U.S. Department of Housing and Urban Development

Community Planning and Development

HUD Community Compass Technical Assistance and Capacity Building Program
FR-6100-N-06
Application Due Date: 09/28/2017

HUD Community Compass Technical Assistance and Capacity Building Program
FR-6100-N-06
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U.S. Department of Housing and Urban Development

Program Office:	Community Planning and Development
Funding Opportunity Title:	HUD Community Compass Technical Assistance and Capacity Building Program
Announcement Type:	Modification
Funding Opportunity Number:	FR-6100-N-06
Primary CFDA Number:	14.259
Due Date for Applications:	**09/28/2017**

Overview

For Further Information Contact: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct general questions regarding the FY2017 NOFAs to the Office of Strategic Planning and Management, Grants Management and Oversight Division, at AskGMO@hud.gov.

Additional Overview Information

Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to HUD's Fiscal Year 2017 Notices of Funding Availability for Discretionary Programs. Copies are available at Grants.gov and HUD's Funds Available page.

1. Participative Planning and Implementation. HUD encourages applicants to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects. HUD encourages applicants to work with all residents of affected areas, especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

2. OMB Approval Number(s): 2506-0197

I. Funding Opportunity Description.

A. Program Description.

1. Purpose and Summary.

Through this NOFA, HUD is announcing the availability of approximately $56 million for its Community Compass Technical Assistance and Capacity Building Program (Community Compass), HUD's integrated technical assistance 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 provide effective administrative and managerial oversight of HUD funding. The goal of Community Compass is to empower communities by providing effective technical assistance and capacity building so that successful program implementation is sustained.

HUD recognizes that its customers often interact with a variety of HUD programs as they deliver housing or community development services. Community Compass brings together technical assistance 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 technical assistance to address the needs of grantees and subgrantees across multiple HUD programs, often within the same engagement, as well as address cross-agency issues. Applicants are encouraged to procure subcontractors and consultants to demonstrate expertise 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 involvement of the HUD Regional, Field, and Area Offices.

a. TA Focus Areas - Table of Categories, Programs and Topics, and Funding Sources

HUD expects to focus its technical assistance (TA) efforts and available funding on the programs and topics listed for each category in the table below. The table also notes the funding source(s) for each category. HUD recognizes that overlap often occurs among these categories, programs, and topics. Applicants are encouraged to establish their experience working across categories, as applicable.

TA assignments may include programs and topics not currently listed in the table. HUD may direct successful applicants to provide TA related to additional HUD programmatic or policy areas, based on emerging priorities and the identified needs of HUD's customers.

Table of Categories, Programs and Topics, and Funding Sources

CATEGORY	PROGRAMS AND TOPICS	TA FUNDING SOURCE

AFFORDABLE HOUSING, MIXED FINANCE DEVELOPMENT, AND HOMEOWNERSHIP	• HOME Investment Partnerships Program (HOME), including reporting requirements in the Integrated Disbursement and Information System (IDIS) and financial management of HOME grants • Recapitalization and preservation of affordable rental housing, including the Rental Assistance Demonstration (RAD) • Choice Neighborhoods and HOPE VI • Housing counseling grant requirements, oversight, and agency capacity building • Housing Trust Fund • Leveraging additional funding and subsidy layering	Departmental TA
COMMUNITY AND ECONOMIC DEVELOPMENT, DISASTER RESILIENCE	• Community Development Block Grant (CDBG) • CDBG tools and products to assist grantees design and conduct local income surveys. Limited pilot testing of new tools and products. • CDBG Disaster Recovery (CDBG-DR) launch, program management, and capacity building TA, including National Disaster Resilience (CDBG-NDR) project implementation TA • Section 108 Loan Guarantee Program TA • Community and regional planning, including consolidated plans and the use of the e-con Planning Suite • Comprehensive neighborhood revitalization, including innovative practices and collaborations to provide workforce and business development services, health and human services, internet access and community infrastructure, and other improvements or services, and leverage state and local resources, federal resources from agencies other than HUD, and private resources • Rural and tribal community and economic development practices and resources • Economic development • Disaster resilience • Green infrastructure • Vulnerability analysis/hazard risk assessment • Innovative financing methods for infrastructure	Departmental TA

	and disaster resilience (e.g., green bonds, catastrophe bonds, and value capture) • Grant systems, including IDIS, DRGR, and e-snaps • Infrastructure design that addresses systemic shocks and stresses, delivers multiple benefits, and achieves resilience • Assessment of Fair Housing (AFH)	
HOMELESSNESS	• Continuum of Care (CoC) program, including CoC governance and CoC systems performance measurement • Emergency Solutions Grants (ESG) program • Centralized or coordinated entry system • Data reporting, analysis, and management, including use of a Homeless Management Information System (HMIS) • Homeless subpopulations: Chronic homeless, veterans, families with children, youth, and victims of domestic violence • Strategic resource allocation and removing barriers to CoC resources for persons experiencing homelessness and/or entering the CoC system • Quickly rehousing homeless individuals and families; promoting access to, and effective use of, mainstream programs; and/or optimizing self-sufficiency among individuals and families experiencing homelessness • Using a Housing First approach, including retooling transitional housing and rapid rehousing • Under-performing CoC Program recipient, sub-recipient, or project • Disaster preparedness to help McKinney-Vento recipients address the needs of program participants and people experiencing homelessness during disasters, along with recovery efforts for McKinney-Vento funded projects and how to conduct rehousing efforts for CoC program participants • e-snaps	McKinney-Vento TA, Departmental TA

NATIONAL HOMELESS DATA ANALYSIS PROJECT	• Analysis, management, and reporting of data critical for measuring and meeting HUD's Strategic Objectives related to homelessness and the goals of *Opening Doors* • Homeless Management Information System (HMIS), including operation of the HMIS Data Lab • Data reporting, analysis, and management, including use of a Homeless Management Information System (HMIS) • Disaster preparedness and recovery assistance – Helping McKinney grantees identify HMIS needs pre-disaster and post-disaster, including, but not limited to, review of HMIS data to understand demographics and needs; use of information from HMIS to understand the needs and risks faced by people experiencing homelessness; strategies for outreach efforts to unsheltered populations based on location and number of individuals; tracking both the impact on homeless residents and those that become homeless due to the event; tracking eligibility for disaster compensation and other disaster related resources; and connecting individuals and families • Preparation of AHAR Part 1 and 2 • Redesign of AHAR collection and technology upgrades • Development of HMIS lead and system administrator training curriculum and rollout plan	National Homeless Data Analysis Project, Departmental TA
PUBLIC HOUSING OPERATIONS AND PROGRAMS	• Financial management, which may include procurement protocols • Governance of PHAs, including board and management practices, effective use of partnerships, and potential organization restructuring • Information Resource Center • Asset management • Development methods and capital improvements • Low-cost, high-speed internet access	Departmental TA

	• Energy Performance Contracts • Housing Choice Vouchers • Physical Needs Assessments • Public Housing Agency (PHA) repositioning/regional planning • Recovery and prevention of at-risk or troubled PHAs, including asset repositioning, program operations, internal controls, financial and governance training, and development assistance • Operating funds and Capital funds grant • Self-Sufficiency Programs • PHA plans • Moving to Work (MTW) • Disaster resilience • Green development • Physical inspections • Mixed finance • Assessment of Fair Housing (AFH)	
	• Recovery of PHAs in HUD Administrative Receivership	PHA Administrative Receivership & Recovery TA
NATIVE AMERICAN HOUSING AND COMMUNITY DEVELOPMENT	• Indian Housing Block Grant (IHBG) • Native American Housing Assistance and Self-Determination Act (NAHASDA)	NAHASDA T A
	• Indian Housing Block Grant (IHBG) • Native American Housing Assistance and Self-Determination Act (NAHASDA) • Negotiated Rulemaking Committee and Consultation support • NAHASDA allocation formula administration • Title VI Loan Leveraging • Section 184 Loan Guarantee • Tribal HUD-VASH • Indian Community Development Block Grant (ICDBG)	Native American Housing and Community Development TA

SUPPORTIVE HOUSING AND SERVICES	• HUD-VASH, including VASH data collection • Housing Opportunities for Persons With AIDS (HOPWA) • Section 202 Supportive Housing for the Elderly, including documenting capital needs backlog in the 202 portfolio • Senior Project Rental Assistance Program • Section 811 Supportive Housing for Persons with Disabilities and Section 811 Project Rental Assistance • Homeless Preference in Project-based Section 8 • Multifamily Housing Service Coordinator • Family Self Sufficiency (FSS) programs with ROSS-SC • Jobs Plus Initiative • Workforce Innovation and Opportunity Act (WIOA) implementation • Regional mobility programs	Departmental TA
POLICY DEVELOPMENT AND RESEARCH	• Data collection and quality for LIHTC tenants and projects	Departmental TA
FAIR HOUSING, ENERGY AND ENVIRONMENT, RELOCATION, AND OTHER CROSS-CUTTING REQUIREMENTS	• Violence Against Women Act (VAWA) implementation • Section 3 of the Housing and Urban Development Act of 1968 • Compliance with Section 504 and ADA/UFAS requirements • Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), and Section 104 (d) of the Housing and Community Development Act of 1974 • Departmental priorities • Environmental reviews for the National Environmental Policy Act (NEPA) and related federal environmental laws and authorities, including, but not limited to, the National Historic Preservation Act, Executive Order 11988 on Floodplain Management, and contamination policies • Benchmarking and utility data analysis for multifamily buildings, including use of the	Departmental TA

	Energy Star Portfolio Manager tool • Energy efficiency and high performance building retrofits for assisted housing properties • Green operations and maintenance • Activities that assist grantees with implementing new federal rules, regulations, Notices, and program requirements • Knowledge management via HUD Exchange • Smoke-free housing • RAD Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions (H 2016-17 / PIH 2016-17), the Fair Housing Act, and Title VI of the Civil Rights Act • Affirmatively Furthering Fair Housing, including, but not limited to, requirements under the AFFH rule at 24 C.F.R. §§ 5.150 et seq.	

b. Community Compass Eligible Activities

In order to assist HUD grantees, subrecipients, or other HUD customers, successful applicants may be tasked to deliver TA using any of the following eligible activities. The eligible activities described below are subject to any restrictions or limitations imposed by the source of funding. For example, McKinney-Vento TA is subject to the requirements at Section 405 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11361b.) and 24 CFR 578.101. As another example, direct TA for PHA Recovery and Sustainability and related activities is to be used for public housing under the United States Housing Act of 1937 (not Section 8).

1. **Needs Assessments.** Needs assessments of customers will determine the nature and scope of technical assistance and capacity building needed. In some instances, 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, successful applicants will conduct on-site or remote needs assessments to collect information about the capacity gaps of the identified customer. The needs assessment may involve the use of multiple types of information collection and analysis, such as the Consolidated Plan, Public Housing Annual Plan, Indian Housing Plan, Tribal Performance Assessments, Public Housing and Housing Choice Voucher Assessments, Assessment of Fair Housing (AFH), Point-In-Time Counts of the homeless, HMIS data, Continuum of Care application information, HUD monitoring results, energy audits, annual financial audits, funds obligation and expenditures, and CPD maps. Needs assessments may also assist customers with quantifying the impact of affordable housing and community and economic development initiatives and identifying local market conditions so that program resources may be better targeted and leveraged.
2. **Direct TA and Capacity Building Engagements.** Successful applicants may be tasked

to work onsite and/or remotely with HUD's customers. An engagement may consist of TA for multiple HUD programs, multiple issue areas, and/or a single program or issue area. Direct TA includes PHA Recovery and Sustainability and related activities that will proactively address "at risk" areas of performance, and successful applicants may be tasked with assisting HUD or its administrative and judicial receivers to build capacity to improve PHA operations and performance long term. Direct TA may also include: Assistance with maximizing the investment of other Federal and local funds in conjunction with HUD funds; peer-to-peer networking, as is currently provided under the National Resource Network model; furthering innovative practices; assisting newly-designated MTW PHAs with the transition to MTW; training for AmeriCorps VISTA members; or building the capacity of grantees or PHAs to complete an Assessment of Fair Housing (AFH). 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 complex program statutes and regulations, as well as the other Federal requirements (e.g., Davis-Bacon wage rates, Section 3, civil rights compliance, environmental justice and environmental standards, and accessibility for persons with disabilities) that often apply to these programs. HUD is increasingly employing virtual training and technical assistance 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, tool kits, and curricula that improve program management and operations, evaluation, and performance measurement. Where appropriate, HUD program and other Federal requirements, such as affirmatively furthering fair housing, will be integrated into comprehensive products that will serve the technical assistance needs of a broad range of program partners. All products and tools developed will comply with Section 508 accessibility requirements.
4. **Self-Directed and Group Learning.** Self-directed and group learning is intended to increase capacity and close competency gaps of participants by equipping them with the necessary program knowledge and skill sets 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, curricula, 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 technical assistance, capacity building, and training needs of a diverse set of HUD's urban, rural, and tribal customers. 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 technical assistance engagements with particular recipients or cohorts of recipients, and their effectiveness; and developing new resources.

