



# 2008 HUD SuperNOFA General Section Summary

*Please note:* CSH is offering the information in this Summary based on our current best understanding and interpretation of the General Section of HUD's FY 2008 NOFAs for Discretionary Programs. This Summary is not meant to represent official advice under HUD authority. For more information about this year's SuperNOFA, visit the HUD website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

## OVERVIEW

On March 19, 2008, the Department of Housing and Urban Development (HUD) released the General Section of HUD's FY 2008 NOFAs for Discretionary Programs (General Section), available at <http://www.hud.gov/offices/adm/grants/nofa08/gensec.pdf>. The General Section describes the general requirements for applications to all of the SuperNOFA programs, approximately 34 different HUD funding opportunities for 2008, including McKinney-Vento / Continuum of Care Homeless Assistance Programs (Supportive Housing Program, Shelter Plus Care, and Section 8 Moderate Rehabilitation SRO Program), Section 811, and HOPWA. HUD is offering the General Section first to provide an opportunity for applicants to gain more familiarity with the requirements in advance of the publication of the Program Sections of the SuperNOFA and to give prospective applicants advance notice of the Department's threshold requirements, strategic goals, policy priorities and other requirements that are applicable to almost every application. **All potential applicants should review the General Section closely.**

## KEY INFORMATION CONTAINED IN THE GENERAL SECTION TO THE 2008 SUPERNOFA

- The expected publication date of the Notice of Funding Availability for the Continuum of Care programs will be no earlier than July 1, 2008.
- **Electronic submission will be required of Continuum of Care applications.** The electronic application is not yet available, but details of the registration process, application, application submission date, and timely receipt requirements for Continuum of Care applications will be articulated in two publications to be issued separate from the SuperNOFA via the Federal Register.
- **HUD plans to publish its annual SuperNOFA (not including the Continuum of Care NOFA) in spring 2008.** Persons interested in receiving an email notification of the availability of the program sections of the SuperNOFA should go to <http://www.grants.gov/search/subscribeAdvanced.do> and sign up for e-mail notification of funding opportunities. Persons wishing to join the HUD homeless assistance program listserv should go to: <http://www.hud.gov/subscribe/signup.cfm?listname=Homeless%20Assistance%20Program&list=HOMELESS-ASST-L>.

## REGISTRATION PROCESS

On pages 14889 through 14891 of the General Section, HUD provides detailed step-by-step instructions regarding how to register for electronic application submission, including how to obtain the required Dun and Bradstreet Data Universal Numbering System (DUNS), which can be obtained by calling 1.866.705.5711, and how to register with Central Contractor Registration (CCR) – the CCR Assistance Center can be reached for questions at 1.888.227.2423. HUD indicates that the registration process can take up to 4 weeks to complete and therefore registration should be done in sufficient time before application deadlines.

## ELECTRONIC SUBMISSION OF APPLICATIONS

Starting on page 14891 of the General Section, HUD provides detailed instructions regarding how to download an application package and application instructions, but again notes that **a complete explanation on how to find and apply for Continuum of Care grants in 2008 will be provided in the separate Continuum of Care NOFA and**

**additional notices within the Federal Register.** The first such notice is expected to be published in spring 2008 and will provide information on the new Continuum of Care electronic application process.

In addition, HUD has developed a Desktop User Guide for Submitting Electronic Grant Applications, available at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. The User Guide is updated regularly and provides step-by-step details and screen shots of the entire registration and application submission process, including troubleshooting application submission errors. The general process for downloading, completing, submitting, and tracking grant application packages is described at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). Downloading an application will require the Catalog of Federal Domestic Assistance (CFDA) Number, available on pages 14907 through 14910 of the General Section. These CFDA numbers include:

- Continuum of Care Homeless Assistance Programs
  - Supportive Housing Program (SHP) CFDA No. 14.235
  - Shelter Plus Care (S+C) CFDA No. 14.238
  - Section 8 Moderate Rehab SRO CFDA No. 14.249
- Housing Opportunities for Persons with AIDS (HOPWA) CFDA No. 14.241
- Section 202 Housing for the Elderly CFDA No. 14.157
- Section 811 Supportive Housing for Persons with Disabilities CFDA No. 14.181
- HOME TA CFDA No. 14.239
- CHDO TA CFDA No. 14.239
- McKinney-Vento Homeless Assistance TA CFDA No. 14.235
- HOPWA TA CFDA No. 14.241

Each download is given a unique ID number, so applicants should not download the same application packet more than once, but should use a saved download to share with others if needed. All persons working on the Adobe forms in the application package must work using Adobe Reader 8.1.2 or the latest compatible version of Adobe Reader available from Grants.gov. *Please note:* A [SuperNOFA: Adobe Forms Update](#) webcast has been scheduled for Wednesday, March 26, 2008 from 11:00 AM - 1:00 PM Eastern Time – see <http://www.hud.gov/webcasts/index.cfm> for more information.

The Federal Register is the official document HUD uses to solicit applications, therefore if there are any discrepancies between the Federal Register and the information on grants.gov, the Federal Register prevails.

## LOGIC MODELS

Pages 14903 through 14905 of the General Section provide a detailed explanation of Logic Model requirements. In FY 2006, HUD instituted a standardized Logic Model format (form HUD- 96010), a Microsoft Excel workbook containing instructions and incorporating program-specific master lists of: statements of need; service or activity/output(s) and their associated units of measure; and outcomes and their associated units of measure. In FY 2007, HUD made changes to the Logic Model format, including: drop-down menus for HUD Strategic Goals and Policy Priorities; tabs for Year 1, Year 2, and Year 3 activities, as well as a tab for Total; and included a new tab for reporting instructions. In FY 2007, HUD required each program to establish a set of Program Management Evaluation Questions and grantees must use these questions to self-evaluate the management and performance of their program.

Starting with awards made in FY 2007, HUD established a Grants Performance page that features program performance ratings issued by OMB under its Program Assessment Rating Tool (PART), or its successor tool, for HUD programs that have been evaluated by OMB. HUD will also post all approved Logic Models that show each grantee's projected outputs and outcomes during the period of performance. As required performance reports are received by HUD, they will be added to the web site. HUD is continuing this practice in 2008 and will be using the Carter-Richmond Methodology, a critical thinking process that identifies key management and evaluation questions for HUD's programs.

The Program NOFA Logic Models will identify the particular questions to be addressed that relate to the statutory purpose and intent of each program. In FY 2008, the Management Questions have been developed as an Excel table which formats the question as a data element and the response to the question as a data element. Training on Logic Model and the reporting requirements will be provided via satellite broadcast. *Please note:* Training materials and the dates for the training will be made available at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

#### **ENDING CHRONIC HOMELESSNESS POLICY PRIORITY**

On pages 14899 through 14901 of the General Section, HUD has outlined its Policy Priorities. In support of the Policy Priority of Ending Chronic Homelessness, applicants are encouraged to target assistance to chronically homeless persons by undertaking activities that will result in:

1. Creation of affordable housing units, supportive housing, and group homes;
2. Establishment of a set-aside of units of affordable housing for the chronically homeless;
3. Establishment of substance abuse treatment programs targeted to the homeless population;
4. Establishment of job training programs that will provide opportunities for economic self sufficiency;
5. Establishment of counseling programs that assist homeless persons in finding housing, managing finances, managing anger, and building interpersonal relationships;
6. Provision of supportive services, such as health care assistance, that will permit homeless individuals to become productive members of society; and
7. Provision of service coordinators or one-stop assistance centers that will ensure that chronically homeless persons have access to a variety of social services.

HUD notes that such activities support the following HUD Strategic Goals:

- b. Promote Decent Affordable Housing; and
- c. Strengthen Communities.

#### **ADDITIONAL SOURCES OF INFORMATION**

- o CSH's document [Overview of the Continuum of Care Grant Programs and Planning Processes](#) provides a brief overview of the Continuum of Care grant programs and links to other detailed resources.
- o **Connecting with Communities: A User's Guide to HUD Programs and the FY2008 NOFA Process Guidebook:** This guidebook to HUD programs will be available from the HUD NOFA Information Center and at the HUD's Funds Available Web site at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> after the publication of the SuperNOFA. The guidebook provides a brief description of all HUD programs that have funding available in FY2008, identifies eligible applicants for the programs, and the program office responsible for the administration of the program.
- o **NOFA Webcasts:** HUD provides technical assistance and training on its programs announced through its NOFAs. The NOFA broadcasts are interactive and allow potential applicants to obtain a better understanding of the threshold, program, and application submission requirements for funding. The NOFA webcast schedule can be found via HUD's web site at: <http://www.hud.gov/webcasts/index.cfm>. As of the date of this Summary, the only relevant webcast scheduled is the [SuperNOFA: Adobe Forms Update](#) scheduled for Wednesday, March 26, 2008 from 11:00 AM - 1:00 PM Eastern Time.