



U.S. Department of Housing  
and Urban Development

# Self-Help Homeownership Opportunity Program (SHOP)

CPD-2600-DC-0019

Community Planning and Development

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# BEFORE YOU BEGIN

If you are a good candidate for this funding opportunity, register in the required systems and review the application materials. If you are already registered, confirm that your information is current and active.

## **SAM.gov Registration**

You must have an active and up-to-date account with [SAM.gov](https://sam.gov), at the time of application and throughout the life of any award.

To register, go to [SAM.gov Entity Registration](https://sam.gov) and click Get Started. From the same page, you can also click the Entity Registration Checklist for the information you will need to register.

It can take several weeks to register in [SAM.gov](https://sam.gov), so get started now if you are planning to apply. [SAM.gov](https://sam.gov) also provides each organization with a unique entity identifier (UEI). A valid UEI is required to apply for funding.

## **Grants.gov Registration**

You must have an active [Grants.gov](https://grants.gov) registration. This requires a [Login.gov](https://login.gov) registration as well. See step-by-step instructions at the [Grants.gov Quick Start Guide for Applicants](https://grants.gov). You must apply for funding using [Grants.gov](https://grants.gov), unless HUD has approved your [waiver request](https://grants.gov).

See [Section VI.B](https://grants.gov). Submission Methods.

## **Find the Application Package**

Use the Grants Search at [Grants.gov](https://grants.gov) and search for opportunity number CPD-2600-DC-0019 . The application package has all the online forms you need to apply. You also need to access the Download Instructions link and review the content before you apply.

If you have other technical difficulties using Grants.gov, contact the Support Center on [Grants.gov](https://grants.gov).

To get updates on changes to this notice of funding opportunity (NOFO), click Subscribe from the View Grant Opportunity page on [Grants.gov](https://grants.gov).

### **Application Deadline**

#### **HUD Listserv**

To get **email alerts** about current and future funding opportunities, **subscribe** to [HUD's Funding Opportunities listserv](https://grants.gov).

# I. BASIC INFORMATION

I. [Basic Information](#)

A. [Summary](#)

B. [Agency Contact\(s\)](#)

## I. BASIC INFORMATION

See [Contact and Support](#) section of this NOFO.

### A. Summary

**Federal Agency Name:**

United States Department of Housing and Urban Development (HUD)

**HUD Program Office:**

Community Planning and Development

**Announcement Type:**

Initial

**Program Type:**

Discretionary

**Paperwork Reduction Act Information:**

2506-0157

**Due Date for Intergovernmental Review:**

See [Section VI.C.1.](#)

#### Key Facts

**Opportunity Name:**

Self-Help Homeownership Opportunity Program (SHOP)

**Opportunity Number:**

CPD-2600-DC-0019

**Federal Assistance Listing(s):**

14.247

#### Key Dates

**Application Due Date:**

11:59:59 PM Eastern Time on:

07/15/2026

**Anticipated Award Date:**

08/06/2026

**Estimated Performance Period Start Date:**

09/22/2026

**Estimated Performance Period End Date:**

09/22/2028

### 1. NOFO Summary

The SHOP grant program provides competitive awards to national and regional nonprofit organizations and consortia to purchase home sites and develop or improve the infrastructure needed to set the stage for sweat equity and volunteer-based homeownership programs and to promote the production of affordable housing for low-income persons and families,

including veterans, homeless persons, first responders, and the physically disabled.

## 2. Funding Details

### Type of Funding Instrument

G (Grant)

### Available Funds

Funding of approximately **\$24,000,000** is available through this NOFO.

Additional funds may become available for award. Use of these funds is subject to statutory constraints. All awards are subject to the selection process contained in this NOFO.

Funding of \$24,000,000 includes \$12,000,000 of FY2025 funds and \$12,000,000 of FY2024 funds.

### Estimated Number of Awards

7 awards from [available funding](#)

### Length of Performance Period:

24-month project period and budget period

36-month project period and budget period

### Length of Periods Explanation:

All SHOP units must be developed and conveyed within 24 months the end of the applicable period of performance if the local affiliate or consortium plans to develop four or fewer SHOP units. SHOP grantees must use all SHOP grant funds within 24 months of the date that grant funds are available for drawdown in the Grantee's line of credit. If the local affiliate or consortium plans to produce five or more units, they must use all SHOP grant funds within 36 months of the date that grant funds are available for drawdown in the Grantee's line of credit.

- HUD will establish the applicable period of performance in the approved HUD financial system.
- Grantees are subject to applicable expenditure deadlines.
- HUD may grant an extension to a Grantee's performance schedule only when justified by good cause.
- HUD will require corrective actions when a Grantee fails to satisfy its approved schedule.
- HUD will note any failure to perform as required under the award as poor performance which may negatively affect an applicant's future SHOP funding.

## B. Agency Contact(s)

See [Contact and Support](#) section of this NOFO.

## II. ELIGIBILITY

### II. Eligibility

#### A. Eligible Applicants

#### B. Eligible Applications

#### C. Cost Sharing or Matching

## II. ELIGIBILITY

### A. Eligible Applicants

If your organization is not an eligible applicant, your application won't be reviewed or scored, and you won't receive funding from HUD.

#### 1. Eligible Entity Types:

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

#### Additional Information on Eligibility

You cannot apply as an individual.

[Faith-based organizations](#) may apply just like any other organization. [HUD does not have any policies or practices that unfairly target these institutions.](#)

- a. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at 24 CFR 5.109, and subject to the protections and requirements of 42 U.S.C. § 2000bb et seq. HUD will not, in the selection of recipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.
- b. A faith-based organization that participates in this program will retain its independence and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the Constitution, 42 U.S.C. § 2000bb et seq., 42 U.S.C. § 238n, 42 U.S.C. § 18113, 42 U.S.C. §§ 2000e-1(a) and 2000e-2(e), 42 U.S.C. § 12113(d), and the Weldon Amendment, among others. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws. A religious organization's exemption from the Federal prohibition on employment discrimination of the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) is not forfeited when the organization participates in a HUD program. See 24 C.F.R. 5.109(i).
- c. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws. Nothing in this Notice shall interfere with rights of such Eligible Applicants, as provided under the Religious Freedom Restoration Act of 1993, Pub. L. No. 103-141, 107 Stat. 1488, codified at 42 U.S.C. § 2000bb through 42 U.S.C. § 2, nor the processes and guarantees provided in HUD regulations regarding applicants' activities and assessments (see 24 CFR 5.110)

#### Additional Eligible Applicant Requirements:

**Nonprofit Status** – Applicants must be eligible public or private nonprofit organization under Federal, state or tribal law.

**Applicant Service Area** – Applicants must be a national or regional organization or consortia (see Section III.A. "Eligible SHOP Applicants" of this NOFO) that serves at least two states.

## 2. Restrictions

### a. Statutory and Regulatory Requirements

You must meet the current [General Statutory and Regulatory Eligibility Requirements](#). If you do not meet these requirements, your application won't be scored, and you won't receive funding from HUD. This is a threshold requirement for all HUD funding.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

### b. Resolution of Civil Rights Matters

If you have any outstanding or unresolved judgments for violating civil rights laws, you must settle them before you apply. If you don't, settle the civil rights law violations before you apply, your application won't be scored, and you won't receive funding from HUD. This is a threshold requirement for all HUD funding.

## B. Eligible Applications

1. An application from an [eligible entity](#) is considered for funding if it meets basic [threshold requirements](#) and passes [merit review](#).

2. Your application must support the [goals](#) of this NOFO.

3. Awards made under this NOFO will not be used to conduct activities that subsidize or facilitate illegal racial preferences or other forms of illegal discrimination, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation.

Eligible applicants include public or private nonprofit organizations and faith based organizations, or a consortium of public or private nonprofit organizations.

- The term "**you**" as used in this NOFO refers to the SHOP applicant, including all consortium members. The term "**consortium**" refers to all consortium members.
- The term "**grantee**" refers to a successful SHOP applicant, including all consortium members, that have been awarded SHOP grant funds under this NOFO.
- The term "**affiliate**" refers to an eligible nonprofit organization that is an affiliate of a SHOP grantee.

Eligible applicants are defined as:

**National Organization:** A public or private nonprofit organization that carries out self-help homeownership housing activities or funds **affiliates** that carry out these activities on a national scale.

**Regional Organization:** A public or private nonprofit organization that carries out self-help homeownership housing activities or funds affiliates that carry out these activities on a regional scale.

- A regional area is a **geographic area** (See [Section IV.C.](#)), such as the Southwest or Northeast that includes at least two states.

- The states in the region need not be contiguous, and the service area of the organization need not precisely conform to state boundaries.

**Consortium:** Two or more public or private nonprofit organizations located in at least two states that enter into an agreement to submit one (1) application for SHOP grant funds to carry out self-help homeownership housing activities on a national or regional basis. Individual consortium members may carry out self-help homeownership housing activities or fund affiliates to carry out these activities.

The consortium must designate one (1) member as the lead entity to act on behalf of all consortium members.

- The lead entity is responsible and accountable for the timely performance and compliance of all consortium members.
- The consortium must execute a new written agreement with each affiliate that is receiving funding under the consortium's FY2024/2025 SHOP funds. The consortium cannot amend a prior written agreement.

All applicants must demonstrate the following:

- Show that you, your affiliates, or consortium members have the capacity and experience to provide or facilitate self-help homeownership opportunities on a national or regional basis.
- Evidence that you will directly undertake eligible SHOP activities and/or enter into a written agreement with one or more nonprofit affiliate organizations to carry out eligible activities.

Your application is considered for funding if it meets the application review requirements in Section V. of this NOFO. Applicants may only submit one (1) application.

**Application and Page Format.** You must submit your SHOP application in an 8.5 inch by 11-inch page size format, using a standard 12-point font and 1-inch margins. Text in tables must not be less than a 9-point font. HUD will not consider material shown in a smaller font size. Pages for each application section must be numbered sequentially starting with "1." For sections with page limits, HUD will not consider information on pages that exceed the page limit (See Section V.A.1. Application Information Criteria of this NOFO).

All communications between HUD and SHOP applicants must be in English. The application must be received through Grants.gov in English.

Application Content. The application consists of six sections:

1. Standard Forms.
2. Applicant Eligibility.
3. SHOP Program Design and Scope of Work.
4. Rating Factors.
5. Appendices; and
6. Forms, Certifications, and Assurances.

Page limits are imposed on both the Program Design and Scope of Work (Section IV.C), and the Merit Review (Section V.B) sections of this NOFO. Required documents submitted in appendices do not count toward your application page limits. HUD will not consider any supplemental information that is not required by this NOFO, or information that exceeds the page limits established by this NOFO.

Refer to [Appendix](#) for an Application Checklist that identifies the elements required for a complete application submission.

**Consortium Application.** If you are applying as a consortium, you must:

- Submit an application that demonstrates that the consortium members are undertaking a single SHOP program.
- The lead entity must file your application on behalf of all consortium members.
- All consortium members must be identified in your application.
- All consortium members must receive SHOP grant funds.
- Application must propose to use a significant amount of SHOP grant funds in each state represented by your consortium members.

Individual program designs for separate consortium members or their affiliates will not be considered by HUD in scoring your application.

**Self-Help Homeownership Housing Experience** – You must demonstrate experience in providing or facilitating self-help homeownership housing opportunities. This is evidenced by the successful production and completion of at least 30 affordable housing units in a national or regional area, in at least two states, within the **36-month** period preceding the submission of your SHOP application.

- This may include self-help homeownership housing units completed by one or more of your affiliates during this period. These units must have been completed in accordance with a written agreement between you and your affiliate(s).
- For a dwelling to qualify as a **self-help homeownership housing unit homebuyer** (defined as the individual or individuals who own the completed unit) must have contributed a significant amount of sweat-equity toward the construction or rehabilitation of the unit as set forth in Section III.F. Other Information.

**Consortium Agreement.** All consortium members must sign and date a written Consortium Agreement for the purpose of applying for SHOP grant funds and carrying out SHOP activities in compliance with this NOFO.

- This Consortium Agreement must designate a lead entity authorized to submit the SHOP application on behalf of all consortium members.
- The Consortium Agreement must also state that the lead entity will be accountable for the performance and compliance of the Consortium's SHOP program in accordance with all requirements of this NOFO, and that each consortium member is responsible and accountable for the performance and compliance of its affiliates.

**Code of Conduct.** You must develop, maintain and follow a written code of conduct in

accordance with 2 CFR 200.318. Your Code of Conduct must be dated and signed by your Executive Director, or the Chair of the governing body of your organization.

**Number of SHOP Units.** The SHOP statute requires the Grantee (national and regional organization or consortia lead entity) to develop no fewer than 30 SHOP units. The average SHOP grant expenditure on each SHOP unit for the combined costs of land acquisition and infrastructure improvements cannot exceed \$25,000 per homeownership unit.

**Geographic Service Area.** You must use SHOP grant funds in at least two states in a national or regional service area.

**Eligible Activities.** You must propose using SHOP grant funds only for the cost of eligible SHOP activities. The following three (3) categories are eligible SHOP activities:

- **Land Acquisition.** You may acquire land (including financing and reasonable and customary closing costs) for the purpose of developing or rehabilitating SHOP units is an eligible activity.
  - If you or your affiliate use SHOP grant funds to acquire land with a building or other improvement affixed to it, you or your affiliate must allocate a portion of the acquisition cost to the land and a portion of the acquisition cost to the building or other improvements. Only the portion of the acquisition cost allocated to the land is an eligible land acquisition cost. Land acquisition is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. 4601 et seq.).
  - You or your affiliate must maintain ownership of the land acquired with SHOP grant funds through completion of the SHOP unit. HUD may grant an exception to this requirement for units also assisted through the United States Department of Agriculture's (USDA) Mutual Self-Help Housing Technical Assistance grants when homebuyer has a USDA Section 502 Direct Loan. The Grantee must submit a written request to HUD for an exception prior to the investment of any SHOP grant funds for land acquisition and/or infrastructure improvements.
  - On or after the publication date of this NOFO, you and your affiliate may use non-grant funds, in accordance with any requirements that govern the other funds, to acquire land. This includes land acquired before completion of the environmental review process.
    - You may use SHOP grant funds to reimburse these costs after your SHOP Grant Agreement has been executed, and the required environmental review process has been successfully completed.
    - Any advances to acquire land prior to successful completion of the required environmental review process are made at the risk of the Grantee and its affiliates, and reimbursement from SHOP grant funds for such advances will depend on the result of the environmental review.
    - These pre-agreement costs must be identified in your SHOP application. Refer to this SHOP NOFO Section III.D.
- **Infrastructure Improvements.** The installation, extension, construction, rehabilitation,

or other improvement of utilities and other infrastructure (including the removal of environmental hazards) of SHOP units are eligible activities. Eligible infrastructure improvement activities include the cost of utility and hook-up fees. Financing and closing costs are ineligible infrastructure improvement activities.