6. **Data analysis, reporting, and performance measurement.** This activity includes technical assistance and training that help customers with analyzing data and understanding data trends; using data to inform and revise plans and strategies; using performance measurement and reporting tools; creating data-sharing partnerships and agreements; and collecting and reporting accurate and valid data regarding programs, activities, and beneficiaries.

   Under McKinney-Vento National Homeless Data Analysis Project, this activity includes:

   - Preparation of Volumes 1 and 2 of the Annual Homeless Assessment Report (AHAR) using established research parameters.
   - Analysis, management, and reporting of data critical for measuring and meeting HUD's Strategic Objectives related to homelessness and the goals of *Opening Doors: Federal Strategic Plan to End Homelessness*.
   - Operation of the HMIS Data Lab, which enables the testing of data collection methods, reporting frameworks, database structure, etc., prior to HUD establishing implementation deadlines and requirements. Conducting these activities prior to publishing deadlines and requirements will maximize the validity of HMIS data collection and reporting, as well as regular and ad hoc data analysis or data calls requested by HUD. The HMIS Data Lab will use actual data collected in a local HMIS, but no identifying data will be submitted to HUD. HUD may use the aggregate data for a variety of purposes, such as understanding the scope and impact of changes to data collection or reporting requirements set by HUD; the level of effort and practicability of implementing the changes for grantees and HMIS administrators; and identifying and prioritizing 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.

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)) as eligible TA activities under Native American Housing and Community Development TA includes administration of the allocation formula, assistance with formula determinations, census challenges, notification letters, 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.

2. Changes from Previous NOFA.

- In FY 2016, the NOFA application was open for 60 days. For FY 2017, the NOFA application is open for **45 days**.
- Funding amounts are different from the FY 2016 NOFA, based on current year appropriations and available carry-over funding.
- The following TA funds were in the FY 2016 NOFA but are not in the FY 2017 NOFA: MAHRA, Youth Homelessness, Fair Housing, and Native Hawaiian Housing Block Grant.
- The "Table of Categories, Programs and Topics, and Funding Sources" in Section I.A.1.a. of the NOFA was changed to fit current HUD criteria.
- The FY 2017 NOFA includes Title VI Loan Leveraging, Section 184 Loan Guarantee, Tribal HUD-VASH, and ICDBG as eligible programs and topics in the ***Native American Housing and Community Development*** category of the "Table of Categories, Programs and Topics, and Funding Sources" in Section I.A.1.a., based on current-year appropriations language that broadens the use of Native American Housing and Community Development TA funds.
- The FY 2017 NOFA requires that all applicants submit a Lobbying Form certification with their applications, except for Federally-recognized Indian tribes. The Lobbying Form certification can be found in the NOFA application kit on Grants.gov. (The Lobbying Form certification refers to the Certification Regarding Lobbying in Appendix A to 24 CFR part 87.)
- The FY 2017 NOFA will use the average score of panel reviews as one of its selection criteria.
- The Rating Factor information, including what an applicant must provide in its narrative response, is different from the FY 2016 NOFA. One significant change is that the "Performance Evaluation" subfactor that was part of Rating Factor 1 in the FY 2016 NOFA has been removed. Additionally, the scoring was re-weighted among the three Rating Factors, and the Community Snapshot scenarios in Rating Factor 2 have been adapted to match current HUD programmatic situations and needs.
- HUD has adjusted its review process for Rating Factor 2. In past years, each reviewer read the entirety of the proposal to determine the application's final review score. For FY 2017, the review panel will include reviewers who will read and score Rating Factors 1 and 3 separately from Rating Factor 2. Rating Factor 2 will be evaluated and paneled by subject matter experts, and those scores will be combined with the scores of the reviewers of Rating Factors 1 and 3 to arrive at the final total score.
- Applicants must submit their narrative responses to each of the three Rating Factors in three separate files clearly labeled by Rating Factor. Failure to separate each Rating Factor section may result in elimination from competition and failure to reach panel review.

3. Definitions.

a. Standard Definitions

Analysis of Impediments to Fair Housing Choice (AI) is a review of impediments or barriers that affect the rights related to fair housing choice, and pertains to program participants in

jurisdictions operating under a current Consolidated Plan and public housing agencies operating under a PHA Plan.

Assessment of Fair Housing (AFH) is the analysis undertaken pursuant to 24 CFR 5.154. AFH includes an analysis of fair housing data, an assessment of fair housing issues and contributing factors, the prioritization of contributing factors, and the identification of fair housing goals. It is conducted and submitted to HUD using the Assessment Tool. Entities obligated to prepare and submit an AFH are: (1) Jurisdictions and Insular Areas that are required to submit Consolidated Plans for the following programs: (i) The Community Development Block Grant (CDBG) program (see 24 CFR part 570, subparts D and I); (ii) The Emergency Solutions Grants (ESG) program (see 24 CFR part 576); (iii) The HOME Investment Partnerships (HOME) program (see 24 CFR part 92); and (iv) The Housing Opportunities for Persons With AIDS (HOPWA) program (see 24 CFR part 574); and (2) Public housing agencies (PHAs) receiving assistance under sections 8 or 9 of the United States Housing Act of 1937 (42 U.S.C. 1437f or 42 U.S.C.1437g).

Authorized Organization Representative (AOR) is the person authorized by the E-Biz point of contact in the System for Award Management to submit applications on behalf of the organization. The AOR is listed in item 21 on the SF-424.

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal programs, projects, services and activities that offer 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, which they complete 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 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 with respect to awards, subawards, and cooperative agreements subject to 2 CFR part 200 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 and 200.92.)

Contractor means an entity that receives a contract.

Deficiency – 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;
- Not influence how an applicant is ranked or scored versus other applicants; and
- 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 that 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 – Eligibility requirements are those requirements that must be met 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 that serves as the Federal government's central portal for searching for and applying for grants throughout the Federal government.

Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization that carries out a Federal award as a recipient or subrecipient.

Pass-through Entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Personally identifiable information (PII), as defined in Office of Management and Budget M-07-16, is any information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

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 SF-424.

Preferred Sustainability Status Communities (PSS) for the purposes of HUD's FY2017 funding competitions, are communities that have received PSS under HUD's FY2011 Sustainable Communities Regional Planning Grant Program and/or HUD's FY2011 Community Challenge Planning Grant Program. Click here for list. 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 that receives an award directly from HUD to carry out an activity under a HUD program.

Section 3 Business Concern means a business concern (1) that is 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) that provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet 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 a HUD-assisted project for housing or community development is located.

Standard Form 424 (SF-424) is the Application for Federal Assistance Programs required by discretionary grant programs.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual that is a 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), located at the website sam.gov, 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 in order for an application to be reviewed. Threshold requirements are not curable. Threshold requirements are listed in Section III.C.1. Threshold Requirements of this Program NOFA.

Applicants must ensure their application package addresses all threshold requirements. Please check your application carefully!

b. Program Definitions

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. Technical assistance is the transfer of skills and knowledge to entities that may need, but do not possess, such skills and knowledge.

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.

CDBG Local Income Surveys/pilot testing - Eligible technical assistance activity to support the creation of CDBG tools and products to assist grantees in determining income levels in local jurisdictions. These tools and pilot tests will assist grantees in verifying that at least 51 percent of the residents of the service area of a CDBG-funded activity are low and moderate income persons.

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, public housing agencies (PHAs), owners and managers of HUD-assisted housing, Continuums of Care (CoCs), non-profit grantees, Homeless Management Information System (HMIS) Leads, HUD-approved housing counseling agencies and counselors, states, 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 technical assistance 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 technical assistance from HUD customers. HUD is solely responsible for determining 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, public housing agencies, cities, tribes and tribally-designated housing entities (TDHEs), multifamily owners and operators, non-profit organizations receiving HUD funding, and housing counseling agencies.

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

Indirect cost rate proposal - This NOFA adopts the definition of *indirect cost rate proposal* as foundat 2 CFR § 200.57.

McKinney-Vento TA - McKinney-Vento TA provides technical assistance to increase the effectiveness of implementing and administering Continuum of Care planning processes, improving capacity to prepare collaborative applications, preventing the separation of families in projects funded under the Emergency Solutions Grants and Continuum of Care grants programs, and adopting and providing best practices in housing and services for persons experiencing homelessness.

National Homeless Data Analysis Project TA - National Homeless Data Analysis Project TA provides support to Continuums of Care to achieve the highest level of performance and results for HMIS implementation, as well as for management, operation of software, data collection for the Annual Performance Report (APR), including data utilization, performance measurement, reporting, and research to prevent and end homelessness, including TA activities related to the Annual Homeless Assessment Report (AHAR).

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 tribally-designated housing entities (TDHEs); potential or current Section 184 Loan Guarantee program borrowers or lenders; and ICDBG grantees.

PHA Administrative Receivership and Recovery TA - These funds are specifically earmarked to support the recovery of PHAs in administrative or judicial receivership and are an allocation from the Capital Fund Program appropriation. Allowable activities for this funding include assessments, technical assistance, and training to improve the PHA's performance.

Program Office Technical Assistance Coordinator (POTAC) - The individual who coordinates TA activities for the programs within an office. The POTAC provides, or designates subject matter experts (SMEs) to provide, 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.

Outcomes - Results achieved or benefits derived from technical assistance 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 behavior.

4. Resources.

- Grants.gov
- HUD Funds available
- Code of Conduct list
- SAM
- Dun & Bradstreet
- Do Not Pay
- FAPIIS

B. Authority.

This program is authorized under: Consolidated Appropriations Act, 2017 (Public Law 115-31), approved May 5, 2017, the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4111 et seq.), 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), and McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11361b and 42 USC 11408.

II. Award Information.

A. Available Funds.

$56,000,000 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 described in the General Section and to those contained in this NOFA.

Additional funds may also become available for award under this NOFA if disaster funding resources such as CDBG or FEMA become available.

HUD estimates awarding the following amounts under the TA funding sources listed below. Applicants must indicate the TA funding source(s) for which they wish to be considered as part

of their one-page application summary.

1. **Departmental TA: Up to $26 million**
    - This includes up to $7,000,000 for programs and initiatives under the Office of Community Planning and Development; up to $8,550,000 for programs and initiatives under the Office of Public and Indian Housing; up to $2,850,000 for programs and initiatives under the Office of Housing; up to $6,600,000 for cross-program requirements, programs, and initiatives; and up to $1,000,000 for CDBG local income surveys TA and pilot testing.
2. **McKinney-Vento TA: $15 million**
3. **National Homeless Data Analysis Project TA (formerly HMIS TA): $7 million**
4. **Public Housing Administrative Receivership and Recovery (PHA Recovery) TA: $1 million**
5. **NAHASDA TA: $3.5 million**
    - A minimum of $3.5 million for national or regional organizations representing Native American housing interests; this $3.5 million includes $2 million for a national organization as authorized under section 703 of NAHASDA
6. **Native American Housing and Community Development TA: $3.5 million**
    - $3.5 million open to all other eligible applicants

These funds are made available under the Consolidated Appropriations Act, 2017 (Public Law 115-31), approved May 5, 2017, and from technical assistance carryover funds provided in annual appropriations between 2006 and 2016 (Public Laws 109-115, 110-5, 110-161, 111-8, 111-117, 112-10, 112-55, 113-6, 113-235, 113-76, 113-235, and 114-113).

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

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.

C. Minimum/Maximum Award Information.

The maximum award amount is an estimate based on the amount of funding available and the expected number of awards. Applicants should determine their funding request based on the criteria described in IV.B. "Content and Form of Application Submission."	
Estimated Total Funding:	$56 million
Minimum Award Amount:	$250,000 Per Project Period
Maximum Award Amount:	$20 million Per Project Period

Estimated Total Funding: $56,000,000
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:	11/30/2017
Estimated Project End Date:	11/29/2020
Length of Project Periods:	Other
Length of Project Periods Explanation of Other:	Multiple assignments within the three-year term of the cooperative agreement.

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 that HUD will identify capacity building and technical assistance needs; assign tasks and the method of providing technical assistance; and review and approve proposed work plans, products, time frames, reports, vouchers, and other items related to administration of the cooperative agreement. HUD Field Offices will play an integral role in this review and approval process. HUD will assign work to successful applicants on a demand-response basis. Awardees will agree to share the final deliverable(s) with HUD, in addition to the grantee.

F. Supplementation.

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; tribally-designated housing entities (TDHEs) as defined at Section 4(22) of the NAHASDA; and national or regional organizations representing Native American housing interests
- Metropolitan Planning Organizations (MPOs), Councils of Government (COGs), or other regional planning entities

See section V.B. "Rules that affect applicants' eligibility to receive an award from HUD" of the FY 2017 General Section for more information on eligibility.

