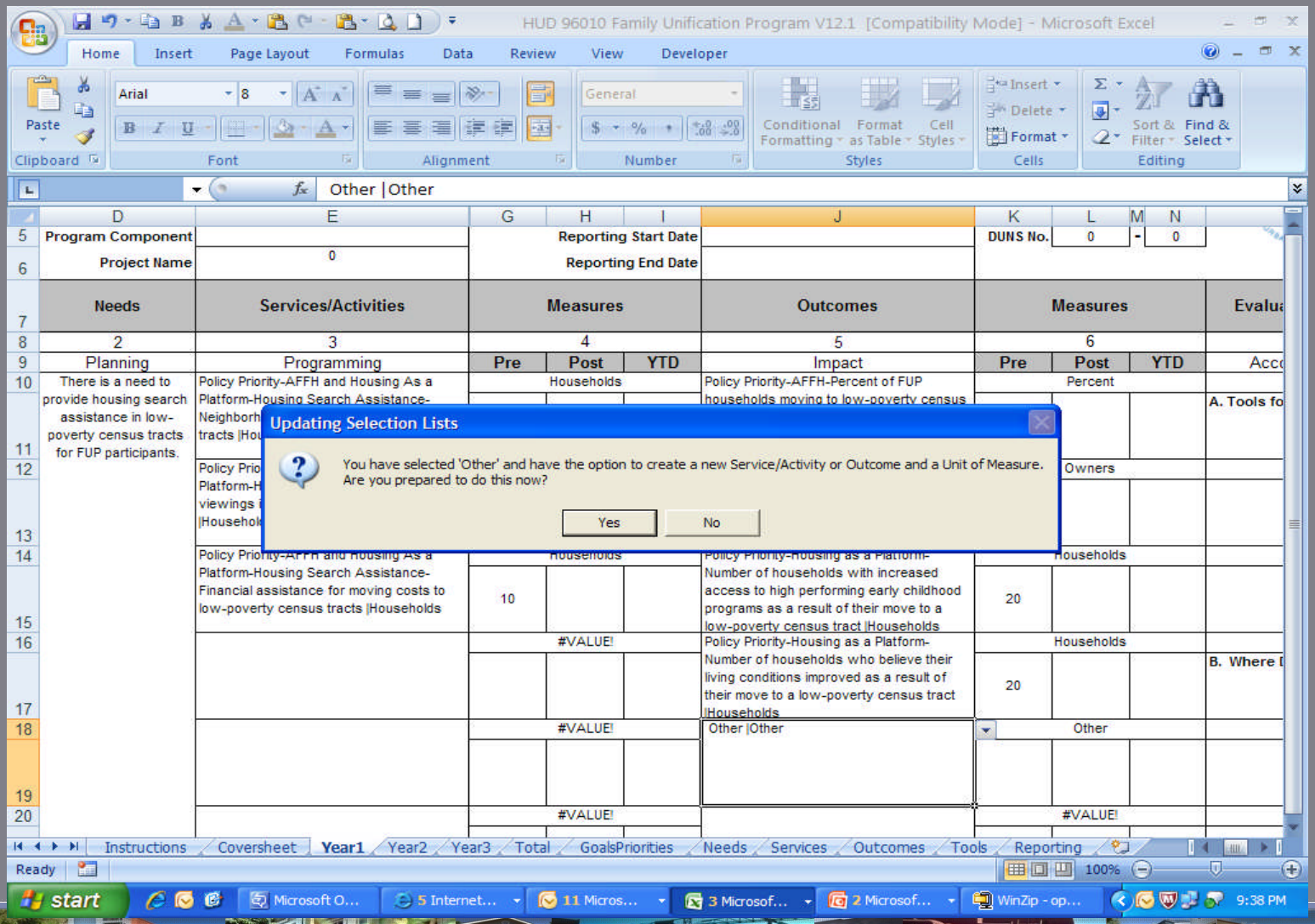
When you select "other", you must name the activity and the unit of measure.



How To Use "Other"



How To Use "Other"