- You or your affiliate must own the land on which infrastructure improvements are made for the SHOP unit. HUD may grant an exception to the ownership requirement for units also assisted through the USDA's Mutual Self-Help Technical Assistance grants for potential homebuyer receiving a USDA Section 502 Direct Loan. The Grantee must submit a written request to HUD for an exception to this requirement prior to the investment of any SHOP grant funds for land acquisition and/or infrastructure improvements.
- You or your affiliate cannot incur infrastructure improvement costs before successfully completing the required environmental review process.
- **Planning and Administration.** Planning and administration costs related to the SHOP grant program is an eligible activity for you and your affiliates. Applicants may allocate a maximum of 10 percent of SHOP grant funds for Planning and Administration costs between the following categories: 1) Planning and Administration expenses of the applicant; and 2) Planning and Administration expenses of the affiliate(s). Eligible costs include staff and overhead costs to carry out your SHOP grant program. For example, providing information to the public about your SHOP grant program and activities.
  - Eligible pre-agreement costs can only be incurred on or after the publication date of this NOFO. You may carry out the eligible activities yourself or fund affiliates to carry out your eligible activities. Refer Section II.A. for additional guidance on pre-agreement costs, ineligible costs, and other restrictions.
  - The indirect costs (such as rent and utilities) of you and your affiliates are also eligible. You must charge indirect costs in accordance with 2 CFR part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" and the requirements of the SHOP grant agreement.

In addition, eligible costs include expenses to inform the public about your SHOP grant program and activities in a manner consistent with civil rights obligations as described below:

In accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and HUD's implementing regulations at 24 CFR part 8, and Title II of the Americans with Disabilities Act (42 U.S.C. p 12131-12134) and the implementing regulation at 28 CFR part 35, the programs services, and activities funded through this NOFO must be accessible to and usable by persons with disabilities. All training sessions and meetings must be held in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, recipients and subrecipients must give priority to alternative methods of involvement and product delivery that are accessible to and usable by individuals with disabilities and offer programs, services, and activities to individuals with disabilities in the most integrated setting appropriate. Recipients and subrecipients must also provide effective communication for individuals with disabilities. Auxiliary aids or services and reasonable accommodations must be

provided to ensure equal participation by individuals with disabilities.

You must use either the income limits for the HOME Investment Partnerships Program, which are updated annually and available at: <https://www.huduser.gov/portal/datasets/HOME-Income-limits.html> or the United States Department of Agriculture's 502 Homeownership Direct Loan Program Low-Income Limits, if an individual or family is using financing through this program.

If you use the income limits for the HOME Investment Partnerships Program, then you must also use one (1) of the following three (3) definitions of "annual income" to determine whether a homebuyer is income-eligible:

1. **Annual Income** as defined at 24 CFR 5.609; or
2. **Adjusted Gross Income** as defined for purposes of reporting under the IRS Form 1040 series for individual Federal annual income tax purposes: or
3. **Grantee Definition.** Grantees must use income limits for the HOME Investment Partnerships Program, which are updated annually and available at: <https://www.huduser.gov/portal/datasets/HOME-Income-limits.html>. This definition must be included in your SHOP Program Design and Scope of Work and approved by HUD.

**Sweat Equity.** The SHOP statute requires that self-help homeownership housing opportunities be provided "under which the homeowner contributes a significant amount of sweat equity toward the construction of the new dwelling." Sweat equity includes home construction training but excludes homebuyer counseling and home maintenance training.

- **Minimum Sweat Equity Contribution.** You must require each SHOP homebuyer to contribute a minimum number of sweat equity hours toward the construction or rehabilitation of the homebuyer's SHOP unit and/or the homes of other homebuyers participating in the self-help homeownership housing program administered by you or your affiliates.
  - If the homebuyer is one individual, the homebuyer must contribute a minimum of 50 hours of sweat equity.
  - If the homebuyer is more than one individual, the homebuyer must contribute a minimum of 100 hours of sweat equity.
  - The only exception to the minimum sweat equity contribution requirement is that HUD may allow volunteers to provide the required sweat equity for a homebuyer who becomes unable to complete his/her sweat equity requirement due to military deployment.
  - You must make **reasonable accommodations** for persons with disabilities, whenever necessary, to afford an individual with a disability with an equal opportunity to use and enjoy a home. (Refer to [Section III.F.](#) for additional information.)

**Homebuyer Financial Contribution.** The SHOP statute requires that dwellings developed in connection with SHOP assistance be provided to "families and persons who otherwise would be unable to afford to purchase a dwelling." ([Section III.F.](#))

**Sale Price.** The SHOP statute requires that dwellings constructed in connection with SHOP assistance be made "available at prices below the prevailing market prices." ([Section III.F.](#))

**Mortgages and Other Loans.** The homebuyer's sweat equity contribution cannot be mortgaged or otherwise restricted upon the future sale of the SHOP unit. ([Section III.F.](#))

**Volunteer Labor.** The SHOP statute requires that activities to develop SHOP-assisted self-help homeownership housing "involve community participation in which volunteers assist in the construction or rehabilitation of dwellings." ([Section III.F.](#))

**Leveraged Resources.** The SHOP statute requires that SHOP grantees use their SHOP grant amounts in a manner that "leverages other sources of funding, including private or other public funds," to complete construction or rehabilitation of their SHOP units.

Also see Section IV.A., Standard Forms, Assurances, and Format, for additional required documentation that will affect the threshold review of your application

### C. Cost Sharing or Matching

This Program does not require [cost sharing or matching](#) but does require leverage, as described below.

There is no matching requirement for SHOP. However, you must leverage resources for the cost of construction and/or rehabilitation of self-help homeownership housing units assisted with SHOP grant funds, and for any other program costs that are not funded with SHOP grant funds. Refer to Rating Factor 4: Leveraging Resources.

# III. PROGRAM DESCRIPTION

## III. Program Description

### A. Purpose

### B. Goals and Objectives

### C. Authority

### D. Unallowable Costs

### E. Indirect Costs

## III. PROGRAM DESCRIPTION

### A. Purpose

The Self-Help Homeownership Opportunity Program (SHOP) awards grant funds to eligible national and regional nonprofit organizations and consortia to purchase home sites and develop or improve the infrastructure needed to set the stage for sweat equity and volunteer-based homeownership programs and production of affordable housing for low-income persons and families. The program is a tool to promote the production of affordable housing for low-income persons and families, including veterans, homeless persons, first responders, and those who are physically disabled and families while fostering safe, stable neighborhoods in communities nationwide.

The SHOP units must be sold to homebuyers at prices below the prevailing market price. Homebuyers must be low-income and must contribute a significant amount of sweat equity towards the development of the SHOP units. Reasonable accommodations must be provided, whenever necessary, to afford individuals with disabilities with equal opportunity to use and enjoy a dwelling. This includes making reasonable accommodations with respect to the sweat equity requirement. A homebuyer's sweat equity contribution cannot be mortgaged or otherwise restricted upon future sale of the SHOP unit. Volunteer labor is also required.

### B. Goals and Objectives

The SHOP program goals and objectives are:

- To facilitate innovative homeownership opportunities through the provision of self-help housing, where the homebuyer contributes a significant amount of sweat equity toward the construction of the new dwelling.
- To make funding available for land acquisition and infrastructure improvements which results in the development of affordable homes for purchase by qualified low-income individuals and families.
- To construct quality homes that comply with local building and safety codes and standards and are available at prices below the prevailing market prices;
- To fund applicants who will not operate illegal injection sites or "safe consumption sites" in violation of 21 U.S.C. 856, consistent with the requirements of 2 C.F.R. 200.300(a). Applicants will cooperate, assist and not interfere with law enforcement to enforce local laws such as those prohibiting public camping and drug use laws.
- To establish and foster a partnership between the Federal Government and organizations and consortia, resulting in efficient development of affordable housing with minimal governmental intervention, limited governmental regulation, and significant involvement by private entities;
- To fund activities developing housing involving community participation to assist with home construction; and
- To fund self-help housing projects on a geographically diverse basis, which includes

areas having high housing costs, rural areas, and areas underserved by other homeownership opportunities that are populated by low-income families unable to buy a home.

## C. Authority

Funding for this program is provided by the Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4, approved March 15, 2025), Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024).

SHOP is authorized by Section 11 of the Housing Opportunity Program Extension Act of 1996 (Public Law 104-120, as amended, 42 U.S.C. 12805 note, referred to as the "SHOP" statute).

## D. Unallowable Costs

Unallowable costs include any costs incurred that are not eligible in accordance with the requirements of this NOFO. This includes the following:

- Pre-agreement costs that do not meet all the SHOP requirements, including any pre-agreement cost that is:
  - not identified in your SHOP application;
  - incurred prior to the publication date of this NOFO; and/or
  - incurred by your affiliate and not approved in writing by you prior to its incurrence.
- Land acquisition costs for land that is owned by you or your affiliate before the date of the SHOP Grant Agreement (except when eligible as a pre-agreement cost).
- Land acquisition costs for land banking purposes (i.e. holding land for an indefinite period).
- Land acquisition costs for an acquisition that does not comply with the URA and the URA implementing regulations at 49 CFR part 24.
- Refinancing costs for land that you or your affiliate acquired before the publication date of this NOFO.
- Infrastructure improvement costs that you or your affiliate incurred before the publication date of this NOFO or before the completion date of the required environmental review process and HUD approval of a Request for Release of Funds, where applicable.
- Financing and closing costs for loans that you or your affiliate used to finance infrastructure improvement costs.
- Land acquisition costs for land that is not owned by you or your affiliate except when HUD approves an exception for SHOP units also assisted through USDA Mutual Self-Help Housing Technical Assistance grants when the homebuyer is receiving a USDA Section 502 Direct Loan.
- Infrastructure improvement costs for land that is not owned by you or your affiliate unless HUD approves an exception for SHOP units also assisted through USDA

Mutual Self-Help Housing Technical Assistance grants for homebuyers receiving a USDA Section 502 Direct Loan.

- Demolition costs (except that the removal of environmental hazards is an eligible infrastructure improvement cost).
- Development costs that are not land acquisition or infrastructure improvement costs, such as building permitting fees, property taxes during the construction period, performance bonds, and landscaping.
- Impact fees that do not constitute payment for land acquisition and infrastructure improvements and are not required by a governmental entity authorized to impose such a fee.
- Construction, rehabilitation, or improvement costs of any dwelling unit, pre-existing or new.
- Homebuyer pre-purchase counseling and post-purchase counseling costs.

**Other Restrictions:** The average SHOP expenditure for the combined cost of land acquisition and infrastructure improvements cannot exceed \$25,000 per SHOP unit.

## E. Indirect Costs

If you expect to charge [indirect costs](#) to the award, submit the Indirect Cost Information for Award Applicant/Recipient form (HUD-426) with your application.

If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base. You must also include a letter or other documentation from the cognizant agency showing the approved rate.

- If your organization does not have a current negotiated rate (including provisional rate) and elects to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 15% of Modified Total Direct Costs (MTDC), as defined at [2 CFR 200.1](#).
- Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both, as described in [2 CFR 200.403](#).
- Once elected, the de minimis rate must be applied consistently for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time.
- Documentation of the decision to use the de minimis rate must be retained on file for audit.

## SHOP Program History

The following changes have been made from the published FY2024 SHOP NOFO:

- The percentage of grant funding that can be used **Planning and Administration** has been lowered to ten (10) percent from 20 percent.
- The point values for all Rating Factors have been redistributed among all the factors.

- **Grantee Definition of Annual Income** has been updated.
- **Homebuyer Income Eligibility** and **Eligible Household Income** have been combined into the term, **Homebuyer and Household Income Eligibility**.
- **Maximizing Affordable Housing Development** preference points (valued at two points) is available for this NOFO.
- Promise Zones preference points have been removed.

Please thoroughly read the NOFO to ensure you meet all necessary requirements to apply for FY2024-2025 SHOP funds.

## F. Other Information

**Beneficiary requirements for eligible SHOP homebuyers are as follows:**

**Homebuyer and Household Income Eligibility.** You must have procedures to clearly ensure that assisted homebuyers are income eligible. The SHOP statute requires that funds benefit "low-income families and individuals who otherwise would be unable to afford to purchase a dwelling." Eligible homebuyer households are low-income individuals and families whose annual incomes do not exceed 80 percent of the median income for the area, as established by HUD with adjustments for household size. Grantees must use income limits for the HOME Investment Partnerships Program, which are updated annually and available at: <https://www.huduser.gov/portal/datasets/HOME-Income-limits.html> or when an individual or family participating in the SHOP program uses financing provided by the United States Department of Agriculture's 502 Homeownership Direct Loan Program, a grantee may use the low-income limits developed for that program to determine that individual or family's eligibility.

**Additional Homebuyer Eligibility Requirements.** Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). Only United States citizens or "qualified aliens" are eligible for benefits under this program.

**Eligible forms of Homeownership.** "Homeownership" and "own" mean fee simple title or a 99-year renewable lease, or an equivalent form of ownership approved by HUD. In Guam, the Northern Mariana Islands, the United States Virgin Islands, and American Samoa, the definition includes renewable leases of 40 years or more. For Indian Trust or restricted lands, the definition includes renewable leases of 50 years or more. Ownership may be subject to mortgages, deeds of trust, or other liens or instruments securing the debt on the property as allowable under State law.

**Housing Counseling.** If SHOP grantees or affiliates require housing counseling or refer eligible homebuyers to housing counseling, the housing counseling may be subject to HUD's Housing Counseling rule. Pursuant to 24 CFR 5.111, any housing counseling required under or provided in connection with any program administered by HUD shall be provided only by HUD-certified organizations and counselors per 24 CFR part 214.

**Sweat Equity.** The SHOP statute requires that self-help homeownership housing opportunities be provided "under which the homeowner contributes a significant amount of sweat equity toward the construction of the new dwelling".

**Sweat Equity Contribution Value.** You must establish a fair and reasonable method for valuing a homebuyer's sweat equity contribution. Minimally, an average hourly rate or equivalent of \$1,000 per 100 hours of sweat equity for multi-person households, or \$500 equivalent per 50 hours of sweat equity for individual member households. The full value of the homebuyers sweat equity contribution must count as an equity contribution towards the purchase of the homebuyer's SHOP unit. Please refer to "Mortgages and Other Loans" further down in this section for additional guidance.

**Minimum Sweat Equity Contribution.** You must require each SHOP homebuyer to contribute a minimum number of sweat equity hours toward the construction or rehabilitation of the homebuyer's SHOP unit and/or the homes of other participating homebuyers in your or your affiliates' self-help homeownership housing program.

- An individual must contribute a minimum of 50 hours of sweat equity. If the homebuyer is more than one individual, the homebuyers must contribute a minimum of 100 hours of sweat equity. Sweat equity includes home construction training but excludes homebuyer counseling and home maintenance training.
- You may not make exceptions to this requirement. HUD may approve a request to allow volunteers to provide the required sweat equity for a homebuyer who becomes unable to complete his/her sweat equity requirement due to military deployment.
- You must make reasonable accommodations for persons with disabilities, whenever necessary, to afford a disabled individual the opportunity to use and enjoy a home. For example:
  - Homebuyers with disabilities may work on less physical tasks or administrative tasks, receive an exemption from the sweat equity requirement, or use volunteers to provide the required sweat equity. If a homebuyer with disabilities uses volunteers, the homebuyer must enter into a written three-party agreement with the affiliate or the Grantee (if the Grantee directly administers the program) and the volunteer working on behalf of the homebuyer.
  - HUD may approve a request to allow volunteers to provide the required sweat equity for a homebuyer who becomes unable to complete his/her sweat equity requirement due to his or her active-duty military service consistent with obligations under the Servicemembers' Civil Relief Act (SCRA).

**Homebuyer Financial Contribution.** The SHOP statute requires that dwellings developed with SHOP funds be provided to "families and persons who otherwise would be unable to afford to purchase a dwelling." You and your affiliates can only require the homebuyer make upfront financial contributions cash for a down payment, and other reasonable and customary closing costs of towards the purchase of the homebuyer's SHOP unit.