See also Section IV.B of this NOFA ("Content and Form of Application Submission") for necessary form and content information.

HUD does not award grants to individuals. HUD will not evaluate applications from ineligible applicants.

B. Cost Sharing or Matching.

This Program does not require an applicant to leverage resources through cost sharing or matching.

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. See also Section I.A.3. Definitions.

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

2. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants who after review are confirmed to have civil rights matters unresolved at the application deadline will be deemed ineligible; the application will receive no further review, will not be rated and ranked, and will not receive funding.

a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD's satisfaction before or on the application deadline date are ineligible for funding. Such matters include:

(1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law

proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
(2) Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;
(4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or
(5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

- Current compliance with a voluntary compliance agreement signed by all the parties;
- Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
- Current compliance with a consent order or consent decree;
- Current compliance with a final judicial ruling or administrative ruling or decision; or
- Dismissal of charges.

3. Applications from applicants that do not meet the eligible applicant criteria described in Section III.A. "Eligible Applicants" will not pass threshold and will not be reviewed by the panel.

4. Organizations that submit an application under this NOFA are prohibited from being listed as a subcontractor or consultant on any other application under this NOFA. Subcontractors and consultants may be included in multiple applications only if they themselves do not submit an application. Applicant organizations that are included as a subcontractor or consultant within another application will be considered ineligible to receive an award. That applicant's application will not pass threshold and will not be reviewed by the panel.

5. Any applicant that does not submit a narrative response to each of the three Rating Factors will not be eligible for an award. The application will not pass threshold and will not be reviewed by the panel.

D. Statutory and Regulatory Requirements Affecting Eligibility.

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

Compliance with Fair Housing and Civil Rights Laws.
With some exceptions for federally recognized Indian tribes, recipients and their prospective subrecipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act; Title II and Title III of the ADA of 1990.

Recipients of HUD funds, and their prospective sub-recipients, who are conducting programs or activities in a state or local jurisdiction that has passed a law prohibiting discrimination in housing based upon sexual orientation or gender identity, or a law prohibiting discrimination in housing based on lawful source of income, must comply with the law(s) of the state or locality in which the program activities are conducted.

Federally recognized Indian tribe or Tribally Designated Housing Entity (TDHE) applicants must comply with the non-discrimination provisions enumerated in the applicable program regulations.

Affirmatively Furthering Fair Housing.
Section 808(e)(5) of the Fair Housing Act requires HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. HUD requires recipients of funds, including those awarded and announced under HUD's FY 2017 Program NOFAs not specifically exempted, to take meaningful actions that affirmatively further fair housing.

Unless otherwise specified elsewhere in this Program NOFA, an applicant must discuss how it will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with Section 808(e)(5) of the Fair Housing Act. If the applicant operates in a jurisdiction with an accepted Assessment of Fair Housing, the proposed activities should be consistent with the AFH's fair housing goals and with fair housing strategies specified in any applicable Consolidated Plan or Public Housing Agency Plan.

Federally recognized Indian tribes are not subject to the requirement to affirmatively further fair housing in their use of certain HUD funds. Other tribal entities may also be exempt. If a tribal entity's use of HUD funds is subject to the Fair Housing Act, then its proposed activities under a particular program NOFA should be consistent with the AFH's fair housing goals and with fair housing strategies specified in any applicable Consolidated Plan.

2. HUD- or Federal government-wide Requirements.
a. Outstanding Delinquent Federal Debts – It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

- A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
- Other arrangements satisfactory to HUD are made prior to the award of funds by HUD.

If satisfactory arrangements cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the applicant, and instead offer the award to the next eligible applicant. HUD may act earlier than the above stated 90 days to ensure, in HUD's determination, that the funds can be obligated in a timely manner. Applicants selected for funding, or awarded funds, must report any changes in status of current agreements covering federal debt. HUD may withhold funding, terminate an award, or seek other remedies from a grantee if a previously agreed-upon payment schedule has not been followed or a new agreement with the federal agency to which the debt is owed has not been signed.

b. Sufficiency of Financial Management System. HUD will not award or disburse funds to applicants that do not have a financial management system that meets Federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received Federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets Federal standards, or for applicants considered high risk based on past performance or financial management findings.

c. Debarments and/or Suspensions – Under 2 CFR 2424, no award of Federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal government.

d. False Statements – A false statement in an application is grounds for denial or termination of an award and possible punishment, as provided in 18 U.S.C. 1001.

e. Pre-selection Review of Performance. – If your organization has delinquent federal debt or is excluded from doing business with the Federal government, the organization may be ineligible for an award. In addition, before making a Federal award, HUD reviews information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), and the "Do Not Pay" website. HUD may consider other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or other complaints that have been proven to have merit. Applicants may review and comment on any information in FAPIIS through SAM. HUD reserves the right to:

- Deny funding, or with a renewal or continuing award, consider suspension or

termination of an award immediately for cause,

- Require the removal of any key individual from association with management or implementation of the award, and
- Make provisions or revisions regarding the method of payment or financial reporting requirements.

f. Mandatory Disclosure Requirement. Recipients or applicants must disclose in writing to the awarding program office at HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award within ten days after learning of the violation. Recipients that have received a Federal award including the term and condition outlined in Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

g. Conducting Business in Accordance with Ethical Standards/Code of Conduct –

Before entering into an agreement with HUD, applicants selected for award must ensure an up-to-date copy of the organization's code of conduct, dated and signed by the Executive Director, Chair, or equivalent official, of the governing body of the organization has been submitted to HUD.

Codes of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities over minimal value by officers, employees, or agents for their personal benefit; and outline administrative and disciplinary actions available to remedy violations of such standards. (See 2 CFR 200.112 and 2 CFR 200.318.)

If the recipient has a parent, affiliate, or subsidiary organization, whether non-profit or for-profit, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. "Organizational conflicts of interest" means that because of relationships with a parent, affiliate, or subsidiary organization, the recipient is unable, or appears to be unable, to be impartial in administering the award or serving as a pass-through-entity.

h. Conflict of Interest of Consultants or Technical Experts Assisting HUD – Consultants and technical experts who assist HUD in rating and ranking applications for funding under published FY 2017 Program NOFAs are subject to 18 U.S.C. 208, the federal criminal conflict-of-interest statute, and the Standards of Ethical Conduct for Employees of the Executive Branch regulation published at 5 CFR part 2635. As a result, consultants and technical experts who have assisted or plan to assist applicants with preparing applications for FY 2017 Program NOFAs may not serve on a selection panel and may not serve as a technical advisor to HUD. Anyone involved in rating and ranking FY 2017 Program NOFA applications, including departmental staff, experts and consultants must avoid conflicts of interest or the appearance of such conflicts. These individuals must also disclose to HUD's Office of General Counsel Ethics

Law Division the following information, if applicable:

- How the selection or non-selection of any applicant under a FY 2017 Program NOFA will affect the individual's financial interests, as provided in 18 U.S.C. 208, or
- How the application process involves a party with whom the individual has a covered relationship under 5 CFR 2635.502

The consultant or technical expert assisting HUD must disclose this information before participating in any matter regarding an FY 2017 program NOFA. Applicants with questions regarding these provisions or concerning a conflict of interest, please call the Office of General Counsel, Ethics Law Division, at (202) 708-3815 (this is not a toll-free number). The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Services service at 1-800-877-8339.

i. . Prohibition Against Lobbying Activities. Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a specific award. All applicants must submit with their application the signed Certification Regarding Lobbying included in the Application download from Grants.gov. In addition, applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts. Federally-recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement. Applicants must submit the SF-LLL if they have used or intend to use non-federal funds for lobbying activities.

k. Consistency with the Consolidated Plan and Analysis of Impediments (AI)/Assessment of Fair Housing – Certain competitive Programs require applications to contain a certification of consistency with a HUD-approved Consolidated Plan. This certification means that the proposed activities are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. The Consolidated Plan also includes the jurisdiction's certification to affirmatively further fair housing which means, among other requirements, that the jurisdiction has conducted an AI/Assessment of Fair Housing. If a program NOFA requires a certification of consistency with the Consolidated Plan and you fail to provide the certification, and you do not cure the omission as a curable deficiency, HUD will not fund the application.

Under HUD's regulations at 24 CFR 91.2(d), an applicant's PHA Plan must include a certification by the appropriate state or local official that the PHA Plan is consistent with the applicable Consolidated Plan for the jurisdiction in which the PHA is located and must describe the manner in which the applicable contents of the PHA Plan are consistent with the Consolidated Plan.

E. Program Specific Requirements.

- The minimum score for an application to be considered for funding is 75. However, should HUD determine that no eligible applicants for a particular funding source have scored at least 75 points, HUD may award funds to an applicant scoring below 75 points.
- Awardees tasked to provide technical assistance to HOME grantees or CHDOs should have at least one staff, subcontractor, or consultant who has at least five years of demonstrated experience administering a HOME program, including finance and underwriting, or providing direct TA on the 2013 HOME regulations.
- Awardees tasked to provide technical assistance to PHAs must have at least one staff, subcontractor, or consultant that has at least five years of demonstrated Public Housing programs experience, including agency operations, voucher programs, property management operations, and capital investment programs including capital improvements and various methods of housing development. In addition, awardees tasked to provide technical assistance to PHAs must have at least one staff, subcontractor, or consultant that has at least two years of demonstrated finance and underwriting experience related to RAD conversions.
- Under the National Homeless Data Analysis Project, awardees may be tasked with the operation of the HMIS Data Lab. To be considered for the operation of the HMIS Data Lab, an applicant must express interest, and demonstrate each of the following: 1) MOU or other written agreement with CoC(s) that permits the applicant to access and analyze the CoCs' data for purposes of operating the HMIS Data Lab. The MOU must contain a description of the CoCs' bed coverage 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. To mitigate concerns regarding conflicts of interest, successful applicants assigned to operate the HMIS Data Lab, if they own or operate an HMIS software, must enter into an agreement with HUD stating they will not market or otherwise sell or license the HMIS software, data, or contact lists outside of their CoC or HMIS implementation area.
- Awardees must maintain access to at least one staff, subcontractor, 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.
- Awardees tasked to provide technical assistance to disaster preparedness and recovery grantees must have retained staff, subcontractors, or consultants with the appropriate capacity, skill, and experience and who can access a variety of geographically vulnerable disaster sites with minimal notice.
- Applicants must submit their narrative responses to each of the three Rating Factors in

three separate files clearly labeled by Rating Factor. Applicants should understand that, if an applicant does not submit its information in this manner, its application may not proceed to application panel review.

- Applicants must be in compliance with all applicable fair housing and civil rights laws.
- Successful applicants and their prospective subrecipients will affirmatively further fair housing through activities as may be directed by HUD under the demand-response system.
- While there is no penalty to those applicants demonstrating notable experience within a specific region, successful applicants will be deployed as HUD deems necessary across the country.
- HUD may task two or more successful applicants to collaborate as a team in providing technical assistance or performing other eligible activities included in this NOFA. HUD 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 may be required to provide information on the results, impacts, and outcomes of their capacity building and TA activities.
- Successful applicants must operate within the structure of the "demand-response system." (See Section I.A.3 "Definitions" for a definition of demand-response system.) Under the demand-response system, TA providers are required to:
    - Promptly respond to assignments or requests from the POTAC/GTM or GTR.
    - Coordinate TA plans and activities with other TA providers that have additional expertise or skills or that have assisted or are providing assistance to HUD customers in the same jurisdiction or geographic area using other technical assistance 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.
- Selected applicants must participate in the negotiation process, as allowed by the General Section, which includes wage rate review and approval, subcontract review and approval, and completion of the Administrative and Financial (A&F) process.
- Selected applicants must obtain access to relevant HUD systems and other HUD tools to assist in the management of the award requirements.
- Costs are paid by HUD on a monthly reimbursement basis. Advance payments are not permitted.

