



U.S. Department of Housing and Urban Development

Office of Housing

Green and Resilient Retrofit Program (GRRPC) Comprehensive - MODIFICATION

FR-6700-N-91A

05/30/2024

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Program Office:

Office of Housing

Funding Opportunity Title:

Green and Resilient Retrofit Program (GRRPC) Comprehensive - MODIFICATION

Funding Opportunity Number:

FR-6700-N-91A

Assistance Listing Number (formerly CFDA Number):

14.021

Due Date for Applications:

05/30/2024

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):

2502-0624

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

1. Purpose

The Green and Resilient Retrofit Program (GRRP) is authorized and funded by Section 30002 of the Inflation Reduction Act of 2022, (Public Law 117-169) (the “IRA”), titled “Improving Energy Efficiency or Water Efficiency or Climate Resilience of Affordable Housing.” The program seeks to amplify recent technological advancements in utility efficiency and energy generation, bring a new focus on preparing for climate hazards by reducing residents’ and properties’ exposure to hazards, and protecting life, livability, and property when disaster strikes. GRRP is the first HUD program to simultaneously invest in energy efficiency, greenhouse gas emissions reductions, energy generation, green and healthy housing, and climate resilience strategies specifically in HUD-assisted multifamily housing. All the investments under the GRRP will be made in affordable housing communities serving low-income families in alignment with the Administration’s Justice40 initiative. GRRP investments will directly benefit residents of HUD-assisted housing, each a Justice40 disadvantaged community, by improving the quality, health, safety, and comfort of their housing, by strengthening their homes to be more resilient against extreme weather events, and by enhancing their ability to remain in their homes during the recovery from such events. Further, GRRP will advance the Administration’s environmental justice efforts by investing in the quality and resilience of HUD’s rent-assisted portfolio, properties serving the lowest-income Americans and a disproportionate number of older adults and persons with disabilities, often living in communities disproportionately vulnerable to the impacts of climate change.

HUD is offering GRRP funding through three separate cohorts designed to meet the different needs of HUD’s assisted multifamily portfolio. The three cohorts of awards will be implemented through three parallel Notices of Funding Opportunity (NOFOs), as follows:

- The Elements NOFO provides modest awards designed to add proven and highly impactful climate resilience and carbon reduction measures to the construction scopes of in-progress recapitalization transactions.
- The Leading Edge NOFO provides funding to owners aiming to quickly meet ambitious carbon reduction, renewable energy generation, use of building materials with lower embodied carbon, and resilience goals without requiring extensive technical assistance from HUD.
- The Comprehensive NOFO provides funding to initiate recapitalization investments designed from inception around deep retrofits, focused on innovative energy efficiency and greenhouse gas emissions reductions, green and healthy housing measures, renewable energy generation, use of building materials with lower embodied carbon, and climate resilience investments. Comprehensive Awards are designed for the widest range of properties, including those that have not yet developed a recapitalization plan.

To the greatest extent feasible, these approaches will:

- Substantially improve energy and water efficiency and reduce emissions, including moving properties toward net zero, zero ready, or zero over time energy and emissions performance standards;
- Address climate resilience, including synergies that can be achieved between efficiency, emissions reduction, and resilience investments;
- Enhance indoor air quality and resident health;
- Implement the use of zero-emission electricity generation and energy storage;

- Minimize embodied carbon and incorporate low-emission building materials or processes; and
- Support building electrification.

This NOFO makes available approximately \$1,470,000,000 for the Comprehensive Awards and describes the eligibility and process to select properties for this funding. Housing Notice H 2023-05 describes the program requirements that will govern properties and the use of funds after selection. This NOFO is designed to prioritize properties with high need for investments in energy efficiency, emissions reduction, and climate resilience. These awards, provided in the form of GRRP Grants or Surplus Cash Loans, will enable owners to implement construction scopes of work that comprehensively transform the properties' energy consumption and emissions profiles and climate resilience.

Applications for eligible properties which are submitted in a timely manner will be ranked based on: (1) the property's risk as evaluated through the Federal Emergency Management Agency's (FEMA) National Risk Index; and (2) the property's utility efficiency profile using either utility consumption benchmarking data entered into the Environmental Protection Agency's (EPA) Portfolio Manager or the Multifamily Building Efficiency Screening Tool (MBEST). (MBEST is an excel-based tool created in partnership with the U.S. Department of Energy and the Lawrence Berkeley National Laboratory to screen multifamily buildings based on significant building features impacting energy efficiency and to understand current levels of energy efficiency and opportunities for improvement.)

Owners that submit complete applications by the due date will be eligible for reimbursement of certain pre-application costs of utility benchmarking without regard to their ranking and selection for Comprehensive Award funding. Award of funds for reimbursement shall be separate from the Comprehensive Award funding amounts described in the following paragraph.

Applicants selected for funding under this NOFO will be eligible to receive a grant or a loan repayable from surplus cash up to the lesser of a) \$80,000 per unit at the property, b) \$20,000,000, or c) the cost of eligible GRRP program investments. The final award amount will be determined based on the cost of eligible GRRP program investments. Owners receiving these awards may also be eligible to receive HUD-provided loans to support certain owner contribution requirements under the program.

After selection, the applicant will be subject to the terms and requirements set forth in Housing Notice H 2023-05. Generally, 1) the property must be assessed to determine the appropriate scope of rehabilitation that the property will require to address its capital, green and healthy housing, energy and emissions reduction, and climate resilience needs, 2) HUD will use these assessments to size the final funding amounts based on eligible program investments, 3) the owner must submit a GRRP Comprehensive Award Transaction Plan (the Transaction Plan) addressing program compliance matters and the transaction financial structure, 4) the project must reach financial closing, including the execution of grant and/or loan agreements and other required closing documents, 5) property rehabilitation must begin promptly after the financial closing, and 6) the owner must provide information to HUD to confirm completion of the eligible program investments and support ongoing program evaluation.

An owner must select which cohort is most appropriate for any particular property and may submit an eligible property to only one of the NOFOs available under the GRRP. Once an

application for an eligible property has been accepted for review under one of the GRRP NOFOs, any other applications under the GRRP NOFOs for the same property will be considered ineligible. Within a single NOFO, the most recent complete application submitted shall be reviewed and previously submitted applications under the same NOFO are considered invalid. If an owner determines they would like to submit an application under a different NOFO, the owner must withdraw the pending application prior to submitting a new one for a different NOFO. An eligible property cannot receive an award under more than one NOFO. Housing Notice H 2023-05 provides more detail to guide an owner in choosing a NOFO.