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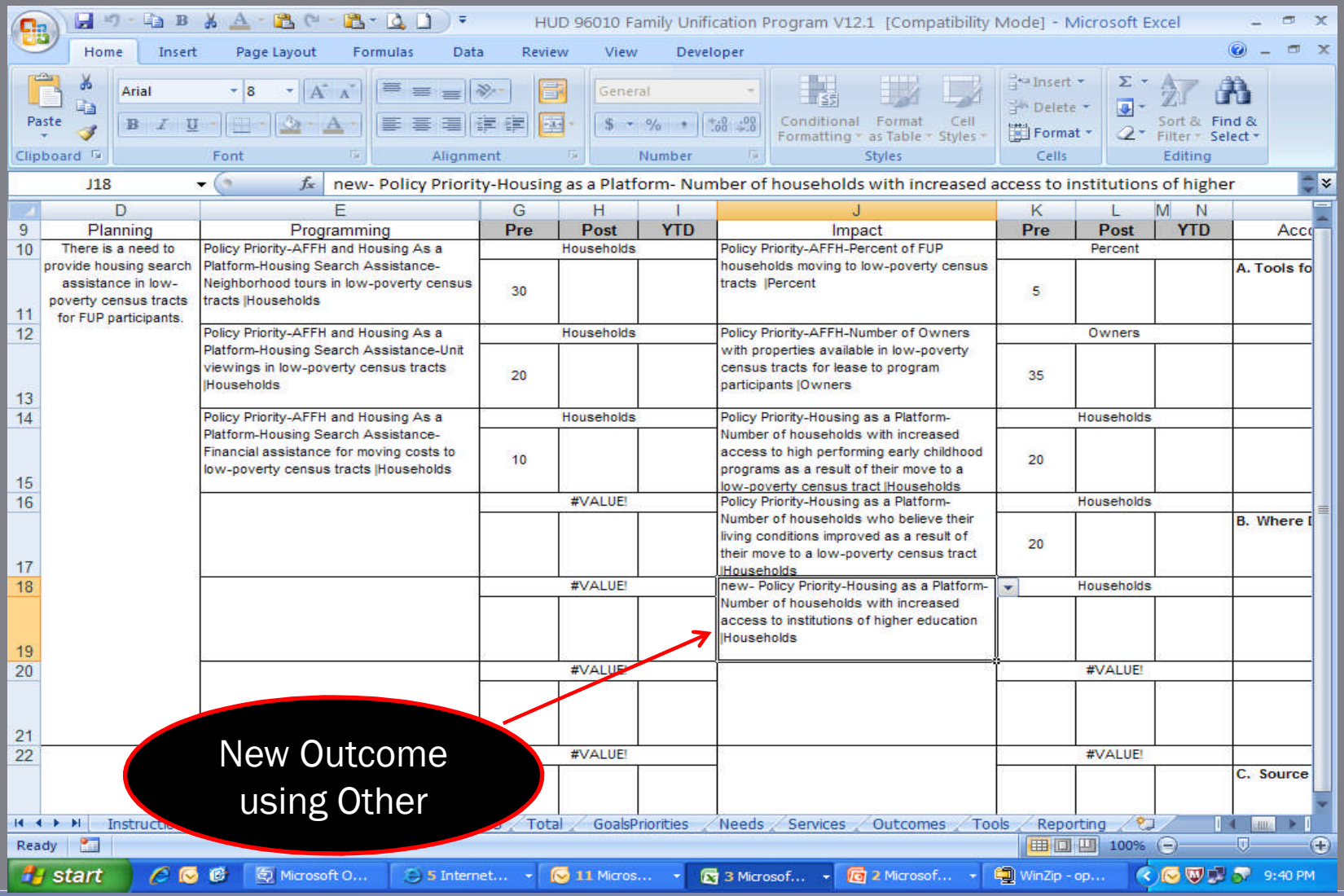