F. Criteria for Beneficiaries.

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 that 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 General Section and Program NOFA, and forms necessary for a complete application. The Instruction download may include Microsoft Word, Microsoft Excel and additional Adobe Portable Document Format 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. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Email: communitycompass@hud.gov
Technical Assistance Division
Community Planning and Development
Department of Housing and Urban Development
451 7th Street SW
Room 7218
Washington, DC 20410
www.hud.gov

B. Content and Form of Application Submission.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA Number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Funding Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. You must verify

that boxes 11, 12, and 13 on the SF-424 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 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 (SF-424 Application for Federal Assistance)		The funding request amount listed on an applicant's Form SF-424 must be the same as the funding request amount included in its one-page summary. Applicants should determine their funding request amount based on the number of available personnel, the range and quality of their skills and knowledge, and the applicant's ability to successfully execute multiple assignments from HUD simultaneously over a three-year period. The total federal funding requested in box 18.a of Form SF-424 will serve as a maximum level of funding that HUD can award to the applicant.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report		Applicants applying should submit the form as an attachment to the application (whether submitted electronically or as hard copy). Please note that 1) "Applicant/Recipient" refers to the agency which receives the Grant Agreement from HUD (not any prospective subrecipients). 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, please indicate "initial report" for this application.
Code of Conduct	Applicants are required to develop and maintain a written code of conduct in	Applicants with codes of conduct already on file with HUD do not need to resubmit a new code unless the information on file has changed. To determine whether HUD has an applicant's code of conduct on file, the applicant should go to the following website: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct. If the applicant is not listed on that website, the applicant must include its code of conduct with its NOFA application as an attachment labeled "Code of Conduct." If the applicant is listed on that website but its code of conduct has changed since it was last submitted to HUD, the applicant must include its most up-to-date code of conduct as an attachment. If

	accordance with 2 CFR 200.112 and 200.318.	the applicant is listed on that website and its code of conduct has not changed since it was last submitted to HUD, the applicant does not need to include its code of conduct with its NOFA application. See Section III.D.2.g. "HUD- or Federal government-wide Requirements" of this NOFA for more information about the requirements of an applicant's code of conduct.
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 applications. Submission of the survey is voluntary.
Disclosure of Lobbying Activities (SF-LLL), if applicable		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 see section III.D.2.i. of this NOFA ("Prohibition Against Lobbying Activities") for further information. *Please note: Federally-recognized Indian Tribes applying for funding under this NOFA are not required to submit this form. State-recognized Tribes are required to submit this form.*
Grants.gov Lobbying Form		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

certification		NOFA must submit the Lobbying Form with their application materials, with the exception of Federally-recognized tribes. The Lobbying Form certification can be found in the NOFA application kit on Grants.gov. Even if an applicant is *not* required by 24 CFR part 87 to submit an SF-LLL, the applicant must still submit a Lobbying Form certification, unless the applicant is a Federally-recognized tribe. *Please note: Federally-recognized Indian Tribes applying for funding under this NOFA are not required to submit this form. State-recognized Tribes are required to 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.

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

a. **One-page application summary, submitted in .xls or .xlsx format**. A sample Excel template is available on Grants.gov as part of the application package, and the one-page application summary template is the first worksheet in that Excel document. While the application summary will not be scored, it is a submission requirement. The summary must include the following information:

1. **The amount of funding the applicant is requesting under this NOFA.** The request should be stated in whole dollar amount. Even if the applicant is seeking funding from multiple funding sources, the one-page summary should indicate the total funding sought under this NOFA, not separate amounts for each funding source. The amount must be the same as the amount included on the Form SF-424. When the amounts do not match, the amount listed on the SF-424 will be used as the requested amount. Applicants should determine their funding request amount based on the number of available personnel, the range and quality of their skills and knowledge, and the applicant's ability to successfully execute multiple assignments from HUD simultaneously over a three-year period. The total federal funding requested in box 18.a of Form SF-424 will serve as the maximum

level of funding that HUD can award to the applicant.

2. **The TA funding source(s) for which the applicant wishes to be considered.** Funding sources include: Departmental, McKinney-Vento, National Homeless Data Analysis Project, Public Housing Administrative Receivership and Recovery, NAHASDA, and Native American Housing and Community Development. This information will not be used for scoring, but it will help HUD in determining the preferences of applicants and may inform award decisions. Please note that applicants are not guaranteed to receive funds under the funding source(s) for which they have indicated a preference. All Community Compass NOFA applicants may be awarded funding from any of the funding sources included in this NOFA, if they meet the minimum score to be considered for funding and all eligibility requirements. Applicants are to submit only one application, regardless of the number of funding sources identified in the one-page application summary. *Note: If HUD determines that an applicant will receive funding from multiple funding sources under this NOFA, HUD may replicate the applicant's HUD-424 submission in HUD's application review system to allow the system to issue multiple awards for that applicant, if necessary. Replicating or copying the applicant's HUD-424 will not impact the scoring or review process and will facilitate processing awards from multiple funding sources for a single applicant.*
3. **Whether or not the applicant organization is designated as any of the following**:
    - a disadvantaged business (e.g., 8(a) business)
    - a small business as defined by the U.S. Small Business Administration
    - a national or regional organization representing Native American housing interests
4. **The entity(s) addressed in the applicant's Rating Factor 2 narrative (i.e., the State, City, Continuum of Care, PHA, and/or Tribal Housing Department).**

b. **Chart indicating capacity and interest in working within each program/topic listed in the chart titled "Table of Categories, Programs and Topics, and Funding Sources" in Section I.A.1.a of this NOFA, submitted as .xls or .xlsx.** A sample Excel template is available on Grants.gov as part of the application package, and the capacity and interest chart template is the second worksheet in that Excel document. This information will not be used for scoring, but it may inform award decisions. Please note that, if an applicant receives an award, the applicant is not guaranteed to receive assignments related to each of the programs or topics in which the applicant expressed capacity or interest. Assignments to successful applicants will be determined by HUD based on need, expertise, and availability. The chart does not count toward the total 50-page limit for the narrative responses to the Rating Factors.

c. **Narrative responses addressing Rating Factors 1-3, submitted as three separate files in .pdf, .doc, or .docx format.** See required information for Rating Factors in Section V.A. "Review Criteria." Each narrative response to a Rating Factor should be submitted as a separate file (e.g., the narrative response to Rating Factor 1 should be an individual, stand-alone file). As detailed under 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.

d. **Two (2) Letters of Reference, submitted as .pdf.** See Rating Factor 1, Section 1.B.iii. "Letters of Reference" for more information on this requirement. Letters must be on letterhead from the organization, signed by the head of the organization or his or her designee (i.e.,

Executive Director, Department Director, CEO, etc.), dated after the NOFA is published, and no longer than two pages. Letters do not count toward the total 50-page limit for the narrative responses to the Rating Factors.

e. **List of applicant's staff and their qualifications, including any applicable certifications, submitted as .xls or xlsx.** A sample Excel template is available on Grants.gov as part of the application package, and the staff list template is the third worksheet in that Excel document. This list will be used to support the information provided in Rating Factor 1, and it will be used to inform award decisions. In addition to the list of staff and their qualifications, applicants must identify:

1. Name(s) of any staff with at least five years of experience administering a HOME program, including finance and underwriting, or providing direct TA on the 2013 HOME regulations
2. Name(s) of any staff that have passed Administration and Rental Housing Compliance certification courses
3. Name(s) of any staff with at least five years of demonstrated Public Housing programs experience, including agency operations, voucher programs, property management operations, and capital investment programs including capital improvements and various methods of housing development
4. Name(s) of any staff with at least two years of demonstrated finance and underwriting experience related to RAD conversions

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

f. **List of subcontractor firms and consultants, and any applicable certifications and qualifications, submitted as .xls or .xlsx.** A sample Excel template is available on Grants.gov as part of the application package, and the subcontractor and consultant list template is the fourth worksheet in that Excel document. Applicants must include a list of all subcontractors and consultants (including the individual's **name and firm name**) with whom the applicant has entered into an agreement to participate in an award under this NOFA with a brief qualifications statement for each subcontractor firm and consultant. If the applicant does not have an agreement with any subcontractors or consultants, indicate None on the list.

This list will be used to support the information provided in Rating Factor 1, and it may be used to inform award decisions. This list does not count toward the total 50-page limit for the narrative responses to the Rating Factors.

HUD encourages applicants who wish to be considered for McKinney-Vento TA funding to consider including organizations serving youth and/or organizations serving victims of domestic violence as subcontractors or consultants.

HUD encourages applicants who wish to be considered for NAHASDA TA and Native American Housing and Community Development TA funding to consider including organizations serving Native youth and/or organizations with established Native youth suicide prevention programs as subcontractors or consultants.

In addition to the list of subcontractors and consultants, applicants must identify:

1. Name(s) of any subcontractors or consultants with at least five years of experience administering a HOME program, including finance and underwriting, or providing direct TA on the 2013 HOME regulations
2. Name(s) of any subcontractors or consultants that have passed Administration and Rental Housing Compliance certification courses
3. Name(s) of any subcontractors or consultants with at least five years of demonstrated Public Housing programs experience, including agency operations, voucher programs, property management operations, and capital investment programs including capital improvements and various methods of housing development
4. Name(s) of any subcontractors or consultants with at least two years of demonstrated finance and underwriting experience related to RAD conversions

g. **Indirect Cost Rate attachment.** If the applicant has never had an indirect cost rate and wishes to use the *de minimis* rate, its application must include an attachment labeled "Indirect Costs" that clearly states the applicant intends to use the *de minimis* 10% of MTDC. If the applicant has a negotiated indirect cost rate, its application must include an attachment labeled "Indirect Costs" that clearly states the approved rate and distribution base along with a letter or other documentation from the cognizant agency showing the approved rate. There is no template for the indirect cost rate attachment. The indirect cost rate attachment does not count toward the 50-page limit for the narrative responses to the Rating Factors.

h. **Code of Conduct attachment.** Applicants are required to develop and maintain a written code of conduct in accordance with 2 CFR 200.112 and 200.318. An applicant with a code of conduct already on file with HUD does not need to resubmit a new code unless the information on file has changed. To determine whether HUD has an applicant's code of conduct on file, the applicant should go to the following website: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct. If the applicant is not listed on that website, the applicant must include its code of conduct with its NOFA application as an attachment labeled "Code of Conduct." If the applicant is listed on that website but its code of conduct has changed since it was last submitted to HUD, the applicant must include its most up-to-date code of conduct as an attachment. If the applicant is listed on that website and its code of conduct has not changed since it was last submitted to HUD, the applicant does not need to include its code of conduct with its NOFA application. See Section III.D.2.g. "HUD- or Federal government-wide Requirements" of this NOFA for more information about the requirements of an applicant's code of conduct. The code of conduct attachment does not count toward the 50-page limit for the narrative responses to the Rating Factors.

Please note: An Excel template is available on Grants.gov as part of the application package, and it contains the following templates as separate Excel worksheets in the document:

1. *One-page application summary*
2. *Chart indicating capacity and interest in working in each program/topic listed in the chart titled "Table of Categories, Programs and Topics, and Funding Sources"*
3. *List of applicant's staff and their qualifications*
4. *List of subcontractor firms and consultants and any applicable certifications and qualifications*

A complete submission will consist of the application signed by an authorized official of the applicant 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 Limitation, Font Size, and Format for Naming Files.** The three files that the applicant submits as narrative responses to Rating Factors 1-3 must total no more than 50 pages in length on 8.5 by 11-inch paper, using a 12-point font with at least 0.5 inch margins. HUD will not review more than 50 pages total for all Rating Factors; any information in the narrative response beyond page 50 will not be reviewed and thus will not count towards the applicant's total score. HUD will count the pages starting with Rating Factor 1 and ending with Rating Factor 3, with any pages beyond 50 removed from the end. This page limit excludes the one-page application summary, letters of reference, the spreadsheet identifying the applicant's subcontractors and consultants, the spreadsheet identifying the applicant's staff and their qualifications, the spreadsheet identifying the applicant's capacity and interest, and all other required HUD forms.
2. **Clarity and Organization.** HUD will consider the degree to which the narrative responses to the Rating Factors are clear, concise, well organized, and free of grammatical errors. Applications must clearly label responses by the Rating Factor to which they pertain.
3. **Prohibition on Materials Not Specifically Requested.** Applicants should not submit materials other than what is specifically requested by HUD in this NOFA, including résumés, graphs, or photographs. Reviewers will not consider résumés, photos, or any other documents attached to the application that were not specifically requested by HUD. Reviewers will consider the two letters of reference as described in Rating Factor 1, Section 1.B.iii. "Letters of Reference."
4. **Applicants must submit only one application in response to this NOFA.** If an applicant submits multiple applications, HUD 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 at all times when 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 and Bradstreet.

3. Requirement to Register with Grants.gov.

Anyone planning to submit grant 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 **09/28/2017**. 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 application to Grants.gov are contained in the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Applications under HUD's Continuum of Care (CoC) grant program are an exception to the submission requirements detailed in the previous paragraph. Applications for that grant program are submitted through HUD's e-snaps system.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. 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 that does not result 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 in order 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. To quickly check the status of your application:

- Go to www.grants.gov.
- Under the APPLICANTS tab on the Home page header, select Track My Application.
- In the text box provided, enter your Grants.gov application tracking number and click on the red Submit Application Tracking Numbers button. If the status is rejected with

errors, you can get more information by logging in to Grants.gov with the username and password for the AOR account used to submit the 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.

