

U.S. Department of Housing and Urban Development

Community Planning and Development

HUD's FY 2018 and FY 2019 Community Compass Technical Assistance and Capacity Building Program Notice of Funding Availability (NOFA)

FR-6200-N-06

Application Due Date: 02/14/2019

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U.S. Department of Housing and Urban Development

Program Office:	Community Planning and Development
Funding Opportunity Title:	HUD's FY 2018 and FY 2019 Community Compass Technical Assistance and Capacity Building Program Notice of Funding Availability (NOFA)
Announcement Type:	Initial
Funding Opportunity Number:	FR-6200-N-06
Primary CFDA Number:	14.259
Due Date for Applications:	**02/14/2019**

Overview

Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

For Further Information Regarding this NOFA: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

OMB Approval Number(s):	2506-0197

I. Funding Opportunity Description.

A. Program Description.

1. Purpose

Through this NOFA, HUD is announcing the availability of approximately $73.5 million in FY 2018 funding for its Community Compass Technical Assistance and Capacity Building Program (Community Compass). Contingent upon the availability of FY 2019 appropriations, we reserve the right to award FY 2019 funds based on this single NOFA competition. Any FY 2019 funds received for the following activities will not be awarded through this NOFA competition: NAHASDA Formula Allocation and Negotiated Rulemaking, Homeless Management Information System (HMIS) Data Lab, Annual Homeless Assessment Report (AHAR), and LIHTC data collection and quality for LIHTC tenants and projects; such activities will be contracted.

As HUD's integrated technical assistance (TA) and capacity building initiative, Community Compass is designed to help HUD's customers navigate complex housing and community development challenges by equipping them with the knowledge, skills, tools, capacity, and systems to implement HUD programs and policies successfully and sustainably and provide

effective administrative and managerial oversight of HUD funding.

We recognize that our customers often interact with a variety of HUD programs as they deliver housing or community development services. Community Compass brings together TA investments from across HUD program offices, including the offices of Community Planning and Development, Fair Housing and Equal Opportunity, Housing, and Public and Indian Housing. This cross-funding approach allows TA to address the needs of grantees and subgrantees across multiple HUD programs, often within the same engagement, as well as address cross-agency issues. You are encouraged to procure contractors and consultants that demonstrate experience across a wide variety of HUD programs, as well as in specific skill and policy areas. Community Compass is centrally managed by HUD Headquarters with the involvement of our Regional, Field, and Area Offices.

a. Background

In February 2018, the HUD Secretary published the 2018-2022 Strategic Plan. Within the context of the Secretary's vision to organize and deliver programs more efficiently and effectively, this NOFA invites competitive applications for two funding years: FY 2018 and FY 2019. This means that a single application may include a request for funding from one or both funding years. Eligible applicants will submit a single SF424 but must clearly identify the amount requested for each funding year in its application summary; see requirements in NOFA section IV.B.1.a. Along with significantly reducing the application burden for applicants, this funding process should enable HUD to make FY 2019 awards promptly when FY 2019 appropriations become available.

We will use the applications received through this NOFA and the resulting application scores to make awards for FY 2018. Subject to the availability of FY 2019 appropriations, we will use the same scores and award methodology to make new awards. When making FY 2019 awards, we will consider your remaining Community Compass funds and your performance under prior Community Compass awards, including declined or delayed assignments or unacceptable TA engagements.

We reserve the right to issue a supplemental or independent FY 2019 Community Compass Program NOFA if necessary (e.g., to accommodate a new TA priority or new funding source).

b. TA Focus Areas

We expect to focus our TA efforts and available funding on the programs listed for each HUD Office in the table below. The table also notes the corresponding funding source(s). Since overlap often occurs among these HUD Offices and programs, we encourage you to establish your experience working across HUD Offices, as appropriate.

As new HUD priorities and customer needs emerge during the period of performance for a TA award, TA assignments may address additional HUD programmatic or policy areas that are not currently listed in the table.

Programs listed below include major grant, assistance, and regulatory programs that are anticipated to use TA support under Community Compass.

TECHNICAL ASSISTANCE FOCUS AREAS		
HUD OFFICE	**PROGRAM**	**TA FUNDING SOURCE**

OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT	• Community Development Block Grant (CDBG) Entitlement and Non-Entitlement Programs • Section 108 Loan Guarantee Program • CDBG-Disaster Recovery grants, including CDBG-NDR grants (TA for grantees with eligible disasters before 2017) • McKinney-Vento Homeless Assistance Act • HOME Investment Partnerships (HOME) • Housing Opportunities for Persons With AIDS (HOPWA) • Housing Trust Fund (HTF) • Rural Housing Assistance Programs	Departmental TA
	• CDBG-Disaster Recovery grants with qualifying disasters that occurred in 2017 or later, as well as awards for mitigation and energy from Public Law 115-123 • CDBG-Disaster Recovery grants for which dedicated funding for TA becomes available after the publication of this NOFA	CDBG-Disaster Recovery TA
	• McKinney-Vento Homeless Assistance Act • Continuum of Care (CoC) Program • Emergency Solutions Grant Program (ESG)	McKinney-Vento TA, Departmental TA
	• National Homeless Data Analysis Project	National Homeless Data Analysis Project
	• Youth Homelessness	Youth Homelessness TA
OFFICE OF PUBLIC AND INDIAN HOUSING	• Public Housing Capital Fund • Public Housing Operating Fund • Rental Assistance Demonstration (RAD) • Resident Opportunities and Self	Departmental TA

	Sufficiency (ROSS) • Moving to Work (MTW) Demonstration • Choice Neighborhoods • Housing Choice Vouchers • Project-Based Vouchers • ConnectHome • Family Self-Sufficiency (FSS) • Jobs Plus	
	• PHA Receivership and Recovery	PHA Administrative Receivership and Recovery TA
	• Indian Housing Block Grant • Title VI Loan Guarantee Program • Section 184 Home Loan Guarantee • Tribal HUD Veterans Affairs Supportive Housing (VASH) • Indian Community Development Block Grant • Native Hawaiian Housing Block Grant	Native American Housing and Community Development TA
OFFICE OF HOUSING	• Multifamily Housing Programs, including Project-Based Section 8, Supportive Housing for the Elderly (Section 202), and Supportive Housing for Persons with Disabilities (Section 811) • Housing Counseling • Multifamily Housing Preservation, including Rental Assistance Demonstration (RAD) • Multifamily Housing Production Initiatives	Departmental TA
OFFICE OF POLICY DEVELOPMENT AND RESEARCH	• Low-Income Housing Tax Credit (LIHTC) data collection and quality for LIHTC tenants and projects	Departmental TA
OFFICE OF FAIR	• Affirmatively Furthering Fair Housing	Departmental TA

HOUSING AND EQUAL OPPORTUNITY	(AFFH)	
	• Fair Housing Act (Title VIII of the Civil Rights Act of 1968)	National Fair Housing Training Academy
CROSS-OFFICE: ENERGY AND ENVIRONMENT, RELOCATION AND REAL ESTATE, AND OTHER CROSS-CUTTING REQUIREMENTS	• Lead Hazard Control and Healthy Homes • Smoke-Free Housing • Knowledge management, including the HUD Exchange • Energy efficiency and high-performance building retrofits for assisted housing properties • Community engagement and economic opportunity programs, including Opportunity Zones and Promise Zones • EnVision Center Demonstration • Benchmarking and utility data analysis • Environmental Reviews for the National Environmental Policy Act (NEPA) and related federal environmental laws and authorities • Uniform Relocation Act (URA) and Section 104(d) requirements • Violence Against Women Act (VAWA) • Economic Opportunities for Low and Very-Low Income Persons (Section 3) • Davis Bacon	Departmental TA

c. Community Compass Eligible Activities

Eligible activities for the Community Compass program are specified below. Successful applicants may be tasked to use one or more of these activities to provide technical assistance pursuant to the purposes of the Community Compass program. These activities are subject to any restrictions or limitations imposed by the federal regulations, statues, and policies referenced in this NOFA or by the regulations and policies governing the program(s) under which the technical assistance is funded.

1. Needs Assessments. Needs assessments are intended to help determine the nature and scope of TA and capacity building needed by HUD customers. Needs assessments may also assist customers with quantifying the impact of affordable housing and community and economic development or disaster recovery initiatives and identifying local market conditions so that program resources may be better targeted and leveraged. In some instances, a self-assessment by the customer or a Field Office assessment may provide a satisfactory basis for determining

the scope and scale of technical and capacity building assistance; in other cases, a TA provider will conduct on-site or remote needs assessments to collect information about the capacity gaps of the identified customer. A needs assessment may use multiple information collection and analysis tools, such as the Consolidated Plan, Integrated Disbursement and Information System (IDIS) or Disaster Recovery Grant Reporting (DRGR) reports, Public Housing Annual Plan, Indian Housing Plan, Tribal Performance Assessments, Public Housing and Housing Choice Voucher Assessments, Assessment of Fair Housing, Analysis of Impediments to Fair Housing Choice, Point-In-Time Counts of the homeless, Homeless Management Information System (HMIS) data, CoC application information, HUD monitoring results, energy audits, annual financial audits, funds obligation and expenditures, CPD maps, and interviews with grantees and HUD staff.

2. Direct TA and Capacity Building Engagements. Direct TA and capacity building require working onsite and/or remotely with HUD's customers to improve HUD program knowledge and staff capacity in one or more of the programs and/or cross-cutting issues noted above in the "Technical Assistance Focus Areas" table in Section I.A.1.b of the NOFA. Direct TA also includes the operation of one or more virtual help desks and addressing questions and issues raised by HUD's customers.

3. Develop and Maintain Tools and Products. Tools and products developed will use adult learning principles to assist HUD customers with understanding existing, revised, or new program statutes and regulations, as well as other federal requirements (e.g., Davis-Bacon wage rates, Section 3, civil rights compliance, environmental justice and environmental standards, Limited English Proficiency [LEP] requirements, accessibility for persons with disabilities, and ConnectHome) that apply to these programs. HUD employs virtual training and TA as a cost-effective way to reach diverse audiences and address the constantly changing needs of customers and program requirements. These products might take the form of web-based courses or trainings, videos, interactive tools, and webinars. Tool and product development may also include the creation of templates, desk guides, toolkits, and curricula that improve program management and operations, evaluation, and performance measurement. Where appropriate, HUD program and other federal requirements, such as fair housing, will be integrated into comprehensive products that will serve the TA needs of a broad range of program partners. All products and tools developed must comply with Section 508 accessibility requirements. Maintenance of tools and products could include translating existing materials into other languages.

4. Self-Directed and Group Learning. Self-directed and group learning is intended to increase the capacity and close the competency gaps of participants by equipping them with the necessary program knowledge and skills needed to administer and manage HUD programs. Group learning will incorporate adult learning principles that may include delivery of HUD-approved training courses remotely or in person; online self-directed courses; problem-solving clinics; policy academies; live or pre-recorded webinars; and peer-to-peer assistance exchanges for customers with similar local market contexts, challenges, opportunities, and community needs. Group learning could include establishing and supporting group learning cohorts and curricula.

5. Knowledge Management. Knowledge management includes the development, operation, maintenance, and/or hosting of websites to support the TA, capacity building, and training needs of a diverse set of HUD's urban, rural, and tribal customers. This may include the HUD

Exchange website which is designed as a TA resource for HUD grantees and is not an official HUD website. Knowledge management may include integrated learning or curriculum management systems; databases of resources, tools, and information; development of interactive tools to assist with program design and management and learning cohort formation; collecting and providing information on HUD grantees and subgrantees, including awards, expenditures, action plans, environmental reviews, and individual projects and activities; tracking TA engagements with particular recipients or cohorts of recipients and their effectiveness; and developing new resources. Knowledge management does not include the development, operation, maintenance, and/or hosting of websites that support HUD, and Community Compass TA funding will not be used to assume responsibility for databases or websites that are the responsibility of HUD. Technical assistance awarded under this NOFA will not provide maintenance or development support for any HUD-owned databases or systems, including but not limited to IDIS, DRGR, e-snaps, or LIHTC data collection tools.