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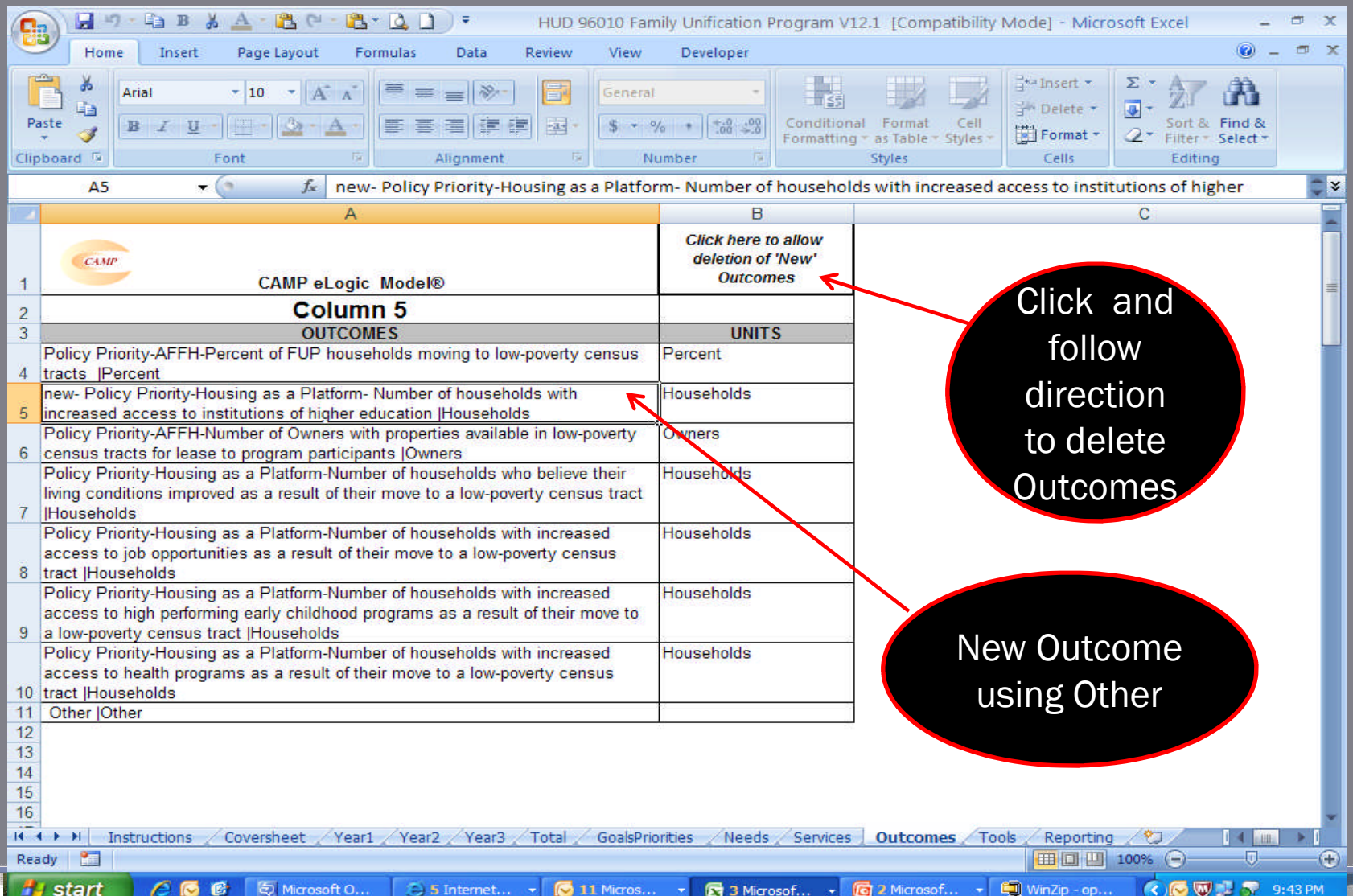
