



U.S. Department of Housing and Urban Development

Multifamily Housing

Service Coordinators in Multifamily Housing (SCMF) Discretionary

FR-6700-N-74

03/14/2024

Table of Contents

OVERVIEW	3
I. FUNDING OPPORTUNITY DESCRIPTION.....	3
A. Program Description	3
B. Authority	11
II. AWARD INFORMATION	12
A. Available Funds	12
B. Number of Awards	12
C. Minimum/Maximum Award Information	12
D. Period of Performance.....	12
E. Type of Funding Instrument	12
III. ELIGIBILITY INFORMATION	13
A. Eligible Applicants.....	13
B. Ineligible Applicants	15
C. Cost Sharing or Matching.....	15
D. Threshold Eligibility Requirements	15
E. Statutory and Regulatory Requirements Affecting Eligibility	19
F. Program-Specific Requirements	19
G. Criteria for Beneficiaries.....	29
IV. APPLICATION AND SUBMISSION INFORMATION	29
A. Obtain an Application Package.....	29
B. Content and Form of Application Submission	30
C. System for Award Management (SAM) and Unique Entity Identifier (UEI).....	38
D. Application Submission Dates and Times	39
E. Intergovernmental Review	42
F. Funding Restrictions	42
G. Other Submission Requirements.....	44
V. APPLICATION REVIEW INFORMATION	46
A. Review Criteria	46
B. Review and Selection Process.....	51
VI. AWARD ADMINISTRATION INFORMATION.....	53
A. Award Notices.....	53
B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards	54

C. Reporting57

D. Debriefing58

VII. AGENCY CONTACT(S).....58

VIII. OTHER INFORMATION58

APPENDIX59

Multifamily Housing

Funding Opportunity Title:

Service Coordinators in Multifamily Housing (SCMF) Discretionary

Funding Opportunity Number:

FR-6700-N-74

Assistance Listing Number (formerly CFDA Number):

14.191

Due Date for Applications:

03/14/2024

OVERVIEW

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. You, as a prospective applicant, should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

In accordance with [Title 24 part 4, subpart B](#) of the Code of Federal Regulations (CFR), during the selection process (which includes HUD's NOFO development and publication and concludes with the award of assistance), HUD is prohibited from disclosing covered selection information. Examples of impermissible disclosures include: 1) information regarding any applicant's relative standing; 2) the amount of assistance requested by any applicant; and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For further information regarding this NOFO, direct questions regarding the specific requirements of this NOFO to the agency contact identified in section VII.

Paperwork Reduction Act Statement. In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501- 3520) (PRA), the Office of Management and Budget (OMB) approved the information collection requirements in this NOFO. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a valid OMB control number. This NOFO identifies its applicable OMB control number, unless its collection of information is excluded from these requirements under [5 CFR part 1320](#).

OMB Approval Number(s):

2502-0447

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

1. Purpose

The Service Coordinators in Multifamily Housing (SCMF) program supports service coordinator positions for elderly individuals and non-elderly persons with disabilities living in HUD assisted housing. Service coordinators play a critical role in connecting older adults and persons with disabilities with community-based supportive services for independent living and reducing premature and unnecessary transitions to higher levels of care. Service Coordinators work to

promote access to resources, financial security, social connections, health and well-being for residents in assisted housing. Service coordinators help residents identify and access supportive services that will enable them to continue living independently in the community and age in place. Participation in the service coordinator program is voluntary, and residents choose which services they accept. Service coordinators work with residents and their families to identify the individual needs and preferences of residents and connect them with appropriate resources. Services may include nutrition support, housekeeping and shopping assistance, coordination with healthcare providers, help accessing public benefits, financial management assistance, and other services that support Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) including services for persons with severe disabilities. Service coordinators also organize educational programming that gives residents tools to support independent living, and help property management better understand the service and support needs of their particular resident population.

2. HUD and Program-Specific Goals and Objectives

This NOFO supports [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#) to accomplish HUD's mission and vision. Each of the five goals in the [Strategic Plan](#) include what HUD hopes to accomplish, the strategies to accomplish those objectives, and the indicators of success. However, of the five goals only those applicable to this NOFO are identified below.

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

Applicable Goals and Objectives from HUD's Strategic Plan

1. 4C: Integrate Health and Housing

Advance policies that recognize housing's role as essential to health.

4C: Integrate Health and Housing

Advance policies that recognize housing's role as essential to health.

Applicants must provide connections to supportive services, such as connecting their residents with healthcare providers, educational programming, supportive services for Activities of Daily Living (ADLs), Instrumental Activities of Daily Living (IADLs), and other resources.

Note: Individuals with disabilities, including those with severe disabilities, have the right to live independently and receive supportive services to assist them in doing so.

Funding Opportunity Goals In order to reduce premature and unnecessary transitions to higher levels of care, the Service Coordinator in Multifamily Housing program exists to enhance a resident's quality of life and ability to live independently. By connecting residents to community-based supportive services for independent living, we enable the elderly and/or persons with disabilities to age in place.

3. Changes from Previous NOFO

- In lieu of a national lottery HUD will now award applicants through a rating and regional lottery system.
- Applicants will be randomly selected for funding via a regional lottery. A regional lottery will be held for each Multifamily Region lottery pool (Northeast, Southeast, Midwest, Southwest, and West) plus Expansion Only. A map showing the boundaries of the Multifamily Regions is available at: https://www.hud.gov/program_offices/housing/mfh/hsgmfbus/aboutsubspcs. For purposes of this NOFO, applicants seeking an expansion to their existing program will be assigned to the Expansion Only lottery pool. Please review the Rating Factors and Threshold Requirements section carefully for more details on qualifying for this year's NOFO award.
- In the 2013 NOFO, HUD gave highest priority to applicants who had also been selected for funding in the Assisted Living Conversion Program (ALCP) or the Service Enriched Housing (SEH) programs. In this NOFO, past ALCP and SEH program grantees are eligible to apply, but will not receive priority over other applicants. ALCP and SEH properties will receive the same review and consideration for funding as other applicants.
- Properties are no longer required to have a minimum of 25% frail or at-risk residents to apply.
- You are required to provide an Advancing Racial Equity narrative (see section III.F.)
- You must provide an Affirmative Marketing narrative (see section III.F.)
- You must submit a narrative describing how your proposed NOFO activities are aligned with Affirmatively Furthering Fair Housing (AFFH) requirements (see Section IV.G)
- You must describe your experience promoting racial equity (see Section V.B)
- Federal Relay Service – The Federal Relay Service contract expired in February 2022. HUD no longer uses the service. The NOFO is updated to include the use of Federal Communications Commission (FCC) relay services for individuals who are deaf or hard of hearing or who have speech or communication disabilities.
- HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit: <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

4. Definitions

a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

Assistance Listing number refers to the unique number assigned to each Federal assistance program publicly available in the Assistance Listing, which is managed and administered by the General Services Administration. The Assistance Listing number was formerly known as the Catalog of Federal Domestic Assistance (CFDA) number.

Authorized Organization Representative (AOR) is a person authorized to legally bind your organization and submit applications via Grants.gov. The AOR is authorized by the E-Business Point of Contact (E-Biz POC) in the System for Award Management (see E-Biz POC definition). An AOR may include an Expanded AOR and/or a Standard AOR.

Expanded Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to perform the functions of a Standard AOR, initiate and submit applications on behalf of your organization, and is allowed to modify organization-level settings and certifications in Grants.gov.

Standard Authorized Organization Representative is a user in Grants.gov who is authorized by the E-Biz POC to initiate and submit applications in Grants.gov. A Grants.gov user with the Standard AOR role can only submit applications when they are a Participant for that workspace.

Consolidated Plan is the document submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submission for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA). This Plan is prepared in accordance with the process described in [24 CFR part 91](#). This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See [24 CFR part 91](#) for HUD's requirements regarding the Consolidated Plan and related Action Plan).

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see [2 CFR 200.331](#).

Contractor means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

Cooperative agreement has the same meaning defined at [2 CFR 200.1](#).

Deficiency, with respect to the making of an application for funding, is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, missing or incomplete information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, a deficiency may be either Curable or Non-Curable.

A Curable Deficiency is missing or incomplete application information that may be corrected by the applicant with timely action. To be curable, the deficiency must:

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

A Non-Curable Deficiency is missing or incomplete application information that cannot be corrected by an applicant after the submission deadline. A non-curable deficiency is a

deficiency that is a threshold requirement, or a deficiency that, if corrected, would change an applicant's score or rank versus other applicants. If an application includes a non-curable deficiency, the application may receive an ineligible determination, or the non-curable deficiency may otherwise adversely affect the application's score and final funding determination.

E-Business Point of Contact (E-Biz POC) is an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Authorized Organization Representative definition). There can only be one E-Biz POC per unique entity identifier (see definition of Unique Entity Identifier below).

Eligibility requirements are mandatory requirements for an application to be eligible for funding.

Environmental Justice means investing in environmental improvements, remedying past environmental inequities, and otherwise developing, implementing, and enforcing laws and policies in a manner that advances environmental equity and provides meaningful involvement for people and communities that have been environmentally underserved or overburdened, such as Black and Brown communities, indigenous groups, and individuals with disabilities. This definition does not alter the requirements under HUD's regulations at [24 CFR 58.5\(j\)](#) and [24 CFR 50.4\(l\)](#) implementing [Executive Order 12898](#). E.O. 12898 requires a consideration of how federally assisted projects may have disproportionately high and adverse human health or environmental effects on minority and/or low-income populations. For additional information on environmental review compliance, refer to:

https://www.hud.gov/program_offices/comm_planning/environment_energy/regulations.

Equity has the meaning given to that term in Section 2(a) of Executive Order [13985](#) and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Federal Award, has the meaning, depending on the context, in either paragraphs (1) or (2) of this definition:

(1)

(a) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in [2 CFR 200.101](#); or

(b) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR 200.101](#).

(2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2)

of the definitions of Federal financial assistance in [2 CFR 200.1](#), and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(3) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).

(4) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

Federal Financial Assistance has the same meaning defined at [2 CFR 200.1](#).

Grants.gov is the website serving as the Federal government's central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

Historically Black Colleges and Universities (HBCUs) are any historically Black college or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation. [A list of accredited HBCUs can be found at the U.S. Department of Education's website.](#)

Minority-Serving Institutions (MSIs) are

- (1) a part B institution (as defined in [20 U.S.C. 1601](#));
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. 1101a\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. 1059c](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. 1059e](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. 1059g](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. 1059f](#)).

Non-Federal Entity (NFE) means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

Primary Point of Contact (PPOC) is the person who may be contacted with questions about the application submitted by the AOR. The PPOC is listed in item 8F on the SF-424.

Racial Equity is the elimination of racial disparities, and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons, which includes Black, Latino, indigenous, Native American, Asian, Pacific Islander, and other persons of color.

Recipient means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Resilience is a community's ability to minimize damage and recover quickly from extreme events and changing conditions.

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](#).

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

Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

System for Award Management (SAM) is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

Threshold Requirements are eligibility requirements that must be met for an application to be reviewed, rated, and ranked. Threshold requirements are not curable, except for documentation of applicant eligibility, which are listed in Section III.D., Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E., Statutory and Regulatory Requirements Affecting Eligibility.

Underserved Communities has the meaning given to that term in Section 2(b) of Executive Order [13985](#) and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of "equity" above.

Unique Entity Identifier (UEI) means the identifier assigned by SAM to uniquely identify business entities. As of April 4, 2022, the Federal government has transitioned from the use of the DUNS Number to the use of UEI, as the primary means of entity identification for Federal awards government-wide.

b. Program Definitions.