**Mortgages and Other Loans.** The homebuyer's sweat equity contribution cannot be mortgaged or otherwise restricted upon the future sale of the SHOP unit. To make the cost of homeownership transparent to homebuyers, at or before closing, you must provide each homebuyer with unit-specific information on the cost and carrying charges for the homebuyer's unit. This is similar to information required on the HUD-1 "Settlement Charges." <https://www.hud.gov/sites/documents/1.pdf>.

The following examples demonstrate compliance with the SHOP restrictions on mortgages:

- **Sale Price Reduction.** The SHOP unit sale price is reduced by the value of the homebuyer's sweat equity contribution. On the date of sale, the total amount of all mortgages and other loans for the purchase of the SHOP unit must not exceed the SHOP unit's reduced sale price plus reasonable and customary closing costs.
- **Homebuyer Credit.** The value of the homebuyer's sweat equity contribution is treated as a credit towards the SHOP unit sale price. On the date of sale, the total amount of all mortgages and other loans for the purchase of the SHOP unit must not exceed the SHOP unit's sale price plus reasonable and customary closing costs minus the credit for the homebuyer's sweat equity contribution.

**Sale Price.** The SHOP statute requires that dwellings constructed in connection with SHOP assistance be made "available at prices below the prevailing market prices." You must sell each SHOP unit below the appraised value of the property. Lenders may charge reasonable and customary closing costs for the area in which the unit is located. The amount of the SHOP unit mortgage or loan may include these closing costs, but the amount of closing costs must be separately identified and note included in the sale price.

**Volunteer Labor.** The SHOP statute requires that activities to develop SHOP-assisted self-help homeownership housing "involve community participation in which volunteers assist in the construction or rehabilitation of dwellings." This means your SHOP Program Design must include volunteer labor. Volunteer labor is work performed by an individual without promise, expectation, or compensation for the work completed. Volunteer labor may be professional, or non-professional labor performed by community members, other volunteers, or household members who are not homebuyers.

# IV. APPLICATION CONTENTS AND FORMAT

## IV. Application Contents and Forms

### A. Standard Forms, Assurances, and Certifications

#### B. Budget

### C. Narratives and Other Attachments

#### D. Other Application Content

TABLE OF CONTENTS

## IV. APPLICATION CONTENTS AND FORMAT

Applications must include three main elements: a) standard forms, assurances, and certifications; b) budget; and c) narratives and other attachments. The content, forms, and format for each element are included in this section.

You may use this section as a checklist to ensure you submit a complete application.

If you don't provide the required documents in the correct format, your application is incomplete.

Do not submit password protected or encrypted files.

Element	Submission Form
Standard Forms, Assurances, and Certifications	Upload using each required form.
Budget	Use the required budget form.
Narratives and Other Attachments	Insert each in the Attachments form.

Thirty-two (32) pages for national applicants, 32 pages for regional applicants, and 37 pages for consortium applicants pages is the total maximum length of all narratives.

Double spaced 12-point Times New Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides.

### Other

All communications between HUD and SHOP applicants must be in English. The application must be received through Grants.gov in English. Text in tables must not be less than a 9-point font. HUD will not consider material shown in a smaller font size. Pages for each application section must be numbered sequentially starting with "1." For sections with page limits, HUD will not consider information on pages that exceed the page limit. HUD will also not consider any supplemental information that is not required by this NOFO, or information that exceeds the page limits established by this NOFO. (See Section IV.C. of this NOFO).

Application Content. The application consists of six (6) sections:

1. Standard Forms
2. Applicant Eligibility
3. SHOP Program Design and Scope of Work
4. Rating Factors
5. Appendices
6. Forms, Certifications, and Assurances

Page limits are imposed on both the Program Design and Scope of Work (Section IV.C.), and

the Rating Factor (Section V.A.) sections of this NOFO. Required documents submitted in appendices do not count toward your application page limits.

Refer to the [Appendix](#) for an application checklist that identifies the elements required for a complete application submission.

## A. Standard Forms, Assurances, and Certifications

You must properly complete and submit with your application the standard forms, assurances, and certifications identified below. You can find all forms in the application package or review them and their instructions at [Grants.gov Forms](#). You can also [read more about standard forms](#) on HUD's Funding Opportunities page.

Forms/Assurances/ Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	Required with the application	Page limit: Not applicable File name: SF-424
Applicant and Recipient Assurances and Certifications (HUD 424-B)	Required with the application	Page limit: Not applicable File name: HUD-424B
Applicant/Recipient Disclosure/Update Report (HUD 2880)	If applicable, required with the application	Page limit: Not applicable File name: HUD-2880
Certification Regarding Lobbying	Required with the application	Page limit: Not applicable File name: Lobbying Certification form
Disclosure of Lobbying Activities (SF-LLL)	If applicable, required with the application	Page limit: Not applicable File name: SF-LLL
Certification for a Drug-Free Workplace (HUD-50070)	If applicable, required with the application	Page limit: Not applicable File name: HUD-50070
Assurances for Non-Construction Programs (SF-424B)	If applicable, required with the application	Page limit: Not applicable File name: SF-424B
Assurances for Construction Programs (SF-424D)	If applicable, required with the application	Page limit: Not applicable File name: SF-424D

Forms/Assurances/ Certifications	Submission Requirement	Notes/Description
Certification for Opportunity Zone (HUD 2996)	If applicable, required with the application	Page limit: Not applicable File name: HUD-2996

Before submitting your application, ensure that all required and applicable forms are complete and attached to your application.

## B. Budget

You must submit a budget with your application to support your project narrative.

At a minimum, your budget must indicate direct and any indirect costs.

Budget Form/Document	Submission Requirement	Notes/Description
Budget Information for Non-Construction Programs (SF-424A)	If applicable, required with the application	Page limit: Not Applicable File name: SF-424A
Budget Information for Construction Programs (SF-424C)	If applicable, required with the application	Page limit: Not applicable File name: SF-424C
Grant Application Detailed Budget (HUD-424-CB)	Required with the application	Page limit: Not applicable File name: HUD-424CB Form location: download instruction
Grant Application Detailed Budget Worksheet (HUD-424-CBW)	Required with the application	Page limit: Not applicable File name: HUD-424CBW Form location: download instructions
Federal Assistance Funding Matrix and Certifications (HUD-424-M)	Required with the application	Page limit: Not applicable File name: HUD-424-M Form location: download instructions
Indirect Cost Information Certification (HUD-426)	If applicable, this document is required with the application and after award	Page limit: Not applicable File name: ICR Doc.

Budget Form/Document	Submission Requirement	Notes/Description
		Form location: download instructions

## C. Narratives and Other Attachments

If applicable, you must upload narrative and other attachments in [Grants.gov](https://www.grants.gov) using the Attachments Form. When using the Attachments Form, you can upload PDF, Word or Excel formats.

Application submission and award management requirement: All communications between HUD, SHOP applicants, and SHOP awardees must be in English. The application must be received through Grants.gov in English.

All the information needed to apply for a SHOP grant is contained in this NOFO. Instructions can be found at Grants.gov. If there is a discrepancy between the information posted on Grants.gov and any material published by HUD on its website, **or other information provided in paper copy**, the information posted on Grants.gov prevails.

**A. Applicant Eligibility** (no page limit). Evidence of eligibility must be uploaded as a separate attachment.

You must submit the following information to document that your organization or consortium qualifies as an eligible SHOP applicant:

- **Experienced National or Regional Self-Help Housing Nonprofit:**
  - **Nonprofit Status.** Your narrative statement must clearly demonstrate how your organization or consortium qualifies as a national or regional public or private nonprofit self-help homeownership housing organization as defined in this NOFO.
  - If you are not a current SHOP grantee you must submit evidence that you qualify as an eligible public or private nonprofit organization under Federal, state or tribal law (such as a current Internal Revenue Service (IRS) ruling and that your organization is exempt from taxation under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986).
  - If you are a consortium, you must also submit evidence of the nonprofit status of each consortium member that does not currently receive SHOP grant funds. This evidence must be provided in an appendix.
- **Service Area.** You must submit a narrative statement that demonstrates you have completed self-help homeownership housing units in a national or regional area consisting of at least two states. The narrative statement must identify the county, parish, state or region of the country where your completed self-help homeownership housing units are located.
- **Self-Help Homeownership Housing Experience.** You must submit a narrative statement that clearly demonstrates that your organization or consortium has completed at least 30 self-help homeownership housing units, in a national or regional

area consisting of at least two (2) states, within the past 36 months. The developed units must have included a significant contribution of homebuyer sweat equity and volunteer labor. The narrative statement must include the following:

- The dates for your 36-month reporting period should be the two years preceding the submission deadline of your SHOP application,
- The specific number of units completed,
- The average number of sweat equity hours contributed by each homebuyer, and
- The average number of volunteer labor hours contributed to each unit.
- **Consortium Members and Agreement** (if applicable). If you are a consortium, you must submit, in an appendix, a list of all consortium members. The list must include the following:
  - Each member's full name
  - Mailing address,
  - Service area (i.e., city, county or parish and state)
  - Share of proposed SHOP grant funds, and
  - Number of SHOP units each member anticipates constructing should you receive SHOP grant funds.
  - You must submit, in an appendix, a copy of your Consortium Agreement executed and dated in accordance with the guidance provided in this NOFO.
- **Code of Conduct**. You must describe how you will ensure that all officers, employees, and agents of your organization are aware of your organization's Code of Conduct. You must submit a copy, in an appendix, of your written Code of Conduct that complies with the requirements set forth in this NOFO.

**B. Narrative Requirements.** You must submit the following information to document that your organization or consortium qualifies as an eligible SHOP applicant:

- **SHOP Program Design and Scope of Work** (25-page limit). Your Program Design and Scope of Work is limited to 25 pages, excluding your SHOP Program Summary and application appendices. It must be attached as a separate document. Refer to Section III. for a description of the Program-specific requirements.

Your SHOP Program Design and Scope of Work must address the following:

**SHOP Program Summary.** This summary does not count towards your 25-page limit. It must be uploaded as a separate attachment. You must provide a summary of the key elements of your SHOP Program Design and Scope of Work. If you use affiliates, you must describe how you will ensure that your affiliates will comply/carry out your program design.

At a minimum, your summary must include:

- a. **Name of SHOP grantee:**

- b. **Consortium:** Yes \_\_\_\_\_ No \_\_\_\_\_
- c. **Name of lead consortium entity** (if applicable): \_\_\_\_\_
- d. **A list of consortium members** (if applicable): \_\_\_\_\_
- e. **Amount of SHOP grant request:** \$ \_\_\_\_\_
- f. **Total budget:** \$ \_\_\_\_\_
- g. **Leveraged resources:** \$ \_\_\_\_\_; \_\_\_\_\_%
- h. **SHOP grant funds for land acquisition:** \$ \_\_\_\_\_; \_\_\_\_\_%
- i. **SHOP grant funds for infrastructure improvements:** \$ \_\_\_\_\_; \_\_\_\_\_%
- j. **SHOP grant funds percentage for planning and administration:**  
     **(1) Planning and administration expenses of the applicant** % \_\_\_\_\_; and  
     **(2) Planning and administration expenses of the affiliate(s)** % \_\_\_\_\_
- a. **Indirect cost rate:**
1. **Administering Grant/Consortium Member** Indirect Cost Rate \_\_\_\_\_%
  2. **Direct Cost Base** \_\_\_\_\_%
- a. **Pre-agreement costs:** Yes \_\_\_\_\_ No \_\_\_\_\_; if Yes, list type and SHOP grant fund amount
- b. **Affiliates:** Yes \_\_\_\_\_ No \_\_\_\_\_;  
     if Yes, Number \_\_\_\_\_ Actual \_\_\_\_\_ Anticipated \_\_\_\_\_
- a. **Service area:** National \_\_\_\_\_ Regional (specify, including states): \_\_\_\_\_
- b. **Total number of SHOP units:** \_\_\_\_\_ Proposed form(s) of ownership:  
     \_\_\_\_\_ **Fee-simple**  
     \_\_\_\_\_ **99-year Lease**  
     \_\_\_\_\_ **Other, Define:** \_\_\_\_\_
- c. **Number of newly constructed units:** \_\_\_\_\_ or \_\_\_\_\_%
- d. **Number of gut rehabilitated units:** \_\_\_\_\_ or \_\_\_\_\_%
- e. **Number of other rehabilitated units:** \_\_\_\_\_ or \_\_\_\_\_%
- f. **Number of UFSA accessible units:** \_\_\_\_\_; \_\_\_\_\_%
- g. **Number of visitable units:** \_\_\_\_\_; \_\_\_\_\_%
- h. **Number of Universal Design units:** \_\_\_\_\_; \_\_\_\_\_%
- i. **Definition of annual income:** \_\_\_\_\_ (list all definitions)
- j. **Minimum sweat equity hours, one individual:** \_\_\_\_\_ hours
- k. **Minimum sweat equity hours, more than one individual:** \_\_\_\_\_ hours
- l. **Average volunteer labor hours per SHOP unit:** \_\_\_\_\_ hours

- m. **Maximum monthly housing payment:** \_\_\_\_\_% of income
- n. **Pre-purchase counseling:** \_\_\_\_\_% of homebuyers
- o. **Availability of post-purchase counseling:** \_\_\_\_\_% of homebuyers in need of counseling
- p. **Conveyance dates of all SHOP units:** \_\_\_\_\_
- q. **Other (optional; specify):** \_\_\_\_\_
- **SHOP Budget.** You must submit a completed form HUD-424-CB "Grant Application Detailed Budget" and form HUD-424-CBW "Grant Application Detailed Budget Worksheet." Budget amounts on the HUD-424-CB and HUD-424-CBW must agree and must be consistent with amounts stated elsewhere in your SHOP application.
    - **HUD-424-CB.** You must submit a detailed SHOP budget on the form HUD-424-CB "Grant Application Detailed Budget." You must submit a separate HUD-424-CB for Year 1, Year 2, Year 3 and "All Years."
    - **HUD-424-CBW.** You must submit a HUD-424-CBW.
    - **"Grant Application Detailed Budget Worksheet"** that supports your HUD-424-CB "All Years" budget total. Your budget estimates must include the following:
      - **Budget Line Items.** You must include a budget line item under the appropriate budget category for:
        1. Each proposed activity funded by both your SHOP funds and leveraged funds (i.e. land acquisition, infrastructure improvements, construction, rehabilitation, and planning and administration).
        2. Monitoring of your SHOP activities (including monitoring of your consortium members and affiliates).
        3. If your budget includes the value of donations (land, materials and professional services), and/or volunteer labor contributions, you must include a separate budget column for the value of each type of contribution.
        4. If the value of the homebuyer sweat equity contribution is included in your total budget, you must include a separate budget column for this value. (Note: Each homebuyer must receive the full value of the homebuyer's sweat equity contribution as an equity contribution towards the purchase of the homebuyer's SHOP unit).
  - **Leveraged Funds.** You must include a separate column or columns for leveraged funds. On the summary "Analysis of Total Estimated Costs," you must enter the total of all Leveraged funds on the "Match" line.

\*Note, the thoroughness and consistency of your SHOP budget will be evaluated under Rating Factor 3.

