

# FY 2022/2023 Community Compass

## Technical Assistance and Capacity Building Program NOFO

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from the subrecipients. Do applicants who choose not to use a pass-through specialized experience subrecipient have to provide any information in File 7? Can HUD both explain their definition of “subrecipient” and “pass-through entity” and provide a real-world example of how this will work? How is this is different from consultant or contractor? ..... 14

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Page 63 of the NOFO, under Review Criteria says, "Subfactors 1.D. and 1.E will be reviewed by a team of Government Technical Representatives (GTRs). Your responses will be scored based on the criteria provided, with a maximum of 15 points to be added to the average score." But 1.D. and 1.E. is worth 25 points together. .... 20

Regarding the Minimum Experience Requirements on page 51 of the NOFO, "When responding to subfactor 1.C., you must identify at least two staff members with at least five years of experience each in any program or topic for which you are requesting funding." Would HUD please confirm that

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## Introduction

The following answers are provided for HUD's FY 2022/2023 Community Compass Technical Assistance and Capacity Building Program Notice of Funding Opportunity (NOFO) (No. FR-6600-N-06). This document answers all questions received since publishing the NOFO. We may provide a supplemental Frequently Asked Questions (FAQ) document as prospective applicants continue to submit questions to the Community Compass email address ([CommunityCompass@hud.gov](mailto:CommunityCompass@hud.gov)) over the next 30 days. These FAQs are intended to clarify new elements of the NOFO and reflect HUD's intent and the specific requirements for each NOFO applicant. HUD hopes that this information proves helpful to potential applicants as they respond to the different elements of the NOFO.

## Background and Fundamentals

### What is the Community Compass Technical Assistance and Capacity Building Program?

The Community Compass Technical Assistance and Capacity Building Program NOFO 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 NOFO, the applicant will be eligible to receive TA assignments from HUD under HUD's demand-response system for TA.

Under the Community Compass Technical Assistance and Capacity Building 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.

### How much funding can we request on the SF-424?

As stated on page 36 of the NOFO, your FY 2022 and FY 2023 funding requests must not exceed \$40 million each, and your total funding request must not exceed \$80 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 simultaneous assignments from HUD. 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.

### Does HUD offer a webinar to help applicants understand the grant application process? When and where are such webinars are offered?

A Live NