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PROGRAM GUIDANCE

FOR: Tribal Government Leaders and Tribally Designated Housing Entities
(TDHE)

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TOPIC: Publication of Super Notice of Funding Availability (SuperNOFA) including
the Indian Community Development Block Grant (ICDBG) Program

Purpose: The purpose of this guidance is to notify tribes and tribally designated housing entities (TDHE) of the funding opportunities available in HUD's Fiscal Year (FY) 2008 SuperNOFA and to provide details on the ICDBG NOFA.

The Notice of HUD's FY 2008 NOFA, Policy Requirements and General Section to HUD's FY 2008 NOFAs for Discretionary Programs was published in the *Federal Register* on March 19, 2008, to give applicants sufficient time to become familiar with and address those provisions that constitute part of almost every application. The FY 2008 SuperNOFA for the ICDBG and 34 other HUD programs was published in the *Federal Register* on May 12, 2008. These documents can be found at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

General Section: The following select information from the General Section should assist you in submitting applications for all of HUD's programs:

- **Register Early.** HUD continues to require that applicants submit their applications electronically via Grants.gov. The Notice of FY 2008 Opportunity to Register Early and Other Important Information for Electronic Application Via Grants.gov, published in the *Federal Register* on March 10, 2008, provides information on the registration process for first-time applicants and renewal instructions for those who were previously registered. The Notice is also located at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.
- **Finding and Applying for Grant Opportunities Brochure.** This brochure will guide you through the process of finding and applying for grants. It can be found at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

- Dun and Bradstreet Data Universal Numbering System (DUNS) Number. All applicants seeking funding directly from HUD must obtain a DUNS number and include the number in their Application for Federal Assistance. A copy of the Office of Management and Budget *Federal Register* notice dated July 27, 2003 can be found at <http://www.hud.gov/offices/adm/grants/duns.cfm>.
- Guidebook. The guidebook, “Connecting with Communities: A User’s Guide to HUD Programs and the FY 2008 NOFA Process Handbook,” will soon be available at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> or by calling 1-800-HUD-8929.
- Webcasts. HUD provides technical assistance and training on its programs announced through the individual NOFAs. A schedule of the webcasts is located at <http://www.hud.gov/webcasts/index.cfm>. Webcasts that have already occurred can be viewed by accessing the webcast archives at <http://www.hud.gov/webcasts/archives>.
- Adobe Forms. In 2008, HUD is using Adobe Forms in the application packages. Before you can view and complete an application package you MUST have Adobe Reader 8.1.2 installed. If you do not have version 8.1.2, a link to Adobe Reader 8.1.2. can be found on Grants.gov at http://grants.gov/help/download_software.jsp#adobe811. Once you have the correct version of Adobe you can download the application as explained below.
- Application Packages. Applications must be submitted electronically through Grants.gov unless the applicant has received a waiver of the electronic submission requirement. Instructions on the general process for downloading, completing, submitting and tracking grant application packages is described at http://www.grants.gov/applicants/apply_for_grants.jsp. Copies of the individual NOFAs and application forms may be downloaded from the Grants.gov website at http://www.grants.gov/applicants/find_grant_opportunities.jsp. If you have difficulty downloading forms, call 1-800-518-GRANTS or send an email to support@grants.gov. If you do not have Internet access, contact 1-800-HUD-8929 for paper copies.
- STEP BY STEP Registration Brochure. Before you can submit an application through Grants.gov you must complete several important steps to register as a submitter. HUD has posted a brochure to walk you through the process. It is at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. The five steps are:

Step 1: Obtain a DUNS number. Call 866-705-5711.

Step 2: Register with the Central Contractor Registry (CCR) either by telephone on 888-227-2423 or online at <http://www.ccr.gov>. It takes 3 days to complete this registration. CCR registration expires on an annual basis and must be updated to remain active.

Step 3: Authorized Organization Representatives (AORs) must register with the Credential Provider to obtain their username and password, via the website <https://apply.grants.gov/OrcRegister>

Step 4: The AORs are required to register with Grants.gov. They can do this on <http://apply.grants.gov/GrantsgovRegister>.

Step 5: The E-Business Point of Contact (POC) must approve the designated AOR.

- **CFDA Number.** Applicants will have to enter the Funding Opportunity and/or CFDA number for the specific program to access application packages and instructions. The CFDA number for the ICDBG program, for example, is **14.862**.
- **Customer Support.** Applicants having difficulty accessing the application or having submission problems may receive customer support from Grants.gov by calling the help line at (800) 518-GRANTS or sending an e-mail to support@grants.gov.