- **SHOP Grant Schedule.** Your SHOP Grant Schedule will be rated under Rating Factor 3 of this NOFO. You must submit a SHOP Grant Schedule that includes quarterly production and performance benchmarks for:

If applicable, the selection of your SHOP affiliates,

- Expenditure of your proposed SHOP grant funds by the end of the period of performance,
- Completion of land acquisition,
- Completion of infrastructure improvements,
- Construction or rehabilitation of your SHOP units no later than 36 months after the end of the period of performance, and
- Conveyance of your SHOP units to eligible homebuyers no later than 36 months after the end of the period of performance.
- **Geographic Service Area.** You must describe your national or regional service area and how you will ensure that you will use a significant amount of SHOP grant funds in at least two states.
  - If you have selected your target areas or sites, you must identify the county or parish, state or region of the country you will serve.
  - If you have not selected your target areas or sites, you must describe your selection criteria.
- **Property Standards.** You must describe how your completed SHOP units will be inspected to ensure good condition and comply with the following:
  - All applicable state and local building codes and standards.
- **Accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and HUD's implementing regulations at 24 CFR Part 8** concerning accessibility for qualified individuals with disabilities. SHOP units must be made accessible upon request of the homebuyer in accordance with 24 CFR 8.29. You and your affiliates must also comply with accessibility requirements under the Americans with Disabilities Act (ADA) and Fair Housing Act's design and construction requirements, when applicable.
- **Homebuyer and Household Income Eligibility.** You must state the definition(s) of the annual income you will use in your program. Refer to SHOP NOFO Section III.C. for additional guidance.
- **Housing Counseling.** If SHOP grantees or affiliates require housing counseling or refer eligible homebuyers to housing counseling, the housing counseling may be subject to HUD's Housing Counseling rule at 24 CFR part 214. Pursuant to 24CFR 5.111, any housing counseling required under or provided in connection with any program administered by HUD shall be provided only by HUD-certified organizations and counselors certified per 24 CFR part 214.
- **Sweat Equity.** You must describe your program's requirements for sweat equity

contributions from your homebuyers including:

- The types of tasks required.
- The minimum number of sweat equity hours required from each homebuyer.
- The construction training and supervision you will provide for each homebuyer to ensure that the homebuyer is able to complete the assigned tasks in accordance with your standards, including property standards.
- The reasonable methods for valuing each homebuyer's sweat equity contribution. Each method must take into consideration the type of sweat equity performed, and the number of sweat equity hours contributed. If you use more than one method, you must describe when each method will apply.
- How each homebuyer will be informed about the sweat equity requirements and how his/her sweat equity contribution will be valued.
- How you will provide reasonable accommodations for persons with disabilities.

Your program's sweat equity requirements, specifically your method(s) for valuing the homebuyer's sweat equity contribution, will be evaluated under Rating Factor 3 of this NOFO. Refer to Section V III.F. for additional guidance. During the rating and award process, HUD will also consider the degree to which the homebuyer sweat equity contributes to a reduction in the sales price.

- **Volunteer Labor.** You must describe your program's approach for involving volunteer labor including:
  - The projected sources of volunteer labor contributions.
  - The types of tasks typically performed.
  - The training and supervision you will provide to each volunteer to ensure that the volunteer is able to complete the assigned tasks in accordance with your standards, including property standards.
  - An estimate of the average number of volunteer labor hours per SHOP unit.
- **Homebuyer Financial Contribution.** You must describe how you will ensure that SHOP homebuyers are not required to make any upfront financial contribution towards the purchase of their SHOP units, other than cash contributed for a down payment, and reasonable and customary closing costs. You must define "reasonable and customary closing costs."
- **Sale Price.** You must describe how you will determine the sale price for your SHOP units and ensure that each SHOP unit is sold below the appraised value of the property. Specifically, you must address how each of the following SHOP requirements will affect the sales price of your SHOP units:
  - The value of donated land, material and professional services,
  - The value of volunteer labor, and
  - The full value of the homebuyer's sweat equity contribution, either as a

reduction of the homebuyer's SHOP unit sale price or credit towards the purchase of the homebuyer's SHOP unit.

You must describe how you will ensure that the amount of any reasonable and customary closing costs is separately identified and not included in the sale price. If you will use affiliates, you must describe how you will ensure that your affiliates will comply with your requirements.

- **Mortgages and Other Loans.** You must describe how you will ensure that the homebuyer's sweat equity contribution will not be mortgaged or otherwise restricted upon future sale of the SHOP unit. You must describe how you will provide each homebuyer, at or before closing, unit-specific information on the cost and carrying charges of the homebuyer's SHOP unit that is similar to the information required for the HUD-1 "Settlement Charges."
- **Audit.** You must identify the date of your last audit and when the next audit is due. If your audit is overdue, you must explain why. You must describe any audit findings in the past five audits and the actions you took or are taking to resolve these findings.
- **Affiliates (if applicable).** You must state whether you propose to use affiliates to undertake your SHOP activities. If you have already selected your affiliates, you must provide a list, in an appendix, of all participating affiliates including:
  - Affiliate's full name,
  - Service area (city, county or parish and state),
  - The proposed funding request, and
  - The number of SHOP units each affiliate anticipates constructing or rehabilitating should you receive FY2024-2025 SHOP grant funds.
  - Whether the affiliate has previously participated in your SHOP or self-help homeownership housing program.
  - For consortia, you must also identify the consortium member to which each affiliate is linked.

If you select your affiliates after submitting your application, you must describe the specific criteria you will use to select your affiliates in a narrative statement. In an appendix, you must provide a list of potential affiliates including:

- The full name of the affiliates surveyed,
- Service area (city, county or parish and state),
- Proposed funding need,
- The number of SHOP units each affiliate anticipates constructing or rehabilitating should you receive FY2024-2025 SHOP grant funds, and
- Whether the affiliate has previously participated in your SHOP or self-help homeownership housing program.

All applicants must, in a narrative statement, discuss whether the performance of the

selected or surveyed affiliates has been timely and in compliance with your requirements. If you propose to fund an affiliate that has encountered performance or compliance issues, you must explain what has changed that makes you want to include this affiliate in your FY2024-2025 SHOP program.

- **Mutual Self-help Housing Programs (if applicable).** Describe whether your SHOP program will involve a mutual self-help housing program. You must identify the mutual self-help housing program(s) and provide the estimated number of units or percentage of your total units that will also be assisted by each mutual self-help housing program.
- **Monitoring Plan.** Provide a detailed plan for monitoring the performance and compliance of your SHOP program, including your consortium members and affiliates as applicable, throughout the SHOP period of performance and through the completion and conveyance of the SHOP unit to the homebuyer. At a minimum, your monitoring plan must contain the elements listed in the SHOP Program Summary under Section IV.C. above. In addition, your monitoring plan must describe:
  - For **ongoing, distance monitoring, and oversight:**
    - The types of reports and other documents and tools you will use to track and evaluate program performance and compliance,
    - The specific program performance and program compliance benchmarks you will monitor,
    - The frequency with which you will review your performance and compliance, including the performance and compliance of each consortium member and affiliate, and
    - The remedies or corrective actions you will take to address performance and compliance issues that arise.
  - For **on-site monitoring:**
    - The specific, risk-based performance and compliance indicators you will use to identify consortium members and affiliates most at risk of failing to meet performance benchmarks, or at risk of failing to comply with compliance requirements,
    - The number and type of records you will review during on-site monitoring (e.g., financial, beneficiary, eligibility, property standards and inspections, fair housing and affirmative marketing, Section 3 employment), and
    - The remedies or corrective actions you will take to address identified performance and compliance failures.
- **Typical SHOP Unit Table.** This table is *not* a budget form. This table must be provided in an appendix. Use the following table (or a similar table) to demonstrate your approach to valuing sweat equity; valuing donated land, materials and professional services; valuing volunteer labor contributions; establishing your SHOP unit sale price; and determining the mortgage and/or other loan amount for a typical SHOP unit. You must enter your estimated or average cost, value or amount.

If your SHOP Program Design involves other local, state or Federal subsidies (such as HOME or USDA), you must specify the source and the estimated per-unit subsidy amount. You must indicate whether these estimates are based on the actual results of your prior SHOP or self-help homeownership housing program or are based on your proposed SHOP Program Design.

**TABLE: Typical SHOP Unit**

Per Unit	Average Cost, Value or Amount	Value of Donations	Value of Volunteer Labor	Final Cost, Value or Amount*	Comments
Land Acquisition					
Infrastructure Improvements					
Construction or Rehabilitation					
Other (Specify)					
TOTAL COST					
SHOP Investment Subsidy					
TOTAL SUBSIDY					
SALE PRICE					
APPRAISED VALUE					
Homebuyer Sweat Equity					
Other Homebuyer					

Equity (Specify)					
TOTAL HOMEBUYER EQUITY					
Reduced Homebuyer Sale Price; and/or					
Homebuyer Credit towards Sale Price					
Closing Costs (Specify)					
Other Homebuyer Costs (Specify)					
Mortgage					
Other Loans					
Other Restrictions (Specify)					
Other Affordability Savings over the Life of the Mortgage (Specify)					

\*If you reduce the final SHOP unit cost by the value of donations or volunteer labor, the Final Cost, Value or Amount should reflect this reduction.

**C. Rating Factors** (32-page limit for national applicants, 32-page limit for regional applicants, or 37-page limit for a consortium). Upload your Rating Factors narrative as a separate attachment.

You must address the five (5) Rating Factors identified in SHOP NOFO Section V.B. in your Rating Factor narrative statements, and in the required appendices. To receive preference points included in this NOFO, you must address "Policy Initiative Preference Points" in your Rating Factor narrative statements. You must also upload required supporting preference documentation for full consideration.

- **Appendices** (no page limit). Upload as separate documents. You must submit the appendices that are required by this NOFO. Refer to SHOP NOFO Section VIII. "Other Information" for a list of appendices.
- **Certifications and Assurances (no page limit)**. By electronically signing the SF-424 cover page, your Authorized Organization Representative (AOR) is certifying that the statements in your application are true, complete and accurate to the best of his/her knowledge and that you will comply with the requirements of this NOFO. 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, you may be subject to criminal prosecution. The Department may terminate your award or pursue other available remedies. The AOR is also certifying that should you receive a SHOP grant award, you will administer your award in compliance with this NOFO, and your SHOP grant agreement, and that you will implement your SHOP program in accordance with your approved application (including your budget, SHOP grant schedule, and monitoring schedule). Modifications and amendments must be approved by HUD.

Document	Submission Requirement	Notes/Description
Response to Rating Factors	Required with the application	See <a href="#">Section V.B</a> File name:
Nonprofit Status – Documentation	If applicable, this document is required with the application	Page limit: Not applicable File Name: Code Acceptable Content
Code of Conduct	If not included in <a href="#">HUD's eLibrary</a> , this document is required with the application	Page limit: Not applicable File name: Code <a href="#">Acceptable Content</a>

#### D. Other Application Content

If funded, the following will be incorporated into your Executed Grant Agreement:

- Your SHOP Grant Schedule,
- Your approved Program Design and Scope of Work will be incorporated by reference into your SHOP Grant Agreement. HUD may ask you to amend certain sections that do not affect your compliance with the NOFO threshold requirements or your

application's rating score and ranking, and

- Your SHOP Monitoring Plan, including any amendments, will be incorporated into your SHOP Grant Agreement. HUD will require you to submit an annual monitoring plan that details which consortium members and affiliates you will monitor on-site during the calendar year based on the results of your risk-based monitoring criteria.

If your application is awarded and you have an affiliate that is listed in another awarded SHOP application, that affiliate may be disqualified.

HUD will disqualify/exclude an affiliate or consortium member that applies for SHOP grant funds through more than one application.

### 1. Technical Application Errors

HUD will contact you to fix a technical error with your timely application after the due date. Technical errors, if corrected, do not affect (positive or negative) your merit rating under this NOFO. Examples of technical errors include, but are not limited to: inconsistencies in funding requests; a missing or incomplete form or certification; failure to submit an otherwise sufficient application under the correct Assistance Listings number or Funding Opportunity Number in Grants.gov; improper signature on a form or certification; and missing or inappropriate eligibility documentation.

HUD will send notice to the [authorized organization representative](#) to fix a technical error. You must respond timely and appropriately to HUD's notice (see [submission requirements](#)).

Your application is not eligible for funding if you fail to fix the error to HUD's satisfaction by the due date in HUD's notice. HUD will not review information submitted after the due date in HUD's notice.

# V. APPLICATION REVIEW INFORMATION

## V. Application Review Information

### A. Threshold Review

### B. Merit Review

### C. Risk Review

### D. Selection Process

### E. Award Notices

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## V. APPLICATION REVIEW INFORMATION

### A. Threshold Review

**When you apply:** Your application is reviewed to make sure it meets the threshold requirements of this NOFO. If your application has a [technical error](#), HUD will allow you to [correct it](#). If you fail to meet **any** of the threshold requirements, your application is **not** eligible for HUD funding. If you do meet the threshold requirements, your application moves to [Merit Review](#) (the next step).

#### 1. Timely Application Submission

Late applications are not evaluated and not eligible for funding. See deadlines in [Section VI](#).

#### 2. Complete Application

If your application is timely, HUD will confirm completeness. Your application is considered for funding if it is complete and responsive to the requirements in this NOFO. If your application is incomplete, HUD will ask you to fix any [technical errors](#). Otherwise, incomplete and nonresponsive applications are not considered for funding.

#### 3. Eligible Applicant

Upon receipt, HUD will confirm whether you are an [eligible applicant](#). Applications from ineligible applicants do not proceed to [merit review](#) and are not eligible for HUD funding.

Refer to Section II.A for threshold requirements.

### B. Merit Review

If your application meets the threshold requirements, a panel will review and score its merits. The panel may include HUD employees and non-employees. They will evaluate your application based on the following criteria. The results of the evaluation are shared with senior HUD officials who make the [final decisions about funding](#) consistent with this NOFO.

#### Merit Review Summary

Criterion	Total number of points = 100 or 102
Rating Factor 1: Capacity	10 points
Rating Factor 2: Need/Extent of the Problem	4 points
Rating Factor 3: Soundness of Approach	34 points
Rating Factor 4: Leverage	21 points
Rating Factor 5: Results and Evaluation	31 points
Preference Points	2 points
Total	102 points

#### 1. Rating Factors

Your application must include a response to the following criteria.

#### Rating Factors Details

Criterion	Max points = 100
<b>Rating Factor 1 Capacity</b>	10 max points
<b>Program Management Capacity: 5 points</b> <b>Financial Management Capacity: 5 points</b>	
<b>Rating Factor 2 Need/Extent of the Problem</b>	4 max points
<b>Extent of Need for Affordable Homeownership Housing: 2 points</b> <b>Extent of Need for SHOP Grant Funds: 2 points</b>	
<b>Rating Factor 3 Soundness of Approach</b>	34 max points
<b>Project Feasibility: 11 points</b> <b>Affordable and Sustainable Homeownership: 2 points</b> <b>Sweat Equity Contribution and Valuation: 11 points</b> <b>SHOP Grant Schedule: 4 points</b> <b>SHOP Budget: 4 points</b> <b>Training and Technical Assistance: 2 points</b>	
<b>Rating Factor 4 Leverage</b>	21 max points
<b>Success in Obtaining Leveraged Resources: 8 points</b> <b>Leveraged Resources Strategy: 13 points</b>	
<b>Rating Factor 5 Results and Evaluation</b>	31 max points
<b>Evaluation Plan: 12 points</b> <b>Monitoring Plan: 4 points</b> <b>Utilization of Opportunity Zones: 4 points</b> <b>Past Performance: 11 points</b>	

**Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff (Maximum Points: 10)**

This Rating Factor evaluates your capacity to carry out your proposed SHOP activities in an effective and timely manner and in compliance with the requirements of this NOFO. HUD will examine your past performance, as well as your program and financial management

capacity. Applicants must receive at least 5 points for this Rating Factor to be eligible for funding.

