

FY 2022 Indian Community Development Block Grant (ICDBG) Notice of Funding Opportunity (NOFO) Training



Funding Opportunity
Number: FR-6600-N-23

Assistance Listing:
14.862

Agenda



Funding Opportunity Description



Award Information



Eligibility Information



Application and Submission Information



Application Review Information



Award Administration Information



Agency Contacts



Other Information



Appendix

Funding Opportunity Description

Program Description:

Purpose: The purpose of the Indian Community Development Block Grant (ICDBG) program is the development of viable Indian and Alaska Native communities, including the creation of decent housing, suitable living environments, and economic opportunities primarily for persons with low- and moderate- incomes.



Grant Types

Single Purpose Grants-
competitive grant for many
community development
purposes

Imminent Threat Grants-
awarded on 1st come, 1st
serve – no due date

**Apply directly through your Area
ONAP Office*

In accordance with:

- ONAP Program Guidance 2018-04 [ONAP Program Guidance 2018-04](#)
- 2022 ICDBG NOFA

See the full ICDBG regulation at [24 CFR part 1003](#).

Changes From Previous ICDBG NOFO

- ✚ Definitions
- ✚ Revised Purpose
- ✚ Available Funds
- ✚ Threshold Eligibility Requirements
- ✚ Updated Content
- ✚ Revised Application Submission Instructions
- ✚ Rating Factor 1-3
- ✚ Review Criteria
- ✚ Reporting
- ✚ Updated Contact Information


Fiscal Year 2022

Highlights of Changes From Previous NOFO

- All Area ONAP Funding Ceilings were increased
- References to COVID-19, CARES ACT and American Rescue Plan were removed
- Housing rehabilitation cost limits increased
- Examples of evidence provided for land acquisition to support new housing projects
- Preference Points for Opportunity Zones removed
- Added requirement to report in the ASER the estimated number of permanent, and temporary jobs that are paid each year in whole or in part with grant funds.
- Rating Factor 1
 - Minimum points decreased from 17 points to 15
 - (Subfactor 1.1) – Definition for capacity gap added
 - (Subfactor 1.4) – Descriptive language for 2 CFR 200.322 and 200.326 added
 - (Subfactor 1.5) – All related information for “Program Going Forward” subfactor was removed

Highlights of Changes From Previous NOFO Cont.

- Rating Factor 2
 - (Subfactor 2.2) – Information related to limited clientele was revised
 - (Subfactor 2.2d) – Added the language “HUD will rely on the most advantageous demographic information to assign points for this Subfactor”
 - (Subfactor 2.3) – Removed Option 2 and all information regarding public service activities.
 - (Subfactor 2.5) – New subfactor added connection to Climate Change
- Rating Factor 3
 - (Subfactor 3.1) – Descriptive paragraph to subfactor added
 - (Subfactor 3.2) – Additional rating tiers added
 - (Subfactor 3.4.d) – Clarifying information on LMI may qualify for microenterprise programs language added.



➤ This is a competitive grant.

➤ Funds will be awarded in rank order based on the score received on the application.

Getting Started

Available Funds

Funding Available

\$92,309,280

Minimum Award Amount

\$500,000

Maximum Award Amount

\$5,000,000

Number of Awards

HUD expects to make **approximately 80 awards** from the funds available under this NOFO

Funding Opportunity Number: FR-6600-N-23

Assistance Listing: 14.862



Period of Performance

Budget Period and Period of Performance:

Max of 5 years

Infrastructure projects (period of performance)

Cannot exceed 3 years

Estimated Project Start Date:

March 25, 2023

Estimated Project End Date:

March 25, 2028

Eligibility Information

Eligible Applicants:



Any Indian tribe, band, group, or nation, including Alaska Indians, Aleuts, and Eskimos, and any Alaska Native village



Tribal Organizations submitting on behalf of tribes

[BIA Eligible Indian Entities listings:](#)

Ineligible Applicants: HUD does not award grants to individuals and will not review applications from ineligible applicants.

Eligibility Information (cont.)

Tribal Certifications/ Resolutions

1. Must submit concurring resolutions
2. Provide letter from the BIA or IHS
3. A copy of this letter must be included in your application submission

An Indian tribe that authorizes a TDHE to apply on its behalf may not also submit its own application for funding. Such application will not be evaluated.

Eligibility Information (cont.)

For Alaska applicants:

1. One ICDBG application for each area within the jurisdiction of an eligible entity.
2. A tribal organization applying for funding for one or more eligible tribes or villages **must include** a concurring resolution **from each** tribe or village.

Questions regarding eligibility and documentation requirements should be referred to the Alaska Area ONAP prior to the application deadline.



Cost Sharing and Matching

Cost Sharing, Cost Matching, or Leveraging is not required for this program.

- While not required, applicants are encouraged to leverage other Federal and non-Federal sources, including IHBG formula funds.
- HUD will award maximum points under Rating Factor 4 for applications that propose a certain percentage of leverage.

- Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible.
- Applications from ineligible applicants will not be evaluated.

Threshold Requirements



Threshold Requirements

1. Resolution of Civil Rights Matters
2. Affirmatively Furthering Fair Housing
3. Timely Submission of Applications.
4. Grant Ceiling
5. Rating Factor Thresholds
6. ICDBG Program and Project Specific Thresholds
 - a. Outstanding ICDBG Obligation:
 - b. Untimely ICDBG Closeouts:
 - c. Housing Rehabilitation projects:
 - d. New Housing Construction projects:
 - e. Economic Development projects:
 - f. Statutory and Regulatory Requirements Affecting Eligibility:
 - g. Program-Specific Requirements:
 - h. Criteria for Beneficiaries:

Threshold Eligibility Requirements

1. Resolution of Civil Rights Matters. All outstanding civil rights matters must be resolved to HUD's satisfaction before the application deadline.

2. Affirmatively Furthering Fair Housing. Applications must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing.

3. Timely Submission of Applications. Applications submitted after the deadline (11:59:59 EST – October 24, 2022), that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding.

** See Section IV. D. Application Submission Dates and Times.*

Threshold Eligibility Requirements (continued)

4. Grant Ceiling: If the requested amount is more than the maximum Area ONAP grant ceiling, the application will not be reviewed.

- Applicants must clearly document the amount requested on line 18a of the Application for Federal Assistance (SF-424).

5. Rating Factor Thresholds. Applicants must receive a minimum score of 15 points for Rating Factor 1-Capacity of the Applicant and an overall score of 70 points.

6. ICDBG Program and Project Specific Thresholds. (Not Curable)

a. Outstanding ICDBG Obligation: Applicants with outstanding ICDBG obligation in arrears or have no repayment schedule, your application will be disqualified and not evaluated.

NOTE: There are changes from the previous NOFO.

Threshold Eligibility Requirements (continued)

6. Project Specific Thresholds, cont.

b. Untimely ICDBG Closeouts: If you have an ICDBG grant open two or more years after its due date for close out, HUD will not review your application.

c. Housing Rehabilitation projects: The requirements for this threshold are in Section IV of the NOFO

d. New Housing Construction projects: The requirements for this threshold are in Section IV of the NOFO

e. Economic Development projects: The requirements for this threshold are in Section IV of the NOFO

NOTE: There are changes from the previous NOFO.

Threshold Eligibility Requirements (continued)

6. Project Specific Thresholds, cont.

f. Statutory and Regulatory Requirements Affecting Eligibility.

Posted on [HUD's Funding Opportunities Page](#).

g. Program-Specific Requirements. Must comply with all laws, regulations, and requirements relating to federal funds, as well as the specific ICDBG requirements found at [24 CFR part 1003](#).

h. Criteria for Beneficiaries. The ICDBG program must primarily benefit persons with low-and-moderate income as defined in [24 CFR 1003.4](#).

➤ the Application
Instructions and the
Application Package
are available on
[Grants.gov](https://www.Grants.gov)

Application and Submission Information

Obtaining an Application Package

Download Application Instructions and Application Package from [Grants.gov](https://www.grants.gov).

✓ **Verify:**

- **Assistance Listing (CFDA) Number:** **14.862**
- **Assistance Listing Description:** ICDBG program purpose
- **Opportunity Title:** Community Development Block Grant Program for Indian Tribes and Alaska Native Villages
- **Funding Opportunity Number:** **FR-6600-N-23**

Obtaining an Application Package (cont.)


Download the most recent updated package in Grants.gov.

- ✓ **The Application Package** contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family.
- ✓ **The Instruction Download** contains official copies of the NOFO and forms necessary for a complete application. These may be in Microsoft Word, Microsoft Excel, etc.

Obtaining an Application Package (cont.)

Waiver:

- Waivers for electronic submittal may be requested, in writing, with good cause.
- HUD must receive the request at least **7 business days before** the application deadline.
- Applicants granted waivers of electronic submittal **must meet the application deadline**.
- **Send the requests to your respective area ONAP.**



Content and Form Application Submission

Content and Form Application Submission

- ✚ Applicant 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 (CFDA) and Funding Opportunity Number is NON-Curable.
- ✚ Additionally, your complete application must include the required narratives and non-form attachments.
- ✚ Narratives and other attachments to your application must follow the required format guidelines.

Content and Form Application Submission (cont.)

- **SF-424**, Application for Federal Assistance
 - Required for all applications, by due date.
 - Verify boxes 11, 12, and 13 on the SF-424 match the NOFO.
- **HUD-2880**, Applicant/Recipient/Disclosure/Update Report
- **HUD-4125**, **Implementation Schedule**
 - Must match the dates on the SF-424 blocks 17a-b.
 - Applications with multiple projects, submit a separate Implementation Schedule for each project.
- **HUD-4123**, **Cost Summary**
 - Provide cost information
 - Total project resources (federal and non-federal)
 - Applications with multiple projects, submit a separate Cost Summary for each project.

Content and Form Application Submission (cont.)

HUD-4123, Cost Summary (cont.)

1. Planned ICDBG Expenditure (Column b)

- Only list amount requested under this grant.
- This must match requested amount listed in Line 18a of the SF-424.
- Do not include any proposed federal funding used as leveraged funds.

2. Planned Other Federal Funds Expenditures (Column c) List any proposed federal leverage, like IHBG.

3. Planned Non-Federal Funds Expenditure (Column d) List any proposed non-federal leverage.

Note: The totals for Columns c and d must match the total leveraged funds proposed in lines 18b-18f of the SF-424.

Content and Form Application Submission (cont.)

HUD-4123, Cost Summary (cont.)

4. Administration (Line 5 a-c):

- List any Planning and Administration costs
- Any funds proposed towards indirect costs must be noted in Line 5b.

5. Grand Total (Line 7): The total must match the overall total in line 18g of the SF-424

HUD may require corrections to errors on the SF-424, HUD-4125 and HUD-4123 based on pre-award requirements.

Content and Form Application Submission (cont.)

Applications must include:

a. One-Page Proposal Summary: (Curable Deficiency)

- A one-page summary of the proposed project.
- More than one project, include a summary for each project.
- Note the type of project.

b. Workplan Narrative:

- That responds to all five rating factors in Section V.A. of this NOFO.
- Label each section of your narrative in accordance with the applicable factors and subfactors in the NOFO.

Content and Form Application Submission (cont.)

c. Budget Narrative:

The application must include a Budget Narrative (Separate from Workplan Narrative)

- Shows breakdown for each budget line for the proposed project(s).
- 30-page limit per Narrative - Format of your own choosing.
- Multiple projects must include a separate Budget Narrative for each project.
- Provide details on eligible activities and all planning and administrative costs (including indirect costs).
- Match the figures on the SF- 424 (Blocks 18a-g) and Cost Summary (HUD-4123).

d. Citizen Participation: The applicant must submit a current tribal resolution.

Content and Form Application Submission (cont.)

e. Low and Moderate-Income (LMI) Benefit:

- Must demonstrate that at least 70 percent of the grant funds will be used for activities that benefit LMI persons.
- See Section IV subfactor 2.2 Project Benefit, for non-housing projects.
- For housing-related activity -you must state in your application that all units will be occupied by LMI households upon completion or when assistance is provided.

f. Resolution for Tribal Organization to Submit: Tribal organizations submitting on behalf of Tribe/ Alaska Village must include a resolution with the application.

g. Firm Commitment Documentation (if applicable): If proposing any leveraged resources - must provide firm commitment documentation.

Content and Form Application Submission (cont.)

h. Demographic Data (if applicable):

- For projects (NOT a housing project) - application must include number of LMI persons that will benefit from the project.
- You can either use the data provided on HUD's website at: [FY2022 Data Update for Low- and Moderate-Income \(LMI\) Area Benefit Designation for HUD's Indian Community Development Block Grant \(ICDBG\)](#); or submit your own data.

i. Housing Rehabilitation Project Requirements (if applicable): In accordance with 24 CFR part 1003.302(a), you must submit:

1. A written statement in the Workplan Narrative that the applicant has adopted rehabilitation standards and policies.
2. A written statement in the Workplan Narrative that ICDBG funds will be used to rehabilitate housing ONLY when the homeowner's,
 - payments are current, or
 - current in a repayment agreement.

Content and Form Application Submission (cont.)

j. New Housing Construction Project Requirements (if applicable): In accordance with 24 CFR 1003.302(b), you must submit:

- 1.** Documentation to demonstrate new housing construction will be implemented through a Community Based Development Organization (CBDO).
 - If the organization has been previously determined by ONAP to be a CBDO, do not resubmit documentation of this in the application.
- 2.** Statement in the Workplan Narrative that the project will be constructed in accordance with construction standards that were adopted by tribal resolution prior to the application deadline date.

Content and Form Application Submission (cont.)

j. New Housing Construction Project Requirements (if applicable), continued.

In accordance with 24 CFR 1003.302(b), you must submit the required information below (continued)

3. Provide documentation that shows:

- i. No other suitable housing available in immediate reservation for the households to be assisted; **and**
- ii. No other sources, including IHBG, can meet the needs of the household(s) to be served (exempt minimum IHBG funded applicants); **and**
- iii. Rehabilitation of the unit occupied by the household(s) to be assisted is not economically feasible; **or**
- iv. The household(s) to be assisted is currently living in overcrowded conditions; **or**
- v. The household to be assisted has no current residence.

Content and Form Application Submission (cont.)

k. Economic Development Project Threshold Requirements (if applicable):

In accordance with 24 CFR 1003.302(c), you must provide an analysis which shows public benefit commensurate with the ICDBG assistance requested will result from the assisted project.

This analysis should also establish that:

- Reasonable financial support will be committed from non-Federal sources prior to disbursement of Federal funds
- Any grant amount provided will not substantially reduce the amount of non-Federal financial support for the activity
- Not more than a reasonable rate of return on investment is provided to the owner
- That grant funds used for the project will be disbursed on a pro rata basis with amounts from other sources.
- The project is financially feasible and that it has a reasonable chance of success.

Content and Form Application Submission (cont.)

l. Infrastructure Projects (if applicable): To support future housing or community development project(s),

- you must submit evidence that the housing or community development project(s) will be completed **within three years of the grant award.**

m. Land Acquisition to Support New Housing Projects (if applicable): Land for future housing projects must include evidence that:

- The land is suitable for housing.
- There is a reasonable ratio between the number of net usable acres to be acquired and the number of LMI persons to benefit from the project. (See Rating Factor 3, Subfactor 1.1 in Section V.A.1. of this NOFO).

NOTE: There are changes from the previous NOFO.

Content and Form Application Submission (cont.)

- n. Health Care Facilities (if applicable):** funded by the Indian Health Service (IHS),
- **you must include a statement in the Workplan Narrative** that the facility will meet all applicable IHS facility requirements.
 - If using adopted Tribal standards, you must assure these standards are comparable to nationally accepted minimum standards.
- o. Correctional Facilities/Juvenile Detention Centers (if applicable):** funded by the U.S. Department of Justice (DOJ) and/or Bureau of Indian Affairs (BIA),
- **you must include a statement in the Workplan Narrative** that the facility meets all applicable BIA/DOJ standards regarding correctional operations, programs and designs.

Content and Form Application Submission (cont.)

p. Evidence of Partner Commitment (if applicable): Partnering with other entities/organizations on your project,

- **you must submit a letter on letterhead** of the entity/organization and signed by the chief executive of the entity/organization that demonstrates that the entity/organization is willing and able to participate. This includes entities providing funds for the project as well as service providers and entities contributing to the operation of the project.

Content and Form Application Submission (cont.)

q. Indirect Cost Rate Agreement (Curable deficiency): If your application will include funds for indirect costs:

Submit One of the following documents is required:

1. Copy of federally negotiated IDC rate agreement:
 - a) Application must clearly state the approved rate and distribution base in Subfactor 3.2 Budget and the Cost Summary
 - b) Applicant must also include a letter stating the approved rate and distribution base or other documentation from the cognizant agency showing the approved rate
2. De Minimis: If applicant does not have a current negotiated indirect cost rate and wishes to use de minimis rate, then the application must clearly state the intent to use the de minimis

Content and Form Application Submission (cont.)

r. Code of Conduct (Curable deficiency):

- If your Code of Conduct (code) is not listed on HUD's website at [Code of Conduct for HUD Grant Programs](#) or if the information on the website has changed, you must submit a copy of your code of conduct with your application.
- This requirement is applicable to all applicants, even if the Code of Conduct is on file with the Area ONAP.

2. Format and Form (Narratives)


Narratives and other attachments to your application must follow the following format guidelines.

- Maximum Length of Narrative: 30 pages
- Double spaced 12-point (minimum) Times Roman font on letter sized paper (8 ½ x 11 inches with at least 1-inch margin on all sides)

NOTE: There are changes from the previous NOFO.

