Office of Native American Programs
Office of Public & Indian Housing

Fiscal Year (FY) 2020
Indian Housing Block Grant (IHBG) Competitive Program Training

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Post Rating Factors

Review and Selection Process

Past Performance

Assessing Applicant Risk

Applicant Selection Process

Review and Selection Process

| Past Performance | → | Assessing Applicant Risk | → | HUD standard language and requirements in evaluating applications for funding. |

Review and Selection Process

Applicant Selection Process

➡ This section identifies the process applications go through:

   ➡ Screening and Acceptance - applications will be screened if they are:

   1. Received or submitted in accordance with the requirements of this NOFA.

   2. The applicant is eligible to submit an application.

   3. The proposed project is eligible.

   4. The application contains all of the applicable components listed in Section IV. B. of this NOFA.

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Review and Selection Process

- **Threshold Compliance (Section III.D. p. 13-15)**

- **Past Performance** – Rating Factor 1

- **Rating** - ONAP will review and rate each project that meets the acceptance criteria and threshold requirements

- **Minimum Points**
    - Minimum of <u>combined</u> score of 35 points in RF 1 and RF2
    - Minimum 20 points in RF 3,
    - Overall minimum total of 75 points (without the addition of Preference Points)

Review and Selection Process

Ranked Order

- Eligible applications that meet minimum score requirements will be placed in ranked order.
- HUD will award funds in rank order based on score received on the application.
- HUD will consider applicants for funding within fundable range of 75 or more points in ranked order up.
- Amount requested or lesser amount if sufficient funds are not available.

Grant Award Adjustments

Review and Selection Process

- If not enough funds are available to fully fund a project, then HUD may contact the applicant to determine whether revisions can be made to the program budget and workplan to reflect the actual award offer.

- If no agreement can be made on a revised budget and workplan, then the award will NOT be made.

- HUD may offer award, in rank order, to another applicant.

- HUD may also select an additional applicant for funding if additional funds be available. 7

Tiebreakers

Review and Selection Process

- **HUD will use the following factors to resolve the tie:**

  1. Approval of projects that can be fully funded verses project that cannot be fully funded.

  2. Projects that address IHBG Competitive Priorities, which HUD will prioritize according to rating criteria order under Subfactor 3.1.

  3. Applicants that score highest points from combined scores for Rating Factor 1 (Capacity of Applicant) and Rating Factor 2 (Need/Extent of Problem)

Review and Selection Process

IHBG Competitive Grant Progress and Performance:

- Failure to make significant progress by September 30, 2022.

- Evidence by failure to meet planned activities described in IHBG Competitive workplan.

- Substantial noncompliance under 24 CFR 1000.534.

- HUD will review each circumstance case by case basis to determine substantial noncompliance.

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Additional IHBG Competitive Funds:

Review and Selection Process

- If additional funds become available, HUD may:

  - Award funding to additional applicants based on score from competition

  - Use additional funds to provide additional funding to an applicant awarded less than the original amount

  - Fund additional applicants eligible to receive award but for which no funds were available from FY 2020 appropriations; and

  - Award funding to applicants that meet funding error category in Section VI.A of this NOFA.

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Review and Selection Process

Curable Deficiencies and Pre-Award Requirements

Curable Deficiencies- If there are curable deficiencies, the applicants must satisfactorily address deficiencies before HUD can make grant award.

Review and Selection Process

Pre-Award Requirements

Successful applicants may have to provide supporting documentation concerning management, maintenance, operation or financial of projects before grant agreement execution.

- Additional information regarding implementation of project.

- Information to verify commitment of resources to complete project.

- Notification to applicant by either facsimile (fax) or U.S. Postal Service., return receipt requested.

- **14 calendar days** from receipt date of HUD notification for response.

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Review and Selection Process

Pre-Award Requirements (cont.)

- No extensions provided.

- No response or insufficient response will result in a withdrawal of the grant offer.

- No substitute of new projects from original project proposed in application.

- Time period for calculating the response deadline begins on the day after recipient of the pre-award letter from ONAP.

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Review and Selection Process

Agency Errors

Judgements made with provisions of this NOFA and all program statutory and regulatory requirements are not subject to claim of error.

- No appeal process.

- Applicant may bring arithmetic error inn application scoring.

- Thirty (30) days of being informed of score.

Anticipated Award Dates

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Approximately 4-6 months after the application due date

VI. Award Administration Information

Award Notices

- ➥ **Administrative, National and Department Policy Requirements for HUD recipients**
- ➥ **Reporting**
  - • **Post-Award Reporting Requirements**
    - **a)** **Quarterly Financial Reports (SF-425)**
    - **b)** **Annual Performance Report (APR)**
- ➥ **Debriefings**

VI. Award Administration Information

Award Notices

- HUD will notify successful applicants of their selection for funding.

- HUD will notify applicants whose applications were received by the deadline date but not chosen for award.