6. Data analysis, reporting, and performance measurement. This activity includes TA and training that help customers analyze data and understand data trends; use data to inform and revise plans and strategies; use performance measurement and reporting tools; create data-sharing partnerships and agreements; and collect, report, and use accurate and valid data on programs, activities, and beneficiaries.

This eligible activity includes technical assistance and training for CoCs and recipients on how to collect, analyze, use, manage, report, and communicate about data that is critical for measuring and meeting local objectives related to ending homelessness. This TA funding provides support to CoCs to achieve the highest level of performance and results for HMIS implementation, including improving the capacity of persons charged with setting up and operating HMIS implementations; ensuring that HMIS collect accurate, comprehensive, and timely data; and supporting CoCs and stakeholders to use homeless data to improve efforts to end homelessness. This funding also provides technical assistance to CoCs for HMIS software management and operation, HMIS governance, standardized data collection for HUD-required Annual Performance Reports (APR), system performance measurement and reporting, system performance analysis, and system modeling.

Under the McKinney-Vento National Homeless Data Analysis Project, this activity for FY 2018 funding includes:

- Preparation of Volumes 1 and 2 of the Annual Homeless Assessment Report (AHAR) using established research parameters.
- Operation of the HMIS Data Lab will provide HMIS-specific TA products to communities to program their HMIS to produce standardized data elements for data collection and usage, as well as standardized reporting specifications for communities to analyze different aspects of their data, e.g., data quality, client-level length of time homeless reports, and others. HUD funds the HMIS Data Lab for these technical assistance activities prior to establishing HMIS data collection and reporting implementation deadlines and requirements so that Continuums of Care and HMIS Lead agencies receive data elements and reporting specifications that are designed for uptake across a wide spectrum of HMIS software. These TA products allow CoCs to better manage their HMIS and remain in compliance with HUD standards. Conducting these activities prior to publishing deadlines and requirements maximizes the validity and

reliability of HMIS data collection, usage, and reporting for CoCs. The HMIS Data Lab will use actual data collected in one or more local HMIS, but no identifying data will be submitted to HUD. As a secondary benefit of the Data Lab, HUD may also use the aggregate data to consider the impact of changes to data collection or reporting requirements on grantees to minimize burden and to support the development of tools, products, and training modules to assist grantees in implementing required changes. The HMIS Data Lab may also include a component dedicated to distributing reporting modalities; mobile applications for data collection; maintenance and support of reporting tools using data CSV and/or XML; and related products, training modules, and customer support. HMIS and AHAR will only be funded through this NOFA with FY 2018 funds.

7. NAHASDA Allocation Formula Administration and Negotiated Rulemaking and Consultation Support. Support for administration of the Indian Housing Block Grant Allocation Formula and related formula negotiated rulemaking, as authorized under the Negotiated Rulemaking Act (5 U.S.C. 565(c)), including administration of the allocation formula, assistance with formula determinations, census challenges, notification letters, and data correction and reports, as well as consultation assistance to the Department for all negotiated rulemaking with Indian tribes and any other required tribal consultation. NAHASDA Allocation Formula Administration and Negotiated Rulemaking and Consultation Support will only be funded through this NOFA with FY 2018 funds.

8. Administrative. Administrative activities are directly associated with overall award management and execution, including salaries and benefits of persons who support the execution of the award terms. Costs include preparing reports for submission to HUD, obtaining program audits, and general operating costs when billed direct. Administrative costs are not allowable as direct award execution charges when these costs are included in a selected applicant organization's negotiated indirect cost rate agreement or when the organization is using the de minimus rate. Refer to section VI.A.5. of this NOFA for administrative cost limits applicable to award execution costs.

Certain administrative costs are not considered to be award execution costs and are not subject to the administrative limits in this NOFA. For example, the salary and fringe benefits for the Program Manager assigned to oversee the outcome of a specific TA engagement are considered part of the TA engagement costs and are not included in award execution costs.

Rental and maintenance of office space is allowed only under the following conditions:

- The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities
- No repairs or renovations of the property may be undertaken with funds provided under this NOFA
- Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds

9. Coordination. Coordination activities consist of services related to coordinating technical assistance with other selected applicants and planning technical assistance engagements, including data gathering, studies, and analysis, and the identification of actions that will

implement such plans. Coordination enables successful applicants to:

- Determine needs and capacity gaps to address with HUD customers, including addressing needs across multiple HUD programs
- Set long-term goals and short-term objectives for technical assistance plans
- Devise products and activities to meet these goals and objectives
- Evaluate the progress of such programs and activities in accomplishing these goals and objectives
- Carry out management, coordination, and monitoring of activities necessary for effective planning implementation, but excluding the costs necessary to implement such plans

2. Changes from Previous NOFA.

NOFA Application Window: In FY 2017, the NOFA application was open for 45 days. The FY 2018/2019 NOFA application is open for **60 days**.

TA Program Table and Organization: In the FY 2017 NOFA, the NOFA had a table entitled "Table of Categories, Programs and Topics, and Funding Sources." In the FY 2018/2019 NOFA, the table is now entitled "Technical Assistance Focus Areas." Within that table, the TA programs have been edited to fit current HUD priorities. Multiple areas across the NOFA are now organized by Technical Assistance Focus Areas. This organization is intended to facilitate the review of applications, but grantees should keep in mind that HUD intends to continue to administer the Community Compass NOFA in a cross-cutting manner.

Funding: Funding amounts are different from the FY 2017 NOFA and reflect current year appropriations, additional TA funds from other sources, and available carry-over funding. Youth Homelessness, CDBG-Disaster Recovery, and National Fair Housing Training Academy (NFHTA) are new funding sources in the FY 2018/2019 NOFA.

Application Summary: In the FY 2018/2019 NOFA, your "Application Summary" must include the following new items - organization description, whether you are a new applicant, eligible activities, and indirect cost rate.

Availability of Capacity: The FY 2018/2019 NOFA requires that you actively maintain staff/consultants/contractors that have the knowledge and experience described in your application.

Staff/Consultant/Contractor List: In FY 2017, applicants submitted separate lists of staff and consultants/contractors. The FY 2018/2019 NOFA combines staff, consultants, and contractors into one list.

Format and Form: The format of information in your Rating Factor narrative responses is restricted, including a prohibition on pictures, graphics, text boxes, and Tables of Contents.

Rating Factors: The Rating Factor information is different from the FY 2017 NOFA and includes (1) changes to all three Rating Factors and (2) a redistribution of points.

- **Rating Factor 1:**
    - In the FY 2017 NOFA, we evaluated an applicant's expertise and experience. In the FY 2018/2019 NOFA, we renamed the concepts "Program Knowledge" and

"Program Experience" and separated them into distinct subfactors.
    - In addition to the overall application minimum score of 75 points (the same as in the FY 2017 NOFA), subfactor 1.A. "Program Knowledge" has a minimum score of 11 points, and subfactor 1.B. "Program Experience" has a minimum score of 14 points.
    - We expanded the "Award Management" subfactor to reflect the importance of your administrative and management capacity when executing a TA cooperative agreement or a National Homeless Data Analysis Project cooperative agreement.
    - We moved/removed the following:
        - Eligible Activities: This is now a non-scored item in the "Application Summary."
        - Recent Engagements: This is now captured in Rating Factor 2.
        - Letters of Reference: This has been removed from the NOFA.
    - The overall points in Rating Factor 1 increased from 51 points in FY 2017 to 55 points in FY 2018/2019.
- **Rating Factor 2:**
    - Instead of providing a response to a fictional community like in the FY 2017 NOFA, you must describe four past engagements you have completed.
    - We added clarifying language to make it clear that Rating Factor 2 is about the skills needed to successfully plan and execute a TA engagement or National Homeless Data Analysis Project activities, instead of being about program knowledge and experience, which are captured in Rating Factor 1.
- **Rating Factor 3:**
    - The "Intended results" section from the FY 2017 NOFA was incorporated into Rating Factor 2.
    - Rating Factor 3 decreased from 20 points in FY 2017 to 16 points in FY 2018/2019.

Review Process: We adjusted our Rating Factor 2 review process. Instead of one team reviewing all of your Rating Factor 2 responses, we will assign program-specific teams to review each of your four Rating Factor 2 responses and then generate an average score representing all four responses.

Code of Conduct: Requirements have been updated to include conflict of interest. Please see NOFA section VI.B. for details. Previously-approved Codes of Conduct may need to be updated to comply with the new requirement.

Procedural Change - One Competition Distributes Subsequent Year (FY 2019) Funding, if Available: Under the FY 2018/2019 NOFA, we intend to conduct a single competition for Community Compass TA funding for both FY 2018 and FY 2019. However, any FY 2019 funds received for the following activities will not be awarded through this NOFA competition: NAHASDA Formula Allocation and Negotiated Rulemaking, Homeless Management Information System (HMIS) Data Lab, Annual Homeless Assessment Report (AHAR) ,and LIHTC data collection and quality for LIHTC tenants and projects. If available, FY 2019 funds for NAHASDA TA activities will be awarded through this NOFA.

3. Definitions.

a. Standard Definitions

Authorized Organization Representative (AOR) is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.
Award, as used in this NOFA means a federal, grant, cooperative agreement, loan, or loan guarantee.
Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).
Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).
Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)
Contractor means an entity receiving a contract.
Deficiency is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:
Not be a threshold requirement, except for documentation of applicant eligibility;
Not influence how an applicant is ranked or scored versus other applicants; and
Be able to be remedied within the time frame specified in the notice of deficiency.

- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies if corrected would change an applicant's score or rank versus other applicants.
Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.
Eligibility requirements are mandatory requirements for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable

or non-curable.
Federal Awardee Performance and Integrity Information System (FAPIIS) is a database that has been established to track contractor misconduct and performance.
Grants.gov is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.
NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles. For more account management information, review the Applicant FAQs contained on the grants.gov web page.
Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or subrecipient.
Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF424.
Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.
Promotores/Promotoras are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.
Recipient means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.
Section 3 Business Concern means a business concern (1) 51 percent or more owned by Section 3 residents; or (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.
Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.
Standard Form 424 (SF424) Application for Federal Assistance Programs, required by discretionary grant programs.
Subaward means an award provided by a recipient to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual's beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the recipient considers a contract.
Subrecipient means a non-Federal entity receiving a subaward from a recipient to carry out part of a HUD program; but does not include an individual's beneficiary of such program.
A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).
System for Award Management (SAM), is an official website of the U.S. government. You can access the website at Sam.gov There is no cost to use SAM. SAM is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications

Application (ORCA). Registration with Sam.gov is required for submission of applications via Grants.gov.
Threshold Requirement – Threshold requirements are a type of eligibility requirement. Threshold requirements must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility. Threshold requirements are listed in Section III.C. of this NOFA.
Applicants must ensure their application package addresses threshold requirements. Please check your application carefully!

4. Program Definitions

Capacity Building: Assistance which increases the ability of HUD's customers and their partners to organize and independently implement and manage affordable housing, community development, and economic development programs.

Community Development Block Grant - Disaster Recovery TA (CDBG-DR TA): This TA increases the capacity of Disaster Recovery recipients to deliver timely assistance to beneficiaries and to comply with program and cross-cutting requirements.

Consultant: An individual who is able to provide valuable and pertinent advice generally drawn from a high degree of broad administrative, professional, or technical knowledge or experience.

Cooperative Agreement: A legal instrument of financial assistance, as defined in 2 CFR 200.24, that is used to enter into the same kind of relationship as a grant but is distinguished from a grant in that it provides for substantial involvement between the Federal agency and the recipient in carrying out the activity contemplated by the award and in accordance with 2 CFR Part 200.

Customers: Recipients of HUD funding, including state and local grantees, PHAs, owners and managers of HUD-assisted housing, CoCs, non-profit grantees, HMIS Leads, HUD-approved housing counseling agencies and counselors, tribal organizations, Indian tribes, tribally-designated housing entities (TDHEs), FHA-approved multifamily lenders, and residents and participants in HUD-funded programs.

Demand-Response System: The means by which HUD, its customers, and/or its partners identify TA and capacity building needs. HUD prioritizes the identified needs based on Departmental, programmatic, and jurisdictional priorities. Successful applicants are then tasked with responding to identified needs. Successful applicants may not respond to direct requests for TA from HUD customers. HUD is solely responsible for authorizing the entities to be assisted, the location, and the nature of the assistance to be provided, including a specific scope of work, which must be part of a HUD-approved work plan for each engagement.

Departmental TA: Cross-Departmental TA funding appropriated through the Research and Technology account managed by the Office of Policy Development and Research. This funding supports TA across the Department's programs and customers, including, but not limited to, PHAs, cities, tribes and TDHEs, multifamily owners and operators, non-profit organizations receiving HUD funding, and housing counseling agencies.

EnVision Center Demonstration: The initiative which offers HUD-assisted families access to support services that help them achieve self-sufficiency by connecting them with a variety of

resources and tools that offer pathways to economic opportunity and self-sufficiency. EnVision Centers will provide communities support in the following four pillars: (1) Economic Empowerment, (2) Educational Advancement, (3) Health and Wellness, and (4) Character and Leadership.

Government Technical Monitor (GTM): As defined by HUD, the individual designated to provide technical monitoring, advice, and assistance to aid the Government Technical Representative (GTR) in the technical direction and evaluation of a successful applicant's performance. The GTM provides programmatic expertise and input to proposed TA work plans, status reports, invoices, and products. In some offices, the Program Office Technical Assistance Coordinator (POTAC) for a TA provider fulfills this role rather than a GTM.

Government Technical Representative (GTR): As defined by HUD, the individual who is responsible for the technical direction and evaluation of a successful applicant's performance. The GTR is responsible for review and approval of work plans, status reports, invoices, and products. GTRs serve as representatives of the Cooperative Agreement Officer who has responsibility for the management and fiscal oversight of the cooperative agreement awards.

Indirect cost rate proposal: This NOFA adopts the definition of *indirect cost rate proposal* as found at 2 CFR 200.57.

Indirect costs: This NOFA adopts the definition of *indirect (facilities and administrative (F&A)) costs* as found at 2 CFR 200.56.

McKinney-Vento TA: This TA increases the effectiveness of implementing and administering CoC planning processes, improves capacity to prepare collaborative applications, prevents the separation of families in projects funded under the ESG and CoC grants programs, and adopts and provides best practices in housing and services for persons experiencing homelessness.

National Fair Housing Training Academy: The Patricia R. Harris National Fair Housing Training Academy trains fair housing professionals, including but not limited to staff of state and local agencies participating in the Fair Housing Assistance Program (FHAP) and organizations participating in the Fair Housing Initiatives Program (FHIP), on conducting investigations under the Fair Housing Act. It will use group learning to train fair housing professionals nationwide on increasing the efficiency of complaint case processing, raise industry standards on effective investigative techniques, and create a clearinghouse of fair housing education and outreach materials through a specialized training academy.

National Homeless Data Analysis Project: This funding provides support to CoCs to achieve the highest level of performance and results for HMIS implementation, including improving the capacity of persons charged with setting up and operating HMIS implementations; ensuring that HMIS collect accurate, comprehensive, and timely data; and supporting CoCs and stakeholders to use homeless data to improve efforts to end homelessness. This activity includes TA and training that help customers analyze data and understand data trends; use data to inform and revise plans and strategies; use performance measurement and reporting tools; create data-sharing partnerships and agreements; and collect, report, and use accurate and valid data on programs, activities, and beneficiaries. This funding also provides technical assistance to CoCs for HMIS software management and operation, HMIS governance, standardized data collection for HUD-required Annual Performance Reports (APRs), system performance measurement and reporting, system performance analysis, and system modeling. FY 2018 funding will cover

activities related to preparation of Volumes 1 and 2 of the Annual Homeless Assessment Report (AHAR) using established research parameters, and operation of the Data Lab.

Native American Housing and Community Development TA: This TA is managed by the Office of Native American Programs in the Office of Public and Indian Housing. Beneficiaries of this TA include Indian Housing Block Grant recipients, specifically tribes and TDHEs; potential or current Section 184 Loan Guarantee program borrowers or lenders; and ICDBG grantees.

Outcomes: Results achieved or benefits derived from TA or capacity building, such as changes in a customer's management or operation of HUD-funded programs and activities.

Outputs: Deliverables such as products and group learning opportunities that are usually quantified by number produced, number delivered, number of attendees, etc. Outputs do not measure a change in a customer's capacity or capabilities.

PHA Administrative Receivership and Recovery TA: These funds support the recovery of PHAs in administrative or judicial receivership or under HUD possession, and technical assistance focuses on increasing the capacity of a PHA to administer programs and serve program participants. These PHAs are in substantial default of statues, regulations, or the ACC, and they have systemic, long-standing, and severe operational and management problems that require extraordinary levels of expertise and resources to recover performance in one or more areas that affect the entire PHA. When a PHA is in receivership or HUD takes possession, the principal purpose of the relationship is to provide direct services to benefit the local PHA and governing entity and support recovery. Substantial involvement between the PHA, the local community and governing entity and HUD occurs while providing a public purpose of support, including technical assistance and capacity building. Allowable activities for this funding include assessments, direct technical assistance and capacity building, and training to improve a PHA's performance.

Program Experience: Program experience is defined as working directly with a major grant, assistance, or regulatory program area. The applicant must have worked directly to develop, implement, train, advise, analyze, evaluate, or manage the program area. Experience may include developing products, tools, curricula, websites, or other resources for a particular program or policy area.

Program Knowledge: Program knowledge is defined as substantive content knowledge of a program or policy area and an understanding of the program's rules and regulations. Program knowledge also includes knowledge of current challenges, best practices, and changes over time in the program or policy area.

Program Office Technical Assistance Coordinator: The individual who coordinates TA activities for the programs within an office. The POTAC provides technical monitoring, advice, and assistance to aid the GTR in the technical direction and evaluation of a successful applicant's performance. In some offices, a GTM fulfills this role rather than a POTAC.

Subject Matter Expert: An individual who is specially qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement of competent persons in that field. (See 5 CFR 304.102(d).)

Technical Assistance: Guidance which enables HUD's customers to overcome a lack of

specific skills or knowledge of the associated HUD programs and, by doing so, results in the successful performance of and compliance with those programs. TA is the transfer of skills and knowledge to entities that may need, but do not possess, such skills and knowledge. TA includes all eligible activities listed in NOFA section I.A.1.c. "Community Compass Eligible Activities."

5. Web Resources
The resources indicated provide details for the application process

- Affirmatively Furthering Fair Housing
- Code of Conduct list
- Do Not Pay
- Dun & Bradstreet
- Request a DUNS Number
- Equal Participation of Faith-Based Organizations
- Federal Awardee Performance and Integrity Information System
- Federal Subaward Reporting System) FSRS
- Grants.gov
- Grants.gov support
- Healthy Homes Strategic Plan
- Healthy Housing Reference Manual
- HUD Funds available
- HUD's Strategic Plan
- HUD Grants
- NOFA webcasts
- Procurement of recovered materials
- Promise Zones
- Section 3 Business Registry
- State Point of Contact List
- System for Award Management (SAM))
- Real Property Acquisition and Relocation
- USASpending

B. Authority.

This program is authorized under: Consolidated Appropriations Act, 2018 (Public Law 115-141), approved March 23, 2018; PL 115-123 for CDBG-DR; Section 6(j)(3) of the United States Housing Act of 1937 (42 U.S.C. 1437d(j)(3)) and Section 17 and 18 of the Annual Contributions Contract (HUD 53012A 7/95); the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11361b and 42 USC 11408; and any other authorities that may make additional funds available for award under this NOFA in the future.

II. Award Information.

A. Available Funds

Funding of up to **$73,500,000** is available through this NOFA.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.
Additional funds may also become available for award under this NOFA if disaster funding resources, such as CDBG-DR, become available. Subject to appropriations, HUD also reserves the right to award FY 2019 funds based on this NOFA competition.

Further Detail on FY 2018 Funding: The Consolidated Appropriations Act, 2018 and supplemental appropriations for CDBG-DR in Public Law 115-123 provided up to **$73,500,000** for awards made in support of technical assistance activities. These funds are divided amongst the following funding sources.

1. **Departmental TA:** Up to $25 million
    - $6,440,000 for programs and initiatives under the Office of Community Planning and Development
    - $7,866,000 for programs and initiatives under the Office of Public and Indian Housing
    - $3,150,000 for programs and initiatives under the Office of Housing
    - $7,544,000 for cross-program requirements, programs, and initiatives
2. **CDBG-DR TA:** Up to $12 million
3. **McKinney-Vento TA:** $15 million
4. **National Homeless Data Analysis Project (formerly HMIS TA):** $7 million
5. **Youth Homelessness TA:** $5 million
6. **Public Housing Administrative Receivership and Recovery (PHA Recovery) TA:** $1 million
7. **Native American Housing and Community Development TA:** $7 million
    - This amount includes $2 million for a national organization as authorized under section 703 of NAHASDA.
8. **National Fair Housing Training Academy:** Up to $1.5 million

TA carryover funds, including recaptures, may become available from annual appropriations between 2006 and 2017 (Public Laws 109-115, 110-5, 110-161, 111-8, 111-117, 112-10, 112-55, 113-6, 113-235, 113-76, 113-235, 114-113, and 115-31).

Further Detail on FY 2019 Funding and How to Apply: Funding for FY 2019 is contingent upon the availability of FY 2019 federal appropriations, and we reserve the right to award FY 2019 funds based on this single NOFA competition. However, FY 2019 funds for the following activities will not be awarded through this NOFA competition.

- NAHASDA Formula Allocation and Negotiated Rulemaking

- Homeless Management Information System (HMIS) Data Lab
- Annual Homeless Assessment Report (AHAR)
- LIHTC data collection and quality for LIHTC tenants and projects

If available, FY 2019 funding for NAHASDA TA activities will be awarded through this NOFA.

Your application must identify the funding source(s) for which you are applying in FY 2018, as well as the funding source(s) for which you are applying in FY 2019. You must include this information in your Application Summary to ensure we are able to align applications with the appropriate funding years and source areas.

The total funding for any award made pursuant to this NOFA is contingent upon the availability of funds, which may not have been appropriated at the time of this announcement.

B. Number of Awards.

HUD expects to make approximately 20 awards from the funds available under this NOFA. This figure may change based on the total funding available.

Upon the receipt of FY 2019 funding, we anticipate issuing 20 additional awards.

We reserve the right to reject all proposals, make no awards under this announcement, or make fewer or more awards than anticipated.

