

## Frequently Asked Questions for FY 2018/2019 Community Compass Technical Assistance and Capacity Building Program NOFA

The following questions are provided for potential applicants for HUD's FY 2018/2019 Community Compass Technical Assistance NOFA (No. FR-6200-N-06). These questions were developed for the published NOFA as a Frequently Asked Questions (FAQs) document, and we anticipate that we may provide a supplemental FAQs document as questions are submitted by prospective applicants to the Community Compass email address ([CommunityCompass@hud.gov](mailto:CommunityCompass@hud.gov)) over the next 30-45 days. These FAQs are meant to clarify new elements of the NOFA and reflect HUD's intent and the specific requirements of each NOFA applicant. HUD hopes that this additional information proves helpful to potential applicants as they respond to the different elements of the NOFA. Where applicable, the corresponding NOFA page for the topic that is addressed is annotated in the right margin; however, in some cases the inquiry is more generic in nature and there is no corresponding NOFA page.

| Question  | Response   | NOFA Page No.                           |
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| What is the Community Compass Technical Assistance and Capacity Building Program? | <p>The Community Compass Technical Assistance and Capacity Building Program NOFA is a funding opportunity in which an applicant competes to receive funds to become a Technical Assistance (TA) Provider to HUD grantees and subgrantees, such as Public Housing Authorities, Continuums of Care, and Tribally-Designated Housing Entities. If an applicant is awarded funds under this NOFA, the applicant will be eligible to receive TA assignments from HUD under HUD's demand-response system for TA.</p> <p>Under the Community Compass Program, HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees, and then HUD tasks specific TA Providers to respond to the identified needs. For instance, a Tribally-Designated Housing Entity may identify that it needs TA on financial management; after HUD evaluates and approves that TA request, it will task the TA request to a TA Provider, who will then provide that specific technical assistance.</p> | I, 21                                   |
| How much funding can we request on the SF-424?                                    | Your FY 2018 and FY 2019 funding requests must not exceed \$20 million each, and your total funding request must not exceed \$40 million. You should determine your funding requests based on the number of available personnel, the range and quality of their skills and knowledge, and your ability to successfully execute multiple assignments from HUD simultaneously over a three-year period.  | SF-424: 23, 26<br><br>One-page summary: |

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|  | There is no predetermined or recommended ratio of staff resource hours to funds received. Each organization determines its own ability to operate and provide TA to HUD customers.   | 2, 4, 18, 23, 25, 26 |
| Does HUD offer a workshop to help applicants understand the grant application process? When and where are such workshops are offered?  | HUD does not offer in-person workshops for applicants, but it does offer <a href="#">online resources</a> . For further information about the application process, potential applicants are strongly encouraged to view the following webinars: “ <a href="#">NOFA Overview</a> ” and “ <a href="#">Rating Factors</a> .”  |                      |
| What types of applicants is HUD looking to fund?   | The organizations that apply for funding under this NOFA are applying to be HUD TA Providers; they are not applying for funding for a specific project of their own. Individuals are not eligible for funding under this NOFA.   | 19, 20               |
| Does HUD prefer a particular naming convention, since rating factors will be submitted separately?<br><br>Are there page limits for each rating factor?<br><br>Is the one-page application summary submitted as a separate file? | As long as the rating factors are clearly marked, there is no preference for a naming convention.<br><br>There are no page limits for each individual rating factor, but please remember that the total page limit for the three rating factors combined is 50 pages.<br><br>The one-page application summary must be submitted as a separate file from the rating factor responses. | 25, 29, 30           |