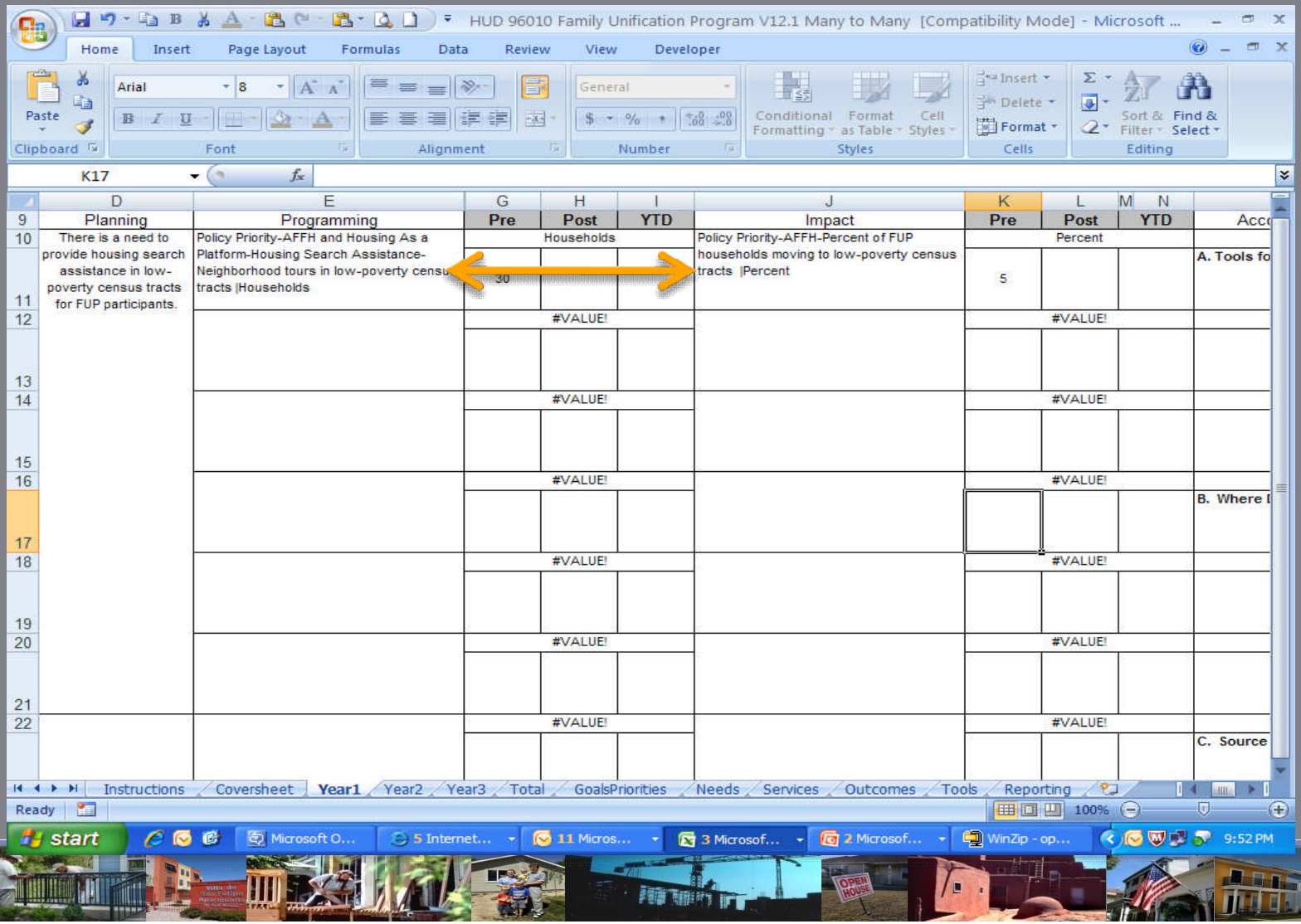
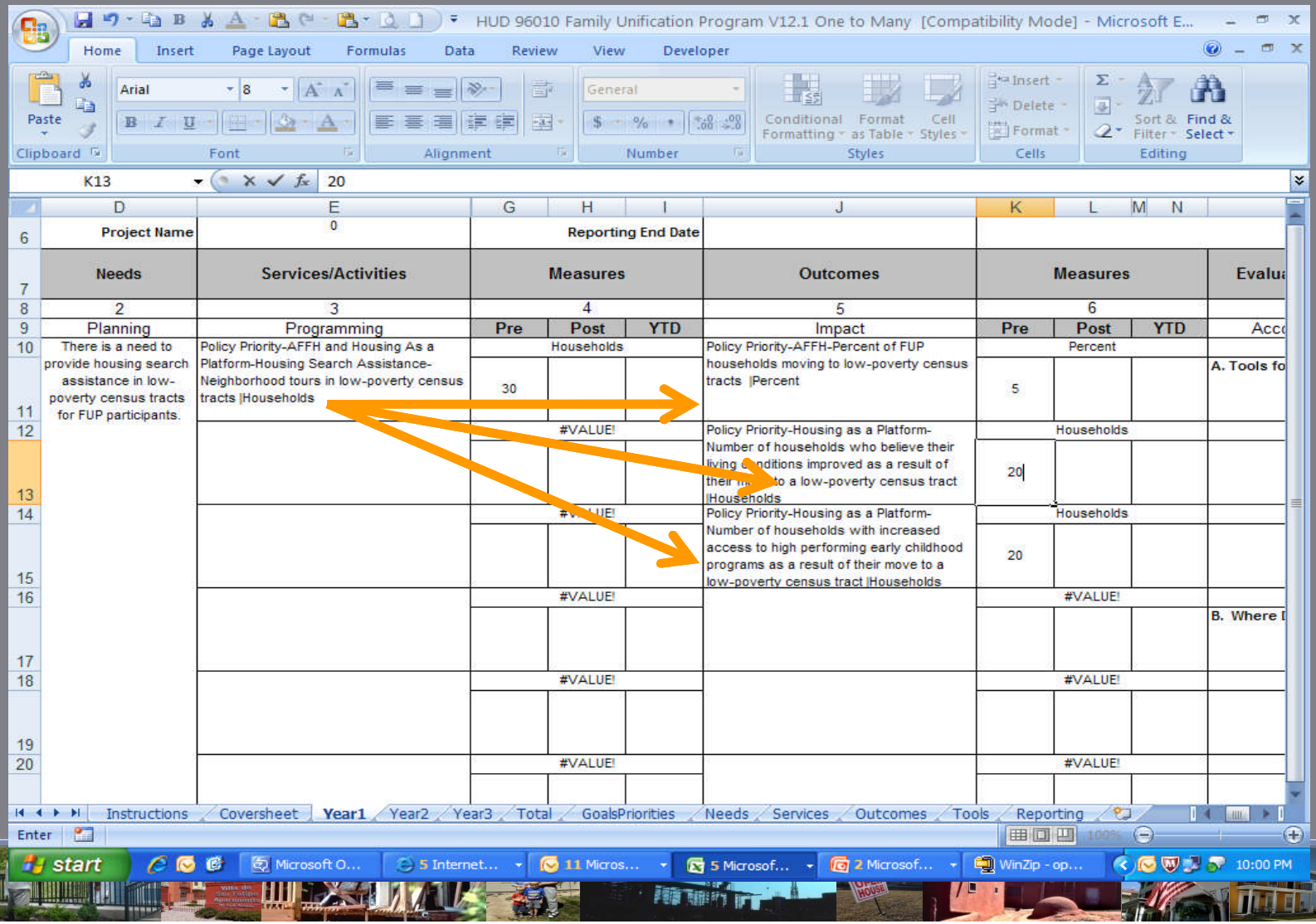