Activities of Daily Living (ADLs): Activities of Daily Living include, but are not limited to, eating, dressing, bathing, grooming, and household management activities:

- Eating: includes feeding, cooking, preparing, and serving food;

- Bathing: includes getting in and out of the shower or tub and tasks to maintain personal hygiene;
- Grooming: includes washing and combing hair, brushing teeth, skincare and nail care;
- Dressing: includes selecting and putting on appropriate clothing and outerwear for the weather or occasion;
- Home management activities: includes cleaning the unit, grocery shopping, laundry, and getting to and from activities such as going to the doctor and shopping.

At-Risk elderly person: An individual 62 years of age who is unable to perform one or two Activities of Daily Living (ADL). See definition of Activities of Daily Living above in this section.

Co-applicant: Applicant(s) other than the lead applicant on a joint application.

Elderly Person: An individual that is 62 years or older.

Expansion: An increase in the total number of Service Coordinator hours by:

- Requesting a change from a part-time Service Coordinator to a full-time Service Coordinator; or
- Requesting an additional Service Coordinator Aide or a part-time Service Coordinator to programs that already have a full-time Service Coordinator.

Please see the section on Eligible Cost for more details on expanding your program.

Grant Specialist: Grant Specialists are HUD staff responsible for the management of Multifamily Housing grant programs for the entirety of the grant term to ensure program fidelity, positive outcomes for residents, and that grants comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Instrumental Activities of Daily Living (IADLs): Are the activities one does to maintain a basic standard of life. Those basics include but are not limited to:

- Maintaining a bank account
- Paying one's bills
- Planning meals
- Maintaining housekeeping needs
- Remembering to set and attend appointments
- Managing one's own transportation needs
- Maintaining a healthy active social life,

Lead applicant: The applicant whose Grants.gov account is used to submit a joint application.

Persons with Disabilities: Persons who:

- Have a disability, as defined in [42 U.S.C. 423](#);
- Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 - Is expected to be of long-continued and indefinite duration;
 - Substantially impedes his or her ability to live independently, and

- Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or,
- Have a developmental disability as defined in [42 U.S.C. 6001](#)

Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome; For purposes of qualifying for low-income housing, does not include persons whose disability is based solely on any drug or alcohol dependence; and are “individuals with handicaps”, as defined in [§ 8.3 of this title](#), for purposes of reasonable accommodation and program accessibility for persons with disabilities. See [24 CFR § 5.403](#).

Qualified Applicant: Applicants who have met the requirements set forth in Section 3 of this NOFO and scored within the fundable range of 22 to 30 points.

Reasonable costs: Reasonable costs means that costs are consistent with salaries and administrative costs of similar programs in your HUD Field office's jurisdiction.

Service Coordinator: A Service Coordinator in HUD-assisted Multifamily Housing is a staff person hired or contracted by an assisted housing owner or its management company to foster an environment in which elderly persons and persons with disabilities can live independently in the community. A Service Coordinator helps residents access services available in the community, and designs programs and services to meet the needs and requests of the property's residents.

B. Authority

B. Authority

- *Please add the statutory and/or appropriations citation that provides the legal authority for the program and funding here.*
- *If the NOFO includes already appropriated funding, this section needs to include the title of the Appropriations Act, the Public Law number and enactment date for the current FY and all prior year funding included in this NOFO: e.g., “Funding for this program is provided by the Consolidated Appropriations Act, 2024 ([bill name, public law number, approval date TBD]), Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022), the Consolidated Appropriations Act, 2022 (Public Law 117-103, approved March 15, 2022), the Consolidated Appropriations Act, 2021 (Public Law 116-260, approved December 27, 2020), and the Further Consolidated Appropriations Act, 2020 (Public Law 116-94, approved December 20, 2019).” Please use the format provided here for the appropriations Act reference(s).*
- *If the NOFO will be published in advance of Congressional appropriations, and HUD’s intention is to make future awards from any fiscal year 2024 funds that may be appropriated, then include the following in the provided text field: “Congress has not yet appropriated fiscal year 2024 funds for this program. Therefore, the applicable funding terms and conditions are contingent on future congressional action.”*

The Multifamily Service Coordinator program is authorized by section 8(d)(2) of the United States Housing Act of 1937 (42 U.S.C. 1437f(d)(2)), and sections 671, 676, and 683 of the Housing and Community Development Act of 1992, (42 U.S.C. 13631, 13632, and 13641).The

funding for this NOFO is provided by the Consolidated Appropriations Act, 2022 (Public Law 117-103, approved March 15, 2022) and the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved December 29, 2022).

II. AWARD INFORMATION

A. Available Funds

Funding of approximately **\$40,000,000** is available through this NOFO.

Additional funds may become available for award under this NOFO consistent with Section VI.A.2.e., Adjustments to Funding. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFO.

B. Number of Awards

HUD expects to make approximately 160 awards from the funds available under this NOFO.

C. Minimum/Maximum Award Information

The funding amount for awards provided through this NOFO will be based on the proposed budgets provided by the selected applicants. The maximum amount that may be awarded to each selected applicant will be based on the number of Service Coordinator positions, weekly hours and salary amounts for which the applicant is eligible, the applicable indirect cost rate, and any other costs in the applicant's budget request that HUD determines to be allowable and reasonable. See section III.A for information on the maximum number of Service Coordinator positions per applicant and allowable salary amounts.

Estimated Total Funding:

\$40,000,000

Minimum Award Amount:

\$0

Per Project Period

Maximum Award Amount:

\$0

Per Project Period

D. Period of Performance

Estimated Project Start Date:

08/01/2024

Estimated Project End Date:

07/31/2027

Length of Project Periods:

36-month project period and budget period

Length of Periods Explanation of Other:

E. Type of Funding Instrument

Funding Instrument Type:

G (Grant)

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

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

Additional Information on Eligibility

Be assisted or financed through any of the following programs:

(1) Section 202 Direct Loan, 12 USC 1701q, as such section existed before the enactment of the Cranston-Gonzalez National Affordable Act

(2) Project-based Section 8 (including Section 8 Moderate Rehabilitation), or

(3) Section 221(d)(3) below-market interest rate

Property was designed or designated for the elderly persons or persons with disabilities and continue to operate as such. This includes any building within a mixed-use development that was designed for occupancy by elderly persons or persons with disabilities at its inception and continues to operate as such, or consistent with title VI, subtitle D of the Housing and Community Development Act of 1992 (Pub. L. 102-550). If not so designed, a property in which the owner gives preferences in tenant selection (with HUD approval) to eligible elderly persons or persons with disabilities for all units in that property.

If FHA insured or financed with a Section 202 Direct Loan, are current in mortgage payments or are currently under a work agreement.

You meet HUD's Uniform Physical Conditions Standards (codified in 24 CFR part 5, subpart G), based on the most recent physical inspection report and responses as evidenced by a score of 60 or better (or the NSPIRE equivalent) on the last physical inspection or by an approved plan for properties scoring less than 60 (or the NSPIRE equivalent).

You are in compliance with any of the applicable regulatory agreement, Housing Assistance Payment (HAP) Contract, and any other outstanding HUD grant or contract document, including the Housing Assistance Payments (HAP) Contract.

Have no available project funds (e.g., Section 8 operating funds, residual receipts, or excess income) that could pay for a Service Coordinator. Field office staff will make this determination based on financial records maintained by the Department and information provided by the applicant in the grant application.

An eligible applicant refers to the mortgagor entity, single asset mortgagor, single purpose ownership entity, or other corporate entity that directly owns eligible assisted housing. A Managing General Partner in a partnership entity and property management companies are not "eligible applicants". Only the ownership entity is an eligible applicant. All owners who are party to a joint application must meet this definition as well as all other eligibility criteria required of the lead applicant.

The applicant (or lead applicant on a joint application) must use the Grants.gov account and UEI associated with the ownership entity to submit their application in order to be considered for funding.

Service Coordinator Programs Previously Funded Through Other Sources

You may use funds to continue a Service Coordinator program that has previously been funded through other sources. To be deemed eligible, you must provide evidence that these resources have already ended or will discontinue within six months following the application deadline date and that no other funding mechanism is available to continue the program.

All applicants seeking funding directly from HUD must have an active UEI Number and include it in item 8c of the SF-424.

The UEI number must be registered to the owner/applicant organization that is to receive funding from HUD (i.e. to the owner of the eligible assisted housing included in this application). This means The “Legal Business Name” or “Doing Business As” name in a UEI number registration must be the same as the applicant name in item 8a of the SF-424 of the eligible assisted housing included in this application. Please be sure to use the owner entity’s legal name used when filing a tax return or making a payment to the IRS. . Number 16 of the SF-424 is a mandatory field and must be completed fully and accurately. For 16a please input the congressional district based on where the owner is located. For 16b please input information based on where the property is located. Please visit <https://www.census.gov/mycd/> or [Members of Congress & Congressional District Maps - GovTrack.us](#) for more information. If you are not sure of the legal entity name or UEI number, you can search the SAM by going to www.SAM.gov and under the link “search SAM”, enter the UEI, the legal name, the address, and or the Doing-Business-As name and then select from a List of all vendors (active and inactive).

Changes in eligibility status. If your eligibility status changes during this grant term, making you ineligible to receive a grant (e.g., due to prepayment of mortgage, sale of property, or opting out of a Section 8 HAP contract), HUD will terminate your grant.

Faith-based organizations

(1) 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.

(2) 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, particularly under the Religious Freedom Restoration Act.

(3) A faith-based organization may not use direct financial assistance from HUD to support or engage in any explicitly religious activities except where consistent with the Establishment Clause and any other applicable requirements. Such an organization also may not, in providing services funded by HUD, discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

B. Ineligible Applicants

- Managing General Partners in a partnership owner corporation, property management companies, Area Agencies on Aging, and other like organizations are not eligible applicants for Service Coordinator in Multifamily Housing funds.
- Housing not designed or designated for the elderly, non-elderly persons with disabilities, or those no longer operating as such.
- Section 221(d)(4) and Section 515 housing without project-based Section 8 assistance.
- Section 202 Project Rental Assistance Contract (PRAC) properties.

Note: Owners of Section 202 PRAC properties may obtain service coordinator funding by requesting an increase in their PRAC payment consistent with Handbook 4381.5 REVISION-2, CHANGE-2, Chapter 8.

- Section 811 PRAC and 811 Project Rental Assistance (PRA) properties.
- Conventional public housing, as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a), and units assisted by project-based Housing Choice Vouchers, as set forth in 24 CFR Part 983.

C. Cost Sharing or Matching

This Program does not require cost sharing or matching.

D. Threshold Eligibility Requirements

Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

1. Resolution of Civil Rights Matters

Outstanding civil rights matters must be resolved before the application submission deadline. Applicants with unresolved civil rights matters at the application deadline are deemed ineligible. Applications from ineligible applicants are not rated or ranked and will not receive HUD funding.

- a. An applicant is ineligible for funding if the applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD's satisfaction before or on the application deadline date for this NOFO.

(1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex (including sexual orientation and gender identity), national origin, disability or familial status;

(2) Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);

(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the

Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; Violence Against Women Act; or the Americans with Disabilities Act; or

(5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

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

(1) Current compliance with a voluntary compliance agreement signed by all the parties;

(2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;

(3) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;

(4) Current compliance with a consent order or consent decree;

(5) Current compliance with a final judicial ruling or administrative ruling or decision; or

(6) Dismissal of charges.