Further program guidance is provided in Housing Notice H 2023-05, which all potential applicants should review alongside this NOFO. Capitalized terms used but not defined in this NOFO shall have the definitions ascribed to them in Housing Notice H 2023-05.

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. Strategic Goal 1: Support Underserved Communities

Fortify support for underserved communities and support equitable community development for all people.

2. 1A: Advance Housing Justice

Fortify support for vulnerable populations, underserved communities, and Fair Housing enforcement.

3. 1B: Reduce Homelessness

Strengthen Federal, State, Tribal, and community implementation of the Housing First approach to reducing the prevalence of homelessness, with the ultimate goal of ending homelessness.

4. 1C: Invest in the Success of Communities

Promote equitable community development that generates wealth-building for underserved communities, particularly for communities of color.

5. Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing

Ensure housing demand is matched by adequate production of new homes and equitable access to housing opportunities for all people.

6. 2A: Increase the Supply of Housing

Enhance HUD's programs that increase the production and supply of housing across the country.

7. 2B: Improve Rental Assistance

Improve rental assistance to address the need for affordable housing.

8. Strategic Goal 3: Promote Homeownership

Promote homeownership opportunities, equitable access to credit for purchase and

improvements, and wealth-building in underserved communities.

9. 3A: Advance Sustainable Homeownership

Advance the deployment of tools and capital that put sustainable homeownership within reach.

10. 3A ♦ Major Initiative: Expand Homeownership Opportunities

Promote financing for innovative ownership models to increase the availability of affordable housing.

11. 3B: Create a More Accessible and Inclusive Housing Finance System

Advance new policy, programs, and modernization initiatives that support a more equitable housing finance system. Promote the preservation and creation of affordable housing stock.

12. Strategic Goal 4: Advance Sustainable Communities

Advance sustainable communities by strengthening climate resilience and energy efficiency, promoting environmental justice, and recognizing housing's role as essential to health.

13. 4A: Guide Investment in Climate Resilience

Invest in climate resilience, energy efficiency, and renewable energy across HUD programs.

14. 4B: Strengthen Environmental Justice

Reduce exposure to health risks, environmental hazards, and substandard housing, especially for low-income households and communities of color.

15. 4C: Integrate Health and Housing

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

All properties selected under this NOFO will be required to comply with the requirements in Housing Notice H 2023-05, and will make investments to achieve some or all of the following objectives:

- Lower carbon emissions and improve energy and water efficiency.
- Incorporate renewable energy use, where appropriate.
- Further climate resilience to better withstand the impacts of natural hazard events and protect residents.
- Reduce resident exposure to health risks and environmental hazards.
- Improve the quality of HUD-assisted multifamily housing for residents.
- Support long-term housing preservation through extended affordability requirements.

Funding Opportunity Goals Lower carbon emissions and improve energy and water efficiency.

Incorporate renewable energy use, where appropriate.

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Reduce resident exposure to health risks and environmental hazards.

Improve the quality of HUD-assisted multifamily housing for residents.

Support long-term housing preservation through extended affordability requirements.

3. Changes from Previous NOFO

1. Clarification of the verification requirement for the Statement of Energy Performance

○ Edits:

- “Energy Star® Portfolio Manager Statement of Energy Performance (SEP) and EPA Water Scorecard from Portfolio Manager signed and/or stamped by an energy professional (defined in Appendix II) (PDF)”

grants.gov no later than 11:59:59 p.m., ET, 7 days after the original deadline and include documentation confirming the location of the property or office address in the federally declared disaster area.”

- Justification: Applicants in presidentially-declared disaster zones may not have the internet availability required to submit their application. This extension was previously available by request, but the adjustment ensures that impacted applicants automatically have the opportunity to submit even if impacted by disaster.

4. Change to language around Portfolio Manager vs. MBEST selection

- Edit (Program Description): Program Description: Applications for eligible properties which are submitted in a timely manner will be ranked based on: (1) the property’s risk as evaluated through the Federal Emergency Management Agency’s (FEMA) National Risk Index; and (2) the property’s utility efficiency profile using either utility consumption benchmarking data entered into the Environmental Protection Agency’s (EPA) Portfolio Manager or the Multifamily Building Efficiency Screening Tool (MBEST).
- Edit (Review Criteria): "The property’s **Efficiency Score** will be calculated using either EPA’s Portfolio Manager system or the Multifamily Building Efficiency Screening Tool (MBEST). The two methodologies are available to account for the fact that some owners may encounter barriers in compiling the data to receive a score through EPA’s Portfolio Manager. Applicants who use EPA’s Portfolio Manager must submit data meeting the minimum standards in Appendix II. Properties for which the Owner determines that they are unable to receive an Energy Star® score in time to apply (e.g., properties with fewer than 20 units for which Portfolio Manager does not produce an Energy Star® score or properties where the owner is unable to access required consumption data) will have the Efficiency Score calculated using MBEST and be ranked within a set-aside pool as described below. While both the Efficiency Score and Climate Risk Hazard Score use a 1-100 scale, they anchor the scale on opposite numbers when identifying properties at high need for investment. To permit the Efficiency Score to be combined with the Climate Risk Hazard Score, the Efficiency Score must be inverted. Specifically, the property’s Efficiency Score is calculated by subtracting from 100 the Energy Star® score produced by EPA’s Portfolio Manager benchmarking system or the property’s lowest submitted MBEST score. Please note that, per H-2023-05, any projects selected under this NOFO using MBEST will be required to use EPA’s Portfolio Manager to benchmark and monitor energy and water consumption prior to closing and after completion of construction.
- Justification: The revision clarifies that an Owner chooses whether to utilize EPA’s Portfolio Manager or MBEST in the application and, to assist in their decision, reminds applicants of the requirement for all projects selected for award to use EPA’s Portfolio Manager.