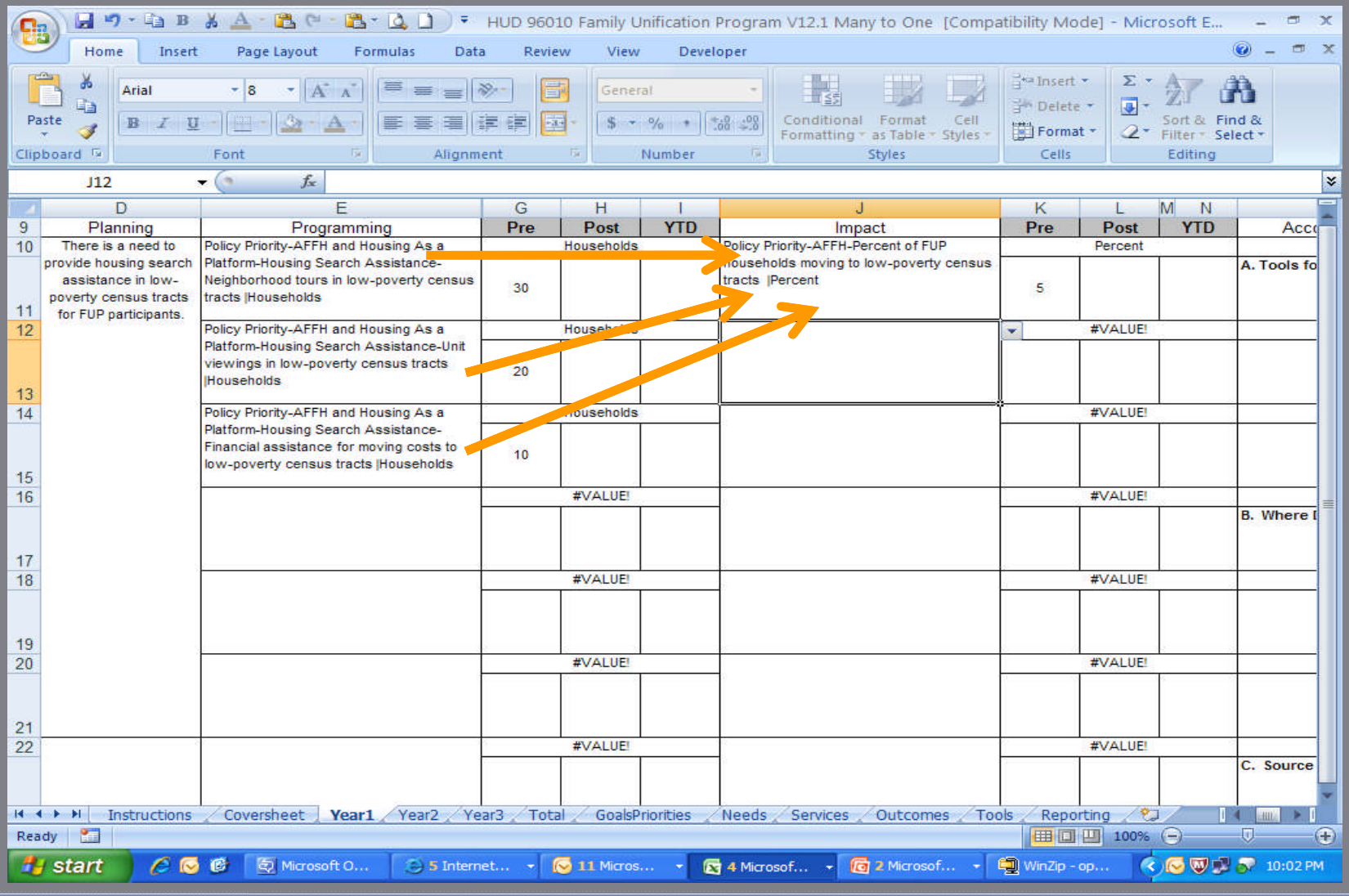
One to One Relationship
One Service is Associated with One Outcome

