

(E) Monitoring the progress of program participants and evaluating the overall success of the program. A portion of grant funds should be reserved to ensure that evaluations can be completed for all participants who received training through this program. For more information on how to measure performance, please see Rating Factor 5.

(F) Coordinating the type of Neighborhood Networks training provided to each participant with other available Community and Supportive Services (CSS) programs in an effort to ensure proper instructional level. Other CSS services should include, but are not limited to:

(1) Life skills training: how to apply for a job; credit worthiness; opening a bank account; balancing a checkbook; creating a weekly spending budget; and contingency planning for child care and transportation;

(2) Real Life Issues: tax forms; voter registration; lease samples; fair housing; car insurance; health insurance; and long-term care insurance;

(3) Literacy training and GED preparation;

(4) Computer training, from basic to advanced;

(5) College preparatory courses and information;

(6) Goal setting; working with residents to define their professional, educational, and economic goals;

(7) Mentoring;

(8) Job Training; oral and written communication skills; work ethic; interpersonal and teamwork skills; resume writing; interviewing techniques; creating job training; and placement programs with local employers and placement agencies; and post-employment follow-up to assist residents who are new to the workplace; and

(9) Supportive Services such as transportation, healthcare information and services including referrals to mental health providers, alcohol and other drug abuse treatment programs, childcare, parenting courses, and other services needed by residents.

3. Applicants may provide the following physical improvements:

a. Physical improvements must directly relate to providing space for NNC activities. Renovation, conversion, wiring, and repair costs may be essential parts of physical improvements. In addition, architectural, engineering, and related professional services required to prepare architectural plans or drawings, write-ups, specifications, or inspections may also be part of the cost components to implement physical improvements;

b. Modifications to create a space that is accessible to persons with disabilities is an eligible use of funds. Refer to Office of Management and Budget (OMB) Circular A-87, Cost Principles for state, local and Indian tribal governments. All renovations must meet appropriate accessibility requirements, including Section 504 requirements at 24 CFR 8, Architectural Barriers Act at 24 CFR 40, and the Americans with Disabilities Act. Compliance with the Uniform Federal Accessibility Standards shall be deemed to comply with the requirements of 24 CFR 8.21 with respect to buildings.

i. The renovation, conversion, or joining of vacant dwelling units in a PHA development to create appropriate space for the equipment needs and activities of a NNC (computers, printers, and office space) are eligible activities for physical improvement.

ii. The renovation or conversion of existing common areas in a PHA development to accommodate a NNC is eligible.

iii. If renovation, conversion, or repair is done off-site, the applicant must provide documentation that its procured developer or owner entity has control of the proposed property for at least 15 years. Control can be demonstrated through a lease agreement, ownership documentation, or other appropriate documentation.

4. Maintenance and insurance costs. This includes installing, training, and maintaining the hardware and software as well as insurance coverage for the space and equipment. Costs of computer hardware and software necessary to accommodate the needs of persons with disabilities are an eligible cost for this funding category.

5. Purchase of computers, printers, software, and other peripheral equipment.

6. Security and related costs. This includes space and minor refitting, locks, and other equipment for safeguarding the center.

7. Resident development and training courses. These courses may be taught through educational software and/or presented live. Programs should be designed to address job training, life-skills, educational needs of residents (youth and adults), and other interests/needs of residents as determined by an assessment of residents conducted by the applicant.

8. Distance Learning Equipment. Distance learning equipment (including the costs for video casting and purchase/lease/rental of distance learning equipment) is an eligible use of funds provided your proposal indicates that the center will be working in a

virtual setting with a college, university, or other educational organization. If you operate more than one center, distance-learning equipment can be used to link one or more centers so that residents using the different centers can benefit from courses being offered at only one site.

9. Administrative costs.

Administrative costs may include, but are not limited to, purchase of furniture, office equipment and supplies, salaries for resident employees hired as part of this grant program, quality assurance, local travel, and utilities.

Administrative costs must adhere to OMB Circular A-87. Please use Grant Application Detailed Budget Worksheet, HUD-424-CBW, to itemize your administrative costs.

10. The grantee may not charge public housing and/or HOPE VI development residents and FSS participants for Neighborhood Networks services rendered. However, after one year from the date of grant agreement execution, the NNC may charge other organizations or individuals for services rendered, provided that: (1) The grantee forms an IRS approved nonprofit to run the NNC; and (2) timing of and amount of charged services do not interfere with the amount or scheduling of services to public housing/HOPE VI development residents.

B. *Ineligible Activities.* 1. Payment of wages and/or salaries to participants receiving supportive services and/or training programs;

2. Purchase or rental of land;

3. Purchase or rental of vehicles;

4. Cost of application preparation;

5. Charging for services to public housing/HOPE VI development residents and FSS participants; and

6. Incurring other costs that are not allowable under the HOPE VI NOFA grant award and are not stated as allowable under this NN NOFA.

C. *Threshold Requirements.* Match. HUD is required by the Quality Housing and Work Responsibility Act (Sec. 24(c)(1)(A), 42 U.S.C. 1437v(c)(1)(A)) to include the requirement for matching funds for all HOPE VI related grants. All applicants are required to have in place a 5 percent match in cash or in-kind donations. The match is a threshold requirement. Applicants who do not demonstrate the minimum 5 percent match will fail the threshold requirement and will not receive further consideration for funding. The match may include any funds or in-kind services that were included in the HOPE VI NOFA application, provided that such funds/services comply with the match requirements stated in this section. Match donations must be firmly