5. Reduction of the total score eligibility threshold

- Edit: “Properties must have a minimum Total Score of 100 or have at least one of a Climate Hazard Risk Score or an Efficiency Score of at least 75 to be selected for a Comprehensive Award.”
 - Justification: We have heard concerns from stakeholders regarding the eligibility threshold excluding too many properties, and the fact that properties scoring very high on only one measure don’t have a path to compete for funding. For eligibility purposes, we have reduced the total score from 120 to 100 and added the alternative of a high sub-score of 75 on either measure. The original 120-point threshold may exclude properties with high scores on one but not the other sub-score. This change allows more properties to be eligible for application review and ranking. We have not, however, changed the prioritization for selection and have maintained the structure that properties with the highest total score are awarded funds first. As a result, this edit will not change who is awarded funds, but if sufficient funds are available, this edit will expand the pool of applicants that could be funded.
6. Additional specifications for Administrative, National and Departmental Policy Requirements and Terms for HUD Applicants and Recipients of Financial Assistance Awards
- Edit: “31. 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 \(hudoig.gov\)](#))”
 - Justification: The NOFO language has been updated to match current HUD requirements.
7. Additional description on how HUD will administer the set-asides established in the NOFO
- “Within each Application Period, HUD will select properties for participation as described above. Notwithstanding the forgoing, HUD will skip over applications and select the next qualified application as necessary to meet the following set-aside criteria to ensure that, across all properties selected within the Application Period, there is diversity among HUD regions, between metropolitan and non-metropolitan areas, and among affiliated applicants. For purposes of this diversity requirement, the properties’ Total Scores will be considered without regard to other selection processes, such as which tool is used to generate the Efficiency Score. The diversity set-aside criteria are:
 - At least 5% of properties awarded shall be in each of the 10 HUD regions.

- At least 15% of properties awarded shall be in non-metropolitan areas based on county categorization using HUD’s Metropolitan Area Look-Up Tool found at https://www.huduser.gov/portal/datasets/geotool/select_Geography.odn.
- An applicant or any Affiliates of an applicant shall not receive more than five awards in any Application Period nor more than 20 awards in total, unless there is funding remaining after funding all other qualified applications.

These minimums do not apply if there are insufficient eligible applications in any category. Further, to the extent that all minimums cannot be met with the funds allotted per Application Period, HUD will first select properties for participation that satisfy the regional, then non-metropolitan set-asides.”

- Justification: The additional clarity establishes how HUD would handle Application Periods in the event that all set-asides cannot be met.

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.

All program specific definitions are listed in Housing Notice H 2023-05.

B. Authority

The Green and Resilient Retrofit Program is authorized and funded by Section 30002 of the Inflation Reduction Act of 2022 (Public Law 117-169, approved August 16, 2022).

II. AWARD INFORMATION

A. Available Funds

Funding of approximately **\$1,470,000,000** 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.

The amount made available under this NOFO is an estimate of the total of grants and loans repayable from Surplus Cash that will be issued to selected properties. HUD will select properties based on the ranking set forth in this NOFO until the aggregate estimated subsidy associated with the grant and loan awards for the selected properties reaches \$609,500,000. As a result, the total awards may be greater or lesser than the amount listed.

B. Number of Awards

HUD expects to make approximately 300 awards from the funds available under this NOFO.

C. Minimum/Maximum Award Information

The amounts listed represent the funds available for GRRP Grants or Surplus Cash Loans to support the green and resilient retrofits that an owner is requesting by submitting an application under this NOFO. In addition to these amounts, applicants will be eligible for reimbursement of certain costs of utility benchmarking, up to \$2,500 per property, without regard to their ranking and selection for Comprehensive Award funding. Funds for reimbursement for utility benchmarking costs are separate from the award amounts set forth here. The benchmarking funding is available pursuant to Section 30002(a)(4) of the IRA GRRP statute.

Further, in limited circumstances as detailed in Housing Notice H 2023-05, selected properties may become additionally eligible for an amortizing loan, which shall be in addition to the award amounts set forth here.

Maximum funding is the lesser of \$20,000,000 per property or \$80,000 per unit at the property.

Estimated Total Funding:

\$1,470,000,000

Minimum Award Amount:

\$1

Per Project Period

Maximum Award Amount:

\$20,000,000

Per Project Period

D. Period of Performance

Estimated Project Start Date:

07/31/2024

Estimated Project End Date:

05/29/2026

Length of Project Periods:

48-month project period and budget period

Other

Length of Periods Explanation of Other:

Project start dates, end dates, and length of project periods will vary based on each project's scope of work and individual circumstances. The numbers provided above are estimates, and HUD reserves the right to modify these time periods at HUD's discretion.

E. Type of Funding Instrument

Funding Instrument Type:

O (Other)

Selected properties will be eligible for loans or grants as described in Housing Notice H 2023-05.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

99 (Unrestricted (i.e., open to any type of entity above), subject to any clarification in text field entitled "Additional Information on Eligibility")

Additional Information on Eligibility

An entity is an Eligible Applicant and may apply under this NOFO if it:

1. Owns a property that is assisted under one of the following forms of assistance contract with HUD:

- A. Properties assisted by the following types of Project-Based Rental Assistance (PBRA) Housing Assistance Payments (HAP) Contracts:
 - a. New Construction
 - b. State Housing Agencies Program
 - c. Substantial Rehabilitation
 - d. Section 202/8
 - e. Rural Housing Services Section 515/8 (including Section 8 Farmer Home Administration (FmHA))
 - f. Loan Management Set-Aside (LMSA)
 - g. Property Disposition Set-Aside (PDSA)
 - h. Rental Assistance Demonstration (RAD) PBRA Contracts executed on or before September 30, 2021
 - i. Pension Fund PBRA Contracts executed on or before September 30, 2021.
- B. Properties assisted under Section 202 of the Housing Act of 1959 (12 U.S.C. 1701q) and Section 202 of the Housing Act of 1959 (former 12 U.S.C. 1701q), as such section existed before the enactment of the Cranston-Gonzalez National Affordable Housing Act ("Section 202"), including:
 - a. Section 202/162 Project Assistance Contract (PAC)
 - b. Section 202 Capital Advance (commonly known as "Section 202 Project Rental Assistance Contract" (PRAC) properties)
 - c. Section 202 Direct Loans (commonly known as "Pre-1974 Section 202 Direct Loan" properties)
- C. Properties assisted under Section 811 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 8013) ("Section 811"), including:
 - a. Section 811 Capital Advance (commonly known as "Section 811 Project Rental Assistance Contract" (PRAC) properties)
 - b. Section 811 Project Rental Assistance (PRA)
- D. Properties assisted under Section 236 of the National Housing Act (12 U.S.C. 1715z-1) which are receiving Section 236 Interest Reduction Payments (IRP)

2. Has a signed purchase agreement, purchase option, or an agreement or option to enter into a long-term ground leasehold interest (more than 50 years) for a property assisted under the programs listed above, provided that A) the applicant submits a consent to the application executed by the owner; B) at the time of any request by HUD for confirmation between the date

of application and the financial closing, the purchase has either been consummated or the purchase agreement or purchase option remains valid; and C) the applicant or its assignee is the legal owner of the property at the point of Closing as defined in Housing Notice H 2023-05.