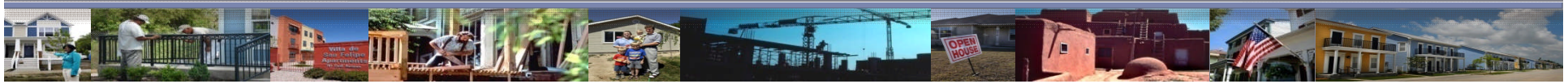


One to Many Relationship
One Service is Associated with Many Outcomes

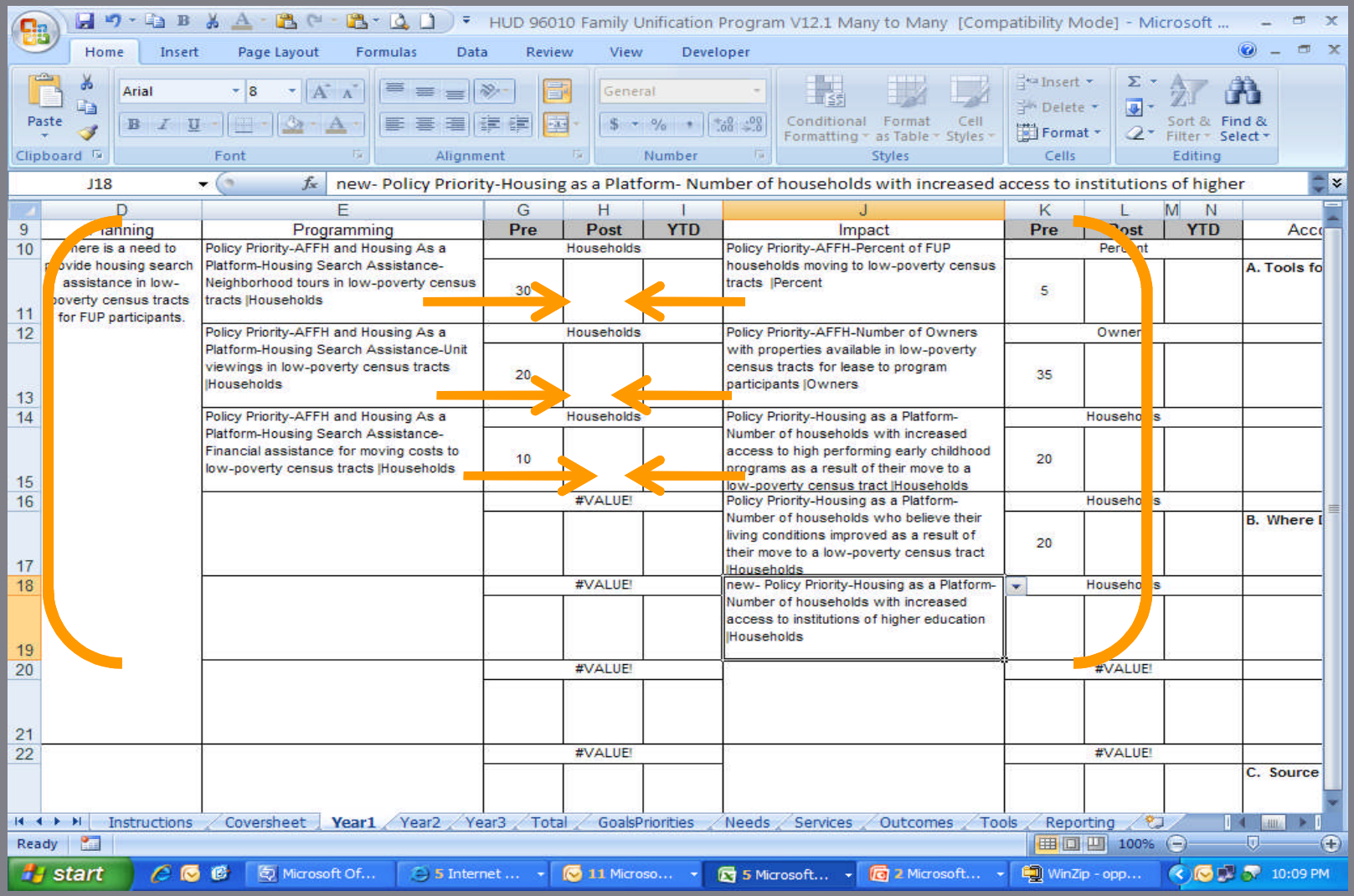


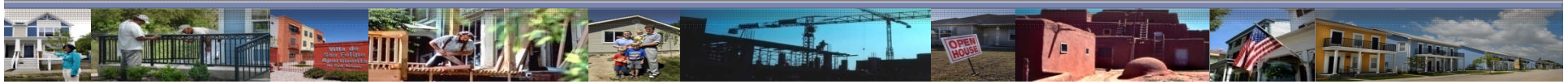
Many To One Relationship
Many Activities Yield One Outcome





Many to Many Relationship
Many Services Yield Many Outcomes





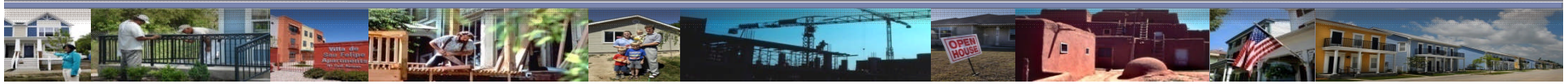
THE HUD ELOGIC MODEL

Are the numbers realistic?

When "new" or "other" was used for either a service or outcome, was "other " appropriately defined and was the unit of measure appropriate.

Performance data measures a grantee's progress towards meeting their established benchmarks and outcomes.

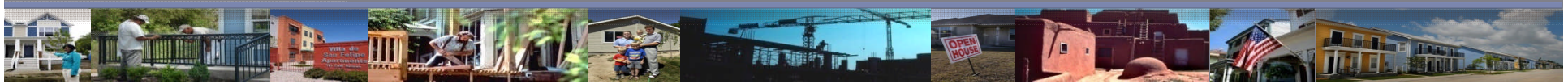
Are there appropriate associations between services and outcomes?



