

*(C) Additional Program Requirements*

(1) *Profit/Fee.* No increment above cost, and no fee for profit, may be paid to any recipient of an award under this NOFA:

*(2) Demand/Response Delivery System.*

(a) Awardees must operate within the structure of the Demand/Response System described in this section.

(b) Under the Demand/Response System, awardees will be required to: (i) When requested by a Government Technical Representative (GTR), market the availability of their services to existing and potential recipients to include local jurisdictions in which the assistance will be delivered; (ii) when requested by a GTR, conduct a Needs Assessment to identify the type and nature of the assistance needed by the assistance recipients. These needs assessments should identify the nature of the problem to be addressed by the technical assistance services, and then delineate the plan of action to address the need, including the type of technical assistance services to be provided, the duration of the services, the staff assigned to provide the assistance, anticipated products and/or outcomes, the estimated cost for the provision of services, and the relationship of the proposed services to the planned or expected Consolidated Plan submission to HUD and to other technical assistance providers within the locality; (iii) obtain approval for the Technical Assistance Delivery Plan (TADP) from HUD (See Section a below); (iv) work cooperatively with other PHASES-TA providers in their geographic areas to ensure that clients are provided with the full range of PHASES-TA services needed and available. PHASES-TA providers are expected to be knowledgeable about the range of services available from other providers, make referrals and arrange visits by other PHASES-TA providers when appropriate, and carry out PHASES-TA activities concurrently when it is cost-effective and in the interests of the client to do so. HUD may direct PHASES-TA providers to conduct joint activities.

*(3) Technical Assistance Delivery Plan (TADP).*

(a) After selection for funding, but prior to award, an applicant must develop a TADP in consultation with and approved by an Office of Community Planning and Development GTR.

(b) The TADP must clearly delineate all the tasks and sub-tasks for each program the applicant will undertake. The plan must identify the improved

program performance or other results expected from the activity and the methodology for measuring the success of the PHASES-TA. The TADP must show the location of the community/state in which the PHASES-TA activities will occur, the level of PHASES-TA funding and proposed activities by location, a time schedule for delivery of the activities, budget-by-task, budget summary, and staffing plan.

(4) *Forms, Certifications, and Assurances.* The applicant must submit signed copies of the standard forms, certifications, and assurances listed in this section. As part of HUD's continuing efforts to improve the NOFA process, several of the required standard forms have been simplified. The standard forms, certifications, and assurances are:

- Application for Federal Assistance (HUD-424);
- Applicant Assurance and Certifications (HUD-424-B);
- Budget Summary for Competitive Grant Programs (HUD-424-C);
- Grant Application Detailed Budget Worksheet (HUD-424-CBW);
- Applicant/Recipient Disclosure/Update Report (HUD-2880);
- Certification of Consistency with RC/EZ/EC Strategic Plan (HUD-2990), if applicable;
- Certification of Consistency with the Consolidated Plan (HUD-2991), if applicable;
- Acknowledgment of Application Receipt (HUD-2993);
- Client Comments and Suggestions (HUD-2994); and
- If engaged in lobbying, the Disclosure Form Regarding Lobbying (SF-LLL).

Copies of these standard forms are available from the HUD Web site at <http://www.hud.gov>.

(5) *Financial Management and Audit Information.* After selection for funding, but prior to award, an applicant must submit a certificate from an Independent Public Accountant or the cognizant government auditor, stating that its financial management system meets prescribed standards for control and accountability required by 24 CFR part 84 for Institutions of Higher Education and other Non-Profit Institutions, 24 CFR part 85 for States and local governments, or the Federal Acquisition Regulations (for all other applicants). The information should include the name and telephone number of the independent auditor, cognizant federal auditor, or other audit agency, as applicable.

(6) *Training Sessions.* When conducting training sessions as part of PHASES-TA activities, providers are

required to; (a) design the course materials as "step-in" packages (also called "train-the-trainer" packages) so that HUD or its designee may separately give the course on its own; (b) arrange for joint delivery (grantee and HUD staff or designees, for example) of the training when so requested by the GTR; and (c) when requested by the GTR, provide for professional videotaping of the workshops/courses and ensure their production in a professional and high-quality manner, suitable for viewing by other PHASES-TA clients (if this requirement is implemented, additional funds may be requested); (d) when required by HUD, deliver HUD-approved training courses that have been designed and developed by other HUD contractors or HUD cooperating parties on a "step-in" basis for PHASES-TA clients, and send trainers to HUD-approved Train-the-Trainer sessions.

(7) *Reports to GTRs.* PHASES-TA awardees will be required to report to Headquarters GTRs. At a minimum, this reporting will be *on a quarterly basis unless otherwise specified in the approved TADP.*

*(D) Additional Non-Discrimination Requirements*

Applicants, and their sub-recipients, must comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 1201 *et seq.*), Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments Act of 1972 (20 U.S.C. 1681 *et seq.*).

*(E) Accessible Technology*

The Rehabilitation Act Amendments of 1998 apply to all electronic technology (EIT) used by a grantee for transmitting, receiving, using or storing information to carry out the responsibilities of any federal grant awarded. The Act's coverage includes, but is not limited to, computers (hardware, software, word-processing, e-mail, and web pages), facsimile machines, copiers and telephones. When developing, procuring, maintaining, or using EIT, funding recipients must ensure that the EIT allows employees with disabilities and members of the public with disabilities to have access to and use of information and data that is comparable to the access and use of information and data by employees and members of the public who do not have disabilities. If these standards impose a hardship on a funding recipient, they may provide an alternative means to allow the individual to use the information and data. However, no grantee will be required to provide information services