## **Content Requirements for Rating Factor 1**

### **Program Management Capacity (up to 5 points).**

**1. Applicant Capacity.** You must describe your organization's program management capacity including a description of:

- Your program management structure.
- The specific roles and responsibilities of each program management staff member.
- The specific skills and capacity of each program management staff member, their tenure with the organization, and their years of experience managing federal grants.
- Any program management staffing or skills gaps that exist within your program management structure.
- How you plan to address any staffing or skills gaps that may exist.

If you are a consortium, you must provide this information for both the lead entity and each consortium member. You must also describe your procedures for coordinating the program management activities of your consortium members.

**2. Affiliate Capacity.** If you propose to use affiliates, you must state the following:

- Describe and identify the staff responsible for managing and overseeing the performance of your affiliates.
- Describe the criteria you will use to evaluate whether each affiliate has adequate program management procedures that comply with your program management standards.
- Describe the criteria you will use to evaluate whether each affiliate has adequate program management staff capacity, and the steps you will require each affiliate to take should gaps in affiliate capacity arise.
- Describe the criteria you will use to evaluate whether each affiliate has adequate financial procedures and controls that comply with your financial management standards and the requirements of 2 CFR 200.302 and 200.303.
- If you are a consortium, you must describe how each affiliate will be linked to an individual consortium member that will have oversight responsibility for that affiliate.

### **Financial Management Capacity (up to 5 points).**

**1. Applicant Capacity.** Your financial management system must comply with the requirements of 2 CFR 200.302 and 200.303. You must describe your organization's financial management capacity including a description of:

- Your financial management structure,
- The specific roles and responsibilities of each financial management staff,

- The specific skills and capacity of each financial management staff and their experience with federal grants,
- Any financial management staffing or skills gaps that may exist within your financial management structure, and
- How you plan to address any staffing or skills gaps that may exist. If you are a consortium, you must provide this information for both the lead entity and each consortium member. You must also describe your procedures for coordinating the financial management activities of your consortium members.

**2. Affiliate Capacity.** If you propose to use affiliates, you must:

- Identify the staff responsible for managing and overseeing the financial compliance of your affiliates,
- Describe the criteria you will use to evaluate whether each affiliate has adequate financial procedures and controls that comply with your financial management standards and the requirements of 2 CFR 200.302 and 200.303, and
- Describe the steps you will require each affiliate to take should gaps in affiliate financial management staff capacity arise.

Applicants that fail to present a sound SHOP financial management structure with experienced and knowledgeable staff, as well as clear roles and responsibilities for all aspects of SHOP financial management and oversight, will receive a lower score. Applicants that fail to present a plan for addressing any staffing or skills gaps that may exist within their organization or within an affiliate's organization will receive a lower score.

**Rating Factor 2: Need/Extent of the Problem (Maximum Points: 4 points)**

This Rating Factor evaluates the extent to which you demonstrate a need for self-help homeownership housing in your proposed service areas. HUD will consider the housing problems in each of your service areas that will be addressed by your SHOP program and the extent to which you demonstrate the need for SHOP grant funds. Your response to this factor is limited to four (4) pages.

**Extent of Need for Affordable Homeownership Housing (up to 2 points).**

**1. Demonstration of Need.** You must demonstrate the need for affordable homeownership housing in your service area by providing recent and reliable statistical data, including explanatory narrative, on the lack of affordable homeownership opportunities for households with less than 80 percent of area median income (AMI). Statistical and narrative data can include, but is not limited to:

- Low homeownership rates.
- Homelessness rates.
- First Responders, veterans, and physically disabled homeownership rates.
- High foreclosure rates.
- Housing cost burdens.

- Lack of standard housing including overcrowding, housing age, housing deterioration, inadequate housing infrastructure, inadequate utilities, or other severe physical problems.
- Analysis of Restrictive Zoning rules that limit construction of affordable housing units

**2. Data.** National applicants must, at a minimum, use regional-level data to demonstrate the need for affordable homeownership housing. Regional applicants must, at a minimum, use state-level data to demonstrate the need for affordable homeownership housing. If you plan to select some or all your affiliates, describe how the affiliate will use the provided data to address regional and state housing problems. This should include data in areas designated as Opportunity Zones.

National-level data should not be used unless you also use regional-level or state-level data to supplement the national data. You can only use data that is the most recent updated U.S. Census data, and data sources issued within the last five years prior to the issuance date of this SHOP NOFO. For example, you may include data contained in State or local Consolidated Plans, if applicable for jurisdictions located within your service area. You must cite the sources for your data.

**Extent of Need for SHOP Grant Funds (2 points).** You must describe your need for the amount of SHOP grant funds you request. In your description, identify any program funding gap and describe how SHOP grant funds will be used to fill this gap to achieve your proposed SHOP goals.

### **Rating Factor 3: Soundness of Approach (Maximum Points: 34 points)**

#### **Content Requirements for Rating Factor 3**

This Rating Factor evaluates the quality and soundness of your approach to carrying out your proposed SHOP activities. HUD will use your responses to the subfactors below, as well as your Narrative responses, to evaluate:

- The adequacy and effectiveness of your program design.
- Your processes for:
  - Determining the feasibility of proposed SHOP projects.
  - Evaluating the homebuyer's ability to afford and sustain homeownership.
- Strategy to create affordable homeownership opportunities for low-income individuals and families, including first responders, veterans, homeless persons, and the physically disabled.
  - Valuing the homebuyer's sweat equity contribution.
  - Ensuring the completion and conveyance of your SHOP units.
- Your SHOP budget.
- Training and technical assistance approach.
- Your plan for providing employment and job training opportunities for local area residents and businesses.

**1. Project Feasibility (up to 11 points).** You must describe your procedures for assessing the feasibility of SHOP units, including an assessment of:

- The market to determine whether there is a demand for self-help homeownership housing.
- The eligible low-income populations, including first responders, veterans, homeless persons, and the physically disabled, to determine whether there is an adequate pool of homebuyers in the market area.
- The site(s) to determine whether there are any constraints that may prohibit or delay the development of the self-help housing units.
- The financial viability of the project to determine whether sufficient leveraged resources are committed to the project.
- The development schedule to determine whether the self-help housing units will be completed and conveyed within the required SHOP grant schedule

**2. Affordable and Sustainable Homeownership (up to 2 points).**

Identify the specific standard(s) you and your affiliates will use to determine whether a homebuyer can afford the SHOP unit at the time of purchase and sustain the costs of homeownership over the long term. Also identify the specific and measurable standards of the applicant and their affiliates will be used to determine whether a homebuyer can afford and sustain the costs of homeownership over the long term.

**3. Sweat Equity Contribution and Valuation (up to 11 points).**

Describe how you will meet or exceed sweat equity requirements as described in the Program Design and Scope of Work section of this NOFO. You are encouraged to exceed these minimum standards to ensure that the homebuyers contribute a significant amount of sweat equity toward the construction of the unit. Applicants may exceed these standards through a higher valuation of the homebuyer's sweat equity and/or requiring more than the minimum number of sweat equity hours.

The applicant that meets the minimum sweat equity hours and valuation requirements will receive a maximum of five points.

- The applicant that exceeds the minimum number of sweat equity hours will receive a maximum of three points.
- The applicant that exceeds the minimum hourly rate or equivalent sweat equity value will receive a maximum of three points.

**4. SHOP Grant Schedule (up to 4 points).**

Your SHOP Grant Schedule (included in the Program Design and Scope of Work) must demonstrate that you will expend all your SHOP grant funds no later than the expiration date of your proposed period of performance and provide how you will meet project milestones. Your SHOP Grant Schedule must also demonstrate that you will complete and convey all SHOP-assisted units within 36 months of the expiration date of your proposed period of performance.

## 5. SHOP Budget (up to 4 points).

HUD will evaluate the HUD-424-CB and HUD-424-CBW included in the Program Design and Scope of Work Section of this NOFO. Your SHOP budget must include all required budget line items under the appropriate budget category including all activities funded with both SHOP and leveraged funds, monitoring costs, compliance costs associated with water conservation, lead-based paint and accessibility and if applicable, the value of donations, volunteer labor, and sweat equity. Your budget must also include a separate column or columns for leveraged funds.

## 6. Training and Technical Assistance (up to 2 points).

You must describe the format, topic(s) and frequency of any training and technical assistance you will provide or procure to ensure that you and your affiliates have and continue to maintain the skills and knowledge needed to develop self-help homeownership housing and comply with all SHOP and other applicable Federal requirements.

### **Rating Factor 4: Leveraging Resources (Maximum Points: 21 points)**

#### **Content Requirements for Rating Factor 4:**

This factor evaluates the applicant's ability to secure firm commitments of leveraged resources, **including those leveraged through public-private partnerships**, to implement the applicant's proposed SHOP activities. HUD will consider the applicant's previous success in securing leveraged resources, and the applicant's strategy for securing the resources needed to develop the number of SHOP units the applicant proposes in its SHOP application. Grants, loans, in-kind contributions, donated land, donated construction materials, and donated professional services count as leveraged resources.

Leveraged resources do not include the dollar value of homebuyer sweat equity and volunteer labor contributions. Leveraged resources also do not include mortgage financing provided to homebuyers. However, financing provided through the U.S. Department of Agriculture's Section 502 program for direct loans to homebuyers for the construction of their dwellings as part of a mutual self-help homeownership housing program counts as leveraged resources.

Note, the following do not constitute "firm" commitments of leveraged resources: unsigned, undated, or outdated documents; documents only expressing general support of your organization or your SHOP application; documents that do not state the dollar value of the leveraged resources; or documents that do not link the leveraged resources to your FY2025 SHOP application or specific projects in your application.

#### **Success in Obtaining Leveraged Resources (up to 8 points).**

**1. Previous Success.** You must describe your previous success in obtaining leveraged resources for your self-help homeownership housing program during the most recent five-year period which should be the same period as stated in your response to Rating Factor 5. Leveraged resources may include, but are not limited to, in-kind and cash donations committed through public-private partnerships. For each year, you must identify:

- Your total program budget.
- The total dollar value of the leveraged resources required.

The total dollar value of the leveraged resources firmly committed at time of SHOP application.

- The total dollar value of the leveraged resources received.
- The ratio of the total dollar value of leveraged resources firmly committed to the total dollar value of leveraged resources required.

If all your required leveraged resources have not been firmly committed, you must describe the steps you have taken or are taking to secure these funds.

**2. Supplemental Chart.** You must submit, in an appendix, a "**Leveraged Resources Committed and Received Chart**" that lists each leveraged resource that has been firmly committed and received and corresponding year. Leveraged resources of the same resource type that are from the same general funding source may be combined. This chart should be in a spreadsheet format and provide the following:

- **Column 1:** The funding source for each leveraged resource that has been firmly committed.
- **Column 2:** The type of leveraged resource as either cash (grants, loans, or cash gifts/contributions) or non-cash gifts (donated land, donated construction tools, equipment or materials, donated products or appliances, donated professional services or other).
- **Column 3:** The total dollar value of the leveraged resource.
- **Column 4:** The date that the leveraged resource was firmly committed.
- **Column 5:** The total dollar value of the leveraged resource actually received or drawn down.
- **Column 6:** The steps you have taken or are taking to secure those leveraged resources that have not been received.
- **Column 7:** Optional note or explanation.

Leveraged resources may be eliminated from consideration if the required data is not provided.

The **Letter of Firm Commitment** is irrevocable, subject only to approval and receipt of a SHOP grant. The commitment must be written on the letterhead of the partner organization, must be signed by an official of the organization legally able to make commitments on behalf of the organization, include the applicant's name, and must be dated no earlier than the date of publication of this NOFO. In documenting a firm commitment, the applicant's partner must:

- Specify the authority by which the commitment is made, the amount of the commitment, the proposed use of funds, and the relationship of the commitment to the proposed investment. If the committed activity is to be self-financed, the applicant's partner must demonstrate its financial capability through a corporate or personal financial statement or other appropriate means;
- Reference SHOP and describe the proposed total level of commitment and responsibilities, expressed in dollar value for cash or in-kind contributions, and

- Affirm that the firm commitment is contingent only upon the receipt of SHOP funds and state a willingness on the part of the signatory to sign a legally binding agreement (conditioned upon HUD's environmental review and approval).

### 3. Leveraged Resources Strategy (up to 13 points).

**Strategy.** You must describe your strategy for securing the amount of leveraged resources you need to develop the number of SHOP units you propose in your SHOP application. Your strategy should evidence all leveraged sources, including cash and in-kind donations leveraged through public-private partnerships. The total amount of the leveraged resources must be the same as the total amount shown on the HUD-424-CB and HUD-424-CBW that you submit in response to the Program Design and Scope of Work. You must demonstrate that the leveraged resources you will secure will be sufficient to develop the number of units proposed in your SHOP application.

**Supplemental Chart.** You must submit, in an appendix, a supplemental chart, "Leveraged Resources Proposed Chart," that lists the leveraged resources that you have secured or propose to secure. Leveraged resources of the same resource type that are from the same general funding source may be combined. This chart should be in spreadsheet format and provide the following data:

- **Column 1:** The general funding source for each leveraged resource that you have secured or proposed to secure (applicant, private for-profit, private nonprofit, state government, local government, Federal government, or other (specify)). For Federal funding sources, you must separately list each Federal program source by agency (e.g. HUD HOME, HUD CDBG, USDA Sec. 502)
- **Column 2:** The type of leveraged resource, such as cash (grants, loans, or cash gifts/contributions) or non-cash gifts (donated land, donated construction tools, equipment or materials, donated products or appliances, donated professional services or other).
- **Column 3:** The total dollar value of the leveraged resource.
- **Column 4:** The date that the leveraged resource was firmly committed (if applicable).
- **Column 5:** If the leverage is not firmly committed, provide the date that you estimate the leveraged resource will be firmly committed (if applicable).
- **Column 6:** The steps you have taken or are taking to secure those leveraged resources that have not been firmly committed.
- **Column 7:** Indicate whether you have previously raised similar amounts of leveraged resources from the identified funding source, and the specific amount.
- **Column 8:** Optional note or explanation.

### **Rating Factor 5: Achieving Results and Program Evaluation (Maximum Points: 31 points)**

This Rating Factor evaluates the quality and effectiveness of your plan for managing and monitoring your SHOP program performance and compliance. This factor also evaluates whether you have a sound plan for evaluating the timeliness, compliance, efficiency and

effectiveness of your SHOP program. HUD will consider:

- The quality of your program's performance.
- Your alignment with the goals of increasing Opportunity Zone utilization.
- Compliance and monitoring procedures.
- The frequency and type of your monitoring reviews.
- Your process for corrective actions.
- The quality of your evaluation procedures.
- The relationship of your goals to the needs that you identify.
- How you will use your evaluation results.