Eligible Programs: The following chart identifies programs that tribes/TDHEs may apply for. See the individual program descriptions published in the SuperNOFA on May 12, 2008, for details. The ICDBG program NOFA is summarized on the next page.

Eligible Applicant	Program Name	Application Submission Date
Indian Tribes	Healthy Homes Demonstration	July 17, 2008
	Lead Outreach Program	July 17, 2008
	Lead-Based Paint Hazard Control	July 10, 2008
	Lead Technical Studies	July 3, 2008
	Healthy Homes Technical Studies	July 3, 2008
	Lead Hazard Reduction Demonstration	July 17, 2008
	Resident Opportunity and Self Sufficiency (ROSS)	August 14, 2008
	Rural Housing and Economic Development (RHED)	May 30, 2008
TDHEs	ROSS	August 14, 2008
	Public Housing Family Self Sufficiency	July 18, 2008

ICDBG Program: The purpose of the ICDBG program is the development of viable Indian and Alaska Native communities, including the creation of decent housing, suitable living environments, and economic opportunities primarily for persons with low and moderate incomes.

- **Eligibility Information.** All federally recognized Indian Tribes and Alaska Native Villages are eligible to participate in the ICDBG program. Tribal organizations, as described in 24 CFR 1003.5, are also eligible applicants. To apply for funding, an applicant must meet this eligibility criterion by the application submission date. Eligible categories of funding include housing rehabilitation, land acquisition to support new housing, homeownership assistance, public facilities and improvements, economic development, and microenterprise programs. For a complete description of eligible activities, please refer to 24 CFR 1003, subpart C.

- FY 2008 Funding Availability. The total amount of funding available for the ICDBG program for FY 2008 is \$62,000,000, minus \$3,960,000 retained to fund Imminent Threat Grants, for a total of \$58,040,000. The Area Office of Native American Program (AONAP) allocations are:

Eastern/Woodlands - \$6,605,812

Southern Plains - \$12,436,112

Northern Plains - \$8,281,588

Southwest - \$21,552,470

Northwest - \$2,990,960

Alaska - \$6,173,058

- Application Submission Deadline. Applications must be received and **validated** by Grants.gov no later than 11:59:59 p.m. Eastern Time on **July 11, 2008**. The validation check ensures that:
 1. The application is virus free;
 2. The application meets the deadline requirements;
 3. The DUNS number submitted on the application matches the DUNS number in the registration, and that the Authorized Organization Representative has been authorized to submit the application for funding by the organization identified by its DUNS number; and
 4. All the mandatory fields and forms were completed in the application.

The validation check occurs 24 to 48 hours after the application is submitted. Therefore, **HUD recommends that all applicants submit their application no later than 48 to 72 hours before the deadline of July 11, 2008.**

- Waivers. Applicants seeking a waiver of the electronic submission requirement must request a waiver for good cause in accordance with 24 CFR 5.1005. Waivers must be submitted no later than June 25, 2008. Waiver requests should be submitted for processing to:

Department of HUD
Office of Native American Programs
Attn: Deborah M. Lalancette
Director, Office of Grants Management
1670 Broadway, 23rd Floor
Denver, CO 80202

To expedite the receipt and review of waiver requests, applicants may e-mail their requests to Deborah.M.Lalancette@hud.gov or fax a request to 303-675-1660.

Applicants receiving a waiver are subject to the same application deadline of July 11, 2008; no additional time can be granted. If a waiver is granted, ONAP will request one original and one copy of your paper application. Paper applications may be submitted through the United States Postal Service or through any other delivery method. However, it is stressed that the application must be received by July 11, 2008, 5:00 p.m. local time. Applications delivered

after this date will not be accepted. A waiver request granted during the FY 2007 competition is not valid for FY 2008.

- Technical Assistance. Contact staff at your AONAP for general guidance and technical assistance regarding the NOFA and electronic submission requirements. ONAP staff is not, however, permitted to help you prepare your application.
- Training on ICDBG NOFA Requirements. The ICDBG webcast will be held on May 27, 2008 from 1:30-5:00 PM, EDT. We urge potential applicants to watch this broadcast as the FY 2008 NOFA has changed from the previous year's NOFA. The AONAP in your jurisdiction will also conduct training specific to the ICDBG NOFA and electronic submission requirements. Contact your AONAP for training dates.

Applicants should not rely solely on information in this Guidance since it does not include all applicable NOFA requirements on the subjects addressed. Contact your AONAP Grants Management Specialist if you have any questions.