Each applicant and application must meet the following threshold criteria to be considered for funding:

a. Applicants must meet the requirements in Section 3 of this NOFO.

b. Applications must be submitted no later than **11:59:59 pm Eastern Time on March 14th, 2024**.

c. The applicant information provided in your online application, Standard Form (SF) 424, "Application for Federal Assistance" must be the owner of the eligible property information. A Managing General Partner in a partnership entity and property management companies are not eligible applicants. Only the ownership entity is an eligible applicant. Applicants must use the Grants.gov account and UEI associated with the ownership entity to submit their application in order to be considered for funding. HUD will use registered/active UEI numbers from SAM.gov and not a DUNS number to determine eligibility.

d. Grant applications must contain the materials listed in section 3 of this NOFO in order to be considered for funding. If any part of your application contains a non-curable deficiency, HUD will mark your application as ineligible.

e. If grant funds will be used to cover the cost of any activities which are not exempt from environmental review requirements - such as acquisition, leasing, construction, or building

rehabilitation, HUD must perform an environmental review to the extent required by 24 CFR part 50. All applicants selected for a conditional award under this NOFO and who are also proposing activities not exempt from environmental review requirements, are required to abide by the directives in the Environmental Review section of this NOFO. All required environmental documentation must be submitted through the HUD Environmental Review Online System (HEROS). See Section III.F for more information on Environmental Review submission requirements. Applicants who do not submit their documentation in HEROS as instructed by HUD will forfeit funding of their start-up costs.

f. If grant funds will be used to cover the cost of any activities which are not exempt from environmental review requirements - such as acquisition, leasing, construction, or building rehabilitation, the site of the proposed office space must not be located within a 500-year flood plain or in a location designated as a Superfund site.

g. All applications must include a Supportive Services Plan:

Applicants must submit a copy of their property's supportive services plan, describing in detail the property's capacity to connect residents with healthcare providers, educational programming, supportive services for Activities of Daily Living (ADLs), Instrumental Activities of Daily Living (IADLs), and other resources. The applicant must also provide a short narrative (1 page or less) describing the role of the service coordinator in implementing the supportive services plan. This narrative may be incorporated into the supportive services plan document, or provided as a separate supporting document. The supportive services plan should cover, at a minimum, the following topics:

- Nutrition support (such as meal programs or meal preparation help)
- Shopping assistance
- Housekeeping services
- Transportation options
- Healthcare resources
- Mental/Behavioral health resources
- Dental care resources
- Telemarketing fraud for elderly persons.
- Other services and supports that are relevant to your resident population.

The plan must also include information on how the property identifies their resident's supportive services needs and develops strategies to connect residents with appropriate services and supports.

The adequacy of the supportive services plan will not be evaluated on the number of services available in the geographic area where the property is located, but rather on how well the plan demonstrates that the applicant has analyzed their resident's supportive services needs and the resources available to meet them. See section V of this NOFO for more details on submitting a qualified supportive services plan.

h. All applications must address racial equity

- You are required to provide an Advancing Racial Equity narrative (see section III.F.).
- You must describe your experience in promoting racial equity

- All applications must address Affirmative Marketing
- You must provide an Affirmative Marketing narrative (see section III.F.)

j. All applications must address Affirmatively Furthering Fair Housing

k. Resolve all curable deficiencies.

As explained earlier in this NOFO curable deficiencies are those items that can be corrected. Non-curable are not correctable and will likely disqualify you from being awarded within this NOFO round. Omission of any of the following list of documents is considered a non-curable deficiency:

- Standard Form 424 Supplement Survey on Ensuring Equal Opportunity for Applicants
- Standard Form 424A Budget Information-Non-Construction Programs
- HUD Form 424B Applicant and Recipient Assurances and Certifications
- HUD-2880 Applicant Recipient Disclosure Update Report
- HUD-91186 Multifamily Housing Service Coordinator First-Time Funding Request
- Any items that are listed as part of the Rating Factors within this NOFO
- Any items that will be scored and/or ranked

In cases where HUD staff request information in response to technical deficiencies in applications, applicants must submit the response by the designated deadline date provided in their technical deficiency notice. If responses are not received by this date, HUD will mark the application as ineligible.

Past Performance

In order to ensure that applicants have the capacity to successfully run a service coordinator program, HUD will review the risk rating of each applicant property.

Please note that HUD will use the most recent risk rating that is available at the time of application closing. Properties with a risk rating of **5 or below** at the time of application closing will not be eligible for funding for the CY 2023 NOFO. Properties must self-certify that all properties included on their application have a REAC score above 60 (or equivalent score under the NSPIRE final rule) and that they are in compliance with the terms of all HUD business agreements, including regulatory agreements, use agreements and Housing Assistance Payments contracts. By submitting your application for this NOFO you are self-certifying that your property has a REAC score of above 60 (or the equivalent score under the NSPIRE- final rule).

2. Timely Submission of Applications

Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy are marked late. Late applications are ineligible and are not considered for funding. See Section IV. D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern Time **March 14, 2024**. Applications must be received by Grants.gov no later than 11:59:59 p.m. Eastern Time on the application deadline date. Following receipt, the application will go through a validation process. If the application fails the Grants.gov validation process, it will be rejected. See Section IV.C of the General Section for instructions on application deadlines, limited time for correction of rejection errors, Grants.gov application processing steps and notifications, timely receipt requirements, and what

to do if your application is rejected by Grants.gov. If you are provided a waiver to the electronic application, the waiver approval will provide detailed instructions on how and where to submit your application as well as timely receipt requirements.

E. Statutory and Regulatory Requirements Affecting Eligibility

Eligibility Requirements for Applicants of HUD's Financial Assistance Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is found in the [“Eligibility Requirements for Applicants of HUD's Financial Assistance Programs” document on HUD's Funding Opportunities page](#).

- Universal Identifier and System for Award Management (SAM.gov) Requirements
- Outstanding Delinquent Federal Debts
- Debarments or Suspensions, or both
- Mandatory Disclosure Requirement
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Prohibition Against Lobbying Activities

In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR 170.110](#).

F. Program-Specific Requirements

Your Service Coordinator must perform the following duties at a minimum:

1. Consult with the owner of housing, tenants, any tenant organizations, any resident management organizations, service providers, and any other appropriate persons, to identify the particular needs and characteristics of elderly and disabled families who reside in the project and any supportive services related to such needs and characteristics.
2. Manage and coordinate the provision of such services for residents.
3. Refer and link the residents of the assisted housing to supportive services provided in the community. Such services may include personal assistance, housekeeping assistance, nutrition support, transportation, shopping assistance, mental and/or physical health services, occasional visiting nurse, preventive health screening/wellness, and legal advocacy.
4. Educate residents on service availability, application procedures, and client rights
5. Establish linkages with agencies and service providers in the community. Perform market research to ensure individualized and flexible services for the involved resident.
6. Provide case management. Case management includes but is not limited to evaluation of health, psychological and social needs, development of an individually tailored case plan for services, and periodic reevaluation of a resident's needs. Service Coordinators can also set up a Professional Assessment Committee (PAC) to assist in performing initial resident assessments.
7. Monitor the ongoing provision of services from community agencies.
8. Foster community between the residents, family members and friends.

9. Work with tenant organizations and resident management corporations.
10. Organize educational programming for the property's residents on health and wellness, language classes/exchanges, tenant's rights and responsibilities and other topics
11. Create and/or maintain an up-to-date directory of service providers for use by both housing staff and residents.
12. Educate other staff of the management team and Aides on issues related to aging in place and Service Coordination, to help them better work with and assist the residents.
13. Provide service coordination to low-income elderly persons or persons with disabilities who are living near an eligible property, provided that the service coordinator has capacity to work with additional individuals. Residents of the properties listed on the application receive priority. Please Note: Neighborhood clientele must come to the property site, in order to receive service coordination services. Service coordinators can make exceptions for local residents who have valid reasons for their inability to come to the property site, but mileage reimbursement and other travel costs for working with non-resident neighborhood clients are not eligible costs.
14. Meet the minimum qualifications and standards required under 42 U.S.C. 8011 (d)(4).
15. Provide advocacy as appropriate.

HUD recommends that you create engagement goals for your service coordination team.

Eligible Costs

Service Coordinator in Multifamily Housing Program grant funds may be used for the salary, fringe benefits, Quality assurance, training, travel, supplies, startup cost, other direct cost, and indirect cost. Allowable expenses must be determined consistent with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200. Please review the list below for allowable expenses:

<u>Cost Type</u>	<u>Allowable Expenses</u>
Personnel (Direct Labor)	This section should show the labor costs for the Service Coordinators and/or aides. Use the hourly labor cost for salaried employees (use 2080 hours per year or the value your organization uses to perform this calculation). Do not show fringe or other indirect costs in this section.
Fringe Benefits	Use the same standard fringe rate used by your organization. You may use a single fringe rate (a percentage of the total direct labor) or list each of the individual fringe charges. Use the Total Direct Labor Cost as the base for the fringe calculation. If your organization calculates fringe benefits differently, use a different base and discuss how you calculate fringe as a comment. The costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity. See 2 CFR 200.431.
Quality Assurance(QA)	Give the title of the professional (e.g. MSW) who will be performing QA, the number of hours over the year you expect to use them, and their hourly rate. Quality Assurance is limited to program evaluation activities and cannot exceed 10% of line a, Personnel. If QA costs are budgeted, the grantee must

	also provide an annual report from the QA provider using Standards for Success (SfS) software. The report is due once per year on October 30th.
Training	Give fees and rates for appropriate training programs, to the extent known. Otherwise, estimate and provide basis for the anticipated cost. Please note: first-time SC must complete 36 hours of training in their first year; all SC must complete 12 hours of eligible training each year. (See MAH.8.9 for detailed training expectations and guidelines.)
Travel	Provide mileage and cost estimates for use of private vehicles or public transportation; show the estimated cost of airfare required to attend training programs, and list necessary per diem rates in accordance with your organization's policies. Give travel destinations, if known. Please note: Travel is only permissible for training purposes and/or local travel between main worksites and remote work sites.
Supplies and Materials	List the supplies you propose to purchase. You can use an anticipated consumption rate to estimate the cost of office or other common supplies, (e.g. 1 box paper clips every 3 months). Include replacement of office equipment. List items individually along with the quantity and their anticipated cost.
Start-up Costs	Reasonable costs associated with setting up a confidential office space for the Service Coordinator are allowable. Such expenses must be one-time only start-up costs. Such costs may involve acquisition, leasing, rehabilitation, or conversion of space, as well as the purchase of office furniture, computer hardware & software. Please note that HUD staff must approve both the proposed costs and activity and must perform an environmental review on such proposed work. In addition, the office space must be accessible to persons with disabilities and meet the Uniform Federal Accessibility Standards (UFAS) requirements of accessibility (note: HUD applies the UFAS through its regulations under 24 CFR part 8) or the 2010 ADA Standards for Accessible Design, except for certain specific identified provisions, as detailed in FR-5784-N-01 Nondiscrimination on the Basis of Disability in Federally Assisted Programs and Activities, published in the Federal Register on May 23, 2014, https://www.gpo.gov/fdsys/pkg/FR-2014-05-23/pdf/2014-11844.pdf
Other Direct Costs	Include costs such as third-party contacts for professional services, telephone and internet service, printing, postage, and maintenance of office equipment, when such costs are attributable to the SC program only.
Indirect Costs	OMB requirements at 2 CFR part 200 define indirect costs as those that have been incurred by multiple programs for common or joint purposes that are not readily assignable to a particular program. Indirect costs are associated with the centralized services distributed throughout your agency and cannot be readily identified with one particular program. Additionally, the costs should not be otherwise treated as direct costs. If your organization already

	has an federally-negotiated indirect cost rate, use this rate and explain how it is calculated. Otherwise, HUD recommends using the ‘de-minimus’ indirect cost rate of 10% specified in 2 CFR 200.414(f).
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Number of positions, weekly work hours, and Salary amount. Service Coordinator work hours are based on the number of property residents who are elderly persons or persons with disabilities. A full-time Service Coordinator should serve an average of 50-60 elderly persons and/or persons with disabilities on a regular basis. Properties with fewer than 40 units could justify a part-time service coordinator position of 20 hours per week. A property with between 80 and 120 units may justify 1.5 service coordinators. A property with 120 units or more may justify two full-time service coordinators. Please note that you must have a full time Service Coordinator to have a Service Coordinator Aide.