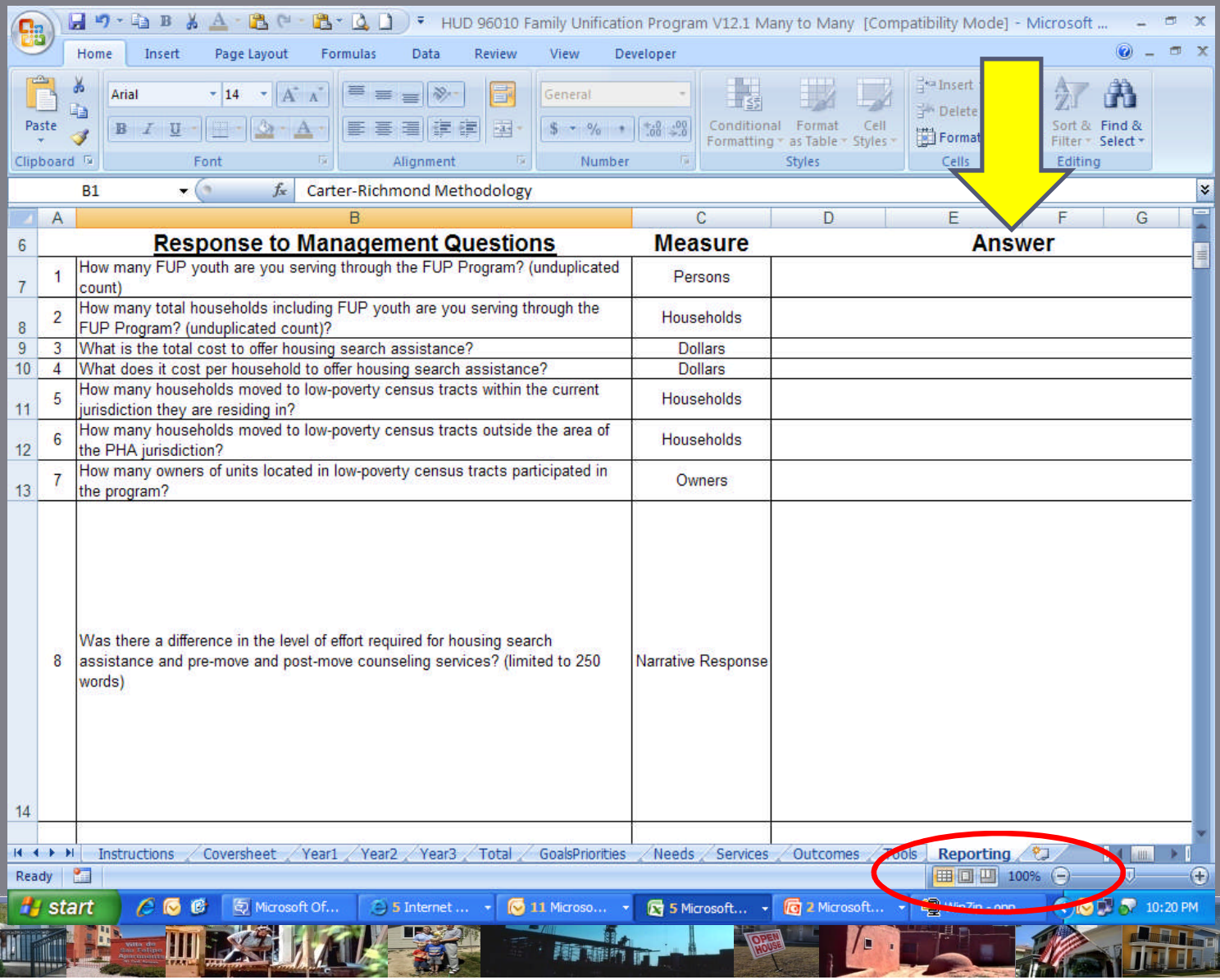
The HUD Logic Model

Management questions provide unduplicated counts

Use the reporting Tab to report on the logic model

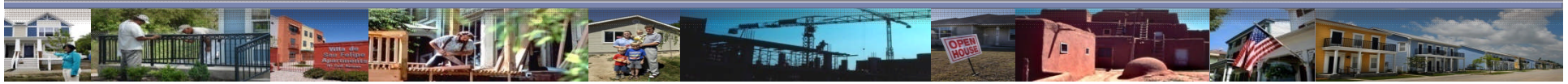


Reporting Tab



Reginald Carter's Seven Key Questions

1. *How many clients/households are you serving?*
2. *Who are they?*
3. *What services do you give them?*
4. *What does it cost?*
5. *What does it cost per service delivered?*
6. *What happens to the clients/households as a result of the service?*
7. *What does it cost per outcome?*

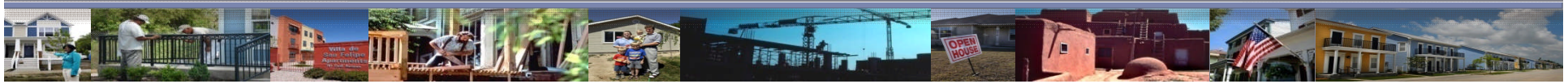


Reginald Carter's Seven Key Questions

1. *How many households are you serving?*
   100.

