



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

THE DEPUTY SECRETARY

WASHINGTON, DC 20410-0050

Frequently Asked Questions about HUD's FY2011 Community Challenge Planning Grant Program UPDATED SEPTEMBER 15, 2011 with FAQ #29-30

1. What activities are ineligible for funding?

See Section IV.F (Funding Restrictions) of the NOFA. Activities not eligible for assistance include those under OMB Circulars A-102, A-110, A-87, and A-122. These grants cannot be used to substitute funding already pledged to support land use, community development, housing, transportation planning, and other planning activities. Detailed engineering or architectural specification drawings for specific housing and capital facilities **are eligible** for funding.

2. Can pre-existing planning funds be counted towards match or leveraged resources?

Yes, as long as the funds are used to directly match or leverage and in coordination with for the purpose of the FY2011 Community Challenge planning grant program. Applicants must provide 20 percent of the requested funding amount in *match resources* in the form of cash and/or verified in-kind contributions. Cash contributions may come from any combination of local, state, and/or private and philanthropic contributions dedicated to the express purposes of the proposal. Federal funds are not eligible unless otherwise permitted in their authorizing statutes. The applicant must provide evidence of a firm commitment for each source of the matched or leveraged resources. The matched and leveraged resources committed to the program will need to be spent for the purpose of the program and during the period of performance stated in the grant agreement.

In-kind contributions can include physical items such as office supplies, computer equipment and supplies, materials for projects, and flyers and other marketing materials. They can also be in the form of office and meeting space, including allowed use of computers, phones, fax and copy machine, or the use of a vehicle, construction equipment and other project related items. In-kind contributions can also be contributions of professional time. When an individual donates his/her time in a professional capacity to supervise members, train or engage in member development, provide technical assistance on a project, evaluate a project, oversee project quality, or provide pro bono work as a member of the non-profit organization on a permanent or temporary basis, the time involved is an in-kind contribution. *The dollar equivalent of all assistance provided to meet this requirement must be based upon accepted salary or regional dollar values.*

3. Why aren't HUD and DOT jointly offering funding this year?

In FY 2010, DOT and HUD issued a joint Notice of Funding Availability (NOFA) for two new discretionary grant programs included in the FY10 Consolidated Appropriations Act which were DOT's TIGER II Planning Grant and HUD's Community Challenge Planning Grant Programs to better align transportation, housing, economic development, and land use planning. In FY 2011, the DOT TIGER Grant Program did not receive Appropriations funding for planning, so HUD and DOT were unable to jointly offer funding this year.

4. Who exactly is eligible for the FY2011 Community Challenge Planning Grants?

Under the FY2011 Community Challenge Planning Grants NOFA, State and local governments, including U.S. territories, tribal governments, political subdivisions of State or local governments, and multi-State or multijurisdictional groupings are all eligible applicants.

5. How does HUD's FY2011 Sustainable Community Planning Grants NOFA relate to HUD's FY2011 Challenge Grant Program?

HUD's \$30 million FY2011 Community Challenge Planning Grant Program differs from its FY2011 Sustainable Communities Regional Planning Grant Program, a \$70 million program also funded in the Department of Defense and Full-Year Continuing Appropriations Act, 2011, in that the Regional program is designed to support regional planning efforts that integrate housing, land use, economic and workforce development, transportation and infrastructure investments, whereas the Community Challenge Planning Grant Program focuses on individual jurisdictions and more localized planning efforts. HUD's Community Challenge Planning Grant Program is aimed at fostering reform and reducing barriers to achieve affordable, economically vital, and sustainable communities.

6. Will there be a minimum or maximum grant amount?

The maximum grant amount per project is \$3,000,000, and the minimum grant amount is \$100,000. All awards will be made in the form of Cooperative Agreements.

7. What are the principle outcomes HUD is looking for from successful applications?

The FY2011 Community Challenge Planning Grant Program NOFA builds on the work of the Interagency Partnership for Sustainable Communities (<http://www.sustainablecommunities.gov>). The Partnership has established a set of six Livability Principles to govern its work and incorporate into the policies and funding programs of each agency where possible. Applicants should review the program goals and the rating factors listed in the NOFA for guidance, which includes the list of Livability Principles and factors to determine whether the planned project is likely to be implemented.