All Eligible applicants will be able to request a GRRP Grant or Surplus Cash Loan in their application. Please note however that PRAC funds cannot be used to pay debt service and are not eligible sources of funds to repay Surplus Cash Loans.

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

Individuals or any entity not listed above as an Eligible Applicant are ineligible to apply under this NOFO.

C. Cost Sharing or Matching

This Program requires cost sharing or matching as described below.

This Program requires cost sharing or matching as described below and in Section 5.5 of Housing Notice H 2023-05.

Owners receiving a GRRP award will be required to cover costs of property rehabilitation that are not covered by the GRRP funding. These requirements are detailed in Housing Notice H 2023-05. Cost sharing or leverage is not a rating factor in selecting applications for participation in the program.

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.

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.

3. Contract Types. To be eligible to apply for funding under GRRP, the property must be assisted under one of the forms of assistance contract with HUD listed in Section III.A, above, on or before the date of Closing of the GRRP award.

4. Good Standing. To be eligible to apply for funding under GRRP, at the time of application, at the time of Closing, and at any intermediate points as detailed in Housing Notice H 2023-05:

- The property must have a satisfactory rating on its last Management and Occupancy Review, or, if the property received a less than satisfactory rating on its last Management and Occupancy Review, the owner has taken corrective actions satisfactory to the Contract Administrator (CA) and/or HUD, or the owner has provided to the CA and/or HUD a plan for corrective actions and a timeframe for their completion, all of which are acceptable to HUD or the CA.
- The property must have a passing physical inspection score (e.g., Uniform Physical Condition Standards (UPCS) score of at least 60) or, if the previous physical inspection resulted in a failing score (e.g., UPCS score below 60), the owner has submitted a certification to its HUD field office that all repairs identified by the Real Estate Assessment Center (REAC) and resulting self-inspection have been completed, or HUD has accepted the owner's plan to address all physical deficiencies.
- The property must be in compliance with the terms of any existing HUD Regulatory Agreement, Use Agreement, Note, and/or Mortgage.
- The owner must be current in the submission of audited or owner-certified Annual Financial Statements (AFS) for the subject property, if applicable, and must not have any outstanding findings.
- Based on its most recent AFS submission, the property either a) must not have frequent delinquencies (three or more times a year) on an FHA-insured mortgage and must not have a debt service coverage ratio less than 1.0, excluding owner contributions, or b) if a condition identified in (a) is present, the owner has submitted a plan satisfactory to HUD to resolve such condition.
- The owner must not have provided a 120-day notice of intent to opt-out of the program providing rental assistance for the subject property (see Section 8 Renewal Guide, section 11-4 G) or, if a notice has been provided, the owner must withdraw the notice and notify the tenants that the notice has been withdrawn prior to application for this program.
- The owner of a property assisted under a Section 202 Direct Loan must not have submitted a request for repayment of a Section 202 Direct Loans or, if a request has been submitted, the owner must withdraw the request.

5. Assisted Units. The assisted units in the property must constitute more than 50% of the total dwelling units in the property.

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 CFR170.110](#).

F. Program-Specific Requirements

Please refer to Housing Notice H 2023-05 for program requirements.

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.

HUD encourages applicants to consider the structure and flow of the GRRP program in preparing the narrative response to Advancing Racial Equity as described above. Racial composition of the persons or households who are expected to benefit from the proposed activities should be known. Potential barriers in this program could be lack of engagement by residents of color or temporary relocation to segregated, low opportunity areas. Steps that might reduce those barriers could include efforts to promote broad tenant participation at meetings and relocation planning that minimizes disruption to affected residents. If you do not identify any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities, then you should state that there are no reasonably identifiable potential barriers and do not need to detail steps to reduce barriers. Be mindful as you implement your grant

activities under this NOFO that you must ensure persons and communities of color are equitably benefitting from these activities. This narrative should be included in the Excel Application.

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.

G. Criteria for Beneficiaries.

N/A

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:

GRRP Team

Email:

GRRP@hud.gov

HUD Organization:

Street:

451 7th Street, SW - Room 6230

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:
20410

All emails sent to GRRP@hud.gov should list the name of the NOFO in question in the subject line, e.g., Elements - [subject], Leading Edge - [subject], or Comprehensive - [subject].

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 detailed 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 designated housing entities (TDHEs) established by federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement.
Certification of Lobbying Activities	This form is required.	

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

As noted below, certain program-specific requirements call for the submission of documents to demonstrate compliance. In evaluating each application, HUD will determine if there are program-specific curable deficiencies that can be remedied through email correspondence with the applicant. The applicant may receive more than one curable deficiency notification. If the applicant does receive more than one deficiency notification, the applicant's responses must be in accordance with the instructions contained in each deficiency notification (e.g., the applicant may not consolidate its responses). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications or other minor omissions. These examples are non-exhaustive.

All applications must be submitted in Grants.gov. This means that all applicants must have a Grants.gov account and [Unique Entity Identifier](#) (UEI) number.