Note: Now 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:

- Go to www.grants.gov.
- On the top, right corner, click on the LOGIN link.
- Under the APPLICANT tab, enter the username and password for the AOR account used to submit the application and click on the LOGIN button.
- If your organization has Standard AOR Access Level, please click on the CHECK MY APPLICATION STATUS link on the left. If your organization has Expanded AOR Access Level, please click on the CHECK APPLICATION STATUS FOR ORGANIZATION link.
- Select SEARCH BY: ALL and click on the SEARCH button.
- Click on the submission you wish to download to highlight it.
- Click on the DOWNLOAD APPLICATION button.
- You will be prompted to OPEN or SAVE a ZIP file. Click on the button for the option of your choice.

Please make note of the associated tracking number as it will be referenced by the Grants.gov Help Desk. Make note of the ticket number in case you need help from grants.gov.

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.

In the event of either of these events, HUD will post a notice on its website that establishes 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 that is 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 an application that has been validated by 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 application that is received and validated by Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period that is 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 Program 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.

Except as provided by the electronic submission grace period described in this NOFA, HUD may not consider any information that applicants may want to provide after the application deadline. HUD may not seek or consider clarification of application items or responses that improve the substantive quality of an application or which correct deficiencies which are in whole or part of a rating factor, including items that impact preference points. HUD may contact the applicant to clarify other items in its application. In order not to unreasonably exclude applications from being rated and ranked where there are curable deficiencies, HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight which, if corrected, would not alter, in a positive or negative fashion, the review and rating of the application. Examples of curable (correctable) deficiencies include inconsistencies in the funding request, failure to submit the proper certifications, and failure to submit an application that contains a signature by an official able to make a legally binding commitment on behalf of the applicant. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative in item 21 of the SF-424 describing the curable deficiency. The email notifications are the official notification of the need to cure 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 a curable 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 (or GrantSolutions). If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or other day when HUD's Headquarters offices in Washington, DC, are closed, then the applicant's correction must be received on the next business day that 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.

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 that contains 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.

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 technical assistance or capacity building to itself. An organization may not provide assistance 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 or contractor of an award under the Community Compass program. HUD will determine whether the salary rates are reasonable and customary for the skill set provided and the area(s) being served.
3. HUD has established a $250,000 minimum funding amount for successful applicants.
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.

Indirect Cost Rate: No restrictions, applicants may use their negotiated rate or the de minimis rate (10% of Modified Total Direct Costs).

Non-governmental organizations: If you are using a negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and include a letter or other documentation from the cognizant agency showing the approved rate. If your organization has never had an indirect cost rate and wishes to use the de minimis rate, your application must clearly state you intend to use the de minimis 10% of Modified Total Direct Costs (MTDC).

Governmental organizations: If your organization has a negotiated indirect cost rate, your application must include the rate and a letter or other documentation from the cognizant agency showing the negotiated rate. If your organization has prepared and maintains documentation supporting an indirect rate proposal but has not negotiated approval of the rate, your application's budget narrative must include the rate and applicable distribution base.

G. Other Submission Requirements.

1. Discrepancies between the NOFA on Grants.gov and Other Documents.
The Program NOFA posted at the Grants.gov website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at www.Grants.gov prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the Program NOFA. HUD will post any corrections or changes to a Program NOFA on the Grants.gov website. Applicants must enroll an email address at the application download page to receive an e-mail alert from Grants.gov in the event the opportunity is changed.

2. Application Certifications and Assurances.
Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the 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 that 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.

3. Lead Based Paint References

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).

4. Indirect Cost Rate (ICR)

If you are a governmental organization or agency that receives more than $35 million in federal funding, you are required to request an Indirect Cost Rate from your cognizant agency (2 CFR 200 Appendix VII). If you have not requested an indirect cost rate or have not received a negotiated indirect cost rate, you may not claim indirect costs until you receive a negotiated rate.

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

The maximum number of points that can be awarded to any application is 100. The minimum score for an application to be considered for funding is 75, except when HUD determines that no eligible applicants for a particular funding source scored at least 75 points. The program is not subject to bonus points.

Please note that HUD's use of the term "applicant" in the Rating Factors refers to the applicant's full team, including staff, subcontractors, and consultants. In order for a subcontractor or consultant to qualify as a member of the applicant's team, the applicant must have an agreement with the subcontractor or consultant in place at the time of application submission.

The chart below provides a breakdown of the scoring for Rating Factors 1-3, for a total of 100 points. Please note: Each Rating Factor must be submitted as a *separate* file so that it may be reviewed independently. Responses to each of the Rating Factors should be clearly labeled with the applicant's name and the appropriate Rating Factor, e.g., "Anytown Housing Organization – Rating Factor 1." Failure to distinguish each Rating Factor section may result in elimination from competition and failure to reach panel review.

FY 2017 Community Compass NOFA		
RATING FACTOR 1: Capacity of Applicant		**Points**
A	**Experience and Expertise in TA Programs and Topics**	**20**
B	**Past Performance**	**17**
	Eligible Activities	3
	Recent TA Engagements	10
	Letters of Reference	4
C	**Award Management**	**14**

	TOTAL	**51**
RATING FACTOR 2: Soundness of Approach		**Points**
A	**Applicant's demonstrated understanding of capacity issues facing entity/entities**	**11**
B	**TA approach applicant describes to address capacity issues facing entity/entities**	**15**
C	**Addressing multiple entities**	**3**
	TOTAL	**29**
RATING FACTOR 3: Achieving Results		**Points**
A	**Intended results of TA approach and sustainability over time**	**8**
B	**Tracking performance and results**	**6**
C	**Problem-solving to achieve results**	**6**
	TOTAL	**20**
		100

RATING FACTOR 1: CAPACITY OF APPLICANT *(Maximum Points: 51)*

Rating Factor 1 includes three sub-factors:

1. **Experience and Expertise in TA Programs and Topics** (20 points)
2. **Past Performance** (17 points)
    1. Eligible Activities (3 points)
    2. Recent TA Engagements (10 points)
    3. Letters of Reference (4 points)
3. **Award Management** (14 points)

1.A. Experience and Expertise in TA Programs and Topics (20 points)

For this sub-factor, applicants should refer to the "Table of Categories, Programs and Topics, and Funding Sources" in Section I.A.1.a. of this NOFA. This sub-factor evaluates an applicant's experience and expertise in the categories, programs, and topics in which HUD expects to focus its TA. Applicants must choose one or more of the categories and describe their **experience and expertise** in at least one of the programs and topics listed in that category. While applicants are only required to describe their experience and expertise for one category and one program or topic, applicants that address more than one category, or more than one program or topic within a category, will receive more points (see the scoring description below, with an

exception for applicants only seeking funding from the ***Native American Housing and Community Development*** category). Applicants should describe their experience and expertise in all of the categories, programs, and topics for which they have relevant experience and expertise. Please note that applicants must describe experience and expertise relevant to a program or topic that is listed; a description of experience and expertise that relates only to the category broadly will not receive points. Applicants that wish to be considered for McKinney-Vento TA funding or National Homeless Data Analysis Project TA funding must describe their experience and expertise in program(s) or topic(s) listed in the ***Homelessness*** or ***National Homeless Data Analysis Project*** categories, as appropriate. Applicants that wish to be considered for Native American Housing and Community Development TA funding or NAHASDA TA funding must describe their experience and expertise in program(s) or topic(s) listed in the ***Native American Housing and Community Development*** category.

Applicants must provide the following in their response:

A clear description of their experience *and* expertise, as defined below:

- **Experience** is defined as working directly with a program or topic area, as a TA provider, consultant, practitioner, administrator, evaluator, or in another role in which the applicant (staff, subcontractor, or consultant team members) assisted the customer to, or worked directly to, develop, implement, advise, analyze, evaluate, or oversee the program or topic area. This experience includes developing products, tools, curricula, websites, or other resources for a particular program or policy area. **To demonstrate experience, applicants must clearly identify how the experience was gained, including the capacity in which the experience was gained (e.g., as a TA provider, program administrator, evaluator, etc.); the time period during which the experience was gained; the responsibilities held and/or activities performed; and the major accomplishments and outcomes achieved.**

- **Expertise** is defined as substantive content knowledge of a program or policy area and understanding of the program rules and regulations. Expertise also includes knowledge of current challenges, implementation best practices, and changes over time in the program or policy area which would affect how HUD's customers use or implement the program or policy. **To demonstrate expertise, applicants' responses should demonstrate their understanding of program rules, policies, requirements, or challenges and describe relevant training and qualifications.**

- The information contained in this section of the applicant's narrative response should be supported by the information detailed in the list of subcontractor firms and consultants and the list of applicant's staff. The applicant may reference information included in its list of subcontractors and its list of staff (Section IV.B.1.).

Additionally:

- Applicants must clearly state which category(ies) and program(s)/topic(s) correspond with the description of their experience and expertise.
- Applicants may consolidate their narrative by describing expertise and experience that

cross categories, programs, and topics, as long as each category, program, and topic addressed is clearly identified. For example, an applicant may wish to describe its role providing TA to a single entity in multiple programs, such as HOME, CDBG, and the e-con Planning Suite, but it would need to identify both ***Affordable Housing, Mixed Finance Development, and Homeownership*** and ***Community and Economic Development, Disaster Resilience*** as the TA categories being addressed, and HOME, CDBG, and e-con Planning Suite as the programs/topics described. Experience or expertise in programs or topics not listed may be described if the experience directly relates to one of the programs or topics in the table. For example, applicants may describe experience or expertise with the Neighborhood Stabilization Program if they describe its relevance to one or more of the programs or topics listed in the table.

- HUD is interested in selecting applicants with broad and diverse experience and expertise, as well as applicants with more targeted and deep experience and expertise, in order to more efficiently respond to the range of TA needs across HUD's customers. Applicants will be rated higher if they:
    - Demonstrate experience **and** expertise with programs or topics in more than one of the categories. HUD will make an exception for applicants that only list experience and expertise within the ***Native American Housing and Community Development*** category.
    - Demonstrate experience **and** expertise in more than one program or topic (e.g., describing experience and expertise in both HOME and RAD or CDBG and CDBG-Disaster Recovery) within a category.

Experience and Expertise Scoring (20 points):

- **The degree to which the applicant clearly demonstrates experience and expertise** relevant to at least one TA program or topic area. (14 points)
    - **The description of experience will be scored based on**: the description of how the experience was gained, including the capacity in which the experience was gained (e.g., as a TA provider, program administrator, evaluator, etc.); the time period during which the experience was gained; the responsibilities held and/or activities performed; and the major accomplishments and outcomes achieved. Only experience between July 2012 and the publication date of the NOFA will be scored. Less experience will receive fewer points than more experience, and experience that totals less than one year will not be considered towards the applicant's total experience. Experience will be scored higher when supported by detail contained in the applicant's list of subcontractors and consultants and the applicant's list of staff.
    - **The description of expertise will be scored based on**: the degree to which the applicant demonstrates expertise relevant to at least one program or topic, including knowledge of program rules, requirements, policies, and/or priorities; and relevant and current training, qualifications, and special certifications. Expertise will be scored higher when supported by detail contained in the applicant's list of subcontractors and consultants and the applicant's list of staff.
- **The breadth, or diversity, of an applicant's experience and expertise**, measured by the applicant demonstrating **experience and expertise** in more than one of the

categories. The maximum points will be awarded for applicants that demonstrate experience and expertise in four or more categories. The exception is for applicants that describe experience and expertise in the ***Native American Housing and Community Development*** category only; those applicants will receive three points if they demonstrate strong experience and expertise in a relevant program or topic area within this category. (3 points)

- **The depth of the applicant's experience and expertise within a TA Category**, measured by the applicant demonstrating experience and expertise in more than one of the programs and topics for a particular category. The maximum points will be awarded for applicants that demonstrate experience and expertise in three or more programs and topics within a particular category. (3 points)

1.B. Past Performance (17 points)

1.B.i. Eligible Activities (3 points)

List the eligible activity categories in which the applicant has conducted activities between July 2012 and the publication date of the NOFA. As described in Section I.A.1.b., "Community Compass Eligible Activities," the eligible activity categories are:

- Needs Assessments
- Direct TA and Capacity Building Engagements
- Develop and Maintain Tools and Products
- Self-Directed and Group Learning
- Knowledge Management
- Data Analysis, Reporting, and Performance Measurement
- NAHASDA Allocation Formula Administration and Negotiated Rulemaking and Consultation Support

Below is an example of a chart that the applicant could include in its narrative to provide this information.