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| <p>What types of technical assistance are being offered, and can funding can be used for capacity building and administrative costs?</p>   | <p>HUD’s TA program works on a demand-response basis. HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees, and then HUD tasks specific TA Providers to respond to the identified needs.</p> <p>For example, a Tribally-Designated Housing Entity may identify a need for TA about financial management. After HUD evaluates and approves that TA request, it will task the TA request to a TA Provider, who will then provide technical assistance specifically focused on financial management.</p> <p>The organizations that apply for funding under this NOFA are applying to be HUD TA Providers; they are not applying for funding for a specific project or TA request of their own.</p> <p>This NOFA is not a means to apply for funding for a specific capacity building project or administrative costs. Instead, it is a means for HUD to obtain TA Providers who will then be given specific tasks based on the demand-response system to meet the TA needs of HUD grantees and subgrantees.</p> |           |
| <p>For the National Homeless Data Analysis Project, are MOUs required as part of the NOFA application or after award?</p> <p>If an MOU is required, what is the format, and does it count against the page requirements of the NOFA application?</p> | <p>Applicants may submit required MOUs after the application deadline has passed. However, applicants should be sure to indicate that they will be able to present the MOU during the award phase, which signifies the close of the competition. HUD does not specify an MOU format. If the MOU is provided as part of the application, it will not count toward the page limit.</p>  | <p>41</p> |
| <p>How does HUD define the phrase, “own or operate an HMIS or comparable software”?</p>  | <p>In this instance, HUD is referring to the primary entity operating the Data Lab. Therefore, if the primary entity partners with an HMIS vendor, the vendor would not be subject to the agreement. However, <i>if the entity is the HMIS vendor</i>, or in any way retains total control and copyright on the software, then the primary entity would need to enter an agreement to not market, sell, or license the software. "Own" refers to the control and copyright part of the software. This protects the</p>  | <p>42</p> |

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|  | operator of the Data Lab from gaining direct or indirect personal market/material benefit from their cooperative agreement with HUD.   |       |
| Can HUD take possession of an aggregate data set or provide direction and request for analysis from the provider of the HMIS Data Lab?                 | HUD provides guidance to the TA Provider of the Data Lab but does not actually "take possession" of their aggregate data. When HUD queries any organization staff responsible for the Data Lab, they are required to provide analyzed data that meets the standard of the request.   | 42    |
| On page 53 of the NOFA, the "Program Progress" section indicates the need to submit Quarterly Performance Reports. Is this a reinstated requirement?   | This requirement is part of the FY 2018/2019 Community Compass NOFA, and the same language has been reflected in the NOFA since 2015.  | 53    |
| Where on Grants.gov do applicants submit the separate files for each Rating Factor?  | Once an applicant creates a Grants.gov account, the three separate files can be submitted with the application package. Instructions for applying through Grants.gov are contained in the Application Package an applicant downloads from Grants.gov.  | 31-32 |
| Where on Grants.gov do applicants submit their Codes of Conduct?   | Once an applicant creates a Grants.gov account, the Code of Conduct can be submitted with the application package. Instructions for applying through Grants.gov are contained in the Application Package an applicant downloads from Grants.gov.   | 31-32 |
| How should an applicant calculate a funding amount for each individual program/topic if they are unfamiliar with the specifics of each actual project? | <p>If an applicant is awarded funds under this NOFA, the applicant will be eligible to receive TA assignments from HUD under HUD's demand-response system for TA. HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees, and then HUD tasks specific TA Providers to respond to the identified needs.</p> <p>From p. 26 of the NOFA: "You should determine your funding requests based on the number of available personnel, the range and quality of their skills and knowledge, and your ability to successfully execute</p> | 49    |

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|  | multiple assignments from HUD simultaneously over a three-year period.”   |               |
| Can the total amount of funding requested by an applicant represent a greater amount than the total offered under this NOFA (i.e., \$73.5M)? | As stated on page 18 of the NOFA, the maximum award amount is an estimate based on the amount of funding available and the expected number of awards. You should determine your funding request based on the guidance provided in NOFA section IV.B.1.a.2. “Amount of funding requested.” The estimated total funding is \$73.5 million, and the maximum award amount is \$20 million per project period.   | 2, 18         |
| Will the amount of funding requested be used to determine which applicants receive an award?   | HUD does not consider the funding requested when scoring the applications, but funding requested may inform award decisions. From p. 26 of the NOFA: “Funding sources include: Departmental, CDBG-Disaster Recovery, McKinney-Vento, National Homeless Data Analysis Project, Youth Homelessness, Public Housing Administrative Receivership and Recovery, Native American Housing and Community Development, and National Fair Housing Training Academy. This information will not be used for scoring, but it will help us to determine your preferences and may inform award decisions.” | 2, 18, 20, 21 |