SAM and DUNS Numbers

- 1. SAM Registration Requirement – Applicants must be registered with www.sam.gov before submitting application and remain current.**
- 2. UEI/ DUNS Number Requirement - Applicants must provide a valid UEI, registered and active at www.sam.gov in the application. DUNS number remained the official identifier for doing business with the US Government until April 4, 2022. As of April 4, entities doing business with the US Government must use the UEI created in sam.gov.**
- 3. Registration in Grants.gov Requirement – 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.**



Application Deadline Date

**October 24, 2022
11:59:59 pm EST**

Application Submission Times and Dates

- ➔ **"Received by Grants.gov"**- application received a confirmation of receipt and confirmation number
- ➔ **"Validated by Grants.gov"**- application has been accepted and was not rejected with errors
- ➔ **"Rejected with Errors"**- If rejected, you must correct the error(s) and resubmit the application before the 24-hour grace period ends
- ➔ HUD **strongly recommends** applications be submitted **48 hours before the deadline**

Triple check that everything's been uploaded properly, that files are compatible w/ grants.gov (not corrupt), triple check the application submission requirements, etc.

Application Submission Times and Dates cont.

Grants.gov Customer Support:

- ✚ Online customer support: <https://www.grants.gov/web/grants/support.html>
- ✚ Customer Service phone number: (800) 518-GRANTS (518-4726)
- ✚ For Hearing or speech impaired: Federal Relay Service's teletype service at 800-877-8339.
- ✚ Email Customer Service: support@grants.gov.

Application Submission Times and Dates cont.

Specific instructions to verify the contents of your submitted application to confirm grants.gov received everything you intended to submit is located at page 30 of the NOFO. You will need to:

- Log in to [Grants.gov](https://grants.gov).
- Click the Check Application Status link.
- Enter search criteria and a date range and 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.

Application Submission Times and Dates cont.

- 1. Amending or Resubmitting an Application.** You must resubmit a revised application through [Grants.gov](https://www.grants.gov) by the applicable deadline. HUD will evaluate only the last submission received by Grants.gov before the deadline.
- 2. Grace Period for Grants.gov Submissions.** Applications received but rejected with errors before the deadline, can be corrected and resubmitted 24 hours after the application deadline.
- 3. 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 received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

Application Submission Times and Dates cont.

4. Corrections to Deficient Applications.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency in the definitions section (Section I.A.3).

- Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.
- 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.
- Failure to correct the deficiency and meet the requirement to have a UEI/DUNS number and active registration in SAM will render the application ineligible for funding.



Application Submission Times and Dates cont.

5. Authoritative Versions of HUD NOFOs. The version of these NOFOs as posted on [Grants.gov](https://www.grants.gov) are the official documents HUD uses to solicit applications.

6. 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).



Intergovernmental Review

Intergovernmental Review: This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

Funding Restrictions

1. Eligible activities: Projects funded under this NOFO are limited to eligible activities consistent with 24 CFR part 1003 subpart C.

2. Program administration costs: No more than 20 percent of the sum of any grant plus program income received shall be expended for activities described in 24 CFR 1003.206 and in 24 CFR 1003.205—Eligible planning, urban environmental design and policy-planning-management capacity building activities.

- Does not include staff and overhead costs directly related to carrying out activities eligible under 24 CFR 1003.201 through 1003.204, since those costs are eligible as part of such activities.
- Technical assistance costs are not considered program administration costs. These costs must not exceed 10% of the total grant award.

Funding Restrictions cont.

3. Pre-award Costs:

- **With the exception of proposal costs incurred** to prepare an application for submission under and the value of land acquisition used towards an applicant's leveraging contribution, all costs, including leveraging resources, must be incurred within the period of performance dates established in the ICDBG grant agreement.
- **Applicants requesting reimbursement of proposal costs** associated with the preparation of the ICDBG application must clearly identify this amount and activity in the narrative.
- **If successful, any proposal costs incurred that are reimbursed with grant funds** will count towards the applicant's program administration costs.

Funding Restrictions cont.

4. Consultant Cap:

- ICDBG funds may not be used, directly or indirectly, to pay or provide reimbursement for payment of compensation of a consultant in an employer-employee type of relationship at more than the daily equivalent of the daily rate paid for the Level IV of the Executive Schedule.
- For more information on the Executive Schedule, please see the Office of Personal Management (OPM) website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/22Tables/exec/html/EX.aspx>

Funding Restrictions cont.

5. Public Services:

- An applicant **may not** receive a Single Purpose grant **solely to fund public service activities**. However, an application may contain a public service component for **up to 15 percent** of the total grant. In addition, the public service(s) **may be unrelated** to the other project(s) in the application.
- If an application does not receive full funding, HUD will reduce the public service allocation so that it comprises **no more than 15 percent** of the total grant award. A complete description of public service projects can be found at 24 CFR part 1003.201(e).



Indirect Cost Rate

Indirect Cost Rate

- Documentation of the decision to use the de minimis rate must be retained on file for audit.
- If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use.
- If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate.
- Successful applicants whose rate changes after the application deadline must submit new rate and documentation.

❖ Normal indirect cost rules under 2 CFR part 200, subpart E apply.

Indirect Cost Rate cont.

Applicants other than state and local governments

If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and

- must include a letter or other documentation from the cognizant agency showing the approved rate.
- If your agency **does not** have a current negotiated rate (including provisional) rate and elects to use the de minimis rate, **your application must clearly state** you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC).
- Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both (2 CFR 200.403).
- Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate.



Other Submission Requirements

Other Submission Requirements

1. Application, Assurances and Certifications.

- Standard Form 424 (SF-424) Application for Federal Assistance Programs
- SF-424B (Assurances of Non-Construction Programs) or
- SF424D (Assurances for Construction Programs)

❖ **Applications receiving funds for both non-construction programs and construction programs must submit both the SF-424B and SF-424D.**

Other Submission Requirements

Application, Assurances and Certifications Cont.

- By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized organization representative affirm that they have reviewed the certifications and assurances associated with the application for Federal assistance.
- Aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established.
- Acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant.
- By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.
- HUD accepted assurances form SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

Other Submission Requirements

Application, Assurances and Certifications Cont.

- Acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant.
- By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.
- HUD accepted assurances form SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

Other Submission Requirements

Application, Assurances and Certifications Cont.

- By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.
- HUD accepted assurances form SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.
- **Applicant Disclosure Report form 2880-** Required for each applicant applying for assistance within the jurisdiction of HUD to any housing project subject to Section 102(d). Acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant.



Rating Factors Review

1. Capacity of the Applicant
2. Need/Extent of the Problem
3. Soundness of Approach
4. Leveraging Resources
5. Comprehensiveness and Coordination

Rating Factors Review

100 points – Maximum points available under Rating Factors 1 through 5

2 points – are available for Promise Zones.

TO BE CONSIDERED FOR FUNDING your application must receive:

- ✓ **Minimum of 15 points** - Rating Factor 1
- ✓ **Total of at least 70 points** (without the addition of Preference Points)

❖ **NOTE:** Subfactors 2.2. and 3.4 criteria varies based on project type.

NOTE: There are changes from the previous NOFO.

RATING	FACTOR TITLE	POINTS
1	<u>CAPACITY OF THE APPLICANT</u> (Minimum of 15 Points Required)	30
1.1	Managerial and Technical Staff	8
1.2	Audit Submission	4
1.3	Audit Findings	4
1.4	Procurement and Contract Management	4
1.5	Disbursements	3
1.6	Timely Reporting	3
1.7	Close-outs	2
1.8	Monitoring Findings	2
2	<u>NEED/EXTENT OF THE PROBLEM</u>	29
2.1	Need and Viability	6
2.2	Project Benefit	10
2.2.a	Public Facilities and Infrastructure Projects	---
2.2.b	Economic Development Projects	---
2.2.c	New Housing Construction, Housing Rehabilitation, Housing Acquisition, Land Acquisition to Support New Housing, and Homeownership Assistance Projects	---

RATING	FACTOR TITLE	POINTS
2.2.d	Microenterprise Programs	----
2.3	Project Connection to Tribal Youth	4
2.4	New/Unfunded Applicants (New Applicants Only)	5
2.5	Connection to Climate Change	4
3	<u>SOUNDNESS OF APPROACH</u>	29
3.1	Description of Rationale for Proposed Project	10
3.2	Budget	10
3.3	Project Implementation Schedule	4
3.4	Commitment to Sustain Activities	5
3.4.a	Public Facilities and Infrastructure Projects	---
3.4.b	Economic Development Projects	---
3.4.c	New Housing Construction, Housing Rehabilitation, Housing Acquisition and Homeownership Assistance Projects	---
3.4.d	Microenterprise Programs	---
3.4.e	Land Acquisition Projects	---


RATING	FACTOR TITLE	POINTS
4	LEVERAGING RESOURCES	6
5	COMPREHENSIVENESS AND COORDINATION	6
5.1	Coordination	2
5.2	Outputs, Outcomes, and/or Goals	4
Preference Points	PROMISE ZONES	2
All Rating Factors	TOTAL POINTS (Minimum of 70 points needed, without the addition of Preference Points, to meet threshold requirement)	102

- Maximum Points allowed for Rating Factor 1 is 30 Points

- Minimum of 15 points is required

Rating Factor 1:

Capacity of the Applicant



Rating Factor 1:Subfactors

- 1.1 – Managerial and Technical Staff (Up to 8 points)**
- 1.2 – Audit Submission (Up to 4 points)**
- 1.3– Audit Findings (Up to 4 points)**
- 1.4 – Procurement and Contract Management (Up to 4 points)**
- 1.5 – Disbursements (Up to 3 points)**
- 1.6 - Timely Reporting (Up to 3 points)**
- 1.7 –Close-outs (Up to 2 points)**
- 1.8 - Monitoring Findings (Up to 2 points)**

Subfactor 1.1 – Managerial and Technical Staff

(up to 8 points)

Applicants must provide a description of roles and responsibilities as well as knowledge and experience of **KEY** staff, who will **plan, manage, and implement the project that will be funded** with the ICDBG Grant.

Knowledge and **Experience** will be judged in terms of;

- **Recent**, experience within the last **5** years.
- **Relevant**, experience pertaining to the specific activities being proposed or the specific roles/ responsibilities.
- **Successful**, experience producing specific accomplishments based on outcomes, community impact, or award recognition.

Note:

- *Do not include job descriptions or resumes.*
- *Individuals or Contractors must be listed, not just their company or organization.*
- *Rating criteria applies to contractors and key staff, as applicable.*

Subfactor 1.1 – Managerial and Technical Staff (up to 8 points) cont.

A capacity gap is a disparity between an organization's goals and objectives (as expressed in its vision and mission) and its actual or potential ability to achieve its vision and mission. If the project's success requires expertise that is not held by the current staff and a contractor or consultant is required to provide that expertise, the capacity gap is identified and addressed by contracting for that expertise.

NOTE: This is a change from previous NOFO.

Subfactor 1.1 – Managerial and Technical Staff

(up to 8 points) cont.

- ➔ Applicants must identify any potential gaps in capacity for managing and implementing the proposed project.
 - Hire staff, consultants, contractors, etc.
 - Detailed assessment and plan for addressing the gap
 - Timeframe in addressing gap
- ➔ If no gaps, the applicant must confirm that there are no gaps in capacity.

NOTE:

- *The applicant does not need to address recent, relevant, and successful as part of the gap in capacity analysis.*
- *This is a change from previous NOFO*

Subfactor 1.2 – Audit Submission (up to 4 points)

Applicants are required to Indicate whether an audit submission was required for the last **two years, submitted timely, or were not submitted timely.**

Also, provide an explanation including any supporting documentation like a VCA or extension granted by the FAC.

Maximum Point will be given if:

- The last 2 years' audits were submitted timely and accepted.
- The FAC granted an extension which was met, extension letter was included.
- Submitted supporting documentation:
 - A copy of a Voluntary Compliance Agreement (VCA) or,
 - copy of a Letter of Warning (LOW)
 - Evidence of compliance (Audit Progress Report).
- The applicant does not meet the threshold and is not required to submit an audit.

Subfactor 1.3 – Audit Findings (up to 4 points)

HUD will evaluate the performance of the applicant during the rating period to determine if there are any audit findings.

To Receive Maximum Points Applicant must **not have** had any;

- Single Audit OIG and/or (GAO) findings during the rating period.
- **Financial management, accounting, and internal controls** for HUD-ONAP programs.
- If any single audit findings, applicant **will receive zero (0) points** for subfactor.

Applicants must describe whether there are any single audit, HUD OIG or GAO audit findings cited to HUD programs or any financial statement findings that impact the management of ONAP programs during the rating period.

- If any are identified, describe when they will be resolved.
- If you are not required to submit an annual audit; you must state why you did not meet the audit threshold under 2 CFR part 200, subpart F.

Subfactor 1.4 – Procurement and Contract Management (up to 4 points)

Applicants must describe **how it will implement** its procurement and contract management policies and procedures in accordance with each of the following applicable regulatory requirements.

- **General procurement standards** at 2 CFR 200.318-327 (excluding 200.322 "Domestic preference for procurement", and except that 200.326, "Bonding requirements," shall only apply under the terms of 24 CFR 1003.501(a)(8));
- **Indian and tribal preference** at 24 CFR 1003.510; and
- **Conflict of interest** at 24 CFR 1003.606.

Maximum Point will be given if:

- The applicant addressed each of the regulatory requirements, and
- Clearly described how its implementation policies and procedures are consistent with the applicable procurement requirements.

Note:

- *Submitting or referencing procurement policies is insufficient for awarding points under this Subfactor.*
- *This is a change from previous NOFO*

Subfactor 1.5 – Disbursements (up to 3 points)

- Performance will be evaluated for all ICDBG grants, to include Imminent Threat grants that are open during the rating period.
 - Excludes ICDBG CARES and ARP grants
- ICDBG funds awarded within 2-years of the application deadline are **not included** when calculating the LOCCS percentage.
- ICDBG grants closed during the 2-year rating period **are included** in the calculating the LOCCS percentage under the subfactor.
 - 3 Points- Up to 35% or applicant is not a current ICDBG Grantee
 - 2 Points- More than 35% but no more than 50%
 - 1 Point- More than 50% and less than 80%
 - 0 Points- 80% or more

Subfactor 1.6 – Timely Reporting (up to 3 points)

- Current HUD-ONAP grantees will be evaluated on the timely submission of reports across ALL open ONAP grants during the rating period.
- Applicants must have ensured the timely submission of:
 - Annual Performance Report (APR),
 - Annual Status and Evaluation Report (ASER), and
 - Federal Financial Report (SF-425) to receive full points.

Maximum Point will be given if: All required reporting was submitted timely.

- Applicants who have never received a HUD-ONAP grant will be awarded **1 point** under this Subfactor.

Subfactor 1.7 – Close-outs (up to 2 points)

Performance will be evaluated for all ICDBGs that were closed, due to be closed, or should have been closed during the rating period.

Timely Applicants submitted closeout document:

1. The date that the project was determined to be completed (24 CFR 1003.508)
2. The latest (Project Implementation Schedule (HUD-4125); and
3. The date that the final Federal Financial Report (SF-425) was submitted showing that all grant funds and leveraged resources had been disbursed.

Maximum Point will be given if: Close-out documents were submitted timely or there were no applicable projects during the rating period.

Subfactor 1.8 – Monitoring Findings (up to 2 points)

For this subfactor, performance will be evaluated for resolved or unresolved HUD-ONAP monitoring findings during the rating period.

Maximum Point will be given if: The applicant did not have HUD-ONAP monitoring findings during the rating periods.

- Do not submit supporting documentation on this Subfactor; HUD will utilize its records to verify.
- Do not submit responses to open findings with the application, only to the issuing Area ONAP.



End of Rating Factor 1

- Maximum Points allowed for Rating Factor 2 is 29 points

Rating Factor 2:

Need/Extent of the Problem



Rating Factor 2: Subfactors

2.1 – Need and Viability (Up to 6 points)

2.2 – Project Benefit (Up to 10 points)

2.2.a – Public Facilities and Infrastructure Projects

2.2.b – Economic Development Projects

**2.2.c – New Housing construction, Housing Rehabilitation,
Housing Acquisition, Land Acquisition to Support New Housing,
and Homeownership Assistance Projects**

2.2.d – Microenterprise Programs

2.3 – Project Connection to Tribal Youth (Up to 4 points)

2.4 – New/Unfunded Applicants (New Applicants Only) – (Up to 5 points)

2.5- Connection to Climate Change (Up to 4 points)

Subfactor 2.1. Identified Needs (Up to 6 points)

The applicant must:

- **Identify the needs of the tribe:** Issues of housing cost burden, overcrowding, housing shortages, and/or issues related to plumbing issues.
- **Identify the viability of the project:** How and why the project will help the community grow and develop.

Maximum Point will be given if: You described need for the project, demonstrated project meet community development need, and described **how** and **why** the project improved the community's viability.

Subfactor 2.2. Project Benefit (Up to 10 points)

The criteria for this subfactor varies according to the type of project you are applying for.

To determine the percentage of LMI:

☐ Using HUD Data

If you wish to use HUD data, you must indicate which tabulation of census data you will use from the 2022 tables at: <https://www.huduser.gov/portal/icdbg2022/home.html>.

☐ Using Your Own Data

You may submit data that are unpublished, not generally available, and not older than the latest data available from the U.S. Census Bureau. If you are submitting demographic data other than the Census, you must state in your application that:

- Generally available published data are substantially inaccurate or incomplete;
- Data you are submitting has been collected systematically and is statistically reliable;
- Data are, to the greatest extent feasible, independently verifiable; and
- Data differentiate between reservation and BIA service area populations, when applicable.

Subfactor 2.2. Project Benefit (Up to 10 points) cont.

If you are submitting your own data, you must include each of the following in your application:

- A sample copy of the survey form used to collect the data;
- An explanation of the methods used to collect the data;
- The number of persons that will benefit from the project;
- A list of incomes by household including household size; and
- The number of LMI persons that will benefit from the project.

Your survey cannot be older than 2015.

If you fail to include all components, HUD will use the information at:
<https://www.huduser.gov/portal/icdbg2022/home.html>

***NOTE:** This is a change from previous NOFO.*

Subfactor 2.2.a Public Facilities and Infrastructure Projects (Up to 10 points)

HUD will rely on the most advantageous demographic information to assign points for this subfactor.

Maximum Points will be given if :

- At least 85 percent of the beneficiaries are LMI **OR** the applicant has demonstrated that the proposed project(s) will exclusively serve a limited clientele as described in 24 CFR 1003.208(b)(i).

***NOTE:** This is a change from previous NOFO.*

Subfactor 2.2.b. Economic Development Projects (Up to 10 points)

The beneficiaries from this type of project:

- Persons served by the project
- Persons employed by the project

You must describe the nature and number of jobs created or retained for LMI people.

Information required includes but is not limited to:

- brief descriptions of proposed job responsibilities,
- job titles, salaries, and
- the number of full-time equivalent positions.
- Jobs retained because of the ICDBG project, you must include information that shows clearly and objectively that jobs will be lost without the project.

Jobs retained only for the period of the grant will not count under this rating factor; they must be permanent jobs.

Subfactor 2.2.b. Economic Development Projects (Up to 10 points)

Maximum Points will be given if :

(10 points) At least 85 percent of the beneficiaries are LMI **OR** applicant has demonstrated that the proposed project(s) will exclusively serve a group of persons in any one of the limited clientele categories described in 24 CFR1003.208(b)(i).

NOTE: This is a change from previous NOFO.

Subfactor 2.2.c. New Housing Construction, Housing Rehabilitation, Housing Acquisition, Land Acquisition to Support New Housing and Homeownership Assistance Projects (up to 10 points)

For this subfactor, you must determine the need for housing in tribal areas by using the Needs Table. You will be evaluated based on the dollar amounts allocated to a tribe/TDHE.

- The ratio is based on the dollars allocated to a tribe/TDHE under the IHBG formula program for need divided by the total number of American Indian and Alaskan Native (AIAN) households by using selected categories.
- ***You can find a copy of the Needs Table in the zip file with the Application Instructions for the ICDBG program when you download your application from [grants.gov](https://www.grants.gov).***

Maximum Points will be given if:

The dollar amount for the Indian tribe is \$0 - \$750 or the tribe's total FY 2021 IHBG amount was \$100,000 or less and the Needs Table indicates that the Indian tribe has American Indian and Alaskan Natives (AIAN) households experiencing income or housing problems.

Subfactor 2.2.d. Microenterprise Programs (Up to 10 points)

Microenterprise - A business with five or fewer employees, one or more of whom owns the business.

- ☐ Owner(s) must be LMI
- ☐ Majority of Jobs created or retained must be for LMI persons

Documentation Requirements:

- You need to submit information that describes the nature and number of the jobs created or retained.
- Do not submit demographic data documentation

HUD will rely on the most advantageous demographic information to assign points for this Subfactor

Maximum Points will be given if: All employees are LMI.

NOTE: This is a change from previous NOFO.

Subfactor 2.3. Connection to Tribal Youth (Up to 4 points)

This sub factor provides points to tribes/tribal organizations who are proposing ICDBG-related activities with the main purpose of helping prepare youth to be contributing members of their community by increasing access to developmental programs.

Applicants Requirements:

- Must demonstrate how the ICDBG project would foster opportunities for youth in general skill building, including life skills, pursuing higher education, access to trades, leadership opportunities, etc.
- Required to provide a description of how the project will have a clear and direct connection to the youth and impact their communities, in addition to being able to show reportable output and outcome measures.

Maximum Points will be given if: The main purpose of the proposed project and/or activities is to prepare youth to be contributing members of their community, the proposed project has a clear and direct connection to tribal youth and the proposed project will have a direct impact on the community.

***NOTE:** This is a change from previous NOFO.*

Subfactor 2.3. Connection to Tribal Youth (Up to 4 points) **cont.**

Examples of youth-related projects include:

Projects that house or provide dedicated space for youth such as:

- Homeless shelters for families,
- Gymnasiums, classrooms, student housing, and recreational centers,

Projects that incorporate youth into the actual design and construction portion of the project:

- Training of youth for building trades and related on-the-job training.

Subfactor 2.4. New and Unfunded Applicants (Up to 5 points)

Points are provided in this subfactor to applicants who have not received ICDBG awards, excluding ICDBG-IT, ICDBG-ARP and ICDBG-CARES, in recent years.

It applies to the tribe, or the tribal organization on whose behalf the tribal organization is submitting the application, not the subrecipient working on the project.

- **(5 points)** You have not received an ICDBG award in the FY2017, FY2018, FY2019-2020 or FY 2021 competitions.
- **(0 points)** You received an ICDBG award in the FY2017, FY2018, FY2019-2020 or 2021 competitions.

Do not submit supporting attachments on this Subfactor, as HUD will utilize its records.

NOTE: This is a change from previous NOFO.

NEW Subfactor 2.5. Connection to Climate Change **(Up to 4 points)**

This is a new subfactor required by the Department to prioritize activities proposing ICDBG eligible infrastructure or housing activities that mitigate or adapt to the effects of climate change.

You must identify measures to be incorporated in the project that will:

- 1. Advance carbon reduction**, or
- 2. Resilience Project**: Reduce vulnerability of the project to threats identified in the U.S. Global Change Research Program National Climate Assessment (NCA) and related analyses, including threats from hydrological and precipitation changes, extreme weather events, temperature shifts, and sea level rise.

NOTE: This is a change from previous NOFO.

NEW Subfactor 2.5. Connection to Climate Change **cont. (Up to 4 points) cont.**

To receive points for carbon reduction:

- Applicants must clearly describe how identified actions measurably reduce the carbon emissions, **or**
- energy consumption of the project below the established baseline for the target community based on facility size and type.

Carbon Reduction Projects include:

- (1) Weatherization and energy efficiency improvements,
- (2) Achievement of certification through a Green and Resilient Building Standard;
- (3) incorporation of low-carbon energy sources such as solar power;

Projects that are weatherization only or energy efficiency only will receive a maximum of two points.

NEW Subfactor 2.5. Connection to Climate Change **cont. (Up to 4 points) cont.**

To receive points for projects responsive to vulnerabilities:

- Must describe the impact of climate change, **and**
- how the project addresses a vulnerability to increase resilience.

Resilience Projects include:

- (1) Weatherization and energy efficiency improvements, Projects that are designed to increase resilience and public safety;
- (2) reduce injuries and loss of life; and
- (3) reduce damage and destruction to property, critical services, facilities, and infrastructure from natural hazards

Community Resiliency Toolkit link:

<https://www.hudexchange.info/resource/5981/community-resilience-toolkit/>

ICDBG funds may be used for: Non-Federal cost share for FEMA, and other projects with Federal funding, if ICDBG requirements are followed.

NEW Subfactor 2.5. Connection to Climate Change cont. (Up to 4 points) cont.

Projects may be either: **Carbon Reduction**, **Resilience**, or **Combination**

Maximum (4) Points will be given if:

Carbon Reduction Projects:

- You identified one or more projects and fully described in detail the measures that will be incorporated in each project and how it will advance carbon reduction; and
- Your project or projects are not limited to weatherization or energy efficiency, and include one or more of the following:
 - You describe a structure that either include certification through a Green and Resilient Building Standard or that uses building material or construction techniques that reduce carbon emissions (may include traditional, sustainable materials and techniques); and/or
 - You describe a project that is built with voluntary Federal, State, Local or tribal energy efficiency initiative; and/or
 - You describe a project that incorporates low carbon energy sources such as solar or wind.

NEW Subfactor 2.5. Connection to Climate Change **cont. (Up to 4 points) cont.**

Projects may be either: **Carbon Reduction**, **Resilience**, or **Combination**

Maximum (4) Points will be given if:

Resilience Project:

- You describe the impact of climate change and how the project addresses a vulnerability to increase resilience; and
- You have completed a Hazard Mitigation Plan or other vulnerability assessment and your project addresses one of the identified threats.

For projects that have both Carbon Reduction and Resilience elements, reviewers will evaluate for both point categories, and assign points according to the lowest-scoring category.

A Maximum of (4) Points will be given if, you followed the instructions and provided all the information as detailed in the applicable 4 points section category.

(2) Points - If you did not fully follow and provide information.

(0) Points - If application did not contain information sufficient to award points under this Subfactor.



End of Rating Factor 2

- Maximum Points allowed for Rating Factor 3 is 29 Points

Rating Factor 3:

Soundness of Approach



Rating Factor 3: Subfactors

Subfactor **3.1.** Description of and Rationale for Proposed Project **(Up to 10 points)**

Subfactor **3.2.** Budget **(Up to 10 points)**

Subfactor **3.3.** Project Implementation Schedule **(Up to 4 points)**

Subfactor **3.4.** Commitment to Sustain Projects **(Up to 5 points)**

Subfactor **3.4.a.** Public Facilities and Infrastructure Projects

Subfactor **3.4.b.** Economic Development Projects

Subfactor **3.4.c.** New Housing Construction, Housing Rehabilitation, Housing Acquisition, and Homeownership Assistance Projects

Subfactor **3.4.d.** Microenterprise Programs

Subfactor **3.4.e.** Land Acquisition Projects to Support New Housing

Subfactor 3.1. Description of and Rationale for Proposed Project **(Up to 10 points)**

For this subfactor, you must provide a detailed description of the rationale behind the project, including how the project design and plans are feasible and cost-effective.

- **Maximum 10 Points will be given if**, you followed all the requirements as listed under the 10 Point requirement section of the NOFO on pages 51 through 52.
- The remaining **(5) and (2) points** will be assigned as directed in its applicable section of the NOFO.
- **(0) Points** - If application did not contain information sufficient to award points under this Subfactor.

Subfactor 3.1. Description of and Rationale for Proposed Project **(Up to 10 points) cont.**

(10 points) To receive full points:

- You describe the project in detail including the size, type and location, if available, provide architectural renderings and floor plans;
- You described how the project is feasible and cost effective;
- You explain your rationale behind the project design;
- **You explain your rationale for project design, for example health and safety, or climate resilience;**
- You describe how you will comply with Indian Preference requirements.
- **Housing Construction/Rehabilitation or Public Facility Building projects (only):** You describe and provide the cost savings resulting from either the building design or construction methods or energy efficiency measures will be realized in future years;
- **Land for Future Housing (only):** You establish there is a reasonable ratio between the number of usable acres to be acquired and the number of LMI households to benefit from the project.

NOTE: This is a change from previous NOFO.

Subfactor 3.2. Budget (Up to 10 points)

Applicants must submit:

- **Cost Summary** (Form HUD-4123)
- **Budget Narrative** for the proposed project and activities.
- **Budget** (*NOTE, the budget on the SF-424, Cost Summary, Budget Narrative, and supporting documentation must be consistent.*)
- **Planning and administrative costs**
 - Do not include direct project costs/activity delivery costs
 - Include any funds the applicant will contribute toward administering the grant.

Subfactor 3.2. Budget (Up to 10 points) cont.

Applicants must submit:

- **Cost Summary** (Form HUD-4123)
- **Budget Narrative** for the proposed project and activities.
- **Budget** (*NOTE, the budget on the SF-424, Cost Summary, Budget Narrative, and supporting documentation must be consistent.*)
- **Planning and administrative costs**
 - Do not include direct project costs/activity delivery costs
 - Include any funds the applicant will contribute toward administering the grant.
- **Indirect Cost**
 - Indirect costs included in the budget must demonstrate how it was calculated in accordance with either their current federally- approved negotiated rate or the de minimis rate.
 - Indirect costs will count towards the administration and planning cap.

Subfactor 3.2. Budget (Up to 10 points) cont.

- If you are not requesting ICDBG funds to administer the project, you must specify who will pay for this.
- Finally, you must describe the qualifications and experience of the individual(s) that prepared the budget and how the experience is recent (within the last 5 years) and relevant to the proposed activities.

(10 points) To receive full points:

- The budget is thoroughly prepared, mathematically correct, and all costs (including leveraging) are eligible under ICDBG, allowable, allocable, reasonable, and necessary for implementing the proposed project and activities.
- Your budget is reasonable and reflects construction costs for the area, if applicable.
- To demonstrate the budget is reasonable, you must provide a cost comparison to one or more similar type(s) of project(s) in the area.
- Costs are broken down by line item for each proposed activity and the budget includes planning and administration.
- You described the qualifications of the person who prepared the cost estimates.
- Experience of the cost estimator is recent and relevant.

For this subfactor, the point tiers were expanded to make allowance to accumulate additional points.

Subfactor 3.3. Project Implementation Schedule

(Up to 4 points)

Points will be assigned based on the level of detail provided in your Implementation Schedule **(form HUD-4125)** and/or project implementation narrative.

Points will be assigned as follows:

(4 points) Your implementation schedule **(form HUD-4125)** and/or project implementation narrative includes a detailed breakdown of tasks needed to complete your project.

(2 points) Your implementation schedule and/or project implementation narrative includes a breakdown of tasks needed to complete your project, but it lacks detail.

(0 points) The application did not contain information sufficient to award points under this Subfactor.

Subfactor 3.4. Commitment to Sustain Projects (Up to 5 points)

Subfactor 3.4.a. Public Facilities and Infrastructure Projects

If using operations and maintenance (O&M) plan to maintain the project, you must commit by submitting:

- ❖ A resolution or commitment letter including the funds ([Dollar Amount](#)).
- ❖ Include a cost breakdown for annual expenses.
- ❖ Indicate time frame for maintaining and operating the project is not less than five years following the grant closeout date.

These five components must be addressed in an O&M plan:

1. Daily or periodic maintenance activities;
2. Repairs such as replacing broken windows;
3. Capital improvements or replacement reserves for repairs
4. Fire and liability insurance
5. Security

Subfactor 3.4. Commitment to Sustain Projects (Up to 5 points) cont.

Subfactor 3.4.a. Public Facilities and Infrastructure Projects

Maximum 5 Points will be given if:

- You included the O&M statement and funding commitment.
- You described how the O&M plan addresses all five of the above components and included a satisfactory cost breakdown for annual expenses along with a commitment to maintain the project for at least 5 years after the grant closeout date.
- **For public facilities or community buildings**, applicant demonstrated the funds for recreation, social, or other services will be provided in the building are committed.
- You included letters of commitment from outside service providers that identify both operating expenses and space needs. If the applicant is providing the funds for the recreation, social or other services a written statement to that effect was provided.
- For **infrastructure projects** like water, sewer lines or roads, the applicant only needs to address the first 3 O&M of the 5 components.

***NOTE:** This is a change from previous NOFO.*

Subfactor 3.4. Commitment to Sustain Projects (Up to 5 points)

Subfactor 3.4.b. Economic Development Projects

For this subfactor, you must provide an analysis which shows public benefit will result from the assisted project that is commensurate with the ICDBG assistance requested.

The analysis should establish to the extent practicable:

- ❖ Reasonable financial support will be committed from non-Federal sources prior to disbursement of Federal funds;
- ❖ Any grant amount provided will not substantially reduce the amount of non-Federal financial support for the activity;
- ❖ Not more than a reasonable rate of return on investment is provided to the owner; and,
- ❖ That grant funds used for the project will be disbursed on a pro rata basis with amounts from other sources.
- ❖ In addition, it must be established the project is financially feasible and it has a reasonable chance of success.
- ❖ Finally, the analysis must be prepared by a qualified party that has recent and relevant experience in the type of project being proposed.

Subfactor 3.4. Commitment to Sustain Projects (Up to 5 points) cont.

Subfactor 3.4.b. Economic Development Projects

Points will be assigned as follows:

- **(5 points)** You **satisfactorily** addressed **all** of the components listed above and provided evidence the project's chance for financial success is excellent.
- **(3 points)** You satisfactorily addressed **most** of the components listed above and provided evidence that supports the project's chance for financial success is **reasonable**.
- **(2 points)** You addressed **some** of the components listed above and provided evidence that supports the project's chance for financial success is fair.
- **(0 points)** The application did not contain information sufficient to award points under this Subfactor.

***NOTE:** This is a change from previous NOFO.*

Subfactor 3.4. Commitment to Sustain Projects (Up to 5 points) cont.

Subfactor 3.4.c. New Housing Construction, Housing Rehabilitation, Housing Acquisition, and Homeownership Assistant Projects

Describe in detail how the project will be sustained by addressing maintenance and insurance responsibilities.

Points will be assigned as follows:

- **(5 points)** You described the ongoing maintenance and insurance responsibilities (if applicable) **in detail**. You also stated who is paying for it.
- **(3 points)** You described the ongoing maintenance and insurance responsibilities (if applicable) **for the project in general**. You also stated who is paying for it.
- **(2 points)** You described the maintenance and insurance responsibilities (if applicable) for the project but not who is paying for it.
- **(0 points)** The application did not contain information sufficient to award points under this Subfactor.

***NOTE:** This is a change from previous NOFO.*

Subfactor 3.4. Commitment to Sustain Projects (Up to 5 points)

Subfactor 3.4.d. Microenterprise Programs

Persons determined to be LMI may qualify for microenterprise programs designed to provide job training and placement and/or other employment support services, including but not limited to, peer support programs, counseling, childcare, transportation, and other similar services.

- ❖ Your application must describe the microenterprise program.
- ❖ Must explain how you will analyze microenterprise applicants, business plans, market studies, and financial feasibility.
- ❖ For credit programs, you must describe how you will determine the loan terms that you will offer to microenterprise applicants.

Maximum 5 Points will be given if, you addressed all the **components** above and documentation applicable to the proposed project and provided evidence that supports the chance for success is **excellent**.