Eligible Activity	**Conducted between July 2012 and NOFA publication? Y/N**
Needs Assessments	
Direct TA and Capacity Building Engagements	
Develop and Maintain Tools and Products	
Self-Directed and Group Learning	
Knowledge Management	
Data Analysis, Reporting, and Performance Measurement	
NAHASDA Allocation Formula Administration and Negotiated Rulemaking and Consultation Support	

1.B.ii. Recent TA Engagements (10 points)

Describe one example of each of the eligible activities identified by the applicant in the previous section (Rating Factor 1, Section 1.B.i. "Eligible Activities"). Each example should describe an eligible activity conducted between July 2012 and the publication date of the NOFA. For an engagement in which multiple eligible activities took place while working with a single entity, the applicant can use that engagement to describe the various eligible activities that were conducted. The beneficiary of the TA engagement cannot be a HUD office division, such as a HUD Regional, Field, or Headquarters office. Applicants must include the following for each TA engagement described in their response:

- The challenge, gap, or issue that the TA was designed to address
- The recipient(s) or customer(s) of the TA
- The time period during which the TA was provided (between July 2012 and the publication date of the NOFA)
- How the TA was provided, including any challenges encountered in providing the TA
- The quantifiable accomplishments or results of the TA

Please note that this NOFA asks applicants to include two letters of reference (Rating Factor 1, Section 1.B.iii. "Letters of Reference") that should come from the customers/recipients of the work described in the “Recent TA Engagements” section.

1.B.iii. Letters of Reference (4 points)

The applicant must submit two letters of reference from customers that received the technical assistance described in Rating Factor 1, Section 1.B.ii. "Recent TA Engagements." If the applicant did not identify engagements with at least two different customers in Rating Factor 1, Section 1.B.ii. "Recent TA Engagements," the letters of references may come from other customers to whom the applicant provided technical assistance between July 2012 and the publication date of the NOFA.

The letters of reference cannot be from a HUD employee, such as a HUD Regional, Field, or Headquarters employee. Letters of reference must be on letterhead from the organization receiving or benefiting from the technical assistance, signed by the head of the organization (i.e., Executive Director, Department Director, CEO, etc.) or his or her designee, dated after the NOFA is published, and no longer than two pages each.

Letters must include:

- A description of the services or technical assistance provided by the applicant in support of the referrer, including the dates and location of the engagement
- A description of quantifiable results or accomplishments from the services or technical assistance provided
- A description of how the results/accomplishments of the services or technical assistance were evaluated
- A testament to the customer’s experience working with the applicant, including whether

the work was completed on time, with a high level of quality, and in a way that was responsive to customer needs

Past Performance Scoring (17 points):

- Eligible Activities (3 points): Eligible activities must have been conducted between July 2012 and the publication date of the NOFA.
    - 0 eligible activity categories conducted between July 2012 and the publication date of the NOFA (0 points)
    - 1 eligible activity category conducted between July 2012 and the publication date of the NOFA (1 point)
    - 2 or 3 eligible activity categories conducted between July 2012 and the publication date of the NOFA (2 points)
    - 4 or more eligible activity categories conducted between July 2012 and the publication date of the NOFA (3 points)
- Recent TA Engagements (10 points): Points will only be awarded if the TA provided through the engagement meets the definition of at least one of the Community Compass eligible activities. If the TA described is not a Community Compass eligible activity, the applicant will receive zero points for this sub-factor. No points will be awarded for descriptions of TA engagements that occurred prior to July 2012.
    - The degree to which the applicant provides a clear description of the challenge, gap, or issue that the TA was designed to address; identifies the recipient or customer of the TA; and states the time period during which the TA was provided (3 points)
    - The degree to which there is a clear and logical relationship between the gap, issue, or challenge identified and the TA provided (3 points)
    - The degree to which there is a clear and logical relationship between the description of the TA provided and the description of the accomplishments or results (4 points)
- Letters of Reference (4 points)
    - The timeliness, quality, and responsiveness of the applicant's work, as described in the letters of reference (2 points)
    - Demonstrated accomplishments or results from the applicant's work, as described in the letters of reference; full points will only be given if the letters of reference have quantitative, measurable outcomes (2 points)

1.C. Award Management (14 points)

Describe the existing capacity of the applicant's organization to manage a federal financial award and cooperative agreement.

Applicants must provide the following in their response:

- The required qualifications and experience (e.g., position description) of the key personnel who would have responsibility for the areas described below, should the

applicant receive an award:
    - Financial management of the award
    - Management of assignments, work plans, and reporting to HUD
    - Compliance with Federal and HUD requirements
- Contingency/backup procedures in place in the event of unforeseen circumstances, such as the departure of the key personnel described above, that have the potential to negatively impact the administrative functioning of the organization
- The applicant's step-by-step internal processes for meeting the needs of the client, including the following:
    - Managing financial awards
    - Responding to assignments
    - Reporting TA outcomes
    - Procuring, managing, overseeing, and paying subcontractors and consultants

Award Management Scoring (14 points):

- The degree to which the applicant describes the qualifications and experience of the person(s) responsible for managing the financial aspect of awards and the assignments, work plans, and reporting, and the relevance of those qualifications and experience in carrying out financial and award management activities in compliance with federal and HUD requirements. (4 points)
- The degree to which the applicant describes effective and comprehensive contingency/backup procedures in the event that unforeseen circumstances negatively impact the administrative functioning of the organization; such procedures must demonstrate the organization's ability to ensure continuity in the delivery of technical assistance. (4 points)
- The degree to which the applicant's step-by-step internal processes demonstrate that the applicant would be able to manage financial awards; respond to assignments; report TA outcomes; and procure, manage, oversee, and pay subcontractors and consultants. (6 points)

RATING FACTOR 2: SOUNDNESS OF APPROACH *(Maximum Points: 29)*

Rating Factor 2 includes three sub-factors:

1. **Applicant's demonstrated understanding of capacity issues facing entity/entities** (11 points)
2. **TA approach applicant describes to address capacity issues facing entity/entities** (15 points)
3. **Addressing multiple entities** (3 points)

Community Assessment and TA Approach. For this Rating Factor, applicants will provide a response based on a fictional community, using the information in the Community Snapshot below. The Snapshot includes a description of a community that includes a State, City, Continuum of Care (CoC), Public Housing Agency (PHA), and Tribal Housing Department, with facts about each of these entities. Applicants may need to make assumptions regarding the

entities in order to craft a complete response. Applicants should clearly state any assumptions they make in support of their response.

Applicants may choose to focus their response around a single entity (i.e., the State, City, CoC, PHA, or Tribal Housing Department), more than one of the entities, or the community as a whole. However, applicants that wish to be considered for McKinney-Vento TA and National Homeless Data Analysis Project funding must address the CoC scenario in their response; applicants that wish to be considered for Native American Housing and Community Development TA or NAHASDA TA funding must address the Tribal Housing Department scenario; and applicants that wish to be considered for PHA Administrative Receivership and Recovery TA must address the PHA scenario. These applicants may address more than one of the entities, as long as they address the CoC, Tribal Housing Department, or PHA, as applicable. Applicants that focus their responses on the State should address multiple issues and not just a single issue or program. Applicants that address multiple issues within an entity or across entities will be scored higher than those that address a single issue or program within an entity.

Applicants must include the following items in their response:

- An assessment of the entity's underlying capacity issues. Include a description of the impact on the administration of housing and on community or economic development programs, and how these two issues are interrelated, where applicable.
- A description of the TA the applicant would deliver to address the capacity issues that the applicant identified. Include the rationale for the TA proposed, the major activities, and the deliverable(s) included in the TA engagement. The activities proposed should clearly correspond with the eligible activities described in Section I.A.1.b. "Community Compass Eligible Activities." The applicant should identify existing HUD TA resources (e.g., tools, local HUD Field Office knowledge about the grantee, products, or curricula) that would be appropriate to use as part of the applicant's TA approach and describe examples of how they would be used. Additionally, applicants that include TA to the CoC as part of their response should also consider its association with the programs and topics in the Homelessness section of the "Table of Categories, Programs and Topics, and Funding Sources" in Section I.A.1.a. of this NOFA.
- A description of the skills, experience, and expertise the TA provider staff team members will need in order to deliver the TA proposed. Please note that this response should include a description of the qualities that *would be needed* of staff, not the names of or information about specific staff or consultants on the applicant's team.

Rating Factor 2 Scoring (29 points):

Scores will be based on the applicant's overall response to the criteria explained in the NOFA. Applicants that successfully address more than one of the entities in their response are more likely to receive higher scores; an exception will be made for applicants that address only the Tribal Housing Department. In addition, HUD may consider the breadth of an applicant's response (i.e., the number of entities included in the response) in determining award amounts. Scores for this section will be based on:

2.A. Applicant's demonstrated understanding of capacity issues facing entity/entities (11

points)

The applicant's demonstrated understanding of the capacity issues facing the entity or entities, including:

- A description of the capacity issues facing the entity or entities, based on the facts presented in the Community Snapshot. Applicants should describe all of the capacity issues facing the entity. Applicants that only address part or some of the capacity issues will receive fewer points. (4 points)
- An explanation of how the capacity issues are interrelated. (4 points)
- An explanation of the potential impact that the identified capacity issues may have on the community's affordable housing and community development, if not addressed. (3 points)

2. B. TA approach applicant describes to address capacity issues facing entity/entities (15 points)

The TA approach that the applicant describes to address the capacity issues facing the entity or entities, including:

- The degree to which the TA approach is linked to the capacity issues that the applicant identified and the facts presented in the Community Snapshot. For applicants that include TA to the CoC as part of their response, HUD will consider the extent to which the proposed TA aligns with the programs and topics listed in the Homelessness section of the "Table of Categories, Programs and Topics, and Funding Sources" in Section I.A.1.a. (3 points)
- The degree to which the applicant provides a clear and logical rationale for why the applicant selected this TA approach. (3 points)
- The degree to which the TA approach utilizes existing, relevant HUD TA resources (e.g., tools, local HUD Field Office knowledge about the grantee, products, or curricula). (3 points)
- The degree to which the TA approach would likely result in improved program administration or implementation and is consistent with HUD program requirements. (3 points)
- The degree to which the skills, experience, and expertise of the team are appropriate for the TA approach proposed and the capacity issues of the entity or entities. (3 points)

2. C. Addressing multiple entities (3 points)

- Applicants that successfully address each of the scoring elements in 2.A. and 2.B. for more than one of the entities (i.e., the State, City, CoC, PHA, or Tribal Housing Department) will receive up to 3 points, with maximum points awarded for addressing all five (5) of the entities. HUD will make an exception for applicants that address only the Tribal Housing Department; these applicants will be awarded the full three points if they successfully address each of the scoring elements in 2.A. and 2.B. for the Tribal Housing Department.

The Community Snapshot is comprised of the five individual scenarios below. For each scenario, answers to the questions below must be included in the applicant's response(s) to Rating Factor 2. Applications should provide comprehensive, organized, and innovative responses to the scenarios; responses should both incorporate answers to the questions described below *and* address the scored criteria noted above.

1. How would your organization deliver TA to help the *entity described* (e.g., the State, City, CoC, PHA, or Tribal Housing Department) maximize outcomes from its HUD funding and planned capital improvements, while meeting the clear requirements of HUD grants? Explain the rationale for this approach.
2. What specific TA does the *entity described* require for each of the HUD programs listed in the scenario? How will the TA result in improved program administration or implementation?
3. Specify actions that the *entity described* can take to make its programs compliant and consistent with HUD programs.
4. What data or reports must the TA provider review when determining the scope of the problem?
5. What resources would the TA provider recommend after evaluating the performance of the *entity described*?
6. What is the proposed strategy for developing a TA plan for the *entity described?*

<u>Community Snapshot</u>

Scenario 1: The State

The State of ABC is located in the Midwest. The State has experienced many capacity and administrative challenges over the past five years and appears unable to rectify the situation. The State's Department of Community Development administers the CDBG program. Its Department of Community Affairs administers the HOME program. The State's Department of Health administers the HOPWA program and allocates funds to local governments and nonprofits throughout the state to act as project sponsors. One of the nonprofit project sponsors under the HOPWA State grantee also has its own separate HOPWA competitive grant. The Governor has indicated a willingness and need to develop strong management, internal procedures, and administrative oversight that will assure future compliance with HUD program requirements. A TA provider is needed to provide a plan with actions it can take to meet HUD's criteria.

Financial Management:

- The State receives an annual allocation of State CDBG funds in excess of $30M, and it will receive CDBG-Disaster Recovery (DR) supplemental funds of $70M.
- The State receives annually about $10M of HOME funds that it allocates to selected subrecipients and state recipients for the administration of all of its HOME programs to

produce affordable housing.

  - While the State is able to commit its HOME funds timely, the State has several unresolved audit findings.

- The State receives about $1M annually in HOPWA funds.
  - About 80% of the State's HOPWA expenditures go towards STRMU (short-term rent, mortgage, and utility assistance), with the remaining 20% going towards TBRA (tenant-based rental assistance).
  - Because of changing demographics, this year's HOPWA formula allocation to the State has decreased significantly, which has prompted the State to ask the HUD Field Office for assistance with cutting programs.