C. Minimum/Maximum Award Information

The maximum award amount per project period is an estimate based on the amount of FY 2018 funding available and the expected number of awards. You should determine your funding request based on the guidance provided in NOFA section IV.B.1.a.2. "Amount of funding requested."

We will not provide more than $20,000,000 to a single applicant for a single funding year.

Estimated Total Funding:	$73,500,000
Minimum Award Amount:	$250,000 Per Project Period
Maximum Award Amount:	$20,000,000 Per Project Period

D. Period of Performance

TA assignments may be delegated by HUD on a demand-response basis throughout the term of the cooperative agreement.

Estimated Project Start Date:	05/31/2019
Estimated Project End Date:	05/30/2022
Length of Project Periods:	Other
Length of Project Periods Explanation of Other:	36-month project period

E. Type of Funding Instrument.

Funding Instrument Type: Cooperative Agreement

HUD will have significant involvement in the management of the cooperative agreement

throughout the period of performance of the award. This means we will identify capacity building and TA needs; assign tasks and the method of providing TA; and review and approve proposed work plans, products, time frames, reports, vouchers, and other items related to administration of the cooperative agreement. HUD Field and Area Offices will play an integral role in this review and approval process. We will assign work to successful applicants on a demand-response basis. Successful applicants must share final deliverable(s) with us, in addition to the HUD customer.

III. Eligibility Information.

A. Eligible Applicants.

State governments
County governments
City or township governments
Special district governments
Public and State controlled institutions of higher education
Public housing authorities/Indian housing authorities
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
Private institutions of higher education
For profit organizations other than small businesses
Small businesses
Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:
In addition to the list above, eligible applicants include:

- NAHASDA-eligible Indian tribes as defined at Section 4(13) of NAHASDA
- TDHEs as defined at Section 4(22) of NAHASDA
- National or regional organizations representing Native American housing interests
- Metropolitan Planning Organizations, Councils of Government, or other regional planning entities

HUD will not evaluate applications from ineligible applicants.

B. Cost Sharing

This Program does not require cost sharing, matching or leveraging.

C. Threshold Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.
1. Timely Submission of Applications – Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D. Application Submission Dates and Times

2. Applicant Eligibility - Applications from applicants that do not meet the criteria described in NOFA section III.A. "Eligible Applicants" will not pass threshold review and will not be scored.

3. Contractor/Consultant Restriction - An organization that submits an application under this NOFA is prohibited from being listed as a contractor or consultant on any other application under this NOFA. Contractors and consultants may be included in multiple applications only if they themselves do not submit an application. An applicant organization that is included as a contractor or consultant within another application will be ineligible to receive an award. That applicant's application will not pass threshold review and will not be scored.

4. Narrative Responses - You must submit a narrative response to each of the three Rating Factors. If you do not submit three narrative responses, your application will not pass threshold review and will not be scored.

5. Resolution of Civil Rights Matters - Outstanding civil rights matters must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

D. Statutory and Regulatory Requirements Affecting Eligibility

Eligibility Requirements for Applicants of HUD's Grants Programs
The following requirements affect applicant eligibility. Detailed information on each requirement is posted on HUD's Funding Opportunities Page (**click here**).
Resolution of Civil Rights Matters
Outstanding Delinquent Federal Debts
Debarments and/or Suspensions
Pre-selection Review of Performance
Sufficiency of Financial Management System
False Statements
Mandatory Disclosure Requirement
Prohibition Against Lobbying Activities
Equal Participation of Faith-Based Organizations in HUD Programs and Activities

E. Program Specific Requirements.

All Applicants:

- The maximum total points for an application is 100 points. The minimum total points for an application to be considered for funding is 75. However, if no eligible applicants or an insufficient number of eligible applicants for a particular funding source score at least 75 points, we may award funds from that funding source to an applicant scoring below

75 points. We will rank the applications by funding year requested.

- An applicant's score and the funding year(s) requested in the application are applicable for both the FY 2018 and the FY 2019 funding decisions. We will create a ranked fundable applicants list for each funding year requested (i.e., a FY 2018 ranked list, and a FY 2019 ranked list). We will use the standard referenced in NOFA section V.B.5. to determine fundable applicants for both FY 2018 and FY 2019.
- Regardless of your overall score, subfactor 1.A. (Program Knowledge) has a minimum score of 11, and subfactor 1.B. (Program Experience) has a minimum score of 14. If you do not meet both of these minimum scores, you will not be eligible for an award.
- You must maintain access to at least one staff member, contractor, or consultant who has a detailed working knowledge of HUD's online tools that support grantees and their partners in assessing current conditions, planning for the future, and designing programs using HUD funds and potentially other resources.
- While there is no penalty to applicants demonstrating experience within a specific region, successful applicants may be deployed across the United States and its insular areas as HUD deems necessary.
- We may task two or more successful applicants to collaborate as a team to provide TA or perform other eligible activities included in this NOFA. We may select an applicant to conduct overall coordination for the TA providers.
- Successful applicants must comply with all applicable program statutes, regulations, policies, and award provisions.
- Successful applicants will be required to provide information on the results, impacts, and outcomes of their capacity building and TA activities.
- Availability of stated capacity throughout the duration of the period of performance:
    - You must actively maintain staff/consultants/contractors that have the knowledge and experience described in your application.
    - If you decline or delay assignments or fail to deliver acceptable TA or successfully complete activities in your stated areas of knowledge/experience, we reserve the right to terminate your cooperative agreement early and recapture funds awarded to you consistent with 2 CFR Part 200. We may also consider declined or delayed assignments or unacceptable TA engagements and activities when making FY 2019 funding decisions, as well as during future HUD TA NOFA competitions.
- If you receive an award, you must operate within the structure of the "demand-response system" when applicable (see NOFA section I.A.4. "Program Definitions" for a definition of "demand-response system"). Under the demand-response system, you must:
    - Promptly respond to assignments or requests from the POTAC/GTM or GTR.
    - Coordinate TA plans and activities with other TA providers that have additional experience or skills or that have assisted or are providing assistance to HUD customers in the same jurisdiction or geographic area using TA funds. The coordination may include conference calls, virtual meetings, and/or in-person meetings.
    - Attend and/or conduct joint training sessions, workshops, or conferences with other TA providers, as may be requested by the POTAC/GTM or GTR.
    - Conduct work only when tasked or assigned by HUD (POTAC/GTM, GTR, or Cooperative Agreement Officer or designee).

    - Provide TA plans, requests for reimbursement, performance reports, deliverables, and trainings in formats prescribed by HUD.
- Successful applicants may be required to obtain the necessary facilities (e.g., a HUD Field Office training room, a hotel conference room, etc.) to deliver TA to HUD customers under the TA award. For instance, you may be tasked to obtain hotel space to host a National Fair Housing Training Academy training.
- Successful applicants must obtain access to relevant HUD systems and other HUD tools to assist in the management of award requirements.
- We reimburse grantees on a monthly basis. Advance payments are not permitted.

National Fair Housing Training Academy:

- For the National Fair Housing Training Academy funding, the Office of Fair Housing and Equal Opportunity anticipates providing at least six high-quality trainings per year with each session lasting 24-32 hours and training approximately 20-30 persons. Additionally, the training sessions could potentially take place in venues beyond the Washington, D.C., area. You should consider this when determining whether you have the capacity to provide NFHTA training.

F. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.

A selected applicant who provides TA cannot also be a beneficiary of that TA or of other activities carried out under the cooperative agreement. Direct beneficiaries of TA must be HUD customers.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instruction and the Application Package from Grants.gov. To ensure you are using the correct Application Package and Application Instructions, you must verify the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction Download contains official copies of the NOFA, and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not

deemed good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline or if you do not demonstrate good cause. An email request sent 15 days before the application will also be considered. If HUD waives the requirement, HUD must receive your paper application or email request before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you must contact:

Technical Assistance Division
Email: communitycompass@hud.gov
Community Planning of Development
451 7th Street SW
Washington, DC 20410

B. Content and Form of Application Submission.

You must verify boxes 11, 12, and 13 on the SF424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is not a curable deficiency and will result in your application being declared ineligible for funding.

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Standard Form 424 (SF424 Application for Federal Assistance)	Submit via Grants.gov as part of the application package.	This form is required for all applicants. Box 18.a. of the SF424 must contain your **total combined FY 2018 and FY 2019 funding request**, which must not exceed $40,000,000. This total funding request amount must be the same as the total funding request amount included in your application summary. The funding request in box 18.a. will serve as the maximum level of funding we may award to you.
HUD Applicant Recipient Disclosure Report (HUD) 2880	Submit via Grants.gov as part of the application package.	This form is required for all applicants. Please note that (1) "Applicant/Recipient" refers to the agency which receives the Grant

Applicant/Recipient Disclosure/Update Report		Agreement from HUD (not any prospective subrecipients), and (2) the 2880 form is required to be completed and signed each year – you cannot simply resubmit a form from a previous year. Regardless of whether this form has been submitted with prior applications, you must indicate "initial report" for this application.
Faith-Based EEO Survey (SF424 Supplement, Survey on Ensuring Equal Opportunities for Applicants), if applicable	Applicants applying electronically may submit the survey with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.	Non-profit private organizations, not including private universities, are encouraged to submit the survey with their application. Submission of the survey is voluntary.
Disclosure of Lobbying Activities (SF-LLL), if applicable	Submit via Grants.gov as part of the application package.	Submission of the SF-LLL is required under 24 CFR Part 87 for any applicants that have used or intend to use funds other than federally-appropriated funds for lobbying activities. *Please note: Federally-recognized Indian Tribes applying for funding under this NOFA are not required to submit this form. State-recognized Tribes must submit this form.*
Grants.gov Lobbying Form certification	Submit via Grants.gov as part of the application package.	The Lobbying Form certification must be submitted by applicants who are requesting more than $100,000 in this NOFA; as the minimum award for this NOFA is $250,000, all applicants to this NOFA must submit the Lobbying Form. The Lobbying Form certification can be found in the NOFA application kit on Grants.gov. Even if you are not required by 24 CFR Part 87 to submit an SF-LLL, you must still submit a Lobbying Form certification. *Please note: Federally-recognized Indian Tribes applying for funding*

		under this NOFA are not required to submit this form. State-recognized Tribes must submit this form.
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.
Certification for a Drug-Free Workplace (HUD-50070)	Submit via Grants.gov as part of the application package.	This form is required for all applicants. Follow the instructions provided in the form.

Additionally, your complete application must include the following narratives and non-form attachments.

- Application summary
- Capacity/interest chart
- Staff/consultant/contractor list
- Narrative response to each Rating Factor (three separate files)
- Indirect Cost Rate attachment
- Code of Conduct (if applicable)
- Organizational chart

a. Application summary, submitted as .xls or .xlsx format. A sample Excel template is available on Grants.gov as part of the application package. The application summary will not be scored, but it is a submission requirement before award. The application summary does not count toward the 50-page limit for the narrative responses to the Rating Factors.

You must include the following information in your application summary:

1. **Description of applicant organization.** You must provide a brief description of your organization in no more than 350 words. This description may appear in the announcement of the awards if you are funded through this NOFA. Each description must contain: Organizational history; purpose and mission; years of service; housing, health, education, economic development, workforce development, and related supportive services provided; and agency web address for additional information.
2. **The amount of funding you are requesting under this NOFA.** You must identify three amounts, each rounded to a whole dollar: (1) Total funding requested (FY 2018 and FY 2019 combined), (2) FY 2018 funding requested, and (3) FY 2019 funding

requested.

