

**DEPARTMENT OF HOUSING AND  
URBAN DEVELOPMENT**

[Docket No. FR-4189-N-01]

**Community Development Work Study  
Program; Notice of Funding  
Availability; FY 1997**

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

**ACTION:** Notice of Funding Availability (NOFA) for Fiscal Year (FY) 1997.

**SUMMARY:** This notice invites applications from institutions of higher education, area-wide planning organizations (APOs), and States for grants under the Community Development Work Study Program (CDWSP). The CDWSP, authorized by the Housing and Community Development Act of 1974, as amended, assists economically disadvantaged and minority students participating in work study programs in such institutions. This notice announces HUD's intention to award up to \$3 million from FY 1997 appropriations (plus any additional funds recaptured from prior appropriations) to fund work study programs to be carried out from August 1997 to September 1999.

**DATES AND INSTRUCTIONS FOR OBTAINING APPLICATIONS:** Applications may be requested beginning March 14, 1997. Applications must be physically received by the Office of University Partnerships, in care of the Division of Budget, Contracts, and Program Control in Room 8230 by 4:30 p.m. Eastern Time on May 5, 1997. Facsimile (FAX) copies of the application will not be accepted. This deadline is firm as to date, hour, and place. In the interest of fairness to all competing applicants, HUD will treat as ineligible for consideration any application that is received after the deadline. Applicants should take this practice into account and make early submissions of their materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery-related problems. Applicants hand-delivering applications are advised that considerable delays may occur in attempting to enter the building because of security procedures.

Application packages may be obtained by written request from the following address: HUD USER, ATTN: Community Development Work Study Program, P.O. Box 6091, Rockville, MD 20850. Requests for application kits may be faxed to: 301-251-5747 (this is not a toll-free number). Requests for application kits must include the applicant's name, mailing address

(including zip code), telephone number (including area code), and must refer to "Document FR-4189." The application kit is also available on the Internet from the Office of University Partnerships Clearinghouse. The Clearinghouse can be accessed from the World Wide Web at: <http://www.oup.org>; or from a Gopher Server at: <gopher://oup.org:78>. **FOR FURTHER INFORMATION CONTACT:** John Hartung, Office of University Partnerships, Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, DC 20410, Telephone (202) 708-3061, extension 261 (Voice). Hearing- or speech-impaired individuals may access this number via TTY by calling the Federal Information Relay Service at 1-800-877-8339. (With the exception of the "800" number, these are not toll-free numbers.) Mr. Hartung can also be reached via the Internet at [jhartung@hud.gov](mailto:jhartung@hud.gov).

**SUPPLEMENTARY INFORMATION:**

**A. Background**

Section 107(c) of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 *et seq.*) (the Act) authorizes the CDWSP. Under this section, HUD is authorized to provide grants to institutions of higher education, either directly or through area-wide planning organizations or States, for the purpose of providing assistance to economically disadvantaged and minority students, including students with disabilities, who participate in community development work study programs and are enrolled in full-time graduate or undergraduate programs in community or economic development, community planning, or community management.

On July 10, 1996 (61 FR 36456), HUD issued a new final rule for the program, making several changes in program requirements. Among other revisions, the rule: (1) Limited the number of students assisted under the CDWSP to five students per participating institution of higher education; (2) limited the CDWSP to graduate level programs; (3) permitted institutions of higher education to apply individually or through APOs; and (4) streamlined the selection factors used to select grantees.

Two-year institutions are not eligible applicants for funding under this program. This notice announces HUD's intention to award up to \$3 million from FY 1997 appropriations (plus any additional funds recaptured from prior appropriations). Awards will be made under the HUD implementing regulations at 24 CFR 570.400 and

570.415 and the provisions of this Notice.

**B. Eligible Applicants**

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

1. Institutions of higher education offering graduate degrees in a community development academic program.
2. Area-wide planning organizations (APOs) which apply on behalf of two or more institutions of higher education located in the same SMSA or non-SMSA area as the APO. As a result of the new final rule for the program issued on July 10, 1996, institutions of higher education are permitted to choose whether to apply independently or through an APO.
3. States which apply on behalf of two or more institutions of higher education located in the State. If a State is approved for funding, institutions of higher education located in the State are not eligible recipients.