Staffing:

- The majority of the staff with CDBG experience (5 of 8) have left the agency due to unexpected retirements and other reasons.
  - The remaining CDBG staff are relatively new to the agency, struggling with eligibility and national objective compliance issues and are not well-versed in complex issues such as those involving program income and revolving loan funds.
- The State has also experienced rapid turnover of the Department of Community Affairs staff and is considering moving HOME administration to its Housing Finance Agency.
- High turnover has recently left the State Department of Health without an experienced HOPWA staff member.

Affordable Housing Market:

- More than half of all rentals in the State's portfolio are in its most populous city. The city currently lacks the staff and capacity to administer the rental program, and the city has been unable to balance its budget in two successive years, which is against state law.
- The State of ABC invests HOME funds mostly in rental housing. A large share of its rental housing remains at risk of being minimally habitable because most of the units have not been properly maintained, with over half requiring extensive repairs. The affordable rental supply consists of units that are assisted through various government programs, mainly LIHTC and Federal HOME Loan Bank AHP (Affordable Housing Program), and the market rents are relatively low. The HOME units have affordability restrictions beyond the minimum regulatory period, and most of the LIHTC units are in the extended use period. Because most of the State's rental housing stock was funded with LIHTC and AHP funds, the State is proposing alignment of the inspection schedules to ease administration.
- Rental unit stock is declining outside of the most populous city, in the balance of state areas, which has made it difficult to find units for HOPWA TBRA clients in large parts of the state. Most of the rental stock is in the most populous city, and those units are mostly in small structures.

Other issues:

- Beyond staffing, the State's major CDBG issues include its failure to regularly monitor units of general local government which has led to the discovery of millions of dollars of unreported program income held at the local level, revolving loan funds that are stagnant, and improper use of local surveys to validate national objective compliance.
- The State also currently has four years of unexpended CDBG funds on hand and is about to receive the CDBG-DR allocation, with no staff versed in the important nuances of CDBG-DR.
- In the past, the subrecipients and state recipients assumed responsibility for all administrative functions, including implementing HOME program activity and ensuring long-term compliance as specified in the written agreement with the State. The State failed to review the performance of state recipients and subrecipients to ensure compliance and proper oversight as specified by the regulations.
- Because of the increasing epidemic in the most populous city, which has the highest HIV infection rates in the state, the State is considering allocating part of its HOPWA dollars to the city, which it has never done before since the city has its own HOPWA formula grant. Several nonprofits with service areas in the balance of state have expressed concern about this proposal.
- The one HOPWA nonprofit project sponsor under the State grantee, which operates in the balance of state area and also has its own HOPWA competitive grant, uses 40% of its funds for short-term/transitional facilities, 30% for STRMU, 10% for TBRA, and 20% towards permanent housing facilities. This nonprofit has recently begun construction on a 15-unit permanent housing facility using leveraged local funding. The State has not yet discussed if the new facility will include any HOPWA units. This project sponsor has also made a complaint about the lengthy time frame of the State's contracting process, leaving the organization to front over six months of costs before being reimbursed.

Field Office Perspective:

- HUD staff have indicated that they may issue a finding indicating that the State has no capacity to administer the CDBG program. There is political pressure from the Governor's office to spend the money on hand quickly.
- HUD identified the lack of oversight and the lack of policies and procedures to ensure consistency in the administration of HOME funds in its last audit.
- HUD is considering rejecting one or more of the State's HOME certifications and disapproving the HOME portion of the State's Annual Action Plan.

Scenario 2: The City

The City has experienced a significant increase in rental prices, and an affordable housing crisis looms. Twenty percent of the Project-Based Section 8 contracts are set to expire in the next five years, many of which are in neighborhoods with low poverty that provide significant

opportunity to assisted households through access to jobs, education, and health services for residents. Some of the properties are in need of significant capital repairs and are of substantially greater value on the private market than they are as currently operated. This includes a number of Section 236 properties located in areas with rapidly rising rents, all of which have mortgages maturing in the next two years.

Replacement housing, if available, would likely be in neighborhoods that present less opportunity for residents to achieve financial self-sufficiency. If the private owners of the Project-Based Section 8 do not renew their contracts, tenants will receive vouchers to seek subsidized housing in the private market. Unfortunately, most properties with subsidized rents or which accept vouchers have long waiting lists. It is especially hard for homeless households with urgent needs to find an affordable unit, and many are living in unstable or substandard housing situations for long periods while on several different waiting lists for subsidized housing.

Mortgage lenders are interested in using LIHTC in conjunction with FHA mortgage insurance to build or substantially rehabilitate affordable housing in the City, but the lenders have a lot of questions about how such deals might be structured. The lenders active in the City also have questions about the new Capital Needs Assessment (CNA) E-Tool that they are required to use.

In addition to the shortage of affordable housing, the City would like owners of HUD-assisted multifamily housing to provide more support for owner efforts to connect their tenants with services. Some local owners are interested in developing relationships with local service providers or participating in voluntary initiatives such as the Family Self-Sufficiency program, the Grade Level Reading Campaign, or the Service Coordinator program. However, most owners in the area lack experience working with service providers. Owners are not sure which initiatives might be right for their properties or the best practices for connecting tenants to services.

The City has an Assessment of Fair Housing (AFH) due to HUD in 16 months. The City will be submitting a Regional AFH in collaboration with two other cities and three PHAs in the region. The City has fair housing issues, including high levels of segregation and disparities in access to proficient schools for members of protected class groups. The surrounding region, including the cities and PHAs that are part of the regional collaboration, is made up of high-opportunity areas.

Community groups have raised concerns that the City is experiencing a particularly acute shortage of affordable, accessible housing for persons with disabilities, especially accessible housing that is integrated into the community and connected with appropriate services. There are several Section 811 properties in the City that will be closing, and both the owners and the tenants need information on their options. The City is in a State that was awarded a grant for 811 Project Rental Assistance (811 PRA), but implementation has run into challenges and few units have been leased so far.

The City is looking at revitalizing a particular neighborhood and recognizes that the RAD program may be a path to improve some housing within that geography. The City will need technical assistance to inform its decision whether or not to apply. If the City submits an application for RAD, it will need help developing successful financing plans and ensuring program compliance and appropriate risk mitigation. Some 202 PRAC owners in the area are interested in undergoing a RAD conversion, but the buildings are in need of significant repairs

and they will need help conducting an analysis of their capital needs.

Scenario 3: Continuum of Care (CoC)

The CoC is made up of the geographic area of the County and the City. The City's Housing Department is the collaborative applicant for the CoC, and the County's finance and grant department is the HMIS lead. The HMIS Policies and Procedures Manual is part of the CoC Governance Charter. The CoC currently has 15 nonprofit organizations and housing agencies that operate 40 projects. The CoC will be consolidating seven of those projects in the coming year. In the most recent competition, six of the transitional housing projects were reallocated to create six new rapid rehousing projects.

The City is an ESG recipient. The CoC works with the City to determine its local ESG funding decisions. Recently, both parties jointly established funding allocations and performance plans, but they have not yet developed a means to evaluate the outcomes of the ESG project activities.

In the coming year, the CoC plans to work with the City and County to plan how to more effectively respond to, and recover from, a major disaster. It seeks a better understanding of how to: inventory the resources available to program participants during a disaster, coordinate with disaster/emergency organizations, use HMIS data to analyze vulnerable populations experiencing homelessness, use HMIS data to target outreach, and track eligibility for disaster compensation and other disaster-related resources.

This year, the CoC operated a coordinated entry system. The beta test of the system addressed only families and used a 211 system for this subpopulation. The current system maintains a full coordinated entry system in place for all people experiencing homelessness, except for those households clearly fleeing domestic violence. Data for DV is collected in a comparable database. The CoC has implemented a "by name" list for its remaining homeless populations living on the street or other places not meant for human habitation. The CoC is using the VI-SPDAT score to assess individuals first identified as homeless.

The CoC currently uses HMIS and APRs to monitor the performance of all its program recipients. Data are pulled on housing stability, eligibility, length of homelessness, and increasing income and connection to mainstream benefits. The CoC currently reviews 90% of the APRs that were submitted by renewing projects within the CoC for the last competition.

The Point-in-Time (PIT) count and the Housing Inventory Count (HIC) identified 845 homeless persons living in the CoC, a decrease of 18% over the last three years. The percent living in permanent supportive housing has increased from 68% to 77% in that time. The latest HIC shows bed coverage as follows: emergency shelter – 82%; transitional housing – 88%; and permanent supportive housing – 83%. The coverage for rapid rehousing is 42%. The rate of HMIS coverage for ES and RRH has increased in the last year.

The CoC adopted the Orders of Priority into the standards for all CoC Program-funded PSH as described in Notice CPD 16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Compared to the previous PIT, the number of sheltered chronically homeless persons in the current PIT increased by 7%. Recent figures demonstrate that the CoC is on track to end veterans' homelessness, with a decrease of 47% from the last PIT count. The CoC identifies, assesses, and refers homeless

veterans who are eligible for Veteran's Affairs services and housing to appropriate resources such as HUD-VASH.

The CoC has been submitting data for the AHAR submission for three years and has passed the data quality thresholds for all the table shells except FAM TH. It has worked closely with its transitional housing providers and believes the data quality will improve as many of these projects have been reallocated to rapid rehousing. The CoC is seeking ways to encourage local owners of assisted multifamily housing to adopt homeless preferences; however, it is unsure how to initiate outreach to the owners or how to integrate this resource into its coordinated entry referral system.

Scenario 4: Public Housing Agency (PHA)

The PHA operates 650 PH units under an Annual Contributions Contract (ACC). The public housing inventory consists of two family site developments and two elderly high rises. The agency struggles to keep occupancy around 90%. Additionally, the three family site developments are concentrated in a high-poverty area.

During the past six months, EPA has notified the authority that one of the family developments, 200 households, has been constructed on contaminated soil; studies are being conducted to determine the extent of the problem. Relocation of most of the households is anticipated.

The PHA administers 350 Housing Choice Vouchers, but the agency experiences difficulty maintaining voucher utilization, which hovers around 85% to 90%. The Project-Based Voucher properties are all in areas with low-proficiency schools and in areas with low access to public transportation. Changing market conditions have reduced the pool of available units that will pass the Housing Quality Standards.

The agency's financial health has been declining. One significant drain on the agency's resources is a CFFP loan that financed the construction of a day care center; the day care center has experienced declining enrollment and has not paid the monthly rent for several months. The agency has not conducted a physical needs assessment of the public housing units in the past decade. Four of the seven positions for the board have been vacant for almost six months. The Executive Director has been with agency for 15 years.

The agency's PHAS scores have been declining over a four-year period and the Board and Senior staff have not successfully implemented actions under two distinct improvement plans. A recent review by the Department of Enforcement (DEC) predicts an insolvent agency within 5 years.

Additionally, the PHA has to submit an Assessment of Fair Housing (AFH) to HUD in 12 months. The PHA has limited staff capacity and does not have any additional resources, beyond its own staff, to complete its AFH. The PHA would benefit from additional technical assistance to build its capacity to independently conduct an analysis for its AFH.

Scenario 5: Tribal Housing Department

After a recent tribal election, a new Board of Commissioners was elected, with the housing department under its purview. The Executive Director was dismissed, and several other

housing department staff resigned. New staff have been hired, but they require some basic financial education in the way of maintaining ledgers and recordkeeping. They also require training on performance reporting.

The new prospective Executive Director was previously in charge of the healthcare department on the reservation, so she has experience in public administration. However, she is unfamiliar with NAHASDA and the types of funding available to the tribe.

A variety of concerns must be addressed:

- The housing department has plans for a new construction site, but it first needs to do water and sewer infrastructure development and address the potential environmental impacts. Additionally, it would like to take advantage of LIHTC and find other ways to leverage available resources.
- The tribe has raised concerns that the tribal youth do not have some form of community group engagement or suitable places for activities. The tribe is interested in a community center, but it does not know how to fund such a project.
- There have been growing concerns raised at community meetings about the prevalence of mold in homes, as well as a lack of homes that are accessible for those with disabilities.
- A recent inspection revealed that a unit was contaminated due to methamphetamine production. It will require rehabilitation before it can be used for low-income housing again.
- There is growing interest in the community for residents to purchase their own homes, but they are unsure how to go about doing so, particularly since the land on the reservation is held in trust by the federal government.
- The housing department knows that it has many veterans living in tribal housing and had heard that there is a potential supportive housing program targeted at this population.

RATING FACTOR 3: ACHIEVING RESULTS *(Maximum Points: 20)*

Rating Factor 3 includes three sub-factors:

1. **Intended results of TA approach and sustainability over time** (8 points)
2. **Tracking performance and results** (6 points)
3. **Problem-solving to achieve results** (6 points)

3.A. Intended results of TA approach and sustainability over time (8 points)

Based on the information in the Community Snapshot, applicants should describe the intended results of the TA approach they proposed and how the results could be sustained over time.