Even if you are seeking funding from multiple funding sources, the amounts above should reflect the total FY 2018, FY 2019, and combined requests, not separate amounts for each funding source. Your FY 2018 and FY 2019 funding requests must not exceed $20,000,000 each, and your total funding request must not exceed $40,000,000.

Example:

Total Funding Request Amount ($) (same as SF 424)	$35,000,000
FY 2018 Funding Request	$15,000,000
FY 2019 Funding Request	$20,000,000

Since FY 2019 funding is contingent upon the availability of FY 2019 federal appropriations, you should assume for the purposes of your application summary that FY 2019 funding levels and funding sources will be similar to the FY 2018 funding listed in NOFA section II.A. "Available Funds." Please consider that any FY 2019 funding for the following activities will not be awarded through this NOFA: NAHASDA Formula Allocation and Negotiated Rulemaking, Homeless Management Information System (HMIS) Data Lab, Annual Homeless Assessment Report (AHAR), and LIHTC data collection and quality for LIHTC tenants and projects.

The total funding requested must be the same as the amount included on your SF424; when the amounts do not match, the amount listed on the SF424 will be used as the requested amount. You should determine your funding requests based on the number of available personnel, the range and quality of their skills and knowledge, and your ability to successfully execute multiple assignments from HUD simultaneously over a three-year period. The total federal funding requested in box 18.a. of your SF424 will serve as the maximum level of funding we may award to you.

3. **The funding source(s) for which you wish to be considered in FY 2018 and FY 2019.** Funding sources include: Departmental, CDBG-Disaster Recovery, McKinney-Vento, National Homeless Data Analysis Project, Youth Homelessness, Public Housing Administrative Receivership and Recovery, Native American Housing and Community Development, and National Fair Housing Training Academy. This information will not be used for scoring, but it will help us to determine your preferences and may inform award decisions. You are not guaranteed to receive funds under the funding source(s) for which you indicate a preference, and you must submit only one application, regardless of the number of funding sources identified in your application summary.

Example:

Funding Source Requested by Fiscal Year	2018, 2019, Both or N/A?
Departmental	Both

CDBG-Disaster Recovery	Both
McKinney-Vento	N/A
National Homeless Data Analysis Project	N/A
Youth Homelessness	N/A
Public Housing Administrative Receivership and Recovery	N/A
Native American Housing and Community Development	FY 2018
National Fair Housing Training Academy	N/A

Note: If we determine that you will receive funding from multiple funding sources under this NOFA, we may replicate your SF424 submission in our application review system to allow the system to issue you multiple awards, if necessary. Replicating or copying your SF424 will not impact the scoring or review process and will facilitate processing awards from multiple funding sources for a single applicant.

4. **Whether your organization is designated as any of the following:**

    1. A disadvantaged business [e.g., 8(a) business]
    2. A small business as defined by the U.S. Small Business Administration
    3. A faith-based organization

5. **Whether you are a new applicant.** A "new applicant" is defined as an applicant that has not performed work as a direct awardee under the Community Compass program in the five years prior to the publication date of the NOFA.

6. **The four programs or cross-cutting topics addressed in your Rating Factor 2 response.** In Rating Factor 2, you must describe four engagements. In your application summary, you must identify the program/cross-cutting topic and corresponding HUD Office for each engagement.

7. **Indirect Cost Rate.** You must indicate your indirect cost rate as described in section IV.F. of this NOFA.

8. **Eligible activities.** You must indicate the number of eligible activities you have completed in the five years prior to the publication date of the NOFA. Should you receive funding under this NOFA, we may use this information to direct engagements. The eligible activity categories are described in NOFA section I.A.1.c. "Community Compass Eligible Activities," and your application summary should address all eligible activities except for Administrative and Coordination.

b. Chart indicating capacity and interest in working within each program or cross-cutting topic in the "Technical Assistance Focus Areas" table in NOFA section I.A.1.b., submitted

as .xls or .xlsx. A sample Excel template is available on Grants.gov as part of the application package. This information will not be scored, but it is a submission requirement before award. This chart may inform award decisions based on HUD's anticipated TA needs. Please note that, if you receive an award, you are not guaranteed to receive assignments related to each of the programs in which you expressed capacity or interest; assignments to successful applicants will be determined by HUD based on need, applicant experience, and availability. The chart does not count toward the 50-page limit for the narrative responses to the Rating Factors.

c. List of your staff, consultants, and contractors and their experience and qualifications within each program or cross-cutting topic in the "Technical Assistance Focus Areas" table in NOFA section I.A.1.b., including any applicable certifications, submitted as .xls or .xlsx. A sample Excel template is available on Grants.gov as part of the application package. The list must clearly identify whether an individual is staff, a consultant, or a contractor, as well as the number of years of experience each individual has within each program or cross-cutting topic. This information will not be scored, but it is a submission requirement before award. This list will be used to inform award decisions based on HUD's anticipated TA needs.

In your list, you must identify the following:

Program/Topic	Description
Community Development Block Grant and Section 108 Loan Guarantee Programs	Individuals with at least five years of experience in the last 10 years administering a CDBG/CDBG-DR Program (Entitlement or State) or Section 108 Loan Guarantee Program at the state, local, or federal level, or experience providing TA on the CDBG/CDBG-DR and/or Section 108 Loan Guarantee programs.
CDBG-Disaster Recovery	• Individuals with at least five years of experience in the last 10 years administering a CDBG-DR program at the state, local, or federal level, or experience providing CDBG-DR TA to grantees. • Individuals that are bilingual in English and Spanish. List proficiencies in other languages, if applicable.
HOME	Individuals with at least five years of experience in the last 10 years administering a HOME program at the state, local, or federal level, or experience providing direct TA on the 2013 HOME regulations.
HOPWA	Individuals with at least five years of experience in the last 10 years administering a HOPWA program at the state, local, or federal level, or experience providing direct TA on HOPWA regulations and program design.
Public Housing	Individuals with at least five years of experience in the last 10 years with Public Housing programs, including agency operations, voucher programs, property management operations, and capital investment programs, such as capital

	improvements and various methods of housing development.
Administration and Rental Housing	Individuals that have passed Administration and Rental Housing Compliance certification courses.
Rental Assistance Demonstration (RAD)	Individuals with at least two years of finance and underwriting experience related to RAD conversions and PHA repositioning.
Community Engagement and Economic Opportunity Projects	• Individuals with at least two years of demonstrated experience coordinating with public, private, and philanthropic sectors on community-driven economic development or neighborhood revitalization projects. • Individuals with at least two years of experience with Promise Zones related to evaluation capacity-building, developing peer-to-peer learning, and implementation assessments.
Fair Housing	Individuals with at least two years of demonstrated experience conducting investigations, litigation, and/or education and outreach under the Fair Housing Act and/or state or local laws that HUD has determined to be substantially equivalent to the Fair Housing Act.
Section 3	Individuals with at least five years of experience with Section 3 of the HUD Act of 1968 working with contractors, recipient agencies, eligible residents, and eligible businesses to achieve compliance with the numerical goals and other requirements.

This list does not count toward the 50-page limit for the narrative responses to the Rating Factors.

d. Narrative responses addressing Rating Factors 1-3, submitted as three separate files in .pdf format. Each narrative response to a Rating Factor must be submitted as a separate file (e.g., the narrative response to Rating Factor 1 must be an individual, stand-alone PDF file); failure to submit the narrative responses as three separate files may result in an application being rejected. As detailed under NOFA section III.C. "Threshold Requirements," any applicant that does not submit a narrative response addressing each of the three Rating Factors will not be eligible for an award, and the application will not be reviewed by the panel. See required information for Rating Factors in NOFA section V.A. "Review Criteria."

e. Indirect Cost Rate attachment. Applicants selected for funding pursuant to this NOFA may charge indirect costs to the award. As explained in section IV.F of this NOFA, if you want to charge indirect costs against the award, your application must include an attachment labeled “Indirect Costs” that clearly states the rate, the applicable distribution base, and, if applicable, a letter or other documentation from the cognizant agency showing the negotiated rate. The indirect cost rate attachment does not count toward the 50-page limit for the narrative responses

to the Rating Factors.

f. Code of Conduct attachment. You must develop and maintain a written code of conduct in accordance with 2 CFR 200.318, unless you are a state. If you already have a code of conduct on file with HUD, you do not need to resubmit a new code unless the information on file has changed. To determine whether HUD has your code of conduct on file, you must visit the following website: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants. If you are not listed on that website, you must include your code of conduct with your NOFA application as an attachment labeled "Code of Conduct." If you are listed on that website but your code of conduct has changed since you last submitted it to HUD, you must include your most up-to-date code of conduct as an attachment. If you are listed on that website and your code of conduct has not changed since you last submitted it to HUD, you do not need to include your code of conduct with your NOFA application. The code of conduct does not count toward the 50-page limit for the narrative responses to the Rating Factors.

g. Organizational chart. You should submit an organizational chart representing key individuals who will be responsible for managing and executing a TA cooperative agreement. The organizational chart does not count toward the 50-page limit for the narrative responses to the Rating Factors.

A complete submission will consist of the application signed by an authorized official of your organization and contain all relevant sections of the application as described in this NOFA.

2. Format and Form.
Narratives and other attachments to your application must follow the following format guidelines.

1. **Page Limit for the 3 Rating Factor Narrative Responses.** The three files that you submit as narrative responses to Rating Factors 1-3 must total no more than 50 pages in length. We will count the pages starting with Rating Factor 1 and ending with Rating Factor 3, with any pages beyond 50 removed from the end and not reviewed.

2. **Margins, Font Size, Text Color.** Your narrative responses to the Rating Factors must adhere to the following requirements:
    - 8.5 by 11-inch paper size
    - 12-point font
    - An easily readable font such as Times New Roman, Courier New, or Arial
    - Black text
    - At least 0.5-inch margins

3. **Clarity, Organization.** Your narrative responses to the Rating Factors must be clear, concise, well organized, and free of grammatical errors.

4. **Prohibition on Materials Not Specifically Requested.** You may not submit documents other than what is specifically requested by HUD in this NOFA. We will not consider

résumés, photos, or any other documents that were not specifically requested.

5. **Restrictions on Information Added to Narrative Responses.** You may not include any pictures, graphics, or text boxes in your narrative responses to Rating Factors 1-3. We will not score information provided in those formats. You may use tables and graphs in your narrative responses if they help to organize information.

6. **Treatment of Tables of Contents.** If you include a Table of Contents or other reference section in any of your three Rating Factor narrative response files, that text will count towards your 50-page limit for the narrative responses to Rating Factors 1-3.

7. **You must submit only one application in response to this NOFA.** If you submit multiple applications, we will only review the last timely application received.

C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement

Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.

Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

3. Requirement to Register with Grants.gov.

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.

Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **02/14/2019**. Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Then Grants.gov assigns an application tracking number and **date-and time-stamps** each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an

application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD. "Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after submitting an application.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column.
- To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially-declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

PLEASE NOTE: Busy servers, slow processing, or large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

1. Amending or Resubmitting an Application.
Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.
If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. **Grace Period for Grants.gov Submissions.**
If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

3. **Late Applications.**
An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

4. Corrections to Deficient Applications.
HUD will not consider information from applicants after the application deadline. HUD may contact the applicant to clarify other items in its application. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that if **corrected** it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in definitions section. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative. The email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request for cure of deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will not exceed 14 calendar days or be less than 48 hours from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: **Technical Cure** and include the Grants.gov application tracking number (e.g., Subject: Technical Cure - GRANT123456). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency. This only applies to certain programs and responses should be sent to the NOFA specific program.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

5. Authoritative Versions of HUD NOFAs. The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

E. Intergovernmental Review.

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

F. Funding Restrictions.

1. An organization may not provide TA or capacity building to itself, and it may not provide TA to another organization with which it contracts or sub-awards funds to carry out activities under the TA award.