- **Please refer to the NOFO on page 58 to view the full list of points.**

***NOTE:** This is a change from previous NOFO.*

Subfactor 3.4. Commitment to Sustain Projects

(Up to 5 points)

Subfactor 3.4.e. New Land Acquisition Projects to Support New Housing

Your application must show the results of a preliminary investigation conducted by a qualified independent entity demonstrating the proposed site has:

- Suitable soil conditions for housing and related infrastructure;
- Potable drinking water accessible for a reasonable cost;
- Access to utilities;
- Vehicular access;
- Drainage;
- Nearby social and community services;
- No known environmental problems; and
- The land is zoned for the type of housing proposed.
- **Additionally, you must submit documentation to indicate that all units will be constructed within two years after site purchase to receive full points.**
- **You must address in your Workplan Narrative whether your Implementation Schedule has this information, and must also include evidence, such as Construction Contract Agreements.**

Subfactor 3.4. Commitment to Sustain Projects **(Up to 5 points) cont.**

Subfactor 3.4.e. New Land Acquisition Projects to Support New Housing

Maximum 5 Points will be given if, your application includes all the above components and demonstrates that 100 percent of all units will be constructed within two years after site purchase, as described above.

Please refer to the NOFO on page 59 to view the full list of points.

NOTE: This is a change from previous NOFO.



End of Rating Factor 3

- Maximum Points allowed
for Rating Factor 4 is 6
Points

Rating Factor 4:

Leveraging Resources

Rating Factor 4 – Leveraging Resources

(Up to 6 points)

Voluntary leveraging with both Federal (including IHBG formula funding) and non-Federal funds is encouraged.

If proposing leveraging:

- You must identify the source and specific amount in the Workplan Narrative and,
- Include references to the Firm Commitment documentation submitted with the application.

A Firm Commitment must be submitted for any sources of leveraging including cash or in-kind contributions.

Examples:

- Property or services such as computers
- Software
- Furniture
- Equipment

Rating Factor 4 – Leveraging Resources

(Up to 6 points) cont.

Contributions that could be considered as leveraged resources for point award include, but are not limited to:

- Tribal government funds
- Donations from individuals or organizations, private foundations, businesses
- Other federal grants permitted by statute, including IHBG funds
- Donated goods and services
- Land needed for the project (include land purchased prior to the application deadline date) **but not land that has been used as leverage towards other ONAP competitions;**
- Direct administrative costs **up to the 20% cap**

❖ **Federal sources are only allowed to be used as leveraging if permitted by a program's authorizing statute.**

Rating Factor 4 – Leveraging Resources (Up to 6 points) cont.

Funds expended on the project prior to the Period of Performance start date **will not** be counted as leverage. (Exceptions: Value of Land Acquisition and Proposal Costs)

Cannot spend leveraged dollars before receiving approval (Request for Release of funds), except for acceptable pre-award leveraging (value of land acquisition and proposal costs).

Leverage resources must be for the same project that is proposed and incurred within the timeframe (Period of Performance) as the proposed project.

All ICDBG requirements apply to the commitment or use of both ICDBG and non-ICDBG funds in a leveraged project.

Disallowed Leverage:

- Indirect administrative costs as identified in 2 CFR part 200; and
- The value of the existing facility (if your application is to expand or rehab an existing facility).

HUD will award points based on the percentage of non-ICDBG resources provided relative to project costs.

Type of Leveraged Resources	Evidence/ Documentation Needed
Tribal Resources	<ul style="list-style-type: none"> • Tribal resolution committing funds or equivalent; the resolution (or equivalent) must identify the exact dollar amount (or value of resources to be committed) • If using in-kind funds, a method of valuation detailing the dollars used must be included.
Goods and Services	<p>Must demonstrate that the donated items are necessary to the actual development of the project and include comparable costs that support the donation.</p>
Land	<p>Land valuation methods and the documentation must be contained in the application.</p> <ul style="list-style-type: none"> • The application of land valuation documentation must state the method used to determine land value and identify the land value. • Land that has previously been used as leverage towards other ONAP competitions <u>may not be proposed as leveraging</u> .

Rating Factor 4 – Leveraging Resources (Up to 6 points) cont.

- ❖ Environmental review requirements under 24 CFR part 58 apply to the commitment or use of both ICDBG and non-ICDBG funds in a leveraged project. (Section VI.B. of this NOFO).
- ❖ Firm commitment of non-tribal funds not received by the application deadline:

Must include a statement from the contributing entity and it must:

- Describe why the firm commitment cannot be made at the current time.
- Indicate tribe/organization and proposed project meets the eligibility criteria for receiving leveraged funds, and
- Include a date for the funding decisions (under six months of grant approval).

Rating Factor 4 – Leveraging Resources

(Up to 6 points) cont.

HUD will re-rate and re-rank the application with the updated leverage information:

- If you do not provide HUD with evidence of the firm commitment from the original leverage source or an alternative source within six months of the date of grant approval.
- If the anticipated leverage is not provided.

HUD will rescind the grant and recapture grant funds.

- If the application no longer meets the threshold point requirements after re-rating and re-ranking the application.
- If the application no longer meets the threshold point requirements after re-rating and re-ranking the application.

HUD reserves the right to terminate the grant for cause and to recapture and award grant funds.

Rating Factor 4 – Leveraging Resources (Up to 6 points) cont.

Leveraged funds will be calculated by dividing total eligible leverage resources by the total project cost as identified on line 18g of the SF-424.

Example: Percentage of leverage = (equals) Total leverage resource amount/ (divided by) Total project cost (grant amount requested + total leverage resource amount)

Non-ICDBG Resources to Total Projects Costs	Points
25 percent or more	6
At least 18 percent but less than 25 percent	5
At least 11 percent but less than 18 percent	4
At least 4 percent but less than 11 percent	2
Less than 4 percent	0



End of Rating Factor 4

- Maximum Points allowed
for Rating Factor 5 is 6
Points

Rating Factor 5:

Comprehensiveness & Coordination



Rating Factor 5:Subfactors

5.1 – Coordination (Up to 2 points)

5.2 – Outputs, Outcomes, and/or Goals (Up to 4 points)

Subfactor 5.1 – Coordination (Up to 2 points) cont.

The applicant must:

- Please note that if a grant is awarded to an applicant and it is not clear whether the citizen participation requirements of 24 CFR 1003.604 were met, the grantee will have to show citizen participation compliance at pre-award.

Maximum (2 points) Point will be given if:

- ❖ You demonstrated that the activities are consistent with strategic plans or policy goals of your community.
- ❖ You identified and described how you plan to coordinate and work on the project with organizations that will not be providing leveraged funds to the project.
- ❖ You summarized how you involved the community in developing the application pursuant to the regulatory requirements for citizen participation requirements.

Please refer to the NOFO on page 63 to view the full list of points.

Subfactor 5.2 – Outputs, Outcomes, and/or Goals **(Up to 4 points)**

The applicant must:

- Include outputs and outcomes it strives to achieve with the project and,
- Describe outputs and outcomes in detail.

Maximum (4) Points will be given if: You included measurable output(s) and outcome(s) for the proposed activity.

You must use actual numbers and percentages in your response to get points.

Subfactor 5.2 – Outputs, Outcomes, and/or Goals (Up to 4 points) cont.

Outputs – are measured in the volume of work accomplished and must be identified by each key task proposed in the workplan.

- Number of housing units rehabilitated;
- Number of jobs created;
- Number of housing units constructed;

Outcomes – are measured by the impact achieved from the outputs of the proposed project. Outcomes should be quantifiable measures or indicators that identify the change in the community, people's lives, economic status, etc.

- Reduction in the number of families living in substandard housing;
- Reduction in overcrowding;
- Increase enrollment figures in higher education;



End of Rating Factor 5

Preference Points (Promise Zones) 2 Points

Applicants proposing activities in Promise Zones must submit:

- ❖ **Certification of Consistency with Promise Zone Goals and Implementation (HUD-50153).**

- Signed by Promise Zone Official authorized to certify project meets criteria.

List of designated Promise Zones and persons authorized to certify:

<https://www.hudexchange.info/programs/promise-zones/>

NOTE: This is a change from previous NOFO

- Past Performance
- Assessing Applicant Risk
- Application Selection Process
- Ranking

Review and Selection Process

Review and Selection Process

Past Performance:

To evaluate past performance:

- The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;
- Timely use of funds received from HUD;
- Timely submission and quality of reports submitted to HUD;
- Meeting performance targets established in the grant agreement;
- Timely completion of activities, receipt and expenditure of promised matching or leveraged funds;
- Etc.

HUD may reduce scores based on the past performance review and reserves the right to take any of the remedies provided in Section III E., Statutory and Regulatory Requirements Affecting Eligibility, "Pre-selection Review of Performance". [HUD's Funding Opportunities Page](#)

Review and Selection Process **cont.**

Assessing Applicant Risk:

To evaluate risk:

- Financial stability;
- Quality of management systems and ability to meet the management standards
- History of performance.
- Reports and findings from audits
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Review and Selection Process **cont.**

Application Selection Process:

Each application will be reviewed and assigned points using the following selection factors.

a. Application Screening and Acceptance -

- The application is received/ submitted and contains all the applicable components in accordance with this NOFO.
- Applicant and project eligibility status.
- Application shows 70 percent of funds will be for activities that benefit LMI persons.

b. Threshold Compliance –Each applicant and each proposed project meets eligibility and submission thresholds.

c. ICDBG Past Performance – Will evaluate past performance of current grantees in Rating Factor 1.

d. Rating - Review and rate each project.

e. Minimum Points - Minimum of 15 points under Rating Factor 1 and an overall score of 70 points.

Review and Selection Process **cont.**

Ranking:

- **All projects will be ranked against each other** - according to the point totals they receive, regardless of the type of project or component under which the points were awarded.
- **Projects will be selected for funding** - based on the final ranking to the extent that funds are available.

Grant Amounts - The Area ONAP will determine individual grant amounts in a manner consistent with the considerations in 24 CFR 1003.100(b)(2).

If there are not enough funds available to fund a project as proposed by the applicant, funding may be declined for that project. HUD will fund the next highest-ranking project(s) for which adequate funds are available.

Review and Selection Process cont.

Ranking:

Tiebreakers – Area ONAP will use these factors in order to resolve the tie:

- HUD will approve projects that can be fully funded over those that cannot be fully funded;
- Applicant received a higher score on the Youth Subfactor 2.3 Connection to Tribal Youth;
- The applicant with the fewest active ICDBGs; and
- The project that would benefit the highest percentage of LMI persons

Technical Deficiencies and Pre-award Requirements-

- **Technical Deficiencies-** For technical deficiencies in successful applications, you must satisfactorily address these deficiencies within the established deadline before HUD can make a grant award.

Review and Selection Process **cont.**

Ranking:

Pre-Award Requirements-

If requested, you may have to provide:

- Supporting documentation before a grant agreement can be executed.
- Additional information regarding the project(s) or information verifying the commitment of other resources.
- **Notifications by email.**
- Will have **fourteen (14) calendar days** to respond. No extensions will be provided.
- If you do not respond within the prescribed time period or makes an insufficient response, the grant will not be offered.
- You may not substitute new projects for those originally proposed in the application and any new information will not affect the project's rating and ranking.

The response deadline for pre-award requirements begins on the day after receipt of the pre-award letter from the Area ONAP.

Review and Selection Process **cont.**

Ranking:

- **Agency Errors-** Judgments made within the provisions of this NOFO and the program regulations (24 CFR part 1003) are not subject to claim of error. **There is no appeal process.**
- You may, however, **bring arithmetic and HUD errors within your application score** to the attention of your Area ONAP's within 30 days of being informed your score. If HUD committed an error that would result in funding when corrected, HUD may issue an award, subject to the availability of funds.
- **Performance and Compliance Actions of Funding Recipients** - HUD will measure and address the performance of and order compliance actions by funding recipients in accordance with the applicable standards and sanctions of their respective programs.

- Award Notices
- Administrative, National and Department Policy Requirements and Terms for HUD Recipients Financial Assistance Awards
- Reporting.
- Debriefing

Award Administration Information.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process,

- HUD will notify successful applicants of their selection for funding, and other applicants who have not been chosen for award.
- Notifications will be sent by email to the AOR in item 21 of the SF424.

Final Grant. After HUD has made selections,

- Will finalize terms of the award and budget in consultation with the selected applicant.
- If HUD and a selected applicant do not finalize the terms and conditions of the award in a timely manner, or the applicant fails to provide requested information, an award will not be made.
- In this case, HUD may select another eligible applicant.

VI. Award Administration Information.

A. Award Notices **cont.**

Final Grant **continued**

After HUD has made selections,

HUD may impose special conditions on an award as provided under 2 CFR 200.208:

- Based on HUD's review of the applicant's risk under 2 CFR 200.206;
- When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the applicant or recipient fails to meet expected performance goals contained in a Federal award; or is not otherwise responsible.

VI. Award Administration Information.

A. Award Notices **cont.**

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. Fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

VI. Award Administration Information.

A. Award Notices **cont.**

Adjustments to Funding.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions, be held for future competitions, or be used as indicated by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFO, additional funds become available through current or other appropriations, or the recapture of funds, HUD may use the funds to:

- Provide additional funding to an applicant awarded less than the requested amount of funds make the full award, and/or
- Fund additional applicants that were eligible to receive an award but no funds were available.

VI. Award Administration Information.

A. Award Notices **cont.**

Funding Errors.

- HUD may fund an applicant deemed unfunded, due to HUD error, during the funding round of a Program NOFO, subject to the availability of funds.
- If funding is not available in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

If Selected: Your Area ONAP will send you an award letter and a grant agreement to sign and return.

- You must establish an account in LOCCS to draw down grant funds.
- Encouraged to participate in award implementation training offered by your Area ONAP.

All grants are conditioned on the completion of all environmental obligations and approval of release of funds by the Area ONAP (24 CFR Part 58)

Administrative, National and Department Requirements for HUD Recipients and Terms for HUD Recipients Financial Assistance Awards

All Statutory and Administrative National and Department Requirements for HUD Recipients

For a full list and detailed description of each requirement access the link below.

Examples:

- Improving Access to Services for Persons with Limited English Proficiency (LEP)
- Accessible Technology
- Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.
- Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
- Participation in HUD-Sponsored Program Evaluation.
- Etc...

Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards apply.

Statutory and Administrative, National and Department Requirements for HUD Recipients

Environmental Review.

- **Activities under this NOFO are subject to the environmental review provisions set out at 24 CFR 1003.605.**
- Tribal organization applying on behalf of an Indian tribe, the tribe is considered the grantee responsible for environmental review requirements.

HUD Exchange at <https://www.hudexchange.info/programs/environmental-review/>.

Prohibition on Surveillance.

Lead Based Paint Requirements.

- When providing funding provided for housing, education or counseling pre-1978 housing.

Reporting Requirements

Performance and financial reports:

- Recipient Integrity and Performance Matters (Part 200 requirement to report to SAM.gov certain civil/criminal/administrative proceedings pertaining to a grant)
- Race, Ethnicity and Other Data Reporting.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA).

ICDBG Program-Specific Reporting Requirements (**Post-Award Reporting**):

- a. **Annual** Financial Reports (PIH Notice 2022-15 changed 425s to annual for most ONAP grants) - due 90 days after recipient's PYE
- b. **Annual Status and Evaluation Report (ASER)** - due 45 days after FFY end (Nov 14)
- c. Minority Business Enterprise Report – due Oct 10
- d. Close-Out Report – due 90 days after project completion

Please direct questions regarding specific reporting requirements to Grants Management Director at ONAP-ICDBG@hud.gov or for Federal Relay Service at 800-877-8339.

***NOTE:** This is a change from previous NOFO.*

Debriefing

Debriefings will be conducted for a period of at least 120 days, 30 days after the public announcement of awards.

- AOR (or successor) must request.
- Must be made in writing or by email, and
- Submitted to: Grants Management Director at ONAP-ICDBG@hud.gov

Agency Contact(s)

Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

ONAP Grant Management Director

Email: ONAP-ICDBG@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339.

Please note that HUD staff cannot assist applicants in preparing their applications.

Other Information

National Environmental Policy Act.

- This NOFO provides funding under 24 CFR part 1003 and applicants are required to follow the environmental requirements that are outlined at 24 CFR 1003.605. This NOFO does not alter any of those environmental requirements.
- **Listed below are sample accessible links to web resources.** To view and access the full list, see pages 73 and 74 of the NOFO.

Web Resources:

- **Affirmatively Furthering Fair Housing**
- **Code of Conduct list**
- **Assistance Listing (formerly CFDA)**
- **Dun & Bradstreet**
- **Grants.gov**

Alaska	(907) 677-9800 Greg.M.Stuckey@hud.gov	3000 C Street, Suite 401 Anchorage, AK 99503
Eastern Woodlands	(800) 735-3239 Elton.Jones@hud.gov Mary.White@hud.gov	Ralph H. Metcalfe Federal Building 77 West Jackson Boulevard, Room 2404 Chicago, Illinois 60604-3507
Northern Plains	(303) 672-5465 NPONAP_CustomerService@hud.gov	1670 Broadway, 24th Floor Denver, CO 80202-4801
Northwest	(206) 220-5270 David.P.Boyd@hud.gov	909 1st Avenue, Suite 300 Seattle, WA 98104-1000
Southern Plains	(405) 609-8520 David.W.Southerland@hud.gov	301 N.W. 6th Street Suite 200 Oklahoma City, OK 73102
Southwest	Phoenix Office One North Central Avenue Suite 600 Phoenix, AZ, 85004-2361 (602) 379-7213 Robert.J.Holden@hud.gov Cheryl.Dixon.Zuni@hud.gov	Albuquerque Office 500 Gold Avenue 7th Floor, Suite 7301 PO Box 906 Albuquerque, NM 87103-0906 (505) 346-6923