Applicants must provide the following in their response:

1. A description of the intended results of the TA approach described in the applicant's response to Rating Factor 2. As this section may be reviewed independently of Rating Factor 2, please re-state the relevant scenario(s) to be considered for this response. These can be short-term and longer-term results.

2. A description of the recommendations that the TA provider would make to the entity or entities in order to sustain the TA results over the long term (e.g., after the period of TA ends)

3.A. Scoring (8 points):

- The degree to which the intended results are linked to the capacity issues described in the Community Snapshot (4 points)
- The relevance and likely effectiveness of the recommendations for what the entity or entities should do in order to sustain the TA results over the long term (4 points)

3.B. Tracking performance and results (6 points) [*Note: This sub-factor does not refer to Rating Factor 2 or the Community Snapshot.*]

Describe the applicant's processes for tracking performance and measuring progress towards results for TA engagements.

Applicants must include the following in their response:

1. A description of the applicant's performance management processes, including the types of goals, outcomes, and key milestones used for TA engagements; how the goals, outcomes, and milestones are determined; and how progress toward the goals, outcomes, and milestones is tracked
2. A description of the applicant's processes or policies for ensuring accountability for achieving goals, outcomes, or milestones, including how often performance or progress is evaluated and the steps taken to improve performance when key milestones, goals, or outcomes are not met

3.B. Scoring (6 points):

- The degree to which the applicant describes its processes for performance management, including the types of goals, outcomes, and key milestones used for TA engagements; how the goals, outcomes, and milestones are determined; and how progress toward the goals, outcomes, and milestones is tracked (3 points)
- The description of the applicant's processes or policies for ensuring accountability for achieving goals, outcomes, and milestones, including the degree to which the processes or policies described would be likely to ensure accountability (3 points)

3.C. Problem-solving to achieve results (6 points) [*Note: This sub-factor does not refer to Rating Factor 2 or the Community Snapshot.*]

Describe a previous TA engagement or project in which unforeseen circumstances changed the project scope, forcing the applicant to change its approach to addressing the need.

Applicants must include the following in their response:

1. A short description of the engagement or project, including the customer or recipient of

the TA and the initial goal of the TA
2. A description of the unforeseen circumstances and how those circumstances changed the scope of the project
3. A description of how the applicant adjusted its TA plan to ensure that the changing needs of the customer were adequately addressed
4. A description of the ultimate outcomes/accomplishments of the TA engagement or project

3.C. Scoring (6 points):

- The degree to which the applicant demonstrates an understanding of how the circumstances changed the project scope (2 points)
- The degree to which the applicant demonstrates an ability to consider alternate TA approaches to achieve results (2 points)
- The degree to which the applicant demonstrates that it achieved positive outcomes/accomplishments that addressed the revised scope of the project (2 points)

Rating Factors	Maximum Points: 100

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 deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the Program NOFAs. Each Program 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.C.2.b.(5), Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

In addition, before making a Federal award, HUD is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and the "Do Not Pay" website. HUD may consider other public sources such as media sources, Inspector General or Government Accountability Office reports or findings, or hotline or other complaints that have been 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, HUD reserves the right to take any of the remedies provided in Section III.D.2.e, "Do Not Pay" website Review.

4. Review Types

We anticipate that three types of reviews will be conducted. **First:** HUD will review each application to determine whether it meets threshold eligibility requirements. **Second:** Applications that meet threshold eligibility requirements will be rated against the rating criteria in this NOFA. During the rating period, each application is assigned to a panel. The review panel will include reviewers who will read and score Rating Factors 1 and 3 separately from Rating Factor 2. Rating Factor 2 will be evaluated and paneled by subject matter experts, and those scores will be combined with the scores of the reviewers of Rating Factors 1 and 3 to arrive at the final score. The reviewers will review and assign scores to applications that meet threshold eligibility requirements using the Rating Factors in Section V.A.1. All members of each panel consist of HUD staff. Each application is independently rated by at least two panelists and a panel manager. **Third:** As required by 2 CFR § 200.205, HUD will also 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. This evaluation is in addition to the evaluation of the applicant's eligibility and capacity and the quality of its application. The results from this evaluation will inform funding decisions. If HUD determines 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 may consider the following:

- Financial stability
- Quality of management systems and ability to meet the management standards prescribed in applicable parts of 2 CFR Part 200
- Applicant's record in managing previous HUD awards, cooperative agreements, or procurement awards, including:

    - Timeliness of compliance with applicable reporting requirements
    - Conformance to the terms and conditions of previous Federal awards
    - If applicable, the extent to which any previously-awarded amounts will be expended prior to future awards
- Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
    - Federal Awardee Performance and Integrity Information System (FAPIIS)
    - System for Award Management (SAM)
    - "Do Not Pay" website
- Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 CFR Part 200 and findings and reports of any other available audits
- IRS Tax Form 990
- Applicant organization's annual report
- Publicly-available information, including information from the applicant organization's website
- Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients

5. Ranked Order

Once scores have been assigned, applications will be listed in ranked order. The amount awarded to each application ranked within the fundable range (i.e., a score of 75 or more points overall, unless no applicants for a particular funding source score 75 points or above) will be determined according to the factors described below in Section V.B.7. "Funding Decisions." To ensure coverage across HUD's TA priorities, applications may not be funded in ranked order.

6. Threshold Eligibility Requirements

All applicants requesting funding to provide TA or capacity building under the Community Compass program must be in compliance with the eligibility requirements described in Section III. "Eligibility Information" of this NOFA in order to be reviewed, scored, and ranked. Applications that do not meet one or more of these requirements and applications that are received after the deadline will be considered ineligible for funding.

7. Funding Decisions

In determining the amount awarded to a successful applicant, HUD will take into consideration the amount of funds available, the final score assigned to the application by HUD reviewers, and HUD's overall technical assistance needs, including establishing a range of subject matter expertise and geographic coverage, as well as an applicant's capacity to serve HUD's customers across multiple programs or topics. For prior awardees, HUD 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 an applicant's award. There may be insufficient funds available to make an award to every application scoring within the fundable range.

8. Corrections to Deficient Applications

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

Section VI.B.7 of the FY 2017 General Section for additional information on the process to be followed for corrections to deficient applications.

C. Anticipated Announcement and Award Dates.

Conditional award announcements are expected in October 2017, with awards executed by November 30, 2017, pending successful completion of the administrative and financial process for successful applicants.

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 all other applicants, whose applications were received by the deadline, that 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. A notification sent to a successful applicant is not an authorization to begin performance. Upon notification that an applicant has been selected for award, HUD will request additional information to be submitted or may work with the applicant to amend information that was already submitted as part of the application.

2. Budget form. Applicants responding to this NOFA to conduct technical assistance, capacity building, and data analysis or research activities under the demand-response model 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, and their duration. Therefore, applicants will not submit a HUD-424-CBW or any other budget form with their applications. A cooperative agreement without a formal budget can be executed as long as HUD has other specific information (e.g., the award amount, labor rates, and the activities that the applicant has the capacity to carry out). In cases where HUD cannot successfully conclude negotiations on a cooperative agreement with a selected applicant or a selected applicant fails to provide HUD with requested information as part of the negotiation process, an award will not be made to that applicant. In this instance, HUD may offer an award to and proceed to negotiate with another applicant.

3. Fee and profit. No fee or profit may be paid to any recipient or subrecipient of an award under the Community Compass program.

4. Administrative budget. HUD requires 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 the provider's management of the award. The administrative budget must track the different sources of funding and associate administrative costs to each source.

5. **Administrative costs.** Administrative costs mean reasonable direct and associated indirect costs of overall TA award management and evaluation, including:

a. Salaries, wages, benefits, and related costs for developing and negotiating the budget, developing systems and schedules for ensuring compliance with the award, preparing reports required under the award, attending HUD-required training, submitting billing information, and

management or supervision of persons carrying out the TA activities;

b. Travel costs related to administration of the award;

c. Administrative services performed under third-party contracts or agreements, such as general legal services, accounting services, and audit services;

d. Other costs for goods and services required for the administration of the award, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance of office space. 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.

6. Maximum administrative costs. Administrative costs shall be segregated in a separate cost center within the awardee's accounting system. When developing the administrative budget for the award, the administrative costs are limited, depending on the total award amount. Administrative costs associated with the management of the award are capped as listed below:

AWARD AMOUNT	MAXIMUM ADMINISTRATIVE COSTS
$1,000,000 and over	10 percent of award
$250,000-$999,999	15 percent of award

Costs may be denied or modified if HUD determines that they are not allowable, allocable, and/or reasonable. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to the applicant. In this instance, HUD may offer an award and proceed with negotiations with another applicant.

7. Indirect costs. Indirect costs (also known as "facilities and administrative costs," defined at 2 CFR § 200.56) represent the expenses of doing business that are not readily identified with a particular cooperative agreement, grant, contract, project function, or activity, but are necessary for the general operation of the applicant organization and the conduct of activities it performs. Refer to 2 CFR §§ 200.413 and 200.414 for additional information on determining if costs charged to the award are direct or indirect.

In general terms, an indirect cost rate is the percentage of an organization's indirect costs to its direct costs and is a standardized method of charging individual programs for their share of indirect costs. There are different types of indirect cost rates, which may or may not be suitable for certain negotiation scenarios and organizations. All rate types are described in 2 CFR part 200, Appendix IV, C.1.

Applicants selected for funding pursuant to this NOFA may charge indirect costs to the award. Applicants with an approved federally-negotiated indirect cost rate must submit **with their application** a copy of their approved *Indirect Cost Rate Proposal* to substantiate their request.

Applicants that do not have an approved federally-negotiated indirect cost rate may charge a maximum rate of 10 percent of modified total direct costs. 2 CFR § 200.414(f) states that nonfederal entities that have never received a negotiated indirect cost rate, except those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a *de minimis* rate of 10 percent of modified total direct costs, which may be used indefinitely. If chosen, this methodology must be used consistently for all federal awards until the entity chooses to submit an indirect cost rate proposal and negotiate for a rate.

If an applicant chooses to negotiate for an indirect cost rate, the applicant must contact the designated cognizant agency for indirect costs. The *cognizant agency for indirect cost rates* is defined at 2 CFR § 200.19. For assignments of cognizant agencies see the following:

(a) For Institutions of Higher Education: Appendix III to 2 CFR Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), paragraph C.11.

(b) For nonprofit organizations: Appendix IV to 2 CFR Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, paragraph C.12.

(c) For State and local governments: Appendix V to 2 CFR Part 200—State/Local Government-wide Central Service Cost Allocation Plans, paragraph F.1.

(d) For Indian tribes: Appendix VII to 2 CFR Part 200—States and Local Government and Indian Tribe Indirect Cost Proposal, paragraph D.1.

If HUD is the applicant's cognizant agency for indirect costs, the applicant shall submit its *Indirect Cost Rate Proposal* to the following person and address of the U.S. Department of Housing and Urban Development. Approval of the proposal may take several weeks.

Lisa Abell, Budget Director

HUDCPDIndirectCostRates@hud.gov

Office of Community Planning and Development

451 7th Street SW, Room 7236

Washington, DC 20410

B. Administrative, National and Department Policy Requirements.

For this NOFA, the following requirements apply:

Environmental Requirements.

In accordance with 24 CFR **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 are not subject to environmental review under related laws and authorities.

OMB Administrative Requirements and Cost Principles.

Unless excepted under 24 CFR chapters I through IX, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, shall apply to Federal Awards made by the Department of Housing and Urban Development to non-Federal entities. Applicants should be aware that if the total Federal share of your Federal award may include 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 Terms and Condition for Recipient Integrity and Performance.

C. Reporting.

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

1. Reporting Requirements and Frequency of Reporting. This Program NOFA and award agreement will specify the reporting requirements, including content, method of data collection, and reporting frequency. Applicants should be aware that if the total Federal share of your Federal award may include 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, handicap (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. Program 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. Awardees 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, as well as

Section V.C. "Rules that affect applicants selected for award" of the FY 2017 General Section.

5. Program Progress. Awardees 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. Applicants awarded funds from multiple sources under this NOFA (i.e. Departmental, McKinney-Vento, National Homeless Data Analysis Project, NAHASDA TA, Native American Housing and Community Development, or PHA Administrative Receivership and Recovery) will be required to account for costs separately under each award.

Please direct questions regarding specific reporting requirements to the point of contact listed in Section VII. Agency Contact(s), below.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the awards for a Program NOFA are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. 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 person, organization, or email address identified as the contact under the section entitled Agency Contact(s) in the Program NOFA. 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 Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications.
Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

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.

VIII. Other Information.

Paperwork Reduction Act Statement. The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C.3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each Program NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR

part 1320.

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.

Administrative and Financial.

After selection for funding, but prior to award, applicants 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, applicants must submit a certification from an Independent Public Accountant or the cognizant government auditor, stating that the applicant's 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 the award.

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.