- Notifications sent by email to person listed as Authorized Official Representative (AOR) in Item 21 of the SF-424.

VI. Award Administration Information

Award Notices (Continued)

Negotiation:

- After selection, HUD will negotiate specific terms funding agreement and budget of selected applicants.

- If HUD and selected applicant do not successfully conclude negotiations in timely manner or applicant fails to provide information, no award will be made.

- HUD may select another eligible applicant an may impose special conditions on award according to 2 CFR 200.207.

VI. Award Administration Information

Award Notices (Continued)

Adjustments to Funding:

- HUD reserves right to fund applications less than amount requested.

- HUD will fund no portion of application that,

  - Is not eligible for funding

  - Does not meet requirements

  - Duplicates other funded programs or activities from prior year awards or other selected applicants

VI. Award Administration Information

Award Notices (Continued)

Adjustments to Funding (cont.):

- HUD may fully or partially fund another eligible, fundable application, if funds are available after funding the highest-ranking application.

- If funds remain, funds may be made available within the current FY for other program competitions.

VI. Award Administration Information

Award Notices (Continued)

Funding Errors:

- If HUD commits error that when corrected would cause selection of an applicant for funding, HUD will select that applicant based on availability of funds.

- The HUD Reform Act prohibits HUD from notifying applicants of grant awards before the announcement of all successful award recipients.

***Reminder**: There is no appeal process. However, an applicant may bring <u>arithmetic errors </u>in application scoring to the attention of HUD within <u>30 days of being informed of its score</u>.

VI. Award Administration Information

Award Notices (Continued)

- ONAP will send applicant an award letter and grant agreement to sign and return.

- Applicant must establish an account in LOCCS to draw down funds to complete project/activities.

- Grantees will be encouraged to participate in an award Implementation training conducted by ONAP.

- Environmental review: All required notifications, and approval of the Request for Release of Funds and Certification when applicable under 24 CFR part 58 or HUD's approval of the project or activity under 24 CFR part 50, must be completed before a recipient may commit HUD or non-HUD funds.

VI. Award Administration Information

Administrative, National and Departments for HUD recipients

The NOFA lists the applicable Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards. These are also available at HUD's Funding Opportunity page:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps

VI. Award Administration Information

IHBG Competitive Grant Program-Post Award Reporting Requirements.

Quarterly Federal Financial Reports (SF-425s)

1. Submit to Area ONAP within 30 days after end of each quarter.
2. Must show <u>leveraging resources</u> received and used.
3. Submit final SF-425 within 90 days after end of period of performance identified on grant agreement.

VI. Award Administration Information

IHBG Competitive Grant Program-Post Award Reporting Requirements.

Annual Performance Reports (APRs) (HUD-52737)

- Submit to HUD within 90 days after end of the program year

- Submit to HUD within 90 days after end of period of performance identified on grant agreement.

- Pertain <u>only to</u> IHBG Competitive grant activities.

- Submit separate from traditional IHBG Formula reports.

- Must include separate narrative with APR addressing the following areas (next slide);

VI. Award Administration Information

Reporting

Narrative submitted with APR must address the following;

1. Progress made on completing project

2. List of work remaining towards project completion

3. If applicable, minor modifications to grantee's workplan and budget to meet project goals, which must be in accordance with this NOFA and subject to HUD approval

4. If applicable, any identified gaps capacity in managing grant, in accordance to detailed assessment

5. If applicable, discussion of barriers faced toward project implementation and explanation on how grantee will overcome barriers to complete project by end of period of performance

VI. Award Administration Information

Reporting

Narrative submitted with APR must address the following (cont.)

6. Update of how project is addressing need factors identified in grant application
7. Progress of efforts to implement project in coordination with community members, tribal departments, and other agencies/organizations
8. Outputs and measurable outcomes achieved to date
9. Report of obligations and expenditures compared w/ remaining funding LOCCS balances or successor system
10. Status of leveraging resources committed to project; and
11. Evaluation of effectiveness in meeting affordable housing project needs.

VI. Award Administration Information

Debriefing

- Period of at least <u>120 days</u>
- Beginning 30 days after public announcement of awards
- HUD will provide debriefing upon request from applicant
- Request for debriefing must be made in writing or by email
- Authorized Official whose signature appear on SF-424 or by his or her successor
- Submitted to Point of Contact (POC)

VI. Award Administration Information

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Debriefing

Information provided may include;

- Final score received after rating factor review

- Final evaluator comments from each rating factor

- Final assessment of application based on funding approved or denied

VII. Agency Contacts

IHBGCompetitiveProgram@hud.gov

VIII. Other Information

- **National Environmental Policy Act (NEPA)**

- **Paperwork Reduction Act (PRA)**

- **Web Resources**

Questions? Contact IHBGCompetitiveProgram@hud.gov

Keep an eye on the ONAP Codetalk website: https://www.hud.gov/codetalk

Recorded training modules

Updated training materials

FAQs

Thank you for your interest in the IHBG Competitive Program!