8. What is the HUD General Section and how does it apply to this grant program?

The General Section is the guiding document that sets the rules of compliance for all funding programs managed by HUD. Individual program NOFAs detail additional requirements of applicants to request money for specific activities and includes helpful instructions that can make the application process more streamlined. In the case of this NOFA, applicants should thoroughly review the elements of the General Section that are referenced in the notice in case their project is determined to be eligible for HUD resources. That includes subjects such as meeting the standards required by the Fair Housing Act and HUD's commitment to affirmatively furthering fair housing.

The FY2011 HUD General Section can be viewed at

<http://portal.hud.gov/hudportal/documents/huddoc?id=2011gensec.pdf>.

9. What accommodations are being made for rural communities?

In FY 2011, of the approximately \$28.6 million in available funding, not less than \$3 million shall be awarded to jurisdictions with populations of less than 50,000.

10. What is included in the 15 page limit for the application? Do you allow an appendix or optional attachments?

The 15-page limit includes the narrative portion that responds to the rating factors. In addition, a 10-page appendix is allowed, which may include other materials in support of rating factors such as an organizational chart, bios, or resumes for key personnel. The one-page application abstract, proof of partnerships, commitment letters, match and leveraged resources support documentation, and required forms (SF-424, 424-CBW, etc.) and optional forms (SF-424 SUPP, etc.) do not count toward the 15-page limit or 10-page appendices.

11. How should we mention our partnerships in our application? Do we need a formal letter or can it be mentioned in the application?

There is not a single way to mention partnerships. However, we have given applicants the opportunity to include supporting materials; such as proof of partnerships, commitment letters, match and leveraged resources support documentation, etc.

12. What are the required forms we must complete?

1. **Form SF-424, Application for Federal Assistance** – in block 8.d of the form, applicants must include a 9 digit number for your organization's zip code (zip plus 4);

2. **HUD-424-CBW, HUD Detailed Budget Worksheet** (Include Total Budget, Federal Share and Match);
3. **Form HUD-2880**, Applicant/Recipient Disclosure/Update Report ("HUD Applicant Recipient Disclosure Report" on Grants.gov);
4. **Form SF-LLL**, Disclosure of Lobbying Activities (if applicable);
5. **Form HUD-96011**, Third Party Documentation Facsimile Transmittal ("Facsimile Transmittal Form" on Grants.gov) (used as the cover page to transmit third party documents and other information designed for each specific application for tracking purposes. HUD will not read faxes that do not use the HUD-96011 as the cover page to the fax); and
6. **HUD2995, Certification of Consistency with Sustainable Communities Planning and Implementation (If applicable)** (Must be signed by the Designated Point of Contact for designated Preferred Sustainability Status Community or the HUD Regional Administrator in cases where the applicant would otherwise be self-certifying. See the General Section for details.)
7. **Form SF-424 Supplemental Survey on Equal Opportunity for Applicants ("Faith Based EEO survey (SF-424 SUPP)" on Grants.gov) (optional submission);**

13. Are there sections missing in Rating Factor 2? It goes from sub-factor a) Work Plan on page 28 to sub-factor d) HUD Policy Priorities on page 30.

No, this is just a typo. There are only two sections to Rating Factor 2: a) Work Plan and b) HUD Policy Priorities.

14. Are Public Housing Authorities or Redevelopment Authorities eligible applicants for this NOFA?

It depends. If you are a housing agency, community development corporation or redevelopment authority, or any other entity that is not the executive office or a department of a Native American Tribe, state, city, county/parish, or other unit of local government, you must identify the government of which you are a part, and submit for review the specific statutory and other documents to demonstrate that you are a part of that government, rather than a separate entity. A document publicly posted on the Internet (i.e., without a password or encryption) may be submitted by providing the title and the web address (URL) in place of a scanned version of the document. If the documentation is not available, the above listed agencies are not eligible to apply for funding under this NOFA.

15. Are HOME funds an eligible match for this program?

No.

16. Will this grant be administered in a cost-reimbursable fashion?

Yes.

17. Can I use previously expended or obligated funds as a match? What about funds that will be available after the close of the period of award?

Previously expended funds are not eligible as match or leverage. All funds or in-kind resources used as match must be expended within the period of award.