2. No fee or profit may be paid to any recipient, contractor, or consultant of an award under the Community Compass program.

3. Compensation Restrictions:

    - Community Compass TA award recipients cannot charge more than Level IV of the Federal Executive Schedule annually for an individual's compensation even if the individual earns more than the capped amount. Effective January 7, 2018, the salary limitation for Executive Level IV is $164,200. The compensation cap

does not require TA award recipients to limit the amount paid to individuals funded on Community Compass grants; an individual's remaining compensation over the cap must be paid from an alternate source of organizational funds. The requirement applies to all Community Compass TA award recipients' staff, consultants, and contractors. If the salary cap amount for Level IV of the Federal Executive Schedule, authorized by law, increases, if adequate funds are available in active awards, and if the salary cap increase is consistent with the TA award recipient's compensation policy, TA award recipients are permitted to use Community Compass funds to cover the increased salary amount. However, additional funds will not be provided to cover these costs.
    - HUD will determine whether compensation is reasonable and customary for the skill set provided and the area(s) being served.

4. Additional restrictions are described at 2 CFR Part 200. Other restrictions may apply to the use of funds under a specific funding source.

Indirect Cost Rate.

Normal indirect cost rules apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate.

Nongovernmental organizations and Indian tribal governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If you have never received a Federally negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than $35 million in federal funding, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR part 200.

If your department or agency unit receives no more than $35 million in federal funding and your department or agency unit has prepared and maintains documentation supporting an indirect rate proposal in accordance with 2 CFR part 200, appendix VII, you may use the rate and distribution base specified in your indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than $35 million in federal funding and has never received a Federally negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once elected, the

de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

G. Other Submission Requirements.

1. Application Certifications and Assurances

By signing the SF424 either through electronic submission or in paper copy submission (for those granted a waiver), applicant affirms certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

2. Lead Based Paint Requirements

When providing education or counseling on buying or renting housing that may include pre-1978 housing, when required by regulation or policy, inform clients of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

Independent Review: Since each Rating Factor will be reviewed independently, one Rating Factor must not include information that belongs in another Rating Factor.

Availability of Capacity: If you receive funding under this NOFA you must actively maintain staff/consultants/contractors throughout the period of performance of your cooperative agreement that have the knowledge and experience described in your application.

Minimum Scores:

- The minimum overall score for an application to be considered for funding is 75. However, if no eligible applicants or an insufficient number of eligible applicants for a particular funding source score at least 75 points, we may award funds from that funding source to an applicant scoring below 75 points.

- In addition to the minimum overall score, subfactor 1.A. (Program Knowledge) has a minimum score of 11, and subfactor 1.B. (Program Experience) has a minimum score of 14. If you do not meet these minimum scores, you will not be eligible for an award.

The review criteria for the two funding years included in this NOFA are included in the Table below.

FY 2018/2019 NOFA Points			
Rating Factor 1: Capacity of the Applicant			**Points**
A	Program Knowledge		20
B	Program Experience		20
C	Administrative and Award Management	Staff Qualifications	15
		Operating Policies and Procedures	
		Monitoring and Oversight Protocols	
		Rating Factor 1 Total	55
Rating Factor 2: Soundness of Approach			**Points**
A	Engagement Descriptions		29
		Rating Factor 2 Total	29
Rating Factor 3: Achieving Results			**Points**
A	Tracking Customer Performance and Results		10
B	Problem-Solving to Achieve Results		6
		Rating Factor 3 Total	16

Rating Factor 1: Capacity of the Applicant — Maximum Points: 55

Rating Factor 1 includes three (3) sub-factors:

- **1.A. Program Knowledge** (20 points)
- **1.B. Program Experience** (20 points)
- **1.C. Award Management** (15 points)

Note: As stated in NOFA section III.E. “Program Specific Requirements,” if you receive funding under this NOFA you must actively maintain staff/consultants/contractors throughout the period of performance of your cooperative agreement that have the knowledge and experience described in your application, including the knowledge described in subfactor 1.A. and the experience described in subfactor 1.B. If you decline or delay assignments or fail to deliver acceptable TA or successfully complete activities in your stated areas of knowledge and experience, we reserve the right to terminate your cooperative agreement early and recapture

funds awarded to you consistent with 2 CFR Part 200.

SUBFACTOR 1.A.: PROGRAM KNOWLEDGE (20 points)

This sub-factor evaluates your knowledge of the programs and cross-cutting topics in the "Technical Assistance Focus Areas" table in NOFA section I.A.1.b. This sub-factor measures the program knowledge of your staff, contractors, and consultants. **For subfactor 1.A., you must seek to answer the question: "What do I know?"**

You must choose at least one of the HUD Offices (including the Cross-Office section of the table) and describe your knowledge in at least one of the programs or cross-cutting topics listed for that Office. You will be rated higher if you describe knowledge for more than one HUD Office, and in more than one program or cross-cutting topic within an Office.

If you do not have knowledge of the programs or cross-cutting topics in the table, you must describe knowledge in similar programs or cross-cutting topics including but not limited to housing, health, education, economic development, or workforce development. You must describe how this knowledge qualifies you to provide TA under the Community Compass program. To aid in the review of the breadth of your response, each similar program or cross-cutting topic must clearly identify the HUD Office to which it is aligned.

Narrative Response (16 points): In your response, you must:

- Demonstrate your understanding of common issues facing the program (e.g., shortage of funding, subsidy layering, complicated technology, lack of regulations, applicability of cross-cutting Federal requirements, etc.) and common barriers to implementing or complying with the program, as well as possible strategies for overcoming those issues and barriers
- Describe TA needs within each program based on gaps that currently exist, and/or needs related to NHDAP activities
- Reference within the context of your response any applicable laws, regulations, rules, requirements, and policies for the selected program

Breadth and Depth (4 points): In addition to evaluating your overall response to subfactor 1.A., we will consider the breadth and depth of your knowledge. Breadth and depth are worth two points each.

- **Applicants Only Seeking Funding from the "Native American Housing and Community Development TA" Funding Source:** For applicants only seeking funding from the "Native American Housing and Community Development TA" funding source, breadth and depth will be measured as follows. [Please note that this does not apply to applicants seeking funding for programs within the "Office of Community Planning and Development" (e.g., CDBG).]
    - **Breadth (2 points):** The breadth of your knowledge will be measured by the number of "Native American Housing and Community Development TA" programs included in your response. There are **six** programs: Indian Housing Block Grant, Title VI Loan Guarantee Program, Section 184 Home Loan Guarantee, Tribal HUD Veterans Affairs Supportive Housing (VASH), Indian

Community Development Block Grant, and Native Hawaiian Housing Block Grant.
    - **Depth (2 points):** The depth of your knowledge will be measured by the extent of the knowledge you described for **one** of the six "Native American Housing and Community Development TA" programs. If you provide a description for more than one program, only the program description that demonstrates the most depth will serve as the basis for this score.
- **All Other Applicants:** For all other applicants (including applicants seeking funding from the "Native American Housing and Community Development TA" funding source and at least one other funding source), breadth and depth will be measured as follows.
    - **Breadth (2 points):** The breadth of your knowledge will be measured by the **number of HUD Offices (including Cross-Office)** included in your response.
    - **Depth (2 points):** The depth of your knowledge will be measured by the **number of programs or cross-cutting topics** addressed within a single HUD Office or within the Cross-Office section of the table. If you provide a description for more than one office, only the HUD Office description that demonstrates the most depth will serve as the basis for this score.

Organization: You must organize your response by HUD Office and program or cross-cutting topic, clearly labeling each section.

Minimum Score: If you do not receive at least 11 points for this subfactor, you will not be eligible for an award.

SUBFACTOR 1.B.: PROGRAM EXPERIENCE (20 points)

Subfactor 1.B. measures the program experience of your staff, contractors, and consultants. **For subfactor 1.B., you must seek to answer the question: "What have I done with what I know?**"

You must provide an overview of your program experience and/or the TA you have conducted in the programs and cross-cutting topics in the "Technical Assistance Focus Areas" table in NOFA section I.A.1.b. Your response should reflect the programs in which you have the most extensive program experience, as well as the programs in which you are most interested in providing TA or carrying out other activities under Community Compass. If you do not have experience in the programs or cross-cutting topics in the table, you must describe experience in similar programs or cross-cutting topics, including but not limited to housing, health and wellness, educational advancement, economic development, or workforce development. You must describe how this experience qualifies you to provide TA under the Community Compass program.

Your response must speak to the overall program experience you will bring to the Community Compass program, as well as the program experience of key individuals on your team. You must differentiate between internal staff program experience and program experience you procure from external contractors and consultants. You must describe relevant training and qualifications within your TA team.

Except for the program-specific experience requirements listed below, you may only include

program experience in the five years prior to NOFA publication.

If you include in your response tools and products that are available to view online, you must include website links for no more than five examples.

When crafting a response to subfactor 1.B., you must describe the following:

- How has your organization gained its program experience, and in what capacity (e.g., as a TA provider, program administrator, evaluator, etc.)?
- When was that program experience gained?
- What major accomplishments and outcomes resulted from this program experience? To the extent possible, you must quantify your accomplishments and outcomes.

Organization: To aid in the review of your application, you must organize your response by HUD Office and program or cross-cutting topic, clearly labeling each section.

Minimum Score: If you do not receive at least 14 points for this subfactor, you will not be eligible for an award.

Program-Specific Minimum Experience Requirements: When responding to subfactor 1.B., you must consider the following program-specific experience **requirements**. You will not be eligible to receive funding to provide TA in a program if you do not meet the relevant requirements.

PROGRAM	MINIMUM EXPERIENCE REQUIREMENT
Community Development Block Grant and Section 108 Loan Guarantee Programs	You must describe at least one individual with at least five years of experience in the last 10 years administering a CDBG/CDBG-DR (Entitlement or State) or Section 108 program at the state, local or federal level, or experience providing TA on the CDBG/CDBG-DR and/or Section 108 Loan Guarantee programs.
CDBG - Disaster Recovery	• You must describe at least one individual with at least five years of experience in the last 10 years administering a CDBG-DR program at the local, state, or federal level, or providing CDBG-DR TA to grantees. You may describe experience in any of these areas: CDBG-DR launch or implementation TA, development and/or delivery of tools and products, design and/or delivery of training on various topics including cross-cutting technical requirements, training on the Disaster Recovery Grant Reporting (DRGR) system, TA on Federal Register Notice requirements, or other types of related CDBG-DR TA. This is not an exhaustive list. • You must describe individuals with experience or ability providing CDBG-DR TA in Spanish (orally and in writing). If your staff, contractors, or consultants