## Content Requirements for Rating Factor 5 Summary

### 1. Evaluation Plan (up to 12 points).

- **Procedures (up to 4 points).** You must describe your procedures for evaluating the administration and implementation of your SHOP program, including the frequency and methods you will use to collect data. Identify the quantifiable output and outcome indicators or measures you will use to evaluate whether your SHOP program is achieving your goals and addressing the needs identified in your SHOP application.
- **Goals (up to 5 points).** Identify your quantifiable SHOP program goals. You must describe both your primary, secondary goals, and how your goals are related to each specific need you identified in Rating Factor 2 "Need/Extent of Problem."
- **Program Improvement (up to 3 points).** You must describe how you will use your evaluation results to increase the efficiency and effectiveness of the administration and implementation of your SHOP program, including the achievement of your SHOP goals. Applicants who have received SHOP grants in the past must discuss program improvements that were made to address issues revealed in their evaluations. In addition, the applicant should also discuss how they identified the issues in their evaluations, the steps that they took to address those issues, and their assessment of how successful their actions have been.

**2. Monitoring Plan (up to 4 points).** HUD will evaluate the Monitoring Plan submitted under the Program Design and Scope of Work section. Describe your comprehensive process for tracking and evaluating the performance and compliance of your SHOP program throughout the period of performance and through the completion and conveyance of the SHOP unit to the homebuyer. This Monitoring Plan must contain the elements listed in the SHOP Program Summary under Section IV.C.

- **Ongoing, Distance Monitoring (up to 2 points).** HUD will evaluate your ongoing, distance monitoring procedures to determine if your plan routinely tracks the performance and compliance of your consortium members and/or affiliates using specific monitoring benchmarks. HUD will also evaluate the remedies and corrective actions you will take to correct performance and compliance problems once they are identified.

- **On-Site Monitoring (up to 2 points).** HUD will evaluate your on-site monitoring procedures to determine if you will use appropriate risk-based indicators to identify potential performance and compliance problems. HUD will also evaluate the remedies and corrective actions you will take to address identified performance and compliance failures.

**3. Utilization of Opportunity Zones (4 points):** You should provide evidence of planned activities that either directly, or through affiliate organizations, invest in the construction or rehabilitation of affordable housing units located within identified Opportunity Zone areas.

#### **4. Past Performance (up to 11 points).**

**a. Applicants that have been awarded SHOP grants during the previous five-year period.** You must demonstrate timely and effective performance in the administration and implementation of each SHOP grant that you were awarded during the previous five-year period. You must identify the dates for your five-year period which should end as close as possible to the submission of your SHOP application. HUD will examine your SHOP grant schedule and performance reports and other available data, including monitoring reports, program vouchers, audit reports, and SHOP grant Close Out reports.

For each SHOP grant awarded during the five-year period you must provide information related to **Grant Performance**. You may provide the information below in a chart:

- **Deobligated and Returned Funds.** You must state whether HUD or any other funding entity deobligated any SHOP grant funds for the following:
  - failure to expend the funds by the end of your SHOP period of performance
  - monitoring findings or other program deficiencies
  - failure to meet your SHOP project drawdown and/or implementation schedules

You must also describe what led to the deobligation or return of SHOP grant funds and the actions you took, or are taking, to ensure that future SHOP grant funds are used in a timely and compliant manner.

- **Units.** You must specify the number of SHOP units started, completed and conveyed to eligible homebuyers during the SHOP period of performance.
  - You must specify the number of units completed and conveyed within 36 months of the end of your period of performance. If units remain incomplete and are not available to eligible homeowners within 36 months of the end of your SHOP period of performance, you must describe what prevented you from completing and conveying the units, and the actions you took or are taking to prevent further delays.
  - You must provide the average annual income and family size of the homebuyers you serve.
  - You must provide the average sweat equity value each homebuyer received at the time of purchase as well as the average number of volunteer labor hours per unit.
- **Target Dates.** You must state whether you missed any performance benchmarks or

other target dates for prior SHOP grants, and the reasons. You must describe the actions you took or are taking to address any delays.

- **Affiliates.** If you used affiliates, you must identify any affiliates that had compliance as well as those that failed to meet their benchmarks or other target dates. You must describe the actions you took or are taking to address these performance and/or compliance issues.
- **Consortium.** If you are a consortium, you must identify any consortium members that had compliance as well as those that failed to meet their benchmarks or other target dates. You must identify any consortium members that have or had compliance issues. You must describe the actions you took or are taking to address these performance and/or compliance issues.
- **Completion of Old Grants.** You may provide this information in a chart format. You must identify these SHOP grants that were awarded before the five-year period and have not achieved SHOP grant final close out. For each open SHOP grant, you must state the following:
  - Minimum number of units required.
  - Number of units for which you have invested SHOP funds.
  - Number of units that have been conveyed.
  - Number of units that are not conveyed.
  - Describe the actions you are taking to complete and convey the remaining units and your target date for SHOP grant final close out.
- **Audit.** Based on the narrative provided in your SHOP Program Design and Scope of Work, HUD will evaluate your justification for any delays in completing your audit, the severity of any audit findings, and the actions you are taking to resolve any audit findings in the past five audits.

**b. Applicants that have not received SHOP grants during the previous five years.** You must summarize your performance in the administration and implementation of your self-help homeownership housing activities during the previous five years. You must demonstrate that you and your affiliates completed, in a timely and effective manner, at least 30 self-help homeownership housing units within the past 36 months.

Your narrative summary must be supported by the submission of existing internal or external performance reports, monitoring reports, and audits or similar documents that demonstrate your performance and compliance. The supporting documentation and information may be submitted as an appendix. You may provide the information below in a chart:

For each self-help homeownership housing program undertaken during the past five-year period, you must provide information related to Program Performance. You may provide the information below in a chart:

- **Deobligated and Returned Funds.** You must indicate whether any funding entity deobligated any funds for the following reasons:
  - Failure to meet your expenditure and/or implementation schedule over the past

five years,

- Monitoring findings or other program deficiencies.
- **Units.** You must identify the number of self-help homeownership units completed and conveyed to eligible homebuyers during the five-year period.
  - You must provide the average annual income and family size of the homebuyers you served.
  - You must provide the average sweat equity value each homebuyer received at the time of purchase as well as the average number of volunteer labor hours per unit.
- **Target Dates.** You must describe the benchmarks you used to track your performance from land acquisition through the completion and conveyance of the units to the homebuyer. Note whether you failed to meet any of your benchmarks, explain why the benchmark(s) was not met, and the actions you took or are taking to overcome any delays and obstacles.
- **Affiliates.** If you use affiliates, you must identify any affiliates that had compliance as well as those that failed to meet their benchmarks or other target dates. You must describe the actions you took or are taking to address these performance and/or compliance issues.
- **Consortium.** If you are a consortium, you must identify any consortium members that had compliance as well as those that failed to meet their benchmarks or other target dates. You must identify any consortium members that have or had compliance issues. You must describe the actions you took or are taking to address these performance and/or compliance issues.
- **References.** You must provide, in an appendix, references for the top three organizations that have provided financial assistance to your self-help homeownership housing program over the past five years. HUD may contact each reference to verify your program performance.

## 2. Policy Initiative Preference Points

This NOFO supports the following policy initiatives, for which a maximum of two (2) preference points may be awarded. Preference points are added to your overall application score. You do not need to address the policy initiatives in this section to receive an award. If you choose to address a policy initiative in your application, you must adhere to the information with any award.

Preference points are added to your overall application score. You do not need to address the policy initiatives in this section to receive an award. If you choose to address a policy initiative in your application, you must adhere to the information with any award.

**Maximizing Affordable Housing Development Preference Points (Valued at two (2) points).** HUD has a vested interest in ensuring that all grantees are maximizing their potential Federal award. To that end, two (2) preference points will be given to applicants who can explain (with concrete details and examples) how they are selectively choosing projects in

their localities that are the most conducive to affordable home construction. For example, these projects may be in localities that have shown progress and a commitment to reducing regulatory barriers to building homes and stewarding resources in a manner that promotes housing affordability, including through deregulation, streamlined permitting processes, or by curtailing mandates that increase housing construction costs. Executive Order 14394, Removing Regulatory Barriers to Affordable Home Construction, may be a helpful resource.

### a. Budget

The panel will evaluate but not approve the budget. The panel will assess whether the budget aligns with planned program activities and objectives. Panel members will consider whether the budget and the requested performance period are fully justified and reasonable in relation to the proposed project.

You must submit a completed form HUD-424-CB "Grant Application Detailed Budget" and form HUD-424-CBW "Grant Application Detailed Budget Worksheet." Budget amounts on the HUD-424-CB and HUD-424-CBW must agree and must be consistent with amounts stated elsewhere in your SHOP application.

## C. Risk Review

Before making any awards, HUD will evaluate each applicant's likelihood of successfully carrying out the project. Here's what HUD looks at:

### Past Performance:

- Government-wide performance data, as noted in [2 CFR 200.206\(a\)](#)
- Public sources like news reports, Inspector General findings, Government Accountability Office reports, and complaints proven to have merit
- History of managing Federal awards (if applicable), including on-time reporting, meeting planned goals, and following previous award rules. And, the extent to which any previously awarded amounts will be expended prior to future awards
- Reports from past audits, including those performed under 2 CFR part 200, subpart F—Audit Requirements
- History of finishing activities on time and using any promised matching or leveraged funds

### Organizational Health:

- Financial stability
- Quality of management systems and ability to meet the management standards in 2 CFR part 200

- Ability to follow all required laws and rules
- Capacity, including staffing structures and capabilities

**Results:**

- Ability to promote self-sufficiency and economic independence
- Number of people served or targeted for assistance

HUD may use the results of the risk review to make final funding decisions and/or set specific conditions on the award.

## D. Selection Process

When making award funding decisions, HUD will consider:

- Threshold review results, including eligibility requirements.
- Merit review results.
- Risk review results.

To the extent allowed by law, HUD may also consider:

- The scope of the overall projected impact on the program and administrative goals and priorities in this NOFO.
- Reasonableness of the estimated costs to the government.
- The applicant's readiness to conduct the proposed work.
- Likelihood that the proposed project will result in the benefits expected.
- Broad range of recipients beyond recurrent recipients.
- Geographic dispersion.
- All else being equal, preference for applicants with lower indirect cost rates.
- Applicants with demonstrated success in implementing Gold Standard Science (applicable to research awards).
- Applicants with potential to produce immediate results and potential for longer-term, breakthrough results, based on the goals of this NOFO (applicable to research awards).

To the extent allowed by law, HUD may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Choose to fund no applications under this NOFO.
- Withdraw an award offer and make an offer of funding to another eligible application, if terms and conditions are not finalized or met timely.
- Use additional funds made available after NOFO publication to either fully fund an

application or fund additional applications.

- Correct HUD review and selection errors. If HUD commits an error that causes an applicant not to be selected, HUD may make an award to that applicant when and if funding is available.
- Release another NOFO, if funding is available and if HUD does not receive applications of merit.

### Rating and Ranking.

**Threshold Review.** HUD will screen each application to determine if it meets the threshold criteria listed in Section II.A. and Section V.A. of this NOFO; and whether it is deficient and subject to corrections of curable deficiencies as described in Section VI.C. of this SHOP NOFO.

**Applications that will not be Funded.** HUD will not rate and rank applications that fail to cure deficiencies within the time frame provided by HUD. HUD will not rate and rank applications that are not prepared and submitted in English. Further, HUD will not rate, rank or fund applications that fail to meet any of the threshold requirements contained in Section II.A. of this program NOFO.

**Rating.** HUD will rate each eligible application that meets the threshold criteria based on the applicant's response to the Rating Factors. HUD will assign a score for each Rating Factor and a total score for each eligible application.

**Minimum Rating Score.** Applicants must receive a total minimum score of 75 points or more for Rating Factors 1 through 5. HUD will reject any application that does not meet these minimum rating score requirements.

**Tie Scores.** If two or more applications have the same score, the applicant with the highest score for Rating Factor 5 of this NOFO, ("Achieving Results and Program Evaluation"), will be ranked higher. If a tie remains, the applicant with the highest score for Rating Factor 3 of this NOFO, ("Soundness of Approach"), will be ranked higher.

**Award Amount.** HUD will not fund any portion of an application that is ineligible for funding. HUD may fund less than the amount requested by a successful applicant based on the following:

- HUD may adjust the funding amount to ensure the development of housing on a national, geographically diverse basis as required by the SHOP statute.
- HUD may reduce a SHOP grant award for inadequate program performance, including:
  - Delays in meeting performance targets, including:
    - Unit completion and conveyance delays,
    - Slow grant fund disbursement rate,
  - The return and/or deobligation of SHOP or other grant funds, and
  - Unresolved audit or monitoring findings.

- For new applicants, any performance issues reported by the references provided by the applicant in response to Rating Factor 1.
- HUD may also reduce a SHOP grant award depending on the extent to which the applicant fails to exceed the minimum number of sweat equity hours and/or the minimum sweat equity valuation as described in Section III. F.(8) of this NOFO.

In no case shall the grant award be less than the amount necessary to fund the statutory 30-unit minimum.

## E. Award Notices

If your application is successful, HUD will email an award notice to the authorized official representative from the SF-424. HUD will also notify unsuccessful applicants.

The award notice communicates the amount of the award, important dates, and the terms and conditions you need to follow. The notice may also include HUD-imposed award conditions as provided under [2 CFR 200.208](#).

You agree to the award terms and conditions by either drawing funds from HUD's payment system or signing the agreement with HUD. If you do not agree to the award terms and conditions, HUD may select another eligible applicant.

All award and post-award communications between HUD, SHOP awardees, and SHOP beneficiaries must be in English. All reports, requests, and other communications submitted by the grantee must be in English.

**Notification.** If you are awarded a SHOP grant, HUD will notify you in writing of the amount of your grant award. HUD will also execute and send you your SHOP Grant Agreement. You must sign and date your SHOP Grant Agreement and return it to HUD.

**Reporting Instructions.** All successful applicants must comply with the SHOP Grant Reporting requirements in Section VII.D. of this NOFO and the SHOP award grant agreement.

**Performance and Compliance.** HUD will evaluate your performance and compliance with the requirements of this NOFO and your approved application. HUD expects you to fulfill the commitments that you make as part of your application. HUD will require corrective action when you fail to perform adequately.

**Period of Performance.** The SHOP statute requires the Secretary "to recapture any grant amounts provided to the organization that are not used within 24 months after the amounts are first disbursed to an organization or consortium except that such period shall be 36 months...in the case of grant amounts provided to a local affiliate...that is developing five or more dwellings." You must expend all SHOP grant funds within 24 months of the date that HUD makes the SHOP grant funds available for drawdown in your Line of Credit, except that SHOP grant funds provided to an affiliate that develops five or more SHOP units (and SHOP grant funds used by you for directly related administrative costs) must be expended within 36 months of the date that HUD makes the SHOP grant fund available for drawdown in your Line of Credit. HUD will deobligate any grant funds that have not been expended by the period of performance deadline.

# VI. SUBMISSION REQUIREMENTS AND DEADLINES

## VI. Submissions Requirements and Deadlines

- A. Deadlines
- B. Submission Methods
- C. Other Submissions
- D. False Statements

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## VI. SUBMISSION REQUIREMENTS AND DEADLINES

You must apply electronically, unless you qualify to submit a [paper application](#). See [Find the Application Package](#) to make sure you have everything you need to apply online.

Make sure you are current with [SAM.gov](#) and UEI requirements before applying for the award. See the [Before You Begin](#) section of this NOFO.

### A. Deadlines

#### 1. Application submission deadline:

The application deadline is 11:59:59 PM Eastern time on:

07/15/2026

HUD must receive your application by the deadline. Applications received after the deadline are late. Late applications are not eligible for HUD funding.