**C. Threshold Requirements**

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

1. The application must be filed in the application form prescribed by HUD, and within the required time prescribed by the Application Kit released pursuant to this notice.
2. The application must demonstrate that the applicant is eligible to participate.
3. The applicant must demonstrate that each institution of higher education participating in the program as a recipient has the required academic programs and faculty to carry out its activities under CDWSP. Each work placement agency must be an agency and must have the required staff and community development work study program to carry out its activities under CDWSP. Eligible work placement agencies must be involved in community building and must be an agency of a State or unit of local government, an areawide planning organization, an Indian tribe, or a private nonprofit organization.
4. Institutions of higher education, APOs, and States must maintain at least a 50 percent rate of graduation of students from the FY 1994 funding round which covered school years September 1994 to September 1996 in order to participate in the current round of CDWSP funding. Institutions of higher education, APOs, and States funded under the FY 1994 CDWSP funding round which did not maintain such a rate will be excluded from

participating in the FY 1997 funding round. Such institutions, APOs, and States are eligible to participate in the 1998 round.

#### D. Selection Factors (100 points)

The following factors will be considered by HUD in evaluating applications in response to the solicitation.

1. *Quality of academic program* (30 points). The quality of the academic program offered by the institution of higher education (or institutions, in the case an application from an APO or State), including without limitation the:

(a) Quality of course offerings;  
 (b) Appropriateness of course offerings for preparing students for careers in community building; and  
 (c) Qualifications of faculty and percentage of their time devoted to teaching and research in community building.

2. *Rates of graduation* (7 points). The rates of graduation of students previously enrolled in a community building academic program, specifically including (where applicable) graduation rates from any previously funded CDWSP academic programs or similar programs.

3. *Extent of financial commitment* (10 points). The commitment and ability of the institution of higher education (or institutions, in the case of an application from an APO or State) to assure that CDWSP students will receive sufficient financial assistance (including loans, where appropriate) above and beyond the CDWSP funding to complete their academic program in a timely manner and without working in excess of 20 hours per week during the school year.

4. *Quality of work placement assignments* (15 points). The extent to which the participating students will receive a sufficient number and variety of work placement assignments, the assignments will provide practical and useful experience to students participating in the program, and the assignments will further the participating students' preparation for professional careers in community building. Students engaging in community building projects through an institution of higher education may do so only through a community outreach center and will then be considered placed at that center. Accordingly, in assessing the number and variety of work placement assignments an applicant will make available to students, such a community outreach center will be considered a single placement assignment.

5. *Likelihood of fostering students' permanent employment in community building* (10 points). The extent to which the proposed program will lead participating students directly and immediately to permanent employment in community building, as indicated by:

(a) The past success of the institution of higher education in placing its graduates (particularly CDWSP-funded and similar program graduates, where applicable) in permanent employment in community building; and

(b) The amount of faculty/staff time and resources devoted to assisting students (particularly students in CDWSP-funded and similar programs, where applicable) in finding permanent employment in community building.

6. *Effectiveness of program administration* (18 points). The degree to which the applicant will be able to effectively coordinate and administer the program. HUD will allocate the maximum points available under this criterion equally among the following three considerations, except that the maximum points available under this criterion will be allocated equally only between (a) and (b), where the applicant has not previously administered a CDWSP-funded program.

(a) The strength and clarity of the applicant's plan for placing CDWSP students on rotating work placement assignments and monitoring CDWSP students' progress both academically and in their work placement assignments;

(b) The degree to which the individual who will coordinate and administer the program has clear responsibility, ample available time, and sufficient authority to do so;

(c) The effectiveness of the applicant's prior coordination and administration of a CDWSP-funded program, where applicable (including the timeliness and completeness of the applicant's compliance with CDWSP reporting requirements).

7. *Commitment to meeting the needs of economically disadvantaged and minority students* (10 points). The applicant's commitment to meeting the needs of economically disadvantaged and minority students as demonstrated by the policies and plans regarding, and past efforts and success in, recruiting, enrolling and financially assisting economically disadvantaged and minority students. If the applicant is an APO or State, HUD will consider the demonstrated commitment of each institution of higher education on whose behalf the APO or State is applying; HUD will also consider the demonstrated commitment of the APO

or State to recruit and hire economically disadvantaged and minority students.