The proposed service coordinator salary must be based on the mean wage listed in the U.S. Bureau of Labor Statistics May 2022 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimate data for “Social Worker, All Other” for the geographic area where the properties included on the application are located. This data is available at <https://www.bls.gov/oes/current/oessrcma.htm>. Click on the appropriate metropolitan or non-metropolitan area, then scroll down to the section for Community and Social Service Occupations, line 21-1029 Social Workers, All Other, median hourly wage (8th column from the left). If no wage data is listed for Social Workers, All Other in the appropriate metropolitan or non-metropolitan area, base your proposed service coordinator salary on the national median hourly wage of \$29.42 for Social Workers, All Other (see <https://www.bls.gov/oes/current/oes211029.htm>).

The following information is for new Service Coordinator programs only. You may propose reasonable costs associated with setting up a confidential office space for the Service Coordinator. Such expenses must be one-time only start-up costs. Such costs may involve acquisition, leasing, rehabilitation, or conversion of space. Please note that this does not include rehabilitation of live-in apartments, bathrooms, or restrooms.

Office space must be accessible to persons with disabilities and meet all applicable federal accessibility requirements. We recommend a minimum of 350 square feet of office space. Cost should not exceed \$105,000 for renovation and/or construction of an office for your service coordination needs.

Non construction and other start-up costs deemed necessary for the implementation and sustaining of this program may include, but are not limited to, costs for office furniture, tablet, computer /laptop, etc. HUD encourages you to submit any request for reasonable accommodations.

Construction cost. If you are constructing an office space for your service coordination needs you must submit 3 bids to HUD staff for approval. HUD reserves the right to reduce and/or limit the requested amount. Your newly constructed office must be accessible to persons with disabilities and comply with all applicable federal accessibility requirements. In addition, you must submit an environmental review to HUD staff. If you are not submitting for construction and/or rehabilitation of an office, you must provide proof of quality office space for your Service

Coordinator that is a minimum of 350 square feet and accessible to persons with disabilities and compliant with all applicable federal accessibility requirements.

HUD staff must approve both the proposed costs and activity and must perform an environmental review on such proposed work. Please refer to the United States Access Board website, <https://www.access-board.gov/>, for more information.

Quality Assurance. You may use grant funds to pay for Quality Assurance (QA) in an amount that does not exceed ten percent of the Service Coordinator's salary. Eligible QA activities are those that evaluate your program to assure that the position and program are effectively implemented. A qualified, objective third party must perform the program evaluation work and must have work experience and education in social or health care services. Your QA activities must identify short- and long-term program outcomes and performance indicators that will help you measure your performance. On-site housing management staff cannot perform QA and you may not augment current salaries of in-house staff for this purpose.

Private office space. You must make sufficient, separate, and private office space available for the Service Coordinator and/or aide to meet with residents, without adversely affecting normal activities. This space must be accessible to persons with disabilities and meet all applicable federal accessibility requirements.

Secure resident files. The Service Coordinator must maintain resident files in a secured location. Files must be accessible ONLY to the Service Coordinator unless residents provide signed consent otherwise. These policies must be consistent with maintaining confidentiality of information related to any individual per the Privacy Act of 1974.

Supervision and training. Grantees must ensure that the Service Coordinator receives appropriate supervision, training, and ongoing continuing education, consistent with statutory and HUD administrative requirements. This includes 36 hours of training in age-related and disability issues during the first year of employment as a Service Coordinator, if the Service Coordinator has not received recent training in these areas, and 12 hours of continuing education each year thereafter.

Responsibility for budget shortfalls. Grantees are responsible for any budget shortfalls during the three-year grant term.

Residual receipts account. As a condition of receiving a grant, Section 202 or refinanced 202 properties without a dedicated residual receipts account must amend their regulatory agreement and/or Use Agreement open such an account, separate from their Reserve for Replacement account.

Environmental requirements. It is anticipated that most activities under this program are categorically excluded from the National Environmental Policy Act (NEPA) and related environmental authorities under 24 CFR 50.19(b)(3), (4), (12), or (13). If grant funds will be used to cover the cost of any activities which are not exempt from environmental review requirements - such as acquisition, leasing, construction, or building rehabilitation, HUD must perform an environmental review to the extent required by 24 CFR part 50. HUD Field office staff will determine the need for an environmental assessment, based on the proposed program activities.

Fair Housing and civil rights requirements. Applicants and their sub recipients must comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act of 1990.

Affirmatively Furthering Fair Housing (AFFH). The obligation to affirmatively further fair housing applies to all recipients of HUD funds, awarded, and announced under HUD's FY2023 funding notices. Examples of activities that Service Coordinators might undertake are the following: Providing bilingual and multilingual services; accommodating services for persons with physical, sensory, and mental disabilities; affirmatively marketing the service coordinator's services to residents of the property and surrounding community who are least likely to inquire and finding counselors to help tenants with and provide for mobility and fair housing counseling.

Effective communication. Successful applicants must ensure that notices and communications during all training sessions and meetings are provided in a manner that is effective for persons with hearing, visual, speech, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and HUD's implementing regulations at 24 CFR 8.6, and as applicable, the Americans with Disabilities Act. This includes providing auxiliary aids and services to ensure that materials are provided in appropriate alternative formats as needed, *e.g.*, Braille, audio, large type, sign language interpreters, assistive listening devices, *etc.*

Access for persons with limited English proficiency. Applicants shall take reasonable steps to ensure meaningful access to their program and activities to Limited English Proficient individuals. This includes providing language assistance services and materials in translated formats as necessary. For the purposes of this NOFO, grant recipients must comply with Executive Order 13166: <https://www.federalregister.gov/documents/2000/08/16/00-20938/improving-access-to-services-for-persons-with-limited-english-proficiency>. Applicants must also produce the required narrative documentation required for priority points in this NOFO for Improving Access to Services for Persons with Limited English Proficiency. Grantees should refer to the Department's strategic plan dated on March 28, 2022. Please see the below notice for HUD departmental guidance on working with LEP persons. <https://www.federalregister.gov/documents/2007/01/22/07-217/final-guidance-to-federal-financial-assistance-recipients-regarding-title-vi-prohibition-against>

Coordination among programs providing services or Service Coordination. In any jurisdiction or neighborhood that receives funding, for either the same geographic area or the same population, HUD encourages coordination among programs, where appropriate. Joint efforts will more efficiently help identify service providers and obtain needed services that best address the service needs of the population. It will also enable grant recipients to better identify gaps in service provision and be knowledgeable about the capacity of service providers. Coordination among providers will enable leveraging of resources; avoid duplication of effort in providing services to the community as a whole, and improve access and service delivery for participating individuals.

Service Coordinator qualifications include the following:

- a. Two to three years of experience in social service delivery with elderly persons and/or persons with disabilities. Some supervisory or management experience is desirable if the Service Coordinator will work with aides.
- b. Good communication skills, time management skills, problem-solving skills, and able to handle high stress situations. Knowledge of the healthcare system is a plus.
- c. Experience working with elderly persons.
- d. Experience working with persons with disabilities.
- e. Knowledge of the aging process, elder services, disability services, eligibility for and procedures of federal and applicable state entitlement programs, mental and behavioral health issues among elderly persons. Experience with issues related to hoarding disorders, dementia, trauma informed services provision, and prior experience with homelessness desirable.
- f. Demonstrated ability to advocate, organize, problem-solve, and provide results for elderly persons and persons with disabilities.
- g. A Bachelor of Social Work or degree in Gerontology, Nursing, Psychology or Counseling is preferable; a college degree in another field is fully acceptable, especially if candidate minored in appropriate field. You may also consider individuals who do not have a college degree, but who have appropriate work experience. Persons with associate degrees or no degree, but possess appropriate work experience are also appropriate candidates.
- h. Demonstrated working knowledge of supportive services and other resources for elderly persons and/or persons with disabilities available in the local area.
- i. Demonstrated ability to provide communications in a manner that is effective for persons with disabilities and persons with limited English proficiency (LEP).

We strongly encourage properties to explore entry level/internship programs in Nursing, Gerontology or Social Work. Interns generally have the title of aide and work with service coordinator. Please note that confidentiality, appropriate supervision, and training are a must.

Aides working with a Service Coordinator. Aides working with a service coordinator under this program should have appropriate education or experience in working with the elderly and/or persons with disabilities. Grantees may contract or sub-grant for a Service Coordinator or for Quality Assurance activities. If the grantee elects to contract or sub-grant out these activities, the grantee will need to include all associated costs in the annual budgeting process and required budget form (HUD form 91186-A).

Environmental Review:

As mentioned above, you must provide ample working space for your Service coordinator. This space must be private and be a minimum of 350 square feet.

The office space must be accessible to persons with disabilities and meet all applicable federal accessibility requirements. HUD staff must approve both the proposed costs and activity and must perform an environmental assessment on such proposed work prior to grant award. Please refer to the United States Access Board website, <https://www.access-board.gov/buildings.html>, for more information.

This program is subject to the National Environmental Policy Act of 1969 (NEPA) and related Federal environmental authorities and regulations at 24 CFR part 50. It is anticipated that most

activities under this program are categorically excluded from the National Environmental Policy Act (NEPA) and related environmental authorities under 24 CFR 50.19(b)(3), (4), (12), or (13). If grant funds will be used to cover the cost of any activities which are not exempt from environmental review requirements - such as acquisition, leasing, construction, or building rehabilitation - HUD must perform an environmental review to the extent required by 24 CFR part 50. HUD Field office staff will determine the need for an environmental assessment, based on the proposed program activities.

HUD requires all applicants selected for a conditional award under this NOFO that are proposing leasing, acquiring, constructing or rehabilitating office space, to submit the environmental documentation listed below. All documentation must be submitted into the HUD Environmental Review Online System ([HEROS](#)). **For new users, please allow up to 2 weeks for your access to be processed.** New users should create a HEROS account as soon as possible to avoid delays. Please note that HEROS is operational between the hours of 7:00 AM to 10:00 PM Eastern Time, Monday through Saturday. Users will not be able to log in outside those times/days. Applicants who do not submit their documentation in HEROS as instructed by HUD will forfeit funding of their start-up costs,

The following environmental documentation is required to be submitted via HEROS:

a. HEROS submission, including Related Laws and Authorities as identified below.