	currently do not have this experience or ability, you must describe your plan and timeline to meet this requirement. • You must describe how you will ensure that staff, contractors, or consultants will be able to provide CDBG-DR TA in various locations with minimal notice.
HOME Investment Partnerships Program	You must describe at least one individual with at least five years of experience in the last 10 years administering a HOME program at the state, local, or federal level or experience providing direct TA on the 2013 HOME regulations. Necessary skills include project finance, underwriting, and monitoring project compliance with the HOME requirements.
HOPWA	You must describe at least one individual with at least five years of experience in the last 10 years administering a HOPWA program at the state, local, or federal level or experience providing direct TA on HOPWA regulations and program design.
Public Housing TA to PHAs	You must describe at least one individual with at least five years of experience in the last 10 years with Public Housing programs, including agency operations, voucher programs, property management operations, and capital investment programs, such as capital improvements and various methods of housing development.
Rental Assistance Demonstration (RAD)	You must describe at least one individual with at least two years of finance and underwriting experience related to RAD conversions and/or PHA repositioning, Public Housing Projects, Mod Rehab Projects, or Section 202 PRAC projects. The individual must have a full range of knowledge pertaining to mixed-finance and redevelopment.
National Homeless Data Analysis Project	Award recipients may be tasked with the operation of the HMIS Data Lab. To be considered for the operation of the HMIS Data Lab, you must express interest, and you demonstrate each of the following: 1) an MOU or other written agreement with CoC(s) that permits you to access and analyze the CoC data for purposes of operating the HMIS Data Lab; the MOU must contain a description of the CoC bed coverage rates and the number of years of historical data available, with historical bed coverage rates; 2) evidence of programming capacity in existing staff or through contract; and 3) evidence of prior knowledge and experience in the homelessness field, which could include participation in CoC meetings and/or committees, participation in policy and procedure development for homeless data collection, or other tangible demonstrations

	of experience in the homelessness field. You may need to form partnerships with multiple organizations to successfully operate the HMIS Data Lab, for example (but not limited to) universities, HMIS software providers, not-for-profit agencies, and IT companies. To mitigate concerns regarding conflicts of interest, recipients assigned to operate the HMIS Data Lab, if they own or operate an HMIS or comparable software, may not market or otherwise sell or license the HMIS or comparable software, data, or contact lists outside of the CoC or HMIS implementation area(s) in which they already operate their HMIS software. Marketing, selling, or licensing the HMIS or comparable software, data, or contact lists outside of the CoC(s) or HMIS implementation area(s) constitutes a breach of contract with HUD.
Section 3	You must describe at least one individual with at least five years of experience in the last 10 years with Section 3, including developing lists of residents and businesses and conducting outreach to intended beneficiaries; developing plans for effective program implementation; monitoring contractors for compliance; and reporting program outcomes.
National Fair Housing Training Academy	You must describe at least one individual with at least two years of demonstrated experience providing training to more effectively enforce the federal Fair Housing Act and/or state or local laws that HUD has determined to be substantially equivalent to the Fair Housing Act. The individual can be staff, a contractor, or a consultant. Necessary experience includes marketing training services to potential users, delivery of training courses, ongoing review of courses to ensure accuracy and relevance, and development of new courses and new course delivery methods.
EnVision Center Demonstration	You must describe staff, contractors, or consultants with at least two years of experience providing TA, including guidance materials, to build coalitions and coordinate or co-locate services across a diverse set of partners supporting needs across one or more of the four EnVision Center pillars: Economic Empowerment, Educational Advancement, Health and Wellness, and Character and Leadership. You can demonstrate this through experience providing TA for self-sufficiency related programs that operate in a similarly holistic manner.

Office-Specific Experience Recommendations: When responding to subfactor 1.B., you should consider the following HUD Office-specific experience **recommendations**. Your response in this section will help to inform award decisions.

OFFICE	EXPERIENCE RECOMMENDATION
Office of Native American Programs (Native American Housing and Community Development TA)	You should describe experience serving Native youth, low-to-moderate income Native households in Indian Country, Native supportive housing, mortgage lending/loan leveraging in Indian Country, and/or infrastructure development in Indian Country.
Office of Special Needs Assistance Programs (McKinney-Vento TA and/or National Homeless Data Analysis Project)	You should indicate whether you or your contractors or consultants have analyzed racial disparities among your staff and hiring practices; or whether any staff, consultants, and/or contractors have had the lived experience of homelessness. For staff, contractors, and/or consultants who have "lived experience," you should describe how you will involve the individual in the planning and delivery of Community Compass TA and other activities.

SUBFACTOR 1.C.: ADMINISTRATIVE AND AWARD MANAGEMENT (15 points)

Subfactor 1.C. includes three parts:

- **Staff Qualifications** (6 points)
- **Operating Policies and Procedures** (3 points)
- **Monitoring and Oversight Protocols** (6 points)

In addition to delivering high-quality TA to HUD's customers, we are seeking applicants who demonstrate the administrative capacity to effectively manage a Community Compass cooperative agreement. In subfactor 1.C., you are expected to demonstrate readiness to begin implementing award administrative requirements soon after executing a cooperative agreement.

Staff Qualifications (6 points)

In this section, you must identify who will be responsible for key components of award management and their relevant qualifications. You must demonstrate that you have sufficient key management and administrative staff to effectively manage a federal financial award.

You must describe the qualifications, experience, and responsibilities of personnel that will be responsible for the following components of award management:

- Compliance with federal/state/local requirements, including financial and performance reporting
- Management of staff/contractors/consultants and multiple work assignments of varying complexity
- Oversight of product development and TA delivery, including development of project scope, timeline, budget, and quality and accuracy of TA
- Administrative tasks such as billing and bookkeeping; sorting reports, invoices, and financial files for quick access; and communicating with others, including the project team and awarding entity (e.g., HUD), in relation to the overall budget of the award and any potential variances in the budgeted costs

- Monitoring and performance measurement and evaluation

The table below provides an example of how you could provide the required information.

Name	Role	Qualifications/Experience	Responsibilities

Operating Policies and Procedures (3 points)

In this section, you must tell us how your organization's policies will implement federal award requirements and retain highly-qualified staff. You must include a description of your organization's written policies for:

- Managing multiple projects and awards, including periods of performance and spending
- Collecting and reporting on expenditures and performance measures
- Coordinating activities with multiple organizations
- Employee retention and succession planning, including overcoming unforeseen circumstances, such as the departure of essential staff or if HUD or the customer determines that the assigned staff have inadequate skills needed to complete a current TA engagement or activity. Such procedures must demonstrate your ability to ensure continuity in the delivery of the TA or other activity.
- Continuous professional development for your staff, consultants, and contractors to ensure continued knowledge of award administrative requirements, including new laws, policies, and procedures

Monitoring and Oversight Protocols (6 points)

In this section, you must describe your organization's protocols to ensure the effectiveness of your operating policies, successful award management, and mitigation of the occurrence of fraud, waste, and abuse.

You must describe your organization's protocols for monitoring and overseeing the Community Compass award effectively, including:

- Ensuring acceptable work and products were provided before you submit invoices to HUD and pay contractors and/or consultants
- Managing and monitoring the performance of contractors and consultants and your ability to comply with award requirements, including the "Administrative, National and Department Policy Requirements for HUD recipients" in Section IV.B. of this NOFA, and the terms, conditions, and specifications of contracts or other formal agreements
- Financial processes for managing federal awards and monitoring award expenditures; refer to your existing accounting and personnel policies and procedures that include necessary management controls

Rating Factor 2: Soundness of Approach Maximum Points: 29

Rating Factor 2 focuses on the skills needed to successfully plan and execute a TA engagement or another relevant activity. These skills apply *across different HUD programs*. Therefore, even though Rating Factor 2 instructs you to describe engagements in specific programs, Rating Factor 2 is not measuring your substantive knowledge of or experience in a particular program. Instead, Rating Factor 2 is measuring your ability to effectively plan and execute an engagement, regardless of the program.

Overview

You must describe four engagements you have completed within the last five years of the publication of this NOFA. Each engagement must cover at least one program or cross-cutting topic in the "Technical Assistance Focus Areas" table in NOFA section I.A.1.b. If you have not provided TA or conducted other activities in any of the programs or cross-cutting topics in the table within the last five years, you must describe engagements in similar programs or cross-cutting topics, including but not limited to housing, health, education, economic development, or workforce development. You must describe how the similar programs or cross-cutting topics qualify you to provide TA or conduct other activities under the Community Compass program.

You must describe four separate engagements, even if an engagement addresses multiple programs or cross-cutting topics.

You may describe multiple engagements within one HUD Office (e.g., descriptions of ROSS, MTW, Rental Assistance Demonstration/RAD, and Choice Neighborhoods engagements in Public and Indian Housing; or descriptions of three CDBG-DR examples and one State CDBG example) and multiple engagements for one program or cross-cutting topic (e.g., descriptions of two engagements in the Rental Assistance Demonstration/RAD program within Public and Indian Housing).

When possible, you must describe engagements with HUD customers. If you have not provided TA to or conducted other relevant activities with a HUD customer in any of the listed programs or cross-cutting topics within the last five years, you may describe engagements with a non-HUD entity, but the engagements must still fall within the programs or cross-cutting topics in the "Technical Assistance Focus Areas" table or be in similar programs or cross-cutting topics. An engagement does not have to be a HUD-funded engagement.

The engagements must be one or more of the Community Compass eligible activities listed in NOFA section I.A.1.c., except for Administrative and Coordination.

Each engagement description must begin with a heading that includes a description number (1-4), followed by the HUD Office(s) and program(s) or cross-cutting topic(s) that were the primary focus of the engagement to which you are responding. (e.g., "1: Public and Indian Housing, Rental Assistance Demonstration/RAD").

Review and Scoring

Each engagement description will be reviewed separately by a review team composed of Program Office staff with experience and expertise in the program or cross-cutting topic (e.g., a team of Public and Indian Housing staff will review a ROSS response). Each review team will arrive at a score of up to 29 points for an individual engagement description. We will then average the scores for your four descriptions and arrive at an average score of up to 29 points for you for Rating Factor 2.

You will receive up to 4 points for engagement descriptions that:

- Describe engagements that were completed within 5 years of the publication date of this NOFA
- Identify the period of performance and type of entity assisted (e.g., PHA)
- Cover at least one program or cross-cutting topic in the "Technical Assistance Focus Areas" table in NOFA section I.A.1.b, or cover a similar program or cross-cutting topic that qualifies you to provide TA or conduct other activities under the Community Compass program
- Include one or more of the Community Compass eligible activities listed in Section I.A.1.c. of this NOFA (i.e., needs assessments; direct TA and capacity building; tools and products; self-directed and group learning; knowledge management; data analysis, reporting, and performance measurement; and NAHASDA allocation formula administration and negotiated rulemaking)

You will receive up to 25 points for the extent to which you demonstrate an ability to effectively plan and execute an engagement. The engagement must:

- Clearly describe the entity's capacity issues or needs and the process you used to identify the needs
- Describe the potential impact of failing to address the identified issues
- Describe the approach taken to address each of the entity's identified capacity issues or needs, including the composition of the team
- Describe use of existing resources and, if applicable, development of new resources that can be used to support other customers with similar capacity issues
- Define the performance measures you used to evaluate the effectiveness of the approach and the outcomes achieved
- Describe measures taken to ensure the sustainability of the approach
- Demonstrate collaborative approaches to programs and/or policy areas, across HUD and other federal, state, and/or local agencies, where coordination is essential (e.g., housing, health, education, economic development, and workforce development)

<u>Hypothetical Scoring Example</u>

You include descriptions of four engagements: HOME, ESG, Public Housing Capital Fund, and Tribal HUD VASH. We provide each of the descriptions to specific Program Office review teams. Each team of reviewers scores its engagement description against the maximum 29 points. The resulting scores are:

- HOME = 27
- ESG = 28
- Public Housing Capital Fund = 21
- Tribal HUD VASH = 19

We then average the four scores to arrive at a final score for Rating Factor 2: **(27 + 28 + 21 + 19) / 4 = 23.75 points**

Rating Factor 3: Achieving Results Maximum Points: 16

Rating Factor 3 includes two (2) sub-factors:

- **3.A. Tracking Customer Performance and Results** (10 points)
- **3.B. Problem-Solving to Achieve Results** (6 points)

SUBFACTOR 3.A.: TRACKING CUSTOMER PERFORMANCE AND RESULTS (10 points)

You must describe how you actively track customer performance and results, including the use of qualitative and quantitative data. Rating Factor 3.A. is focused on your general process for tracking customer performance and results, and you should not tie it to specific past engagements.