18. Is construction or rehabilitation of buildings or infrastructure an eligible use of funds or applicable for match?

No.

19. 2010 Census population data for our community is not yet available. What should we use instead?

Please use the most recently available American Community Survey data, if available. If ACS data is not available, please use 2000 Census data.

20. Can an applicant submit more than one grant application for separate, unrelated projects under this grant program?

Only one application per project will be accepted for review. Applicants may submit multiple applications as long as they are for different projects. Applicants submitting multiple applications for different projects must secure independent matching funds for each proposal submitted.

21. Can an applicant apply for funding for phase two of a project where phase one may have already been completed before funds are awarded?

All project activities that are completed using award, match, or leverage funds must be completed during the period of award. If preliminary work on a project has already been completed, that is permissible, but award, match, and leverage funds cannot be applied to those previously completed activities. Furthermore, award funding cannot be used to substitute for funding already pledged to support community development, housing, watershed, air and water quality, transportation planning, food production and distribution planning, and other planning activities eligible under this Program. See the funding restrictions section of the NOFA for additional information.

22. When will grant funds be awarded?

We are not able to provide a specific award date. HUD staff will be working to review applications in as timely a manner as possible.

23. Can HUD staff advise me on if my project will be competitive?

No, under the HUD Reform Act, HUD personnel cannot advise a single entity but may only point to portions of the NOFA and/or publically available sources where information can be found.

24. If our region received an FY2010 Sustainable Communities Regional Planning Grant, are we eligible for a FY 2011 Community Challenge Planning Grant? Will we be held to a different standard than other applications?

Yes, you are eligible to apply for a FY 2011 Community Challenge Planning Grant. Each application is reviewed on its own merits. Additionally, applicants in the region of an FY2010 Sustainable Communities Regional Planning Grant may be eligible for Preferred Sustainability Status points. Please see the NOFA at www.hud.gov/sustainability for more information.

25. What is the role of a lead applicant? Must co-applicants and/or partners meet the eligibility requirements also?

The lead applicant is the one who is ultimately responsible to HUD. Lead applicants sign the cooperative agreement, carry out the project and must submit the necessary reports/forms. Partnerships and collaboration are encouraged. Partners need not meet the eligibility requirements in the NOFA. Only the lead applicant must meet these requirements.

26. Will cash match/leverage be considered differently than in-kind match or leverage?

No.

27. Are there additional guidelines for the land acquisition activity (eligible activity g.)?

Yes, please see the policy guidance for existing grantees available at: <http://portal.hud.gov/hudportal/HUD?mode=dispage&id=POLICY-GUIDANCE>.

28. For Rating sub-factor 2.a.(4), federally recognized tribes are not subject to the Analysis of Impediments for Fair Housing. How will you rate this factor for Tribal applications?

The four categories of 'Other Workplan Elements' - Responsible Entity; Evaluation Methods; Anticipated Obstacles; and Affirmatively Furthering Fair Housing - under Rating sub-factor 2.a.(4) are worth a total of 10 points. Federally recognized tribal applicants not subject to the Affirmatively Furthering Fair Housing item will be rated only on the first 3 items with a maximum of 10 points available for these 3 items.

29. How do I fill out the HUD 2880 form? Is there additional guidance somewhere?

Yes, please see page 77 of the HUD General Section for additional guidance: <http://portal.hud.gov/hudportal/documents/huddoc?id=2011gensec.pdf>

In particular, an instructional webcast is available at: <http://media.gss.hud.gov:8080/WC/2011/02/11/HUDForm2880.wmv>

30. Fax form HUD96011, —Third_Party_Documentation_Facsimile_Transmittal is listed as a mandatory form on Grants.gov, but I'm not planning on faxing anything with my application. Do I still need to fill out the form?

Yes. Please see page 46 of the HUD General Section for more information on this form:

<http://portal.hud.gov/hudportal/documents/huddoc?id=2011gensec.pdf>

Please note: If you are not faxing any documents, you must still complete the Facsimile Transmittal form. In the section of the form titled "Name of Document Transmitting," enter the words "Nothing Faxed with this Application." Complete the remaining highlighted fields and enter the number "1" in the section of the form titled "How many pages (including cover) are being faxed".