Applicants must complete the following screens in HEROS:

- Initial Screen
- Project Summary
- Level of Review
- Related Laws and Authorities (the following topics):
 - Air Quality
 - Airport Hazards
 - Coastal Barrier Resources Act
 - Contamination and Toxic Substances
 - Endangered Species Act
 - Environmental Justice
 - Explosives
 - Flood Insurance
 - Floodplain Management
 - Historic Preservation
 - Housing Requirements
 - Noise
 - Sole Source Aquifers
 - Wetlands Protection
 - Wild and Scenic Rivers

b. Phase I Environmental Site Assessment (ESA) Report: The Findings, Opinions and Conclusions sections of the Phase I ESA must be completed by an Environmental Professional

(EP) in accordance with ASTM E 1527-13 or 1527-21. Any HEROS submissions after February 13, 2024 must submit ASTM E 1527-21. (ASTM standards cited in this NOFO are available for a fee through <https://www.astm.org/>.) The Findings section shall list and discuss all:

- (1) Recognized Environmental Conditions (REC), suspect REC, historical REC and/or de minimis conditions (with all such terms as described in ASTM E 1527-13 and E 1527-21), and
- (2) Vapor Encroachment Conditions (VEC), suspected VEC, or instances where VEC cannot be ruled out (pursuant to ASTM E 2600-15).

The opinions section shall discuss each of these conditions as to whether each one is deemed to be or deemed not to be a REC and/or a VEC. Applicants are cautioned that even if the EP who prepares the Phase I ESA determines that there are no RECs and no VECs and you therefore decide not to prepare a Phase II ESA (see below), HUD will review the Phase I ESA report to confirm that such determinations are reasonably warranted based on the information presented. Should HUD not concur with the Phase I ESA conclusions and the Phase II was not conducted nor the Phase III clean-up plan or equivalent submitted, your application will be rejected.

The applicant must inform the EP of the HUD requirements that must be included in the Phase I ESA and any required subsequent report such as a Phase II. These requirements are described in greater detail in Section 9.4 of the MAP Guide.

A previous Phase I ESA report will be allowed provided that the Phase I ESA was conducted within 180 days of the application deadline date and the report meets the above-referenced MAP Guide requirements.

c. Phase II ESA. If the Phase I ESA indicates the need for further study or identifies any type of contamination or other issues, then a Phase II ESA is required. The Phase II ESA must address all RECs and VECs identified in the Phase I ESA report. The testing and sampling design shall be based on scientific methodology and shall proceed to the point that a reasonable determination can be made regarding each of the RECs and VECs.

d. Phase III Clean-up Plan or equivalent (if required by the Phase II).

Please note: If you are not constructing or rehabbing office space, you must provide proof of decent private office space that is a minimum of 350 square feet as part of your application.

Build America, Buy America Act (BABA).

On November 15, 2021, the Build America, Buy America Act (the Act) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA). Pub. L. 117-58. The Act establishes a domestic content procurement preference, the BAP, for Federal programs that permit Federal financial assistance to be used for infrastructure projects. In Section 70912, the Act further defines a project to include “the construction, alteration, maintenance, or repair of infrastructure in the United States” and includes within the definition of infrastructure those items traditionally included along with buildings and real property. Starting May 14, 2022, new awards of Federal financial assistance from a program for infrastructure, and any of those funds obligated by the grantee, are covered under the Build America, Buy America (BABA) provisions of the Act, 41 U.S.C. 8301 note. Since that date, HUD has provided waivers to allow for full implementation of the BAP in an orderly fashion across HUD’s programs. The timeframe for implementation is

set forth in HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 10533). HUD will begin requiring compliance with BAP for all new funds obligated on or after February 22, 2024 (iron and steel) and August 23, 2024 (construction materials and manufactured products), unless covered by another waiver. HUD has also published general applicability waivers, including a De Minimis and Small Grants Waiver (87 FR 76500) and an Exigent Circumstances waiver (87 FR 26219), which may apply to any projects funded through this grant. Additional details on fulfilling the BABA requirements can be found at <https://www.hud.gov/BABA>.

Advancing Racial Equity

In accordance with Executive Order [13985](#), *Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, and federal fair housing and civil rights laws, you must submit a narrative demonstrating the following:

- You analyzed the racial composition of the persons or households who are expected to benefit from your proposed grant activities;
- You identified any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities;
- You detailed the steps you will take to prevent, reduce or eliminate these barriers; and
- You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities.

Note that any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements.

You must provide a narrative addressing the four bullets above and the following:

- Monitor the racial makeup of those that are requesting services versus those that are not requesting services. Research why services are not being utilized
- Identify barriers to residents using service coordination services and
- How you plan to address the barriers to residents using service coordination
- Your plan to measure should include the types of services that the residents are selecting to participate in

This is a mandatory requirement. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency.

Affirmative Marketing

You must submit a narrative demonstrating that the housing, services, or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Such activities may include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the

targeted group. Documentation for this factor consists of a narrative describing the activities that will fulfill the factor requirements.

You must provide a detailed plan on how you intend to market your Service coordinator services to residents in your building and within the vicinity of your HUD assisted housing. You should address the following within your marketing plan:

- How you intend to gain resident's confidence
- How you intend to make residents aware of Service Coordinator services
- How you will measure the success of your marketing efforts
- How marketing materials will be made noticeable and available to LEP individuals
- How will marketing efforts be added into the Service Coordinators job description at your project site
- This is a mandatory requirement. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency.

G. Criteria for Beneficiaries.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Obtain an Application Package

Instructions for Applicants

All application materials, including the Application Instructions and Application Package, are available through Grants.gov. You must access and review all available application materials. You must submit your application electronically via Grants.gov under the Funding Opportunity Number cited within this NOFO. Your application must list the applicable Funding Opportunity Number.

You can request a waiver from the requirement for electronic submission, if you demonstrate good cause. An example of good cause may include: a lack of available Internet access in the geographic area in which your business offices are located. However, lack of SAM registration or valid UEI is not a good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if you fail to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

Email:

ServiceCoordinatorNOFO@hud.gov

HUD Organization:

Street:

City:

State:

Zip:

B. Content and Form of Application Submission

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong Assistance Listing and Funding Opportunity Number is a Non-Curable Deficiency, unless otherwise stated under the Threshold requirements section.

1. Content

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	This form is required.	Review section IV.B.2. of this NOFO for detailed submission requirements
Applicant and Recipient Assurances and Certifications (HUD 424-B)	This form is required.	Review section IV.B.2. of this NOFO for detai

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		led submission requirements
Applicant/Recipient Disclosure/Update Report (HUD 2880)	This form is required.	Review section IV.B.2. of this NOFO for detailed submission requirements
Disclosure of Lobbying Activities (SF-LLL)	Review section IV.G. of this NOFO for detailed submission requirements.	Federally recognized Indian tribes and tribally desi

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		<p>gnated housing entities (TD HEs) established by federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage</p>

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		of the Byrd Amendment, but state-recognized Indian tribes and TDH Es established only under state law shall comply with this requirement.
Standard Form 424A (SF-424A):	Applicants must provide a complete and detailed budget for the total performance period of the expected award through the submission of the SF-424A. The data submitted on the SF-424A form will inform the expected financial assistance award for this NOFO.	For the budget

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		<p>recorded on form SF-424 A, provide a breakdown of the aggregate numbers detailing their allocation to each activity. The budget must also include a yearly breakdown</p>

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		<p>of costs for each activity. In addition to the SF-424 A form instructions available on grant s.gov, applicants should use Appendix I. HUD's Guidance for Preparing a</p>

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
		Budget Request in this NOFO, to complete the SF-424 A.
HUD-91186 Multifamily Housing Service Coordinator or First Time Funding Request	<div data-bbox="367 1272 691 1377" style="border: 1px solid black; padding: 5px; width: fit-content;"> This form is required. </div>	Review section IV.B .2. of this NOFO for detailed submission requirements

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

- Attachment A, narrative response to Affirmative Marketing requirement (1 page maximum)

- Attachment B, narrative response to Experience Promoting Racial Equity requirement (1 page maximum)
- Attachment C, narrative response to the Advancing Racial Equity requirement (1 page maximum)
- Attachment D, narrative response to the Affirmatively Furthering Fair Housing requirement (1 page maximum)
- Supportive Services Plan (25 pages maximum)
- A short narrative (1 page maximum) describing the role of the service coordinator in implementing the supportive services plan.
- A narrative describing how you will meet the office space requirement for Service Coordination. You must provide either evidence that you have private office space available which is suitable for the service coordinator's use, or provide a plan and cost estimate for provision of suitable office space. (10 pages maximum)

2. Format and Form

Narratives and other attachments to your application must follow the following format guidelines. Do not submit password protected or encrypted files.

40 Pages maximum length of narratives

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

Service Coordinator in Multifamily Housing application content and form of application.

Your application must contain the items listed in the chart above. These items are, collectively referred to as the "standard forms". The standard forms and other required forms are part of the electronic application downloaded from

https://www.grants.gov/applicants/find_grant_opportunities.jsp.

Other application items. All applications for funding under the Service Coordinator in Multifamily Housing Program must include the following documents and information:

- HUD-91186: Multifamily Housing Service Coordinator First-Time Funding Request. Be sure to provide a calculation and itemized breakdown for each summed amount; show how you calculated each dollar amount.
- Provide a brief justification for the dollar amounts provided on your HUD-91186: Multifamily Housing Service Coordinator First-Time Funding Request. Describe the projected costs; how amounts were estimated, and why they are necessary.
- Evidence of comparable salaries in your local area.
- Narrative Statements describing your program.
- Explain how you will provide on-site private office space for the Service Coordinator, to allow for confidential meetings with residents. If construction is planned, also include a plan and a cost-estimate.
- Describe your proposed quality assurance program evaluation activities and itemize your estimated expenses for this activity if included in your request for funding. Indicate the type of professional or entity that will perform the work if known at this time or the criteria you will use to select the provider.
- You are required to provide an Advancing Racial Equity narrative (see section III.F.).

- You must provide an Affirmative Marketing narrative (see section III.F.)
- You must describe your experience in promoting racial equity.
- You are required to provide an Affirmatively Furthering Fair Housing narrative
- How you will address continuing education for your service coordinator
- Describe your plan to address neighborhood resident needs, if applicable to your program.
- Evidence that no project funds are available to fund a Service Coordinator. You must include a copy of your property's most recent bank statement (or the equivalent thereof), showing the property's current residual receipts or excess income balance (if any). It is incumbent upon the applicant to demonstrate that no such project funds are available.
- If applicable, provide evidence that prior funding sources for your property's currently operating service coordinator program are no longer available or will expire within six months following the application deadline date.

Your Supportive Services Plan

Single and Joint Applications

a. Single applications.

(1) You may submit one application that contains one or more assisted housing properties owned by the same owner. Submitting one application for each property you own will increase your chances of selection in the regional lottery. You may also submit one application that contains multiple properties you own, to reduce preparation time and resources. Each application must propose a stand-alone program at separate properties. The properties must all be located in the same field office jurisdiction.

(2) If you wish to apply on behalf of properties located in different field office jurisdictions, you must submit a separate application for each field office area.

b. Joint applications.

(1) You may join with one or more other owners to share a Service Coordinator and submit a joint application. Small properties often join together to hire and share a part or full-time Service Coordinator. If more than one owner is proposing to share a Service Coordinator, one agency must designate itself the "lead". The lead applicant's name, EIN/TIN, UEI number, and address must be provided in items 8a through 8d on the SF-424. When the legal signatory for the lead owner corporation signs the application, that owner agrees to administer grant funds for all the housing sites included in the application. The application must clearly identify each property that will be served by the Service Coordinator.

File names of all uploaded documents must include only the following UTF-8 characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, or period. If you use any other characters when naming attachment files, your application will be rejected by Grants.gov.

C. System for Award Management (SAM) and Unique Entity Identifier (UEI)

1. SAM Registration Requirement

You must register with <https://www.sam.gov> before submitting their application. You must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last

three years, if applicable. Information in SAM must be current for all times during which you have an active Federal award or an application or plan under consideration by HUD.

2. UEI Requirement

As of April 4, 2022, entities doing business with the federal government must use the UEI created in SAM.gov. Also, you must provide a valid UEI, registered and active at www.sam.gov/ in the application. For more information, see: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

3. Requirement to Register with Grants.gov

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through Grants.gov. Complete registration instructions and guidance are provided on Grants.gov.

D. Application Submission Dates and Times

1. Application Due Date Explanation

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

03/14/2024

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

“Received by Grants.gov” means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and-timestamp each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

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

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

2. Grants.gov Customer Support

Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. If you have difficulty accessing the application

and instructions or have technical problems, contact Grants.gov customer support center by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach Grants.gov Customer Support. To learn more about how to make an accessible telephone call, visit the [webpage for Federal Communications Commission](#).

3. Grants.gov Application Submission

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

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

Take note of the Grants.gov tracking number, as it is needed by the Grants.gov customer support center should you seek their assistance.

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

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

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also publish the extension on Grants.gov.

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

NOTE: Busy servers, slow processing, large file sizes, improper registration

or password issues are not valid circumstances to extend the deadline dates or the grace period.

4. Amending or Resubmitting an Application

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

5. Grace Period for Grants.gov Submissions

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

6. Late Applications

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding

consideration. Improper or expired registration and password issues are not sufficient causes to allow HUD to accept applications after the deadline date.

7. Corrections to Deficient Applications

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency definition in section I.A of this NOFO. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

You must email corrections of Curable Deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

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

8. Authoritative Versions of HUD NOFOs

The version of this NOFO posted on Grants.gov includes the official documents HUD uses to solicit applications.

9. Exemptions

Parties that believe the requirements of the NOFO would impose a substantial burden on the exercise of their religion should seek an exemption under the [Religious Freedom Restoration Act](#) (RFRA).

Timely Receipt Requirements. The application deadline is 11:59:59 p.m. eastern time **March 14th, 2024**. Applications must be received by [Grants.gov](#) no later than 11:59:59 p.m. eastern time on the application deadline date. Following receipt, the application will go through a validation process. If the application fails the [Grants.gov](#) validation process, it will be rejected. See Section IV.C of the General Section for instructions on application deadlines, limited time for correction of rejection errors, [Grants.gov](#) application processing steps and notifications, timely receipt requirements, and what to do if your application is rejected by [Grants.gov](#). If you are provided a waiver to the electronic application, the waiver approval will provide detailed instructions on how and where to submit your application as well as timely receipt requirements.

E. Intergovernmental Review

This program is not subject to [Executive Order 12372, Intergovernmental Review of Federal Programs](#).

F. Funding Restrictions

Alternative funding for Service Coordinators in Multifamily Housing.

If your property has available Section 8 operating funds, residual receipts, or excess income (i.e. “project funds”), not needed for critical project expenses, you must use these project funds prior to receiving grant funds. Owners may submit requests to field staff for use of Section 8 operating funds, DSS, residual receipts, or excess income pursuant to instructions in Housing's Management Agent Handbook 4381.5, REVISION-2, CHANGE-2, Chapter 8 and Housing Notice H 02-14. HUD field staff may approve use of these project funds at any time, consistent with current policy. **You should discuss the use of project funds with your field office staff prior to submitting a grant application.**

Ineligible activities and program costs.

- You may not use funds available through this NOFO to replace currently available funding from other sources for a Service Coordinator or for some other staff person who performs service coordinator functions.
- You may not apply for the sole purpose of serving low-income elderly or disabled individuals who live in the vicinity of an eligible project.

- Owners cannot use Reserve for Replacement funds to pay Service Coordinator expenses.
- CHSP grantees may not use these funds to meet statutory program match requirements and may not use these funds to replace current CHSP program funds to continue the employment of a service coordinator.
- Grant funds cannot be used to reimburse expenses associated with the following items:
 - Supervision performed by property management staff.
 - Increasing management fees
 - Usual audit and legal fees;
 - Application preparation and submission;
 - Food, beverage, eating utensils, plates, cups or condiments
 - Gifts to residents/or staff
 - Service Coordinator-related training courses for property management staff who do not directly provide Service Coordination. **Owners must use their management fees to pay this expense.**
 - Pay PAC members for their services.
 - Reconstruction and/or renovation of the interior or exterior of the building
 - Cost overruns associated with creating a private office space for Service Coordinator use
 - Any costs associated with parties or meals (even for residents)
 - Application preparation and submission
 - Computer hardware/software or other equipment not used/required by the Service Coordinator
 - Entertainment/classes for residents
 - Restaurant meals
 - Travel not associated with an approved training and/or not included in the approved budget
 - Or any other cost as defined by 2 CFR Part 200

Prohibited Service Coordinator functions.

Service Coordinators may not perform the following activities:

- a. Act as a recreational or activities director;
- b. Provide supportive services directly;
- c. Act as a Neighborhood Networks program director or coordinator; and
- d. Perform property management work, regardless of the funding source used to pay for these activities.

Applications must be submitted electronically through Grants.gov. Follow the procedures for electronic submission of applications contained in Section IV of the General Section unless a waiver for good cause in accordance with HUD's waiver policy of 24 CFR 5.1005 is approved by HUD.

Indirect Cost Rate

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

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 10% 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.

G. Other Submission Requirements

1. Standard Application, Assurances, Certifications and Disclosures

Standard Form 424 (SF-424) Application for Federal Assistance

The SF-424 is the government-wide form required to apply for Federal assistance programs, discretionary Federal grants, and other forms of financial assistance programs. You must complete and submit the form with the other required forms and information as directed in this NOFO.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), you and the signing authorized organization representative affirm that you both have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaskan native villages and those applicable to applicants other than Federally recognized Indian tribes, or Alaskan native villages.

Assurances (HUD 424-B)

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. All recipients and subrecipients of the award are required to submit assurances of compliance with federal civil rights requirements. *See, e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Violence Against Women Act, and the Age Discrimination Act of 1975; *see also* [24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25](#). HUD accepts these assurances in the form of the HUD 424-B, which also require compliance with HUD Reform Act requirements and all general federal nondiscrimination requirements in the administration of the federal assistance award.

Applicant Disclosure Report Form 2880 (HUD 2880)

The form HUD 2880 is required if you are applying for assistance within the jurisdiction of HUD to any project subject to Section 102(d) of the [HUD Reform Act](#). Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation, conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. 1437f](#)). [See HUD Reform Act regulation for additional information.](#)

Code of Conduct

Both you, as the award recipient, and all subrecipients must have a code of conduct (or written standards of conduct). The code of conduct must comply with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#), as well as any program-specific requirements. These requirements include ethical standards related to conflicts of interest for procurements in [2 CFR 200.318\(c\)](#) and [2 CFR 200.317](#), as well as HUD-specific conflict of interest standards. HUD maintains a list of organizations that have previously submitted written standards of conduct on its [Code of Conduct for HUD Grant Programs webpage](#). But it is your responsibility to ensure that the standards are compliant with the noted requirements and that HUD has the latest version of the written standards. Updated written standards should be submitted with the application. Any updates to your written standards, after the application period, should be submitted as directed by the HUD program contact for this NOFO.

Affirmatively Furthering Fair Housing

With some exceptions for Federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Applicants may propose activities that are consistent with their jurisdiction’s Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification.

If the applicant will carry out proposed activities in a jurisdiction with an AFH, the proposed activities should be consistent with the AFH’s fair housing goals and with fair housing strategies specified in the jurisdiction’s Consolidated Plan or Public Housing Agency Plan.

Your response should include how you plan to address one or more of the following:

- (1) address significant disparities in housing needs for protected groups
- (2) address disparities in access to opportunity for protected groups
- (3) address segregation and promote integration
- (4) transform racially or ethnically concentrated areas of poverty into areas of opportunity

(5) foster and maintain compliance with civil rights and fair housing laws.

Please describe how will the proposed activities contribute to overcoming patterns of segregation, addressing disparities in access to opportunity for protected class groups, addressing disproportionate housing needs for protected class groups, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and/or fostering and maintaining compliance with fair housing and civil rights.

2. Other Program-Specific Requirements

Standard Form 424A (SF-424A): Budget Information for Non-Construction Programs

Applicants must provide a complete and detailed budget for the total performance period of the expected award through the submission of the SF-424A. For the budget recorded on form SF-424A, provide a breakdown of the aggregate numbers detailing their allocation to each activity. The budget must also include a yearly breakdown of costs for each activity. In addition to the SF-424A form instructions available on Grants.gov, applicants should use [Appendix I. HUD's Guidance for Preparing a Budget Request](#) in this NOFO, to complete the SF-424A. The data submitted on the SF-424A form will inform the expected financial assistance award for this NOFO. All costs charged to awards made as a result of this funding announcement must be allowable, allocable, and supported by adequate documentation, consistent with applicable cost principles.

V. APPLICATION REVIEW INFORMATION

A. Review Criteria

A. Review Criteria

In lieu of a national lottery HUD will now award applicants through a rating and Multifamily Regional lottery system. The rating system consists of three categories (listed below) with each category containing a 10-point maximum. Applicants will have the opportunity to earn a maximum of 30 points. An applicant **must score at least 22 points** to be considered for funding. Once applicants have received their rating, only those who obtain all 30 points will advance to the Multifamily Regional lottery process. Lottery rankings will take into consideration an applicant's total score. Lower-scored applicants in the fundable range will only be considered after all higher-scoring applicants in their region have been funded. Applicants with the same overall score will be ranked based on the outcome of the lottery.

After applicants have been rated applicants will then be divided by Multifamily Region as follows:

- [Northeast](#)
- [Southeast](#)
- [Midwest](#)
- [Southwest](#)
- [West](#)
- [Expansion Only](#)

A map showing the boundaries of the Multifamily Regions is available at:
https://www.hud.gov/program_offices/housing/mfh/hsgmfbus/aboutubspcs.

Please note: Expansion Only will serve as the regional lottery center for the expansion program only.

Once applicants are divided by region, a regional lottery will be held in each Multifamily Region plus Expansion Only. The amount of funding distributed to each of the six regions will be based on the total funding requests from applicants scoring in the fundable range as a proportion of the total funding requests from all qualified applicants in the fundable range. Please review the Rating Factors and Threshold Requirements sections carefully for more details on qualifying for this year's NOFO award. If there are funds remaining after all qualified applicants in a given Multifamily Region have been awarded, the remaining funds will be used to fund qualified applicants in other Multifamily Regional lottery pools.

HUD staff assigned to each lottery region will first determine eligibility based on the threshold requirements, followed by the rating factors listed below. Staff from the Office of Multifamily Housing will then select applicants for awards based on the lottery procedure described above until funds are fully distributed. If you are notified that you have received conditional acceptance pending your environmental review; you must submit your report within the allotted time that is communicated to you.

Please note that although not scored that all applications must address racial equity. You are **required** to submit the following as part of your application:

- A one-page narrative on Advancing Racial Equity (see section III.F.).
- A one-page narrative describing your experience in promoting racial equity
- A one-page Affirmative Marketing narrative (see section III.F.)
- A one-page narrative describing how your proposed NOFO activities are aligned with Affirmatively Furthering Fair Housing (AFFH) requirements (see Section IV.G)

Please see section III of this NOFO for more information on your racial equity requirements.

1. Rating Factors

Applicants can receive up to 30 total points. You will be rated on the following factors:

Rating Factor 1: Past performance - 10 Points

1. Sub-factor 1: Risk Rating- 5 points
2. Sub-factor 2: Timely response to communications and request for documentation -5 points
 - a. New applicants will be scored on this sub-factor based on a review conducted by their Account Executives. Expansion program applicants will be scored on this sub-factor based on a review by their Grant Specialist of their prior management of their Multifamily grants.

Rating Factor 2: Continuing Education Plan for Service Coordinator - 10 Points

1. It is a requirement that all Service Coordinator new hires receive 36 hours of classroom time before or within 12 months of hire. The required topics include:
 - a. The Aging Process,
 - b. Federal and Applicable State Programs and Eligibility,
 - c. Elder Services,

- d. Disability Services,
 - e. Legal Liability Relating to Service Coordination,
 - f. Medication/Substance Abuse,
 - g. Mental Health Issues.
2. You must submit a maximum 5-page narrative on how you plan to address continuing education. The narrative must include:
 - a. Who will perform the training
 - b. The content of the training provided
 - c. The goals/desired outcomes of the training
 - d. How many hours of training will be provided
 - e. A sample of how you will track continuing education
 3. After the completion of the statutory training requirements, all service coordinators serving the elderly or persons with disabilities should attend at least 12 hours of training annually.
 4. At a minimum, the Service Coordinator must remain current on changing statutes at all levels and current practices in aging and/or disability issues.

Rating Factor 3: Supportive Services Plan - 10 Points

1. Creating a Supportive Service Plan is a requirement for applying to this NOFO. See III. D. for the minimum requirements of a supportive services plan.
2. Your Supportive Services Plan must not exceed 10 pages.
3. The threshold requirements for your Supportive Services Plan includes the following:
 - a. A 1-page maximum narrative describing the role of the service coordinator in implementing the supportive services plan.
 - b. Supportive Services plan topics should cover the following:
 - i. Nutrition support (such as meal programs or meal preparation help)
 - ii. Shopping assistance
 - iii. Housekeeping services
 - iv. Transportation options
 - v. Healthcare resources
 - vi. Mental/Behavioral health resources
 - vii. Dental care resources
 - viii. Telemarketing fraud for elderly persons.
 - ix. Other services and supports that are relevant to your resident population.
4. The plan must also include information on how the property identifies their resident's supportive services needs and develops strategies to connect residents with appropriate services and supports.
5. The adequacy of the supportive services plan will not be evaluated on the number of services available in the geographic area where the property is located, but rather on how well the plan demonstrates that the applicant has analyzed their resident's supportive services needs and the resources available to meet them.
6. For each HUD-assisted multifamily housing property, owners must prepare a supportive services plan that describes in detail the services that will be provided to the residents. In

preparing the initial supportive services plan, owners should rely on their experience to create their plan.

7. Your Supportive Services Plan should also include the following:
 - a. **Service Coordination:** How the project is meeting the needs of residents either through a Service Coordinator (full-time or part-time) funded through the annual project budget or through another service coordination/service provision arrangement.
 - b. **Resident Assessment:** How the property assesses the supportive services needs of individual residents and the resident community as a whole.
 - c. **Resident Access to Community-Based Supportive Services:** How the property assists individual residents to identify and access local, state, and federal benefits or community-based services that support independent living (such as personal care services).
 - d. **Supportive Services Activities:** How the property ensures that the resident community has access to supportive services essential for maintaining independent living.
 - e. **Outreach Strategies:** How the property conducts outreach and engages residents in the supportive services offered. This must include a description of how the property provides access to supportive services for residents who are deaf or hard of hearing or have a visual, speech, or other communication-related disability (e.g., ASL interpretation, Braille documents, accessible electronic communication), require a reasonable accommodation, and/or have limited English proficiency, including the following:
 - i. Compliance with physical accessibility requirements, program access requirements, and providing reasonable accommodations. Owners of federally assisted housing must ensure that their properties (including common areas, routes, and designated accessible units) comply with all applicable physical accessibility requirements, including under Section 504 (**note:** HUD applies the Uniform Federal Accessibility Standards (UFAS) through its regulations under 24 CFR part 8), the Americans with Disabilities Act, the Architectural Barriers Act of 1968, and the Fair Housing Act. Additionally, owners of federally assisted housing must ensure effective communication and program access for individuals with disabilities, which could include providing auxiliary aides and services for individuals who are deaf or hard of hearing or with visual, speech or other communication-related disabilities (e.g., ASL interpreters), and are required to provide applicants and residents with disabilities with reasonable accommodations that are needed to enable those individuals to make effective use of and fully participate in the federal program.
 - ii. Language assistance services, including translation and language interpretation to provide meaningful access to persons who are limited English Proficient (LEP). Owners of federally assisted housing are required to provide translation and language interpretation to comply with Title VI. <https://www.hud.gov/sites/documents/FINALLEP2007.PDF>

8. **Community Partnerships:** What community partnerships, if any, the property is using or plans to use to facilitate resident access to supportive services.
9. To receive consideration, your Supportive Services Plan must include the following output:
 - a. Plan for networking meetings with HUD-funded Service Coordinators and local government aging and/or disability agency staff that the Service coordinator will either participate in or initiate.
 - i. The meetings must address the adequacy of supportive services in your jurisdiction, with a minimum of three meetings each year.
 - b. Owners are required to maintain and update a comprehensive Supportive Services Plan (every three (3) years, with exceptions as described below in Section VI. A. of this Notice), over the useful life of the housing; to accommodate the provision of supportive services that are expected to be needed by the category or categories of persons the housing is intended to serve.

Service Coordinator program expansion:

1. **You are required provide an analysis of the following in addition to the information listed above within your Supportive Services Plan:**
 - a. Number of residents
 - b. Why you are requesting an aide, part-time, or full-time Service Coordinator
 - c. Number of resources available to the residents and their effectiveness

Rating

Maximum Points: 30

This program does not offer points for Section 3.

2. Other Factors

Preference Points

This program does not offer any preference points.

You may choose to voluntarily commit to address policy initiatives in your application. Addressing these policy initiatives is not a requirement to apply for or receive an award. If you choose to address a voluntary policy initiative in your application, however, you will be required to adhere to the information submitted with your application should you receive an award. The proposed information will be included as a binding requirement of any federal award you receive as a term and condition of that award.

This program does not offer points for Climate Change

This program does not offer points for Environmental Justice.

This program does not offer preference points related to HBCUs.

Pursuant to Executive Orders [13985](#), [14041](#), [14045](#), and [14031](#), you may receive up to two (2) preference points if you are an applicant designated as a minority-serving institution (MSI) or if your application proposes one or more partnerships with minority-serving educational institutions that have been historically underserved.

This program does not offer preference points related to minority-serving institutions.

This program does not offer Promise Zone preference points.

B. Review and Selection Process

1. Past Performance

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements

Timely use of funds received from HUD

Timely submission and quality of reports submitted to HUD

Meeting program requirements

Other

Scoring

Only those applicants that receive all 30 points will then move to the regional lottery round. Applicants that receive less than 30 points will be awarded only after all applicants that receive the full 30 points have been awarded. If there are monetary funds remaining after all applicants who have received full 30 points have been awarded, applicants with 22-29 points will be awarded via random selection based on the highest score.

Lottery process

All qualified applications will be awarded based on a regional lottery process. There will be 6 regional lotteries that will be held simultaneously **with determinations being made amongst qualified applicants only.** The six [regions](#) are Northeast, Southeast, Midwest, Southwest and West plus Expansion Only. Only applicants who receive all 30 points will be entered into the regional lottery. The lottery will continue until all applicants who received the 30 points are awarded or funds have been fully dispersed, whichever comes first.

If all the applicants who receive the full 30 points have been awarded and funds remain then the lottery will commence for all applicants who receive 29 points. Those applicants who receive 29 points will enter the lottery and will be randomly selected until funds have been fully dispersed or all applicants have been awarded whichever comes first. If there are funds remaining after all applicants with 29 points have been awarded, the lottery will continue with applicants who have received 28 points. This order will continue until all remaining funds have been fully dispersed to applicants with at least 22 points.

The lottery will be held by computer software application. The software will be used for each of the six regions (Northwest, Southwest, Midwest, Southwest, and West) plus Expansion Only. Each qualified applicant's information will be entered into the computer software application based on each region by HUD officials. HUD officials will enter applicants based on the rating that each applicant received, starting with the highest rating. Once the qualified applicants have been entered into the software, the computer will make random selections. Lottery rounds will be held based on rating (i.e. All applicants that receive a 30 will enter the first lottery round. Applicants that have a rating of 29 will be entered as the second lottery round). Once the round with the highest ranking has commenced, HUD officials will repeat the same process of entering

applicants based on the rating that each applicant has received until all applicants with at least 22 points are funded or funds have been fully disbursed whichever comes first.

If you have been awarded funds through the lottery process and have elected to construct or rehab office space for your service coordinator you will be given further instructions on their environmental review. If you do not produce your environmental review through HEROS you will forfeit your startup cost funding. It is recommended that applicants pre-register in HEROS. Please see the eligibility section for details on the required office space for your service coordinator.

Please note: HUD may make an award in an amount less than requested, if HUD determines that some elements of your proposed program are ineligible for funding.

Corrections to deficient applications

After HUD receives an application, HUD staff may contact an applicant to clarify an item in its application or to correct curable (correctable) technical deficiencies. HUD may not seek clarification of items or responses that improve the substantive quality of an application. HUD may contact applicants to ensure proper completion of the application.

If HUD staff find a non-curable deficiency, your application will be rejected. Please see Threshold Requirements for a list of non-curable deficiencies.

If HUD staff find a curable deficiency, we will notify the applicant in writing by describing the needed clarification or technical deficiency. HUD will notify applicants by email (return receipt requested).

Clarifications or corrections of technical deficiencies in accordance with the information provided by HUD, **must be received by HUD within 7 calendar days** of the date of the HUD notification. (If the deadline date falls on a Saturday, Sunday, or federal holiday, then the applicant's response must be received by HUD on the next day that is not a Saturday, Sunday, or federal holiday.)

If the deficiency is not corrected within the above time frame, HUD will reject the application as incomplete, and it will not be considered for funding.

All Applicants must submit clarifications or cure items by email.

Applicants must use a unique application for each funding request. **Do not download the same application package from Grants.gov more than once for each application that you are going to submit.** Applicants submitting more than one application under a funding opportunity must download a separate application package from Grants.gov so that each application submitted will have its own unique embedded ID number. **If HUD does not receive a response within the designated 7-day time period, your application will be rejected.**

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain and review past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in the [Pre-Selection Review of Performance section of the Eligibility Requirements for Applicants of HUD Financial Assistance Programs.](#)

2. Assessing Applicant Risk

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in this part;
- (3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- (4) Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- (5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

To learn more about our recordkeeping requirements please review the Service Coordinators in Multifamily Program website [Multifamily Housing - Service Coordinator Guidance | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](https://www.hud.gov/multifamily/service-coordinator-guidance)

3. Experience Promoting Racial Equity

In evaluating applications for funding, HUD will consider the extent to which the application demonstrates that the applicant has the experience and the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities.

Applicants should describe their experience promoting racial equity in Attachment B. In this narrative you may include your experience hiring persons with cultural competency, working with persons with limited English proficiency, partnering with community organizations to promote equity and designing and implementing an Affirmative Fair Housing Marketing Plan (AFHMP). This is a mandatory requirement.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

1. Final Grant

After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the

terms and conditions of the award in a timely manner, or the selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may also impose specific conditions on an award as provided under [2 CFR 200.208](#).