#### E. Program Policy Factors

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

In the event two or more applications have the same number of points, the application with the most points for selection factor (1) will be selected. If there is still a tie, the application with the most points for selection factor (6) will be selected.

#### F. Application Content and Review Procedures

Applicants must complete and submit applications in accordance with instructions contained in the application kit, and must include all certifications, assurances, and budget information requested in the kit. Following the expiration of the application submission deadline, HUD will review and rank applications in a manner consistent with the procedures described in this Notice and the provisions of the program regulations at 24 CFR 570.415.

#### G. Corrections to Deficient Applications

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

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

#### H. Findings and Certifications

##### 1. *Federalism Impact*

The General Counsel, as the Designated Official under section 6(a) of Executive Order 12612, Federalism, has determined that the policies and procedures contained in this notice will not have substantial direct effects on States or their political subdivisions, or the relationship between the federal government and the States, or on the distribution of power and

responsibilities among the various levels of government. As a result, the notice is not subject to review under the Order.

## 2. *Impact on the Family*

The General Counsel, as the Designated Official under Executive Order 12606, *The Family*, has determined that this notice will likely have a beneficial impact on family formation, maintenance, and general well-being. Accordingly, since the impact on the family is beneficial, no further review is considered necessary.

## 3. *Accountability in the Provision of HUD Assistance*

Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (HUD Reform Act) and the final rule codified at 24 CFR part 4, subpart A, published on April 1, 1996 (61 FR 1448), contain a number of provisions that are designed to ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. On January 14, 1992 (57 FR 1942), HUD published a notice that also provides information on the implementation of section 102. The documentation, public access, and disclosure requirements of section 102 are applicable to assistance awarded under this NOFA as follows:

### a. Documentation and Public Access

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

### b. HUD Responsibilities—Disclosures

HUD will make available to the public for five years all applicant disclosure reports (HUD Form 2880) submitted in connection with this NOFA. Update reports (also Form 2880) will be made

available along with the applicant disclosure reports, but in no case for a period less than three years. All reports, both applicant disclosures and updates, will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and HUD's implementing regulations at 24 CFR part 15.

### c. State and Unit of General Local Government Responsibilities—Disclosures

States and units of general government receiving assistance under this NOFA must make all applicant disclosure reports available to the public for three years. Required update reports must be made available along with the applicant disclosure reports, but in no case for a period less than three years. Each State and unit of general local government may use HUD Form 2880 to collect the disclosures, or may develop its own form.

### 4. *Prohibition Against Advance Information on Funding Decisions*

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

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

Applicants who have ethics related questions should contact HUD's Ethics Law Division (202) 708-3815 (This is not a toll-free number.)

### 5. *Prohibition Against Lobbying Activities*

Applicants for funding under this NOFA are subject to the provisions of section 319 of the Department of Interior and Related Agencies Appropriation Act for Fiscal Year 1991 (31 U.S.C. 1352) (the Byrd Amendment), which prohibits applicants from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a

specific contract, grant, or loan. Applicants are required to certify, using the certification found at Appendix A to 24 CFR part 87, that they will not, and have not, used appropriated funds for any prohibited lobbying activities. In addition, applicants must disclose, using Standard Form LLL, "Disclosure of Lobbying Activities," any funds, other than Federally appropriated funds, that will be or have been used to influence Federal employees, members of Congress, and Congressional staff regarding specific grants or contracts.

### 6. *Paperwork Reduction Act Statement*

The information collection requirements contained in this NOFA have been approved by the Office of Management and Budget (OMB), under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2528-0175. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

### 7. *Environmental Impact*

This NOFA does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate property acquisition, disposition, lease, rehabilitation, alteration, demolition, or new construction, or set out or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321). In addition, the provision of assistance under this NOFA is categorically excluded from review in accordance with 24 CFR 50.19(b)(9).

### I. The Catalog of Federal Domestic Assistance Number

The Catalog of Federal Domestic Assistance Number for the CDWSP is 14.234.

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

Date: February 18, 1997.

Michael A. Stegman,  
Assistant Secretary for Policy Development  
and Research.

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