- GRRP Comprehensive Application Form (Excel), which includes:
 - Property and owner information,
 - Information necessary to confirm eligibility and to rank and score each applicant property,
 - Certifications and Statements of compliance with program requirements,
 - Completed checklist of required attachments,
 - Preliminary identification of plans, as applicable (e.g., acquisition, 8bb, etc.), and
 - Identification of whether the owner is requesting an award in the form of a GRRP Grant or a Surplus Cash Loan.
- Utility Efficiency documentation, using either:
 - Energy Star® Portfolio Manager Statement of Energy Performance (SEP) and EPA Water Scorecard from Portfolio Manager signed and/or stamped by an energy professional (defined in Appendix II) (PDF), or
 - Multifamily Building Efficiency Screening Tool (MBEST) for each residential building in the property (Excel). MBEST is an Excel-based tool created in partnership with the U.S. Department of Energy and the Lawrence Berkeley National Laboratory to screen multifamily buildings based on significant building features impacting energy efficiency and to understand current levels of energy efficiency and opportunities for improvement.
- A copy of the applicant property's HUD assistance contract.
- In the case where the applicant is applying for GRRP assistance for an eligible property that it is planning to purchase, a signed purchase agreement or purchase option for the property and a consent to the application executed by the owner.
- In the case where the applicant requests reimbursement for benchmarking, submit required receipts and documentation (see Appendix II).

As noted above, certain program-specific requirements call for the submission of documents to demonstrate compliance. In evaluating each application, HUD will determine if there are program-specific curable deficiencies that can be remedied through GRRP@hud.gov email correspondence with the applicant. The applicant may receive more than one curable deficiency notification. If the applicant does receive more than one deficiency notification, the applicant's responses must be in accordance with the instructions contained in each deficiency notification (e.g., the applicant may not consolidate its responses). Examples of curable (correctable)

deficiencies include inconsistencies in the funding request and failure to submit required certifications or other minor omissions. These examples are non-exhaustive.

All applications must be submitted in Grants.gov. This means that all applicants must have a Grants.gov account and Unique Entity Identifier (UEI) number. A complete application must include all the information, materials, forms and documents listed above, as applicable. Each must be submitted as a separate document and must be clearly labeled with the property iREMS number and item name.

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.

_____ 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

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

05/30/2024

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).

10. Deadlines. The application deadlines are:

- 08/31/2023 to be considered in the First Application Period
- 11/30/2023 to be considered in the Second Application Period
- 02/28/2024 to be considered in the Third Application Period
- 05/30/2024 for all other applications

If the proposed property or office address fall within a presidentially declared disaster area, the application deadline will be extended an additional 7 days from the original deadline. Applicants covered by this extension must be in a "covered disaster area" listed in FEMA's Disaster Recovery (DR) Notices found at <https://www.fema.gov/disaster/declarations> where the Incident Period occurred within 7 days of an Application Period deadline referenced above. Any eligible applicant who is located in a covered disaster area and intends to take

advantage of this deadline extension must apply by submitting an application through grants.gov no later than 11:59:59 p.m., ET, 7 days after the original deadline and include documentation confirming the location of the property or office address in the federally declared disaster area.

E. Intergovernmental Review

This program is subject to [Executive Order 12372, Intergovernmental Review of Federal Programs](#). [Executive Order 12372](#) allows each state to designate an entity to perform a state review function. To determine if your state has designated a State Point of Contact (SPOC), please see the [SPOC List at OMB](#). States not listed on the website have chosen not to participate in the intergovernmental review process and, therefore, do not have a SPOC. If your state has a SPOC, you should contact the SPOC to see if that person/office is interested in reviewing your application before you submit it to HUD.

F. Funding Restrictions

N/A

Indirect Cost Rate

HUD notes that awardees under GRRP are not eligible to receive funding for indirect costs incurred in the administration of these awards as the indirect cost rules under [2 CFR part 200, subpart E](#) do not apply to this program. Owners of properties in receipt of GRRP assistance are the immediate beneficiaries of the assistance provided under the program, and, therefore, they are not carrying out these awards on behalf of the Federal government.

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.

For purposes of this NOFO, the applicant can demonstrate how its activities would affirmatively further fair housing by, for example: describing how the property will address any disparities in access to benefits from the NOFO activities among protected class groups; describing how the investment of resources in the property for green and resilient improvements will benefit underserved communities or persons; or describing how the selection of certain eligible activities, such as accessibility improvements or enhancements which go beyond minimal requirements, will increase meaningful access to housing opportunity for persons with disabilities. This narrative should be included in the Excel Application.

2. Other Program-Specific Requirements

V. APPLICATION REVIEW INFORMATION

A. Review Criteria

There will be four application review periods for Comprehensive Awards. All applications received before 11:59:59 PM Eastern time on 08/31/2023 shall be considered during the First Application Period. All applications received before 11:59:59 PM Eastern time on 11/30/2023, including applications from the First Application Period that were not previously selected for funding, shall be considered during the Second Application Period. All applications received before 11:59:59 PM Eastern time on 02/28/2024, including applications from the First Application Period and the Second Application Period that were not previously selected for funding, shall be considered during the Third Application Period. All applications received before 11:59:59 PM Eastern time on 05/30/2024, including applications from the First Application Period, the Second Application Period, and the Third Application Period that were not previously selected for funding, shall be considered during the Fourth Application Period. Each such grouping is referred to below as an Application Period.

HUD shall make approximately \$300,000,000 available for applications from the First Application Period, based on using up to \$125,000,000 of available program subsidy funds. HUD shall make approximately \$325,000,000 available for applications from the Second Application Period, based on using up to \$135,000,000 of available program subsidy funds. An equivalent amount shall be available for applications from the Third Application Period. Any remaining funding shall be available for applications from the Fourth Application Period. Any funding remaining after the Fourth Application Period shall be available for GRRP awards pursuant to the waitlist described below or under a separate NOFO.

Ranking and Selection of Applications for Comprehensive Awards. If the eligible applications in any Application Period request more funding than is available, eligible applications will be scored and ranked considering both climate hazard risk and energy efficiency.

The property’s **Climate Hazard Risk Score** will be calculated by averaging state-based and national risk percentiles for the census tract in which the property is located as set forth in

FEMA's National Risk Index (NRI). For example, a property in a census tract that is in the 94.50th percentile of risk in its state and 88.50th percentile of risk nationally would receive a Climate Hazard Risk Score of 91.50.