If HUD receives more than one application from you, HUD will review only the last submission.

HUD may extend an application due date based on emergency situations such as Presidentially-declared natural disasters. An improper or expired registration and password issues are not causes to allow HUD to accept applications after the deadline date.

#### 2. Grace Period for Grants.gov Submissions

If [Grants.gov](#) rejects your application before the deadline, you have up to 24 hours after the application deadline to correct and resubmit your application. Any application submitted during the grace period but not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### B. Submission Methods

#### 1. Electronic Submission

You must register and submit your application through [Grants.gov](#). See [Before You Begin](#).

For instructions on how to submit in [Grants.gov](#), see the [Quick Start Guide for Applicants](#).

Make sure that your application passes the [Grants.gov](#) validation checks or we may not get it.

[Grants.gov](#) will record the date and time of your application submission. HUD will use this information to determine timely applications.

**Need Help?** See the [Contact and Support](#) section of this NOFO.

#### 2. Electronic Submission Application Waiver

You may request a waiver from the requirement to submit your application electronically. The request must show good cause and detail why you are technologically unable to submit electronically. An example of good cause may include: a valid power or internet service disruption in the area of your business office. Lack of [SAM.gov](#) registration is not good cause.

Use the information in the [Contact and Support](#) section of this NOFO to submit a written request to HUD. You must **submit your waiver request at least 15 calendar days before**

the application deadline.

## C. Other Submission Information

### 1. Intergovernmental Review

This NOFO is not subject to Executive Order [12372](#). No action is needed.

### 2. Technical Application Errors

HUD will contact you to fix a [technical error](#) with your timely application after the due date. Use the following submission requirements to respond to HUD's notice.

#### a. Fix Errors in Electronic Applications

To fix an error in response to a HUD notice, you must email the corrections to HUD at [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov). The subject line of the email to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state "Technical Fix" and include the [Grants.gov](#) application tracking number (e.g., Subject: Technical Fix - GRANT123456). If you do not email [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) or if you do not include the appropriate subject line, HUD may mark your application as ineligible.

The HUD notice will allow between 48 hours and 14 calendar days from the date of the HUD notice to fix an error. If the due date to fix an error falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters is closed, then the due date moves to the next business day.

#### b. Fix Errors in Paper Applications

You must fix an error in your paper application, in accordance with HUD's notice. If your paper application includes an incorrect UEI, HUD will request you supply the correct UEI.

## D. False Statements

By submitting an application, you acknowledge your understanding that providing false or misleading information on your application, or during any part of the performance phase of an award, can lead to serious consequences. Those consequences include but are not limited to: fines, repayment, restitution, prison time, termination of any HUD award, and being banned from receiving any future HUD award and doing business with the federal government (18 USC 1001, 18 USC 1012, 18 USC 1010, 18 USC 1014, 18 USC 287, 31 USC 3729 et seq., 31 USC 3801-3812, FAR Part 9.4, 2 CFR Part 180, other remedies in your HUD award).

# VII. POST - AWARD REQUIREMENTS AND ADMINISTRATION

## VII. Post-Award Requirements and Administration

- A. Administrative, National and Departmental Policy Requirements and General Terms and Conditions
- B. Environmental Requirements
- C. Remedies for Noncompliance
- D. Reporting

## VII. POST-AWARD REQUIREMENTS AND ADMINISTRATION

### A. Administrative, National and Departmental Policy Requirements, and General Terms and Conditions

You must follow the applicable provisions in the [Administrative, National & Departmental Policy Requirements and Terms for HUD Financial Assistance – 2026](#):

#### Administrative

1. Build America, Buy America (BABA) (Sections 70901-52 of [Public Law 117-58](#); [41 U.S.C. 8301 et seq](#); and [2 CFR Part 184](#))
2. Uniform Relocation Assistance and Real Property Acquisition Policies Act ([42 U.S.C. § 4601 et seq.](#); [49 CFR part 24](#); and applicable program regulations)
3. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR part 200](#))
4. HUD requirements related to safeguarding resident/client files consistent with [2 CFR 200.303\(e\)](#)
5. The Federal Funding Accountability and Transparency Act (FFATA) ([2 CFR part 170](#))
6. Eminent Domain
7. Participation in HUD-Sponsored Program Evaluation ([12 U.S.C. 1701z-1](#); 12 U.S.C. 1702z-2; [24 CFR part 60](#); and [FR-6278-N-01](#))
8. The Freedom of Information Act (FOIA) ([5 U.S.C. § 552\(b\)](#) and [24 CFR 15.107\(b\)](#))
9. Presidential Executive Actions affecting federal financial assistance programs
  - [Executive Order \(EO\) 14332](#) (*Improving Oversight of Federal Grantmaking*)
  - [EO 14303](#) (*Restoring Gold Standard Science*)
  - [EO 14219](#) (*Ensuring Lawful Governance and Implementing the President's "Department of Government Efficiency" Deregulatory Initiative*);
  - [EO 14218](#) (*Ending Taxpayer Subsidization of Open Borders*);
  - [EO 14202](#) (*Eradicating Anti-Christian Bias*);
  - [EO 14205](#) (*Establishment of the White House Faith Office*)
  - [EO 14182](#) (*Enforcing the Hyde Amendment*);
  - [EO 14173](#) (*Ending Illegal Discrimination and Restoring Merit-Based Opportunity*);
  - [EO 14168](#) (*Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*)
  - [EO 14151](#) (*Ending Radical and Wasteful Government DEI Programs and Preferencing*); and

- [EO 14148](#) (*Initial Rescissions of Harmful Executive Orders and Actions*)

### Civil Rights and Other Protections

10. The Fair Housing Act ([42 U.S.C. 3601-3619](#)) and Civil Rights laws (24 CFR 5.105(a))
11. Affirmatively Furthering Fair Housing (AFFH) requirements ([42 U.S.C. § 3608\(e\)\(5\)](#) and [24 CFR 5.150 et seq](#))
12. Economic Opportunities for Low-and Very Low-income Persons ([12 U.S.C. § 1701u](#) and [24 CFR part 75](#))
13. Compliance with Immigration Requirements ([8 U.S.C. § 1601-1646](#); and [Executive Order 14218](#), *Ending Taxpayer Subsidization of Open Borders*)
14. Accessible Technology requirements ([29 U.S.C. § 794d](#); [29 U.S.C. 794](#); and [42 U.S.C. 12131-12165](#) and implementing regulations at 36 CFR part 1194 (Section 508 regulations), [24 CFR § 8.6](#) (Section 504 effective communication regulations), [28 CFR part 35, subpart H](#) (DOJ Web Access Rule), and [28 CFR part 35, subpart E](#) (DOJ's Title II communications regulations))
15. Ensuring, when possible, the consideration of small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms consistent with [2 CFR 200.321](#)
16. Equal Participation of Faith-based Organizations in HUD Programs and Activities consistent with [42 U.S.C. 2000bb et seq.](#); [24 CFR 5.109](#); [Executive Order \(EO\) 14202](#), *Eradicating Anti-Christian Bias*; and [EO 14205](#), *Establishment of the White House Faith Office*
17. Accessibility for Persons with Disabilities requirements ([29 U.S.C. § 794](#) and implementing regulations at [24 CFR parts 8](#) and [100](#); [28 CFR part 35](#))
18. Applicable Violence Against Women Act (VAWA) requirements in the Housing Chapter of VAWA ([34 U.S.C. § 12491-12496](#)); [24 CFR part 5, subpart L](#); and program-specific regulations
19. Trafficking in persons ([Section 106\(g\) of the Trafficking Victims Protections Act of 2000 \(TVPA\)](#), as amended [22 U.S.C. § 7104\(g\)](#) and implementing regulations at [2 CFR part 175](#))

### Environmental

20. Environmental requirements that apply in accordance with [24 CFR part 50](#) or [part 58](#); [42 U.S.C. 4321 et seq.](#)

### Business Integrity

21. Conducting Business in Accordance with Ethical Standards (Code of Conduct), including [2 CFR 200.317](#), [2 CFR 200.318\(c\)](#), and other applicable conflicts of interest requirements
22. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment ([41 U.S.C. § 3901](#) and [2 CFR 200.216](#))
23. Waste, Fraud, Abuse, and Whistleblower Protections ([41 U.S.C. § 4712](#))
24. Drug-Free Workplace ([2 CFR part 2429](#))

In addition, if any part or provision of the award agreement or terms of this NOFO are enjoined or held to be void or unenforceable in any jurisdiction, they shall be ineffective as to such jurisdiction and only to the extent of such prohibition or enjoinder and shall not invalidate or affect the legality or enforceability of the remaining provisions and applications of the Agreement and Notice. In the event the enjoinder of such provisions is stayed, dissolved, or reversed, the full terms of the award agreement and NOFO, including such provisions, will automatically become effective. This clause is self-executing and will become effective, binding, and enforceable automatically upon issuance of this NOFO.

These are additional requirements that apply to this NOFO: Executive Orders [14321](#) (Ending Crime and Disorder on America's Streets); [14224](#) (Designating English as the Official Language of the United States); [14248](#) (Preserving and Protecting the Integrity of American Elections); and [14296](#) (Keeping Promises to Veterans and Establishing National Center for Warrior Independence).

In addition:

1. Awards made under this NOFO will not be used to engage in illegal racial discrimination including racial preference.
2. Awards made under this NOFO will not be distributed in a way that violates or otherwise is used to interfere with constitutional protections guaranteed for speech and religious beliefs and the free exercise of religion.
3. Awards made under this NOFO will not be used to fund, promote, encourage, subsidize or facilitate the use of illicit drugs.
4. Awards made under this NOFO will not be used to fund any project, service provider, or organization that operates illegal drug injection sites or "safe consumption sites" in violation of 21 U.S.C. § 856, knowingly permit the use or distribution of illicit drugs on property under their control in violation of 21 U.S.C. 856(a)(2), or knowingly distribute drug paraphernalia in violation of 21 U.S.C. 863.
5. All subawards made under this NOFO must comply with 2 CFR 200.332(b), which requires all agreements or contracts made with subrecipients to contain the same terms and conditions as those in the grant agreement. Any conflicting terms and conditions must be approved by HUD.

## B. Environmental Requirements

### 1. Environmental Review

You must follow these environmental review requirements, including regulations at:

[24 CFR part 50](#)

[24 CFR part 58](#)

You and your affiliates must comply with the SHOP environmental review requirements. All SHOP assistance is subject to the National Environmental Policy Act of 1969 and related Federal environmental authorities and regulations at 24 CFR part 58, or 24 CFR part 50 when the unit of general local government within which the project is located (or other responsible entity) declines or is unable to perform the environmental review procedure under 24 CFR

part 58 (as determined by the HUD Field Office CPD Division Director in accordance with HUD's instructions, see HUD Notice CPD-16-12).

You and your affiliates must not undertake any project or activity or commit HUD or non-HUD funds or assistance to a project or activity that could limit reasonable choices or could produce an adverse environmental impact, until all required environmental reviews and notifications have been completed, and HUD approves your environmental certification and request for release of funds under the environmental provisions contained in 24 CFR part 58 or you receive HUD's approval of the project or activity under 24 CFR part 50, as applicable. Examples of activities that could limit the choice of reasonable alternatives include rehabilitation, conversion, repair, disposal of, demolition or construction projects under this NOFO.

Notwithstanding the preceding sentence, in accordance with 24 CFR 58.22(e), section 11(d)(2)(A) of the Housing Opportunity Program Extension Act of 1996 and HUD Notice CPD-16-12; CPD's Notice on Environmental Review Procedures for SHOP, you or your affiliate may advance non-grant funds to acquire land before completion of an environmental review and HUD's approval of a request for release of funds and environmental certification or HUD's approval of the project, as applicable.

Any advances to acquire land prior to such approval are made at the risk of you and/or your affiliate, and reimbursement from SHOP grant funds for such advances will depend on the result of the environmental review and award of SHOP grant funds under this SHOP NOFO. Refer to Section II.A.2.b. for additional guidance.

## 2. NOFO Impact Determination Related to the Environment

This NOFO has no significant impact related to the environment. HUD has made a Finding of No Significant Impact (FONSI) as required by HUD regulations at [24 CFR part 50](#), which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 USC § 4332(2)(c)). To learn more about this FONSI, go to [HUD's Funding Opportunities](#) web page.

## 3. Lead-Based Paint Requirements

You must follow the lead-based paint rules below if you fund any work on pre-1978 housing. This includes buying, leasing, support services, operating, or work that disturbs painted surfaces.

- [HUD's rules](#) (Lead Disclosure Rule; and Lead Safe Housing Rule).
- EPA's rules ([Renovation, Repair and Painting Rule](#), and [Lead Abatement, Inspection and Risk Assessment Rule](#)).

You must discuss the [Lead Disclosure Rule](#) if you fund education or counseling on buying or renting housing that may have been built before 1978. You must also discuss the Lead Safe Housing Rule if the education or counseling focuses on buying or renting HUD-assisted pre-1978 housing.

## C. Remedies for Noncompliance

HUD may terminate all or a part of your award as described under 2 CFR 200.340 through 200.343 pursuant to the terms and conditions of your award, including, to the extent

authorized by law:

- if an award no longer effectuates the program goals or agency priorities; or
- in the case of a partial termination, if HUD determines that the remaining portion of the award will not accomplish the purposes for which the HUD award was made.

HUD may also impose specific conditions on your award or take other remedies as described by 2 CFR 200.339 through 200.343, if you do not comply with your award terms and conditions.

A default under this SHOP program consists of the following:

- Failure to perform in a timely manner, including the timely completion and conveyance of all required SHOP Units;
- The use of SHOP Grant funds or Earnings for a purpose other than as authorized by the SHOP Grant Agreement;
- Noncompliance with any statutory, regulatory, or other requirements applicable to the Grantee's SHOP Program or SHOP Grant Agreement;
- Any other material breach of the SHOP Grant Agreement;
- Any material misrepresentation in the Grantee's SHOP application;
- The bankruptcy or reorganization of the Grantee under the Bankruptcy Code or the Internal Revenue Code of 1986, as amended; or
- The dissolution or liquidation of a Grantee.

HUD may make a finding of default based on any information that is available to HUD. HUD must notify the Grantee in writing of HUD's finding of a default and provide the Grantee with thirty (30) days to respond. HUD will review the Grantee's response and make a final determination concerning corrective actions.

Any delays or omissions by HUD in exercising a right or remedy under this SHOP Grant Agreement do not impair any of HUD's rights or remedies or constitute HUD's waiver or acquiescence in any Grantee default.

## D. Reporting

HUD requires recipients to submit performance, financial, and program reports as outlined below. You must comply with these reporting requirements to remain eligible for HUD funding. See [Section VII.C.](#) of this NOFO.

Further, the Recipient hereby acknowledges that HUD is in the process of implementing new grants management and reporting tools for all records pertinent to the Federal award. Recipient agrees to report on grant performance and financial activities (including vendor and cash disbursement supporting details for the Recipient and its Subrecipients) using these new tools when they are released and to satisfy occasional requests for records pertinent to the federal award, consistent with the requirements for recordkeeping, access to records, and reporting laid out in 2 CFR part 200, which may be amended from time to time. HUD will work with the Recipient to support its transition to the new reporting tools. HUD reserves the right to exercise all of its available rights and remedies for any noncompliance with these grants

management and financial reporting requirements, to include, without limitation, requiring additional or more detailed financial reports, suspension of disbursements, and all other legally available remedies, to the furthest extent permitted by law.