You must include the following in your response:

- Types of goals, milestones, and outcomes used for engagements and activities
- How the goals, milestones, and outcomes were identified
- The use of data to track customer progress towards the goals, milestones, and outcomes
- Frequency of evaluation

SUBFACTOR 3.B.: PROBLEM-SOLVING TO ACHIEVE RESULTS (6 points)

You must describe a previous engagement (for TA or another relevant activity) in which you used data to identify and address unexpected barriers to achieving the intended results of the engagement.

The engagement in your subfactor 3.B. response can be one of the engagements you described in Rating Factor 2, if applicable. However, as stated at the beginning of Section V of this NOFA, each Rating Factor will be reviewed independently; therefore, if you choose to describe an engagement in Rating Factor 3 that is also included in Rating Factor 2, you must include in your Rating Factor 3 response all necessary information for an independent review of your Rating Factor 3 response. Your Rating Factor 3 response may not refer to any information that is in your Rating Factor 2 response.

You must include the following in your response:

- The engagement, including the type of entity assisted (e.g., PHA) and the initial goal of the TA or activity
- How you used data to identify the unexpected barriers
- The barriers you encountered and how those circumstances changed the scope of the engagement or activity
- How you adjusted your strategy to ensure that the changing needs of the customer were adequately addressed
- How you used regular meetings, reports from your financial management system, and/or reports to HUD (or other federal agency) to identify progress and challenges and

implement additional changes in scope or objective(s)
- How you used data to track objective(s) to completion and report to HUD (or another federal agency), including the frequency of the evaluation
- The final outcomes/accomplishments of the engagement or activity

2. Preference Points.

Preference points are not available for this program.

B. Review and Selection Process.

1. Past Performance

In evaluating applications for funding, HUD will take into account an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:
a. The ability to account for funds appropriately;
b. Timely use of funds received from HUD;
c. Timely submission and quality of reports submitted to HUD;
d. Meeting program requirements;
e. Meeting performance targets as established in the grant agreement;
f. The applicant's organizational capacity, including staffing structures and capabilities;
g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
h. The number of persons to be served or targeted for assistance.
HUD may reduce scores as specified under V.A. Review Criteria. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.D 1. Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

HUD may impose special conditions on an award as provided under 2 CFR 200.207:
1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
2. When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal Award;
3. When the applicant or recipient fails to meet expected performance goals; and
4. When the applicant or recipient is not otherwise responsible.

As required by 2 CFR 200.205, HUD will evaluate the risks to each HUD program posed by each applicant and will conduct due diligence to ensure an applicant's ability to manage federal funds. The results from this evaluation will inform funding decisions. If we determine that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, HUD will consider factors found in 2 CFR § 200.205, as well as publicly-available information, including information from your organization's website, media sources, Inspector General or Government Accountability Office reports or findings, or hotline or other complaints that have proved to have merit.

3. Integrity

HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the Federal "Do Not Pay" website, public information, and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, we reserve the right to take remedies including:

- Denial of funding, or with a renewal or continuing award, suspension or termination of an award immediately for cause
- Requiring the removal of any key individual(s) from association with management or implementation of the award
- Making provisions or revisions regarding the method of payment or financial reporting requirements

4. Review Types

All members of each review team will consist of HUD staff.

Threshold: HUD staff will first review each application to determine whether it meets the threshold requirements as described in NOFA section III.C. "Threshold Requirements."

Rating Criteria: Applications that meet threshold eligibility requirements will then be rated against the rating criteria in the NOFA.

- Each application will be assigned to a review team to review and score Rating Factors 1 and 3, arriving at an average score for each application for Rating Factors 1 and 3.
- Rating Factor 2 will be reviewed by one to four review teams, depending on the number of programs or cross-cutting topics described in an applicant's Rating Factor 2 response, with the review team scores averaged across an application to arrive at an average score for Rating Factor 2.
- An application's score from Rating Factors 1 and 3 will then be combined with its score from Rating Factor 2 to arrive at a final score for the application.

5. Fundable Applicants List

After applications are scored, we will list applications by funding year requested in the applications (i.e., one list for each funding year). The amount awarded to each fundable application (i.e., an application with a score of 75 or more points overall, unless no applicants or an insufficient number of applicants for a particular funding source score 75 points or above, as well as a score of at least 11 for subfactor 1.A. and at least 14 for subfactor 1.B.) is determined according to section V.B.6. "Funding Decisions." To ensure coverage across HUD's TA priorities, applications may not be funded in score order.

6. Funding Decisions

In determining the amount awarded to a successful applicant, we will take into consideration the amount of funds available, the final score assigned to the application by HUD reviewers, and our overall needs, including establishing a range of subject matter expertise and geographic coverage, as well as your capacity to serve HUD's customers across multiple programs. For prior TA award recipients, we may consider information from a Contracting Officer, GTR,

GTM, POTAC, and/or other HUD staff, as appropriate, on past performance, as well as award balances not committed to TA tasks or work plans. These considerations may reduce your award. There may be insufficient funds available to make an award to every application scoring within the fundable range.

7. Corrections to Deficient Applications

You will have 14 calendar days to provide missing information requested by HUD. Instructions on submission of cures for deficiencies will be provided by HUD.

C. Anticipated Announcement and Award Dates.

We expect to issue conditional award announcements for FY 2018 funding in April 2019, with cooperative agreements executed by June 2019 pending successful completion of the administrative and financial (A&F) process for successful applicants.

We expect to issue conditional awards for FY 2019 when federal appropriations are appropriately allocated.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

1. Notifications. An award notification sent to a successful applicant is not an authorization to begin performance. Upon notification that you have been selected for award, we will request additional information from you or may work with you to amend information that you already submitted as part of the application.

2. Negotiation and Administrative and Financial (A&F) Process. Successful applicants must participate in the negotiation process which includes wage rate review and approval, contract review and approval, and completion of the Administrative and Financial (A&F) process. In cases where we cannot successfully conclude negotiations on a cooperative agreement with a selected applicant or a selected applicant fails to provide us with requested information as part of the negotiation process, an award will not be made to that applicant. In this instance, we may offer an award and proceed to negotiate with another applicant.

The A&F process is required for any application that receives funding under this NOFA. Any application that receives funding for both FY 2018 and FY 2019 is required to complete the A&F process only once; however, HUD, at its discretion, may require confirmation of certain certifications and assurances. During the A&F process (which takes place after selection for funding but prior to award), you must submit administrative and financial information to comply with the cooperative agreement provisions. The requirements at 2 CFR Part 200 govern all awards executed pursuant to this NOFA, including commercial/for-profit entities. Prior to award execution, you must submit a certification from an Independent Public Accountant or the cognizant government auditor, stating that your financial management system meets prescribed standards for fund control and accountability. Non-compliance with the applicable uniform

administrative requirements and implementation of those requirements along with the cooperative agreement provisions may cause HUD to impose sanctions or restrictions or terminate your award. Additionally, non-compliance may negatively affect your ability to receive FY 2019 funding under this NOFA.

3. Budget form. Due to the nature of the Community Compass program and the demand-response system, applicants responding to this NOFA will not know at the time of application the specific activities they will be asked to carry out over the course of the performance period, the location of the engagements, or their duration. Therefore, you will not submit a HUD-424-CBW or any other budget form with its application. A cooperative agreement without a formal budget can be executed if we have other specific information (e.g., the award amount, labor rates, and the activities you have the capacity to carry out).

4. Administrative budget. We require that selected applicants participate in negotiations to determine an administrative budget. The administrative budget must clearly identify the labor, associated indirect costs, travel, and material and supply costs associated with your management of the award. The administrative budget must track the different sources of funding and associate administrative costs to each source.

5. Maximum administrative and coordination cost limits.

a. Unless HUD's authorized official or a federal directive specifically provides otherwise, up to fifteen (15) percent of the award made under this NOFA may be used for the purpose of paying administrative and coordination costs. This includes up to five (5) percent of the award for coordination costs and up to ten (10) percent for administrative costs. Specific cost limits by award amount are negotiated between HUD and the selected applicant, before cooperative agreement execution and during the project period. Costs may be denied or modified if it is determined that they are not allowable, allocable, and/or reasonable.
b. The selected applicant must segregate administrative and coordination costs in separate cost centers.

6. Award Announcements. While we intend to announce all awards at the same time, we may elect to separately announce all awards within one or more funding sources. If we do stagger award announcement by funding source, selected applicants will receive multiple notifications instead of a single notification. Until all awards are announced, we must adhere to requirements set forth in the HUD Reform Act.

B. Administrative, National and Department Policy Requirements for HUD recipients

For this NOFA, the following General Administrative Requirements and Terms for HUD Financial Assistance Awards apply. Please [**click here**] to read the detailed description of each applicable requirement.

1.Compliance with Non-discrimination and Other Requirements.
Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws.

- Affirmatively Furthering Fair Housing.
- Economic Opportunities for Low-and Very Low-income Persons (Section 3).
- Improving Access to Services for Persons with Limited English Proficiency (LEP).
- Accessible Technology.

2. Equal Access to Housing Regardless of Sexual Orientation or Gender Identity.
3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.
4. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
5. Real Property Acquisition and Relocation.
6. Participation in HUD-Sponsored Program Evaluation.
7. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
8. Drug-Free Workplace.
9. Safeguarding Resident/Client Files.
10. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
11. Eminent Domain.
12. Accessibility for persons with Disabilities.
13. Violence Against Women Act.
14. Conducting Business in accordance with Ethical Standards/Code of Conduct.
15. Environmental Requirements.

In accordance with 24 CFR **58.34(a)(3) or (a)(9), 58.35(b)(3), and 50.19(b)(3), (b)(9), or (b)(13),** activities funded under this NOFA are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

In addition the "Administrative, National and Department Policy Requirements for HUD recipients" listed above, the "Program Specific Requirements" listed in NOFA section III.E. also apply to applicants.

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Reporting Requirements and Frequency of Reporting. Applicants should be aware that if the total Federal share of your Federal award includes more than $ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

2. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department’s responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting

requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

3. Performance Reporting. All HUD funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

4. FFATA Requirements. You will be required to report certain data in compliance with the Federal Funding Accountability and Transparency Act (FFATA). Additional information about these requirements is available at www.fsrs.gov under the OMB Guidance link.

5. Program Progress. You will be required to submit Quarterly Performance Reports in a manner specified by HUD, with actual outputs and outcomes achieved and a narrative explanation of any disparity between projected and actual results. Quarterly Performance Reports must comply with requirements described in 2 CFR 200.327-329.

6. Accounting for Costs Separately. If you receive funds from multiple sources under this NOFA, you will be required to account for costs separately under each award.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the point of contact in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. Agency Contacts.

HUD staff will be available to provide clarification on the content of this NOFA. Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Technical Assistance Division
communitycompass@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

VIII. Other Information.

1. National Environmental Policy Act.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for

this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at http://portal.hud.gov/hudportal /HUD?src=/program_offices /administration /grants /fundsavail.

2. Native American Housing and Community Development TA.

Native American Housing and Community Development TA funds awarded under this NOFA are subject to Section 7(b) of the Indian Self-Determination and Education Act (25 U.S. C 450e(b)). Preference in the award of subcontracts for Native American Housing and Community Development TA-funded selected applicants under this NOFA shall, to the greatest extent feasible, be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). In section 3 of the Indian Financing Act of 1974, "economic enterprise" is defined as any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except the Indian ownership must constitute not less than 51% of the enterprise.