2. Adjustments to Funding

To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD may fund no portion of an application that:

- (1) Is ineligible for funding under applicable statutory or regulatory requirements;
- (2) Fails, in whole or in part, to meet the requirements of this notice;
- (3) Duplicates activities funded by other federal awards; or
- (4) Duplicates activities funded in a prior year.

b. HUD may adjust the funding for an application to ensure funding diversity, geographic diversity, and alignment with HUD administrative priorities.

c. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

d. If funds remain after all selections have been made, remaining funds may be made available within the current fiscal year for other competitions within the program area, or be held for future competitions (if allowable in accordance with the applicable appropriation or authorizing statute), or be used as otherwise provided by authorizing statute or appropriation.

e. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may, in accordance with the appropriation, use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

3. Funding Errors

If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

B. Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards

Unless otherwise specified, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. Failure to comply with these requirements may impact your ability to receive or retain a financial assistance award from

HUD. Read the requirements carefully as the requirements are different among HUD's programs.

1. Compliance with The Fair Housing Act ([42 U.S.C. 3601-3619](#)) and implementing regulations at [24 CFR part 100 et seq](#)
2. Compliance with Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d-2000d-4](#) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at [24 CFR part 1](#)
3. Compliance with the Age Discrimination Act of 1975 ([42 U.S.C. 6101-6107](#)) and implementing regulations at [24 CFR part 146](#)
4. Compliance with Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and implementing regulations at [24 CFR part 8](#)
5. Compliance with the Americans with Disabilities Act, [42 U.S.C. 12101 et seq](#)
6. Compliance with Affirmatively Furthering Fair Housing (AFFH) requirements, including those listed on HUD's [Affirmatively Furthering Fair Housing](#) webpage
7. Compliance with Economic Opportunities for Low-and Very Low-income Persons (Section 3) requirements, including those listed at [24 CFR part 75](#)
8. Compliance with Improving Access to Services for Persons with Limited English Proficiency (LEP) requirements, including those listed within [Federal Register Notice, FR-4878-N-02](#) (also see [HUD's webpage](#))
9. Compliance with Accessible Technology requirements, including those listed on in [HUD's Policy on Section 508 of the Rehabilitation Act and Accessible Technology](#)
10. Compliance with Equal Access Requirements (see [24 CFR 5.105\(a\)\(2\)](#) and [5.106](#))
11. Compliance with Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business requirements at [2 CFR 200.321](#)
12. Compliance with Energy Efficient, Sustainable, Accessible, and Free from Discrimination by Design
13. Compliance with Real Estate Acquisition and Relocation requirements (see [49 CFR part 24](#) and applicable program regulations)
14. Compliance with Participation in HUD-Sponsored Program Evaluation (see [Federal Register Notice, FR-6278-N-01](#))
15. Compliance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (see [2 CFR part 200](#))
16. Compliance with Drug-Free Workplace requirements (see [2 CFR part 2429](#), which is HUD's implementation of [41 U.S.C. 701, et seq.](#))
17. Compliance with the requirements related to safeguarding resident/client files
18. Compliance with the Federal Funding Accountability and Transparency Act of 2006 ([2 CFR part 170](#)) (FFATA), as amended
19. Compliance with Eminent Domain
20. Compliance with Accessibility for Persons with Disabilities requirements on [HUD's Disability Overview](#) webpage
21. Compliance with Violence Against Women Act at [24 CFR part 5](#), subpart L and applicable program regulations
22. Compliance with 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
23. Compliance with the [Build America, Buy America \(BABA\) Act](#) procurement requirements

and [implementing guidance available on HUD's dedicated webpage](#)

24. Compliance with System for Award Management and Universal Identifier Requirements at [2 CFR part 25](#)

25. Compliance with [section 106\(g\) of the Trafficking Victims Protection Act of 2000 \(TVPA\), as amended \(22 USC 7104\(g\)\)](#) and implementing regulations at [2 CFR part 175](#) (Award Term for Trafficking in Persons)

26. Compliance with Award Term and Condition for Recipient Integrity and Performance Matters (see [Appendix XII to 2 CFR part 200](#))

27. Compliance with Suspension and Debarment (see [2 CFR part 2424](#) and [2 CFR part 180](#))

28. Compliance with environmental justice requirements under Executive Orders [12898](#) and [14008](#), and OMB Memorandum [M-21-28](#), which implements the Justice40 Initiative, section 223 of Executive Order [14008](#).

29. Compliance with Eliminating Barriers That May Unnecessarily Prevent Individuals with Criminal Histories from Participation in HUD Programs (see [HUD Secretary Fudge's April 12, 2022 memorandum](#))

30. Compliance with equity requirements, which include compliance with racial equity and underserved communities and LGBTQ+ requirements under Executive Orders [13985](#) and [13988](#)

31. Compliance with waste, fraud, and abuse requirements, including whistleblower protections (see [HUD's webpage](#))

Compliance with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a contractor, subcontractor, grantee, subgrantee, and personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. (See [Federal Contractor or Grantee Protections | Office of Inspector General, Department of Housing and Urban Development \(hudoig.gov\)](#))

Environmental Review

Compliance with environmental requirements, including regulations at [24 CFR part 50](#) or [58](#):

It is anticipated that most activities under this program are categorically excluded from the National Environmental Policy Act (NEPA) and related environmental authorities under 24 CFR 50.19(b)(3), (4), (12), or (13). If grant funds will be used to cover the cost of any activities which are not exempt from environmental review requirements - such as acquisition, leasing, construction, or building rehabilitation, HUD must perform an environmental review to the extent required by 24 CFR part 50. HUD staff will determine the need for an environmental assessment, based on the proposed program activities. Please refer to the requirements under the Environmental Review header in Section III.F.

Prohibition on Surveillance

Compliance with [2 CFR 200.216, Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment](#) is required.

Remedies for Noncompliance

HUD may terminate a Federal award, in whole or in part, for any of the reasons specified in [2 CFR 200.340, Termination](#).

If your eligibility status changes during the course of the grant term, making you ineligible to receive a grant (e.g., due to prepayment of mortgage, sale of property, or opting out of a Section 8 HAP contract), HUD will terminate your grant.

Lead-Based Paint Requirements

Not Applicable

C. Reporting

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

1. Recipient Integrity and Performance Matters

You should be aware that if the total Federal share of your federal award includes more than \$500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in [Appendix XII to 2 CFR part 200, Award Terms and Conditions for Recipient Integrity and Performance Matters](#).

2. Race, Ethnicity and Other Data Reporting

HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. These authorities prohibit discrimination in housing and in programs receiving financial assistance from the Department and direct the Secretary to administer the Department's programs and activities in a manner affirmatively to further these policies and to collect certain data to assess the extent of compliance with these policies. Each recipient shall keep such records and submit to the Department timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Department may determine to be necessary to enable it to ascertain whether the recipient has complied or is complying with 24 CFR parts 1 and 121. In general, recipients should have available for the Department data showing the demographics of beneficiaries of federally-assisted programs.

3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA)

FFATA requires information on federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR part 170](#), "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month

following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

4. Program-Specific Reporting Requirements

[Multifamily Housing - Service Coordinator Guidance | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

<https://archives.hud.gov/offices/adm/hudclips/handbooks/hsg/43815c8HSGH.PDF>

D. Debriefing

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the AOR whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s) of this NOFO. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. AGENCY CONTACT(S)

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

Name:

Phone:

Email:

ServiceCoordinatorNOFO@hud.gov

Individuals who are deaf or hard of hearing, or who have speech and other communication disabilities may use a relay service to reach the agency contact. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#). Note that HUD staff cannot assist applicants in preparing their applications.

VIII. OTHER INFORMATION

1. Compliance of this NOFO with the National Environmental Policy Act (NEPA)

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFO in accordance with HUD regulations at [24 CFR part 50](#), which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at [HUD's Funding Opportunities](#) web page.

2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Climate Action Plan](#)
- [Climate and Economic Justice Screening Tool \(CEJST\)](#)
- [Code of Conduct Requirements and E-Library](#)

- [Environmental Review](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Fair Housing Rights and Obligations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\) Subaward Reporting System](#)
- [Grants.gov](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [Historically Black Colleges and Universities \(HBCUs\)](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [HUD Reform Act](#)
- [HUD Reform Act: HUD Implementing Regulations](#)
- [Limited English Proficiency \(LEP\)](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Estate Acquisition and Relocation](#)
- [Unique Entity Identifier](#)
- [USA Spending](#)

3. Program Relevant Web Resources

[Multifamily Housing - Service Coordinator Guidance | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

<https://archives.hud.gov/offices/adm/hudclips/handbooks/hsg/43815c8HSGH.PDF>

APPENDIX

Appendix I. HUD's Guidance for Preparing a Budget Request and Narrative

To fill out the budget information requested on the SF-424A, review the general instructions provided for the SF-424A and follow the instructions outlined below. The budget reported on SF-424A must include a yearly breakdown of costs for the entire project period. Specifically, the budget reported on SF-424A should provide a detailed cost breakdown for each line item outlined in the SF-424A by year, including a breakdown of costs for each activity/cost within the line item. The budget must separate out funding that is administered direct the applicant from any funding that will be subcontracted.

SF-424A Instructions

Section A – Budget Summary

- Grant Program Function or Activity (column a) = grant activity means the type of financial assistance expected under this NOFO: 1) grant/cooperative agreement; 2) non-cash contribution or donation of property; 2) direct appropriation; 4) food commodity; 5) other assistance, including: loan, loan guarantee, interest subsidy, and insurance.
- New or Revised Budget, Federal (column e) = Enter the Total Federal Budget Requested by grant activity for the project period, in rows 1 through 4. In row 5, reflect the sum of the amount for the Federal Total.
- New or Revised Budget, Non-Federal (column f) = Enter Total Amount of any Non-Federal Funds Contributed (if applicable), by grant activity for the project period, in rows 1 through 4. In row 5, reflect the sum of the amount for the Non-Federal Total.
- New or Revised Budget, Total (column g) = Enter Total Budget Proposed by grant activity for the project period in rows 1 through 4. In row 5, reflect the sum of the amount for the Federal and Non-Federal Totals.

Section B – Budget Categories

- Enter the total costs requested for each Object Class Category (Section B, number 6) for all years of the total project period.
- If the class categories are not known at the time of application, include the expected budget under row h.
- Unless the program section of the NOFO indicates otherwise, if indirect charges are expected and included on the form, the charges must be calculated based on either the federal-approved negotiated indirect cost rate, or the 10 percent de minimis rate, as allowed by [2 CFR 200.414](#).

Section D – Forecasted Cash Needed

- Enter each quarter in the first year of the project period, enter the cash needs anticipated.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project

- Column (b)First = Enter the total federal funds needed for the second year of the project period, for each grant activity. Reflect the sum of funds from all activities for the second year in row 20.
- Column (c)Second = Enter the total federal funds needed for the third year of the project period, for each grant activity. Reflect the sum of funds from all activities for the third year in row 20.
- Column (d)Third = Enter the total federal funds needed for the fourth year of the project period, for each grant activity. Reflect the sum of funds from all activities for the fourth year in row 20.
- Column (e)Fourth = Enter the total federal funds needed for the second year of the project period, for each grant activity. Reflect the sum of funds from all activities for the second in row 20.
- If the NOFO is for a period longer than five years, complete a second SF-424A form and upload it as an attachment to the application (this specific attachment will not be counted towards the page limit). Year 6 information should be

included in column (b) First of Section E. Then enter the total for years 1-5 (per the first SF-424A form) in column (c) Second of Section E. The second SF-424A form will compute columns (b) and (c), reflecting total costs for the entire project period. This total should be consistent with the total Federal costs requested on the SF-424, Application for Federal Assistance. A blank SF-424A form can be found at Grants.gov: <https://www.grants.gov/web/grants/forms/sf-424-individualfamily.html#sortby=1>