Report	Description	When
Federal Funding Accountability and Transparency Act (FFATA)	<ul style="list-style-type: none"> <li>Awards equal to or greater than \$30,000</li> <li>Data on executive compensation and first-tier subawards</li> <li>See <a href="#">Public Law 109-282</a> and <a href="#">2 CFR part 170</a></li> <li>HUD reports initial prime recipient data to <a href="http://usaspending.gov">usaspending.gov</a></li> <li>Submit via <a href="http://SAM.gov">SAM.gov</a></li> </ul>	See <a href="#">2 CFR Appendix A to Part 170(a)(2)(ii)</a>
Reporting on Recipient Integrity and Performance Matters	<ul style="list-style-type: none"> <li>Total value of all current Federal awards exceeds \$10,000,000 for any period of time during the period of performance of this Federal award</li> <li>See <a href="#">Appendix XII to 2 CFR 200</a></li> <li>Submit via <a href="http://SAM.gov">SAM.gov</a></li> </ul>	See <a href="#">2 CFR Appendix-XII to Part 200 I.(d)</a>
Progress Report	<ul style="list-style-type: none"> <li>Summary of progress status</li> <li>Work to be performed during the next reporting period</li> <li>Any anticipated risks and plans to mitigate those risks</li> </ul>	Semi-annually.
Federal Financial Report, SF-425	<ul style="list-style-type: none"> <li>Summary of key financial data</li> </ul>	See <a href="#">2 CFR 200.328</a> or award terms

Report	Description	When
	<ul style="list-style-type: none"> <li>See <a href="#">2 CFR 200.328</a></li> </ul>	
Audited financial statement	Recipient's organizational structure, any sub-grantees or sub-recipients, and how each disbursement of grant funds was applied to an eligible cost throughout the life of the grant to receive disbursements of Federal funds.	No less than annually

See Section II.A and B. Requirements Affecting Eligibility of this NOFO. All grant recipients under this NOFO are required to submit semi-annual reports and a final report documenting their SHOP program achievements, including the monitoring schedule and monitoring and evaluation results.

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# VIII. CONTACT AND SUPPORT

## VIII. [Contact and Support](#)

### A. [Agency Contact](#)

### B. [Grants.gov](#)

### C. [Sam.gov](#)

### D. [Debriefing](#)

### E. [Applicant Experience Survey](#)

### F. [Other Online Resources](#)

## VIII. CONTACT AND SUPPORT

Individuals who are deaf or hard of hearing, as well as individuals who have speech or communication disabilities may use a relay service. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#).

### A. Agency Contact

#### 1. Program and Application Requirements

Name: Jovette G. Bryant

Phone: 1-877-787-2526

Email: RHED@hud.gov

Note: HUD's assistance is limited by the standards at [24 CFR 4.26](#).

#### 2. Paper Application Waiver Request

Name: Holly A. Kelly

Email: RHED@hud.gov

Phone: 1-877-787-2526

HUD Organization: Office of Community Planning and Development

Street: 451 7th Street SW (Room

City: 7128

DC DISTRICT OF COLUMBIA

20410

**HUD Reform Act.** HUD is prohibited from disclosing [covered selection information](#) during the selection process. The selection process includes NOFO development and publication, and concludes with the announcement of selected recipients of financial assistance. HUD will not assist you with completing your application.

### B. Grants.gov

Grants.gov provides 24/7 support. You can call 800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). Hold on to your ticket number.

### C. SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

### D. Debriefing

After public announcement of awards, HUD will debrief you on your application upon your written request. Submit your written request to the [agency contact for program and application requirements](#) in this NOFO. HUD may limit the information provided to protect the integrity of the competition.

### E. Applicant Experience Survey

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You are encouraged to provide feedback on your application experience by completing our [Applicant Experience Survey](#). Your feedback is optional; you are not required to provide personal information. HUD may use your feedback to improve future NOFOs. Your feedback has no impact on funding decisions.

## F. Other Online Resources

You are encouraged to review the [online resources](#) to learn background on some of the NOFO requirements.

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# APPENDIX

Appendix

Appendix I Definitions

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## APPENDIX

### Appendix I. Definitions

#### 1. Standard Definitions

For standard definitions not listed below, refer to [2 CFR 200.1](#).

**Affirmatively Furthering Fair Housing (AFFH)** - statutory obligation to affirmatively further the purposes and policies of the Fair Housing Act (see also [24 CFR 5.151](#), as amended by [90 FR 11020](#)).

**Authorized Organization Representative (AOR)** is the person with legal authority to: give assurances, make commitments, submit your application, and enter into agreements with HUD. They also have [special permissions](#) to act on behalf of their organization within the Grants.gov system.

**E-Business Point of Contact (E-Biz POC)** is [defined at Grants.gov](#).

**Eligibility requirements** are mandatory requirements for an application to be considered for funding.

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for federal financial assistance.

**Opportunity Zone (OZs)** are defined in [26 U.S.C. 1400Z-1](#). In general, OZs are census tracts located in low-income communities where new investments, under certain conditions, may be eligible for preferential tax treatment.

**Primary Point of Contact (PPOC)** is the person HUD may contact with questions about the application submitted. The PPOC is listed in item 8F on the SF-424.

**Small business** is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR part 121](#).

**System for Award Management (SAM)** has the same meaning as in [2 CFR 25.100\(b\)](#).

**Threshold Requirements** are eligibility requirements you must meet before HUD rates your application for funding.

**Unique Entity Identifier (UEI)** has the same meaning as in [2 CFR 25.100\(a\)](#).

#### 2. Program Definitions.

**Affiliate Organization** ("Affiliate"). Applicants may undertake eligible SHOP activities directly and/or enter into a written agreement with one or more nonprofit, affiliate organizations to carry out the SHOP activities. If the applicant will use affiliate organizations, the affiliate must satisfy the following:

- Subordinate Organization. A local nonprofit self-help homeownership housing

organization that is a subordinate organization (i.e., chapter, local, post, or unit) of your central organization and covered by the group exemption issued to the central organization under section 501(c) (3) or 501(c)(4) of the Internal Revenue Code; or

- Organization with an Existing Relationship. A local nonprofit self-help homeownership housing organization with which you have an existing relationship (e.g., you have provided technical assistance, mentoring or funding to the local self-help homeownership housing organization); or
- Organization with a Future Relationship. A local nonprofit self-help homeownership housing organization with which you do not have an existing relationship, but to which you will provide technical assistance, mentoring or funding in accordance with your SHOP application.

**Accessibility for Qualified Individuals with Disabilities.** You and your affiliates must comply with Section 504 of the Rehabilitation Act of 1973 and HUD's implementing regulations at 24 CFR part 8 concerning accessibility for qualified individuals with disabilities. Your SHOP units must be newly constructed or rehabilitated and meet the requirements of the Uniform Federal Accessibility Standards (UFAS) to be accessible upon request of the homebuyer in accordance with 24 CFR 8.29. You and your affiliates must also comply with accessibility requirements under the Fair Housing Act, Title II of the Americans with Disabilities Act (ADA), and State and local accessibility standards and other requirements, as applicable.

**Earnings.** Earnings are SHOP Grant funds. "Earnings" means any interest, fees, loan repayments or other income directly generated using SHOP Grant funds that are received by the Grantee (including consortium members). Earnings also include affiliate repayments to the Grantee of principal and interest on a loan made to the affiliate with SHOP Grant funds. Such loan repayments are Earnings received by the Grantee, even when deposited into a revolving loan fund account.

Any income directly generated by the use of Earnings is also Earnings. You must use all Earnings received as of the end of the period of performance for SHOP eligible activities, in accordance with your SHOP Grant Agreement. You must report to HUD on the use of these Earnings in accordance with the reporting requirements of the SHOP Grant Agreement. Any Earnings that are received by you after the end date of the period of performance are not subjected to the SHOP requirements. These Earnings must be used for affordable housing activities. You may define affordable housing activities.

**Homebuyer Credit.** The value of the homebuyer's sweat equity contribution is treated as a credit towards the SHOP unit sale price. On the date of sale, the total amount of all mortgages and other loans for the purchase of the SHOP unit does not exceed the SHOP unit's sale price plus reasonable and customary closing costs minus the credit for the homebuyer's sweat equity contribution.

**Housing Counseling.** If SHOP grantees or affiliates require homebuyers complete housing counseling or refer eligible homebuyers to housing counseling, the housing counseling may be subject to HUD's Housing Counseling rule

**Letter of Firm Commitment.** A letter of firm commitment from an applicant's partner

organization by which the partner (a) agrees to perform an activity specified in the application, (b) demonstrates the financial capacity to deliver the resources necessary to carry out the activity, and (c) commits the resources to the activity, either in cash or through in-kind contributions.

**Lots Acquired.** Lots acquired are land parcels that will be used for construction or rehabilitation of a SHOP Unit and conveyance to a SHOP eligible homebuyer.

**Mortgages and Other Loans.** The homebuyer's sweat equity contribution cannot be mortgaged or otherwise restricted upon the future sale of the SHOP unit

**Mutual Self-Help Housing Program.** Mutual Self-Help Housing Programs generally involve four (4) to ten (10) participating families organized in a group who complete construction work on their homeownership housing units by an exchange of labor with one another, such as a program administered by the U.S. Department of Agriculture's Rural Development agency under section 523 of the Housing Act of 1949 (see 7 CFR part 1944, subpart I). Homebuyers perform labor on their own units and on the units of other participating families. A homebuyer's labor hours may count either towards sweat equity contributions or volunteer labor contributions, but each hour must only count once.

**Reasonable Accommodation.** Reasonable Accommodation is a change, exception, or adjustment to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. This may require modifying the hourly sweat equity requirements or waiving the hourly sweat equity requirements, when necessary for a person with a disability.

**Sale Price Reduction.** The SHOP unit sale price is reduced by the value of the homebuyer's sweat equity contribution. On the date of sale, the total amount of all mortgages and other loans for the purchase of the SHOP unit does not exceed the SHOP unit's reduced sale price plus reasonable and customary closing costs.

**Section 3 Reporting Requirements.** The Section 3 regulations at 24 CFR part 75, impose reporting and recordkeeping requirements on recipients.

**Service Area.** Your affiliate must be located within your service area.

**Units Under Construction.** Units which ground has been broken, and construction is underway but not completed.

**Units Completed.** Units which a Certificate of Occupancy has been issued but the units have not been conveyed.

**Units Conveyed.** Units for which titles have been conveyed to SHOP eligible homebuyers.

**Units Occupied.** Units occupied by SHOP eligible homebuyers.

**Volunteer Labor.** The SHOP statute requires that activities to develop SHOP-assisted self-help homeownership housing "involve community participation in which volunteers assist in the construction or rehabilitation of dwellings."

**Written Agreement.** You must have a written agreement with each of your affiliates that incorporates the requirements of this NOFO.

- Your written agreement must describe the SHOP responsibilities of your affiliate.

- If you are a consortium, each of your affiliates must be linked to an individual consortium member by a written agreement.
- You must execute a new written agreement with each affiliate that is participating in your FY2025 SHOP program.
- You cannot amend a prior written agreement.

**Application Checklist.** To receive full consideration for funding, you should use the following checklist to ensure that all requirements are addressed and submitted with your electronic application.

Standard Forms (no page limit).

\_\_\_\_\_ SF424 Application for Federal Assistance (Your organization's nine-digit ZIP code (basic five-digit ZIP code plus four digits) must be included in Box 8d)

**Applicant Eligibility (no page limit).**

\_\_\_\_\_ Experienced National or Regional Self-Help Housing Nonprofit

\_\_\_\_\_ Consortium Participating Members and Agreement (if applicable)

\_\_\_\_\_ Code of Conduct

**SHOP Program Design and Scope of Work (25-page limit)**

\_\_\_\_\_ SHOP Program Summary (not included in the 25-page limit)

\_\_\_\_\_ SHOP Budget (not included in the 25-page limit)

\_\_\_\_\_ SHOP Grant Schedule (not included in the 25-page limit)

\_\_\_\_\_ Service Area

\_\_\_\_\_ Property Standards

\_\_\_\_\_ Homebuyer Income Eligibility

\_\_\_\_\_ Housing Counseling

\_\_\_\_\_ Sweat Equity

\_\_\_\_\_ Volunteer Labor

\_\_\_\_\_ Homebuyer Financial Contribution

\_\_\_\_\_ Sale Price

\_\_\_\_\_ Mortgages and Other Loans

\_\_\_\_\_ Affirmatively Furthering Fair Housing

\_\_\_\_\_ Economic Opportunities for Low- and Very Low-income Persons (Section 3)

\_\_\_\_\_ Audit

\_\_\_\_\_ Affiliates (if applicable)

\_\_\_\_\_ Mutual Self-Help Housing Programs (if applicable)

\_\_\_\_\_ Monitoring Plan

\_\_\_\_\_ Typical SHOP Unit Table (not included in the 25-page limit)

**Narrative Statements for Rating Factors (32-page limit for a national applicant, 32-page limit for a regional applicant, or 37-page limit for a consortium).**

\_\_\_\_\_ Factor 1 - Capacity of the Applicant and Relevant Organizational Staff

\_\_\_\_\_ Factor 2 - Need/Extent of the Problem (four-page limit)

\_\_\_\_\_ Factor 3 - Soundness of Approach

\_\_\_\_\_ Factor 4 - Leveraging Resources

\_\_\_\_\_ Factor 5 - Achieving Results and Program Evaluation

**Forms, Certifications and Assurances (no page limit).**

\_\_\_\_\_ SF-424 Application for Federal Assistance

\_\_\_\_\_ SF-424B Assurances for Non-Construction Programs

\_\_\_\_\_ SF-424D Assurances for Construction Programs

\_\_\_\_\_ HUD-424-B Applicant and Recipient Assurances and Certifications ("Applicant Assurances and Certifications")

\_\_\_\_\_ HUD-424-CB Grant Application Detailed Budget ("HUD Detailed Budget Form")

\_\_\_\_\_ HUD-424-CBW Grant Application Detailed Budget Worksheet

\_\_\_\_\_ HUD-424-M - Federal Assistance Funding Matrix and Certifications

\_\_\_\_\_ Attachment to HUD-424-CBW ("Identification of Federal Program Sources and Amounts" e.g. HUD HOME, HUD CDBG, USDA Sec. 502)

\_\_\_\_\_ Certification Regarding Lobbying

\_\_\_\_\_ SF-LLL Disclosure of Lobbying Activities (as applicable)

\_\_\_\_\_ HUD-2880 Applicant/Recipient Disclosure/Update Report

\_\_\_\_\_ HUD-50070 Certification for a Drug-Free Workplace

\_\_\_\_\_ HUD 2996 Certification for Opportunity Zone

\_\_\_\_\_ HUD-426 Indirect Cost Rate Certification

**Appendices (no page limit).**

\_\_\_\_\_ Evidence of Nonprofit Status

\_\_\_\_\_ Consortium Participating Members, if applicable

\_\_\_\_\_ Code of Conduct

\_\_\_\_\_ Affiliates, if applicable

\_\_\_\_\_ Typical SHOP Unit Table

\_\_\_\_\_ Performance Reports

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\_\_\_\_\_ References

\_\_\_\_\_ Leveraged Resources Committed and Received Chart

\_\_\_\_\_ Leveraged Resources Proposed Chart