- HUD will determine NRI scores based on the census tract of the property address provided on the application. For properties with buildings in multiple census tracts, the applicant may submit the building address with the highest resulting score.
- FEMA periodically updates data inputs used in the NRI. HUD will calculate the score for each property based on data on the NOFO publication date to account for any possible changes in NRI scores during the application period.
- An applicant can calculate its own provisional NRI score using data at <https://hazards.fema.gov/nri/map>. Click on "Census Tract View" in the top left, and type in the property's address in the search bar. A report box for the property's census tract will appear towards the right of the screen, which displays the census tract's national risk percentile (see "National Percentile") and the census tract's state-based risk percentile (see "Percentile Within [State]"). To calculate the property's Climate Hazard Risk Score, sum these percentiles together and divide the result by two.
- NRI risk percentiles are unavailable in some U.S. territories. Applicants in any census tracts that do not have both a national risk percentile and a state-based risk percentile will be assigned a standard Climate Hazard Risk Score of 93.72, which is the average of Climate Hazard Risk Scores for all continental US properties at "Very High" risk for coastal flooding, drought, or hurricane given the well-documented risks pervasive in these geographic locations (see, for example, <https://www.climatehubs.usda.gov/hubs/caribbean/topic/disaster-preparedness-puerto-rico-and-us-virgin-islands>).

The property's **Efficiency Score** will be calculated using either EPA's Portfolio Manager system or the Multifamily Building Efficiency Screening Tool (MBEST). The two methodologies are available to account for the fact that some owners may encounter barriers in compiling the data to receive a score through EPA's Portfolio Manager. Applicants who use EPA's Portfolio Manager must submit data meeting the minimum standards in Appendix II. Properties for which the owner determines that they are unable to receive an Energy Star® score in time to apply (e.g., properties with fewer than 20 units for which Portfolio Manager does not produce an Energy Star® score or properties where the owner is unable to access required consumption data) will have the Efficiency Score calculated using MBEST and be ranked within a set-aside pool as described below. While both the Efficiency Score and Climate Risk Hazard Score use a 1-100 scale, they anchor the scale on opposite numbers when identifying properties at high need for investment. To permit the Efficiency Score to be combined with the Climate Risk Hazard Score, the Efficiency Score must be inverted. Specifically, the property's Efficiency Score is calculated by subtracting from 100 the Energy Star® score produced by EPA's Portfolio Manager benchmarking system or the property's lowest submitted MBEST score. Please note that, per H-2023-05, any projects selected under this NOFO using MBEST will be required to use EPA's Portfolio Manager to benchmark and monitor energy and water consumption prior to closing and after completion of construction.

For ranking purposes, a property's Climate Hazard Risk Score and Efficiency Score shall be added together. The resulting score, referred to as a property's "Total Score" is on a scale of 1 (low investment need) to 200 (high investment need).

At least sixty percent (60%) of the available funding for each Application Period will be set aside for properties utilizing Portfolio Manager and up to forty percent (40%) of the available funding for each Application Period will be set aside for properties utilizing MBEST. Properties that use the MBEST will be ranked separately from properties using Portfolio Manager. If, in the Fourth Application Period, there are insufficient eligible applications for the funds reserved in either set aside, HUD will use the balance of funds to make additional awards in the other set aside.

Within each Application Period and within each of the Portfolio Manager and MBEST set asides, considered separately, HUD will first rank applicants that have a Climate Hazard Risk Score including or between 75 and 100 and an Efficiency Score including or between 75 and 100 in order of their Total Scores, beginning with the highest Total Scores. HUD will then rank the remaining applicants in order of their Total Scores. Properties must have a minimum Total Score of 100 or have at least one of a Climate Hazard Risk Score or an Efficiency Score of at least 75 to be selected for a Comprehensive Award. Subject to the regional, metropolitan/non-metropolitan, and owner diversity set asides set forth below, the highest ranked properties of applicants using Portfolio Manager and MBEST separately will be selected for participation until either all applicants with Total Scores over the required minimum have been funded or the remaining funding is inadequate to fund the next highest ranked application.

In any case where a tie exists, HUD will select the property with the highest number of Tiebreaker Points. A property shall get one Tiebreaker Point for each climate hazard type, certified in its application, which has materially impacted the property between January 1, 2018, and March 31, 2023. For this purpose, a climate hazard type shall be any of the hazards covered by the National Risk Index (<https://hazards.fema.gov/nri/natural-hazards>), which are avalanche, coastal flooding, cold wave, drought, earthquake, hail, heat wave, hurricane, ice storm, landslide, lightning, riverine flooding, strong wind, tornado, tsunami, volcanic activity, wildfire, and winter weather. A material impact shall be any such event which causes damage over \$1,000 per unit at the property. HUD may use administrative data and/or request supplemental documentation at any time if necessary to validate the applicant's answers. In any case where a tie continues to exist, HUD will select the property with the highest number of assisted units.

Within each Application Period, HUD will select properties for participation as described above. Notwithstanding the forgoing, HUD will skip over applications and select the next qualified application as necessary to meet the following set-aside criteria to ensure that, across all properties selected within the Application Period, there is diversity among HUD regions, between metropolitan and non-metropolitan areas, and among affiliated applicants. For purposes of this diversity requirement, the properties' Total Scores will be considered without regard to other selection processes, such as which tool is used to generate the Efficiency Score. The diversity set-aside criteria are:

- At least 5% of properties awarded shall be in each of the 10 HUD regions.
- At least 15% of properties awarded shall be in non-metropolitan areas based on county categorization using HUD's Metropolitan Area Look-Up Tool found at https://www.huduser.gov/portal/datasets/geotool/select_Geography.odn.

- An applicant or any Affiliates of an applicant shall not receive more than five awards in any Application Period nor more than 20 awards in total, unless there is funding remaining after funding all other qualified applications.

1. Rating Factors

These minimums do not apply if there are insufficient eligible applications in any category. Further, to the extent that all minimums cannot be met with the funds allotted per Application Period, HUD will first select properties for participation that satisfy the regional, then non-metropolitan set-asides.

Applicants selected as set forth above will receive a preliminary commitment letter with a conditional funding award for the maximum eligible award amount pending evaluation through the program’s assessment suite and additional underwriting and review pursuant to Housing Notice H 2023-05.

After selections from the Fourth Application Period, HUD will place on a waitlist the next highest ranked properties in order representing at least 10% of total units initially selected from each pool (i.e., those using Portfolio Manager and those using MBEST). HUD will draw from the waitlist applicable to each pool to make additional selections if funding becomes available from selections that are withdrawn, revoked, or lack adequate eligible costs to warrant the full award amount. An applicant will be notified of placement on the waitlist. Those placed on the waitlist will receive funding in order of waitlist placement if funds become available.

Selection of Applications for Reimbursement of Benchmarking Activities. All complete applications that include a verified Energy Star® Portfolio Manager Statement of Energy Performance (SEP) and Water Scorecard from EPA’s Portfolio Manager for eligible properties will be funded for reimbursement of certain costs associated with initial benchmarking as long as:

- a. The benchmarking data is validated, meeting the criteria in Appendix II, and
- b. The data was entered into EPA’s Portfolio Manager after publication of the NOFO and by one of the due dates outlined above.

Applicants that meet the benchmarking requirements will be reimbursed regardless of whether the application is selected for participation for further assistance under GRRP.

This NOFO does not use a traditional points-based rating factor system. See Section V.A “Review Criteria” for how participants will be chosen.

Maximum Points: 0

This program does not offer points for Section 3.

2. Other Factors

N/A

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 submission and quality of reports submitted to HUD

Meeting program requirements

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.

HUD will be assessing each applicant's risk using the eligibility criteria in Section III in review of the application materials.

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.

For purposes of this NOFO, applicants can demonstrate their experience and resources to effectively address the needs of underserved communities through, for example, describing their experience with meaningful resident engagement and experience contracting with minority owned businesses. This narrative should be included in the Excel Application.

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.

4. Nature of Awards. The Applicant shall indicate in the application the form in which the award shall be provided, which may include, without limitation, a grant or a loan repayable by a share of the property's surplus cash, with the options, timing, and method for determining the nature of the award as set forth in Housing Notice H 2023-05.

5. Confirmation of Amount and Nature of Awards. Applicants selected for an award under this NOFO will receive a preliminary commitment letter with a conditional funding award for the maximum eligible award amount for GRRP Grants or Surplus Cash Loans. The award amount will be finalized pending confirmation of a scope of work mutually acceptable to HUD and the owner and confirmation that the cost of the eligible activities as specified in Housing Notice H 2023-05 is equal to or greater than the amount of the proposed award. HUD reserves the right to fund less than the conditional funding award upon confirmation of the scope of work.

6. Owner Cost-Sharing. As noted in Section III.C, above, and as detailed in Housing Notice H 2023-05 Section 5.5, owners will be required to share costs associated with certain retrofit activities undertaken through the GRRP Comprehensive Award. In limited circumstances as detailed in Housing Notice H 2023-05, HUD may provide an amortizing loan through which the owner may cover its cost-share obligations, which amortizing loan amount shall be in addition to the award amounts set forth in Section I.A.1 of this NOFO.

7. Grants to reimburse owners for eligible costs associated with benchmarking of eligible properties. HUD will provide properties that submit benchmarking data into EPA's Portfolio Manager and that are eligible for reimbursement pursuant to Section V.A, above with instructions on how to receive such payment. Pursuant to Housing Notice H 2023-05, any selected properties that did not submit benchmarking data into EPA's Portfolio Manager will be required to do so and make that data available to HUD. At HUD's discretion, HUD may either provide direct support to the owner to secure and input benchmarking data or offer reimbursement to the owner of certain costs of utility benchmarking, up to \$2,500 per property conditioned on the data meeting the standards in Appendix II. HUD will provide each selected applicant instruction within the Award Letter.

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

31. 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](#):

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.

Properties selected under this NOFO will be subject to an Environmental Review under Part 50 and will be required to submit environmental documents as outlined in Housing Notice H 2023-05. HUD will not finalize an award of funds if the project plan does not meet the environmental review requirements described in Housing Notice H 2023-05.

Once an awardee has applied under this NOFO for a specific project, they may not make any choice limiting actions before the completion of the environmental review. A choice limiting action means an action that may have an adverse impact on the environment or limit the choice of reasonable alternatives. A choice limiting action may include, but is not limited to, real property acquisition, demolition, disposition, rehabilitation, repair, new construction, site preparation or clearance, ground disturbance, and leasing.

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](#).

Remedies for noncompliance are detailed in Housing Notice H 2023-05.

Lead-Based Paint Requirements

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing ([24 CFR part 35](#))); and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification ([40 CFR part 745](#))).

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

Specific reporting requirements are detailed in Housing Notice H 2023-05.

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:

GRRP Team

Phone:

Email:

GRRP@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

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; 3) 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>

APPENDIX II: Minimum Standards for Benchmarking Data Entered Into EPA's Portfolio Manager

Applicants for Comprehensive Awards that benchmark in Portfolio Manager as part of their application to GRRP must meet the minimum standards listed in this Appendix in order for the benchmarking data to be acceptable for scoring and for the applicant to be eligible to receive an award to reimburse certain costs associated with benchmarking, pursuant to Section 30002(a)(4) of the IRA GRRP Statute. Benchmarking shall use EPA's Portfolio Manager and shall report water, energy, and emissions data.

How to benchmark when using Portfolio Manager:

Applicants should follow the [Multifamily Utility Benchmarking Toolkit Utility Benchmarking Step-by-Step guide](#) available on HUD Exchange. Owners are encouraged to review the guide thoroughly. Resources linked in the guide and those on the www.hud.gov/grrp are available for applicant use but are not required. Note that all benchmarking for purposes of the GRRP application should occur at the property-level, not the building- or portfolio-level. If the property contains multiple buildings, follow EPA guidance for [benchmarking a campus](#) with the address used on the GRRP application as the "parent property" and each other building added as a "child property" under the "parent property" (see EPA guidance for [How to Benchmark and Campus](#) in Portfolio Manager for additional information).

Owners may conduct benchmarking themselves, or, alternatively, they may hire a qualified energy professional (defined below) to conduct benchmarking on their behalf. Those owners that would like to hire a qualified professional for benchmarking may use [Energy Star's Service and Product Provider](#) list, though using the list is not required nor are providers on this list preferred. Any party conducting benchmarking (owners or hired energy professionals) must follow the method and data requirements detailed below.

Owners should start by understanding which method they will use of those listed under "Step 2: Collect Utility Data" of the Multifamily Utility Benchmarking Toolkit Utility Benchmarking Step-by-Step guide. **Applicants or the professional hired to carry out these activities are**

required to use the first listed method that is available to them. For example, if the applicant can acquire aggregated, whole-property utility data from their utility provider(s), the applicant must use Method B, rather than Methods C or D. See the benchmarking guide, Step 2 for more detail on each method. Owners may also choose to install monitoring meters to streamline future benchmarking.

- **Method A: Properties with Only Owner-Paid Utility Bills** – The property owner pays for 100% of the property’s utility bills and uses these bills as the source for whole-property utility data.
- **Method B: Aggregated, Whole-Property Utility Data** – Regardless of the split of owner-paid and tenant-paid utility bills, the property owner requests aggregated, whole-property utility data from the utility provider(s).
 - Applicants should reference [EPA’s map of utility providers, Utilities Providing Energy Data for Benchmarking](#) fact sheet, or [List of Utilities Offering Web Services](#), and HUD’s [Multifamily Utility Data Collection Database](#) for information about utilities that offer whole-property data. Even if the resources do not indicate that the utility provides aggregated data, applicants should contact their provider(s) to ask if the data is available before moving to Method C.
- **Method C: Collection of 100% of Tenant-Paid Utility Data** – The property owner collects 100% of the individual tenant-paid utility data from the utility provider(s) or tenants.
 - Most utility providers require a signed release form before providing tenant-paid utility data.
 - Owners may rely on releases and/or data previously collected for required utility allowance analysis.
 - Owners may provide incentives to tenants for utility release forms or to provide a copy of utility bills, but they cannot use any IRA funds for this purpose, nor can owners withhold services as a negative incentive.
- **Method D: Collection of a Sample of Tenant-Paid Utility Data** – The property owner collects a sample of individual tenant-paid utility data from the utility provider(s) or tenants, which is then used to produce an estimate of whole-property utility data.
 - If using Method D, applicants **must follow the Tier 2 sampling methodology** outlined in the [Utility Benchmarking](#) guide. Applicants may use the [Tenant-Paid Utility Data Sampling Calculator](#) and the Tier 2 sampling protocol to identify the sample required at their property.
 - Most utility providers require a signed release form before providing tenant-paid utility data.
 - Owners may rely on releases and/or data previously collected for required utility allowance analysis.
 - Owners may provide incentives to tenants for utility release forms or to provide a copy of utility bills, but they cannot use any IRA funds for this purpose, nor can owners withhold services as a negative incentive.

Applicants (or the professional hired to carry out these activities) may enter data into Portfolio Manager using any of the three options detailed in the [Utility Benchmarking Step-by-Step guide](#): manual entry, spreadsheet upload, or web services. Those using collection Method D (sampled tenant-paid utility data) will need to account for missing data by computing the average utility

consumption and cost for each utility and unit type, then multiplying each computed average by the number of units of that type and summing across unit and utility types. Please refer to the benchmarking guide, step 4 for more detail and examples of this process.

After entering data and receiving an Energy Star® score (if property has at least 20 units), owners must get their data verified and Statement of Energy Performance (SEP) signed and/or stamped by an energy professional. Owners may choose to consult [Energy Star's Service and Product Provider](#) list and/or provided resources on the www.hud.gov/grp to find a verifier, but use of these resources is not required.

The [MAP Guide](#) defines “energy professional” as follows: *Registered Architects or licensed professional engineers (PE) may serve as energy professionals provided that they have demonstrated the requisite experience. Other professional certifications for qualified energy professionals include one or more of the following: a) American Energy Engineers Association's Certified Energy Manager (CEM) or Certified Energy Auditor (CEA) designations; b) American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) High Performance Building Design Professional (HPBDP) designation; c) Building Performance Institute (BPI) Multifamily Building Analyst (MFBA) designation; or d) for townhouses and buildings up to three stories with no common space, a Residential Energy Services Network (RESNET) Home Energy Rating System (HERS) Rater. When building energy modeling is employed the lead modeler or energy professional must hold a professional certification specific to simulation modeling: ASHRAE Building Energy Modeling Professional (BEMP) or Association of Energy Engineers Building Energy Simulation Analyst (BESA).*

Data requirements:

Applicants or the professional entering the information on their behalf are required to enter at least the following information into Portfolio Manager:

- Property name
- Property address (must match address used in GRRP application)
- Total gross floor area of property
- Year built
- Occupancy
- Number of buildings
- 12 consecutive months of energy data (see details below)
- 12 months of water consumption data
- Total number of residential living units
- Number of residential living units in a low-rise setting (1-4 stories)
- Number of residential living units in a mid-rise setting (5-9 stories)
- Number of residential living units in a high-rise setting (10 or more stories)
- Number of bedrooms

For purposes of GRRP application, energy data used for benchmarking must meet the minimum standards of data used for HUD utility allowance analysis, be less than three years old (benchmarking Year Ending Date must be no earlier than three years before application due date), and be collected after the last significant retrofit action that would have impacted the property's energy efficiency. A significant retrofit action impacting a property's energy efficiency is defined as one of the following:

- Change of 25% or more to the building's square footage,

- Large-scale window replacement (with improved window types such as double pane),
- Updates to wall or roof insulation, or
- Replacement of the heating, ventilation, and air conditioning (HVAC) equipment.

Reimbursement Requirements:

Owners applying to GRRP will be eligible to receive a reimbursement for certain costs associated with benchmarking up to \$2,500 per property. Eligible benchmarking expenses include:

- Hiring a third-party energy professional to conduct benchmarking and to verify inputted data; or
- Owner and/or staff time spent benchmarking and hiring a third-party energy professional to verify inputted data; or
- Owner and/or staff time spent benchmarking, hiring a third-party to conduct tenant sampling, and hiring a third-party energy professional to verify inputted data.

To be eligible for a reimbursement for costs associated with benchmarking properties for GRRP applications, owners must submit the following with the GRRP Application:

- Energy Star® Statement of Energy Performance (SEP) signed and/or stamped by a verifying professional; and
- Portfolio Manager Water Scorecard signed by a verifying professional; and either
- Receipt showing the cost for an energy professional to conduct benchmarking and verify Portfolio Manager data; or
- Documentation of owner and/or staff time spent benchmarking with a signed certification of the validity of the information and receipt showing the cost for an energy professional to verify inputted data; or
- Documentation of owner and/or staff time spent benchmarking with a signed certification of the validity of the information, a receipt showing the cost for a third-party to conduct tenant sampling, and receipt showing the cost for an energy professional to verify inputted data.