2. *Who are they?*
   Housing search assistance to FUP Program Participants to bring families together

3. *What services do you give them?*
   Housing search assistance and referrals to assist them in finding housing to meet their needs.



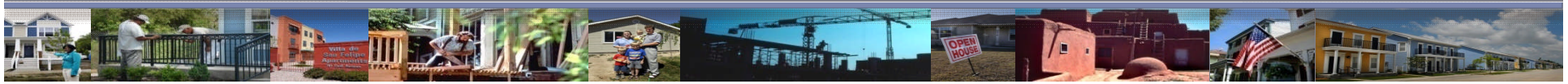
Reginald Carter's Seven Key Questions

What does it cost per outcome?

$100,000/100 families = $10,000 per outcome

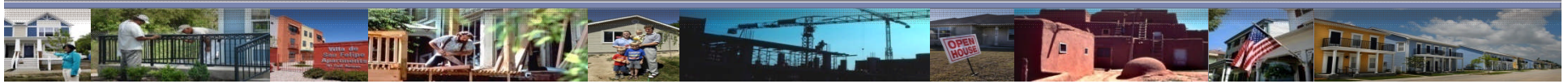
or

$100,000/350 children/young adults = $285.71 per child



HUD Logic Model Data

- Grantee demographics
- Who, What Program, Location, Region, etc.
- What Activities Are Being Conducted
- What Outcomes Are Anticipated
- What Outcomes are achieved? How Long Does It Take to Achieve?
- The database allows data to be queried/analyzed by any combination of data elements that are collected by the eLogic Model

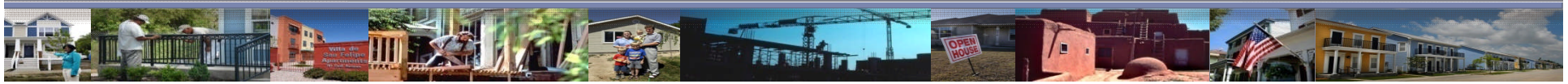


COMMON ERRORS

Many of the errors were a result of not following directions.

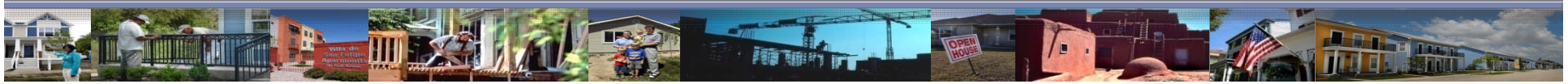
File name too long and had special characters: File names must not be longer than 32 (characters, no spaces and no special characters.)

CALHB0383-08Y1Q4 Riverside County LHC LM - unlocked and sent 05-25-2010.xls



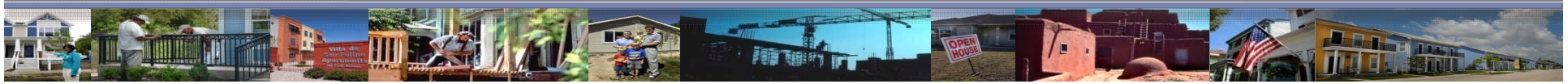
Common Errors

Modified Template (workbook/worksheet)
Missing Applicant Legal Name
Missing Projections
When Reporting, Missing Actual Achievements
Missing Performance Period
Missing DUNS #
Entered invalid DUNS #



Common Errors

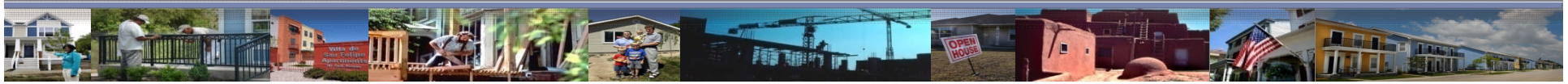
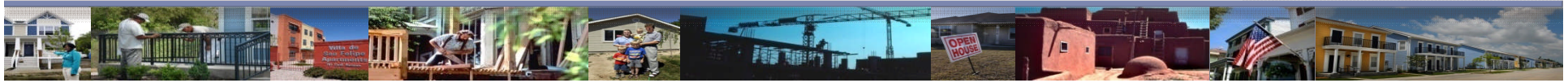
Projected Data entered in Actual/Outcome fields
Unmerged Services/Outcome Field
Length of the "New" Services/Outcomes Too Long
Length of "New" Unit of Measure Too Long
Modified Reporting Tab



Purpose of Analysis

Analysis to establish norms. This can be done for both projected and reported data.

Established norms allow an individual agency to compare their performance against a group, especially if the norm has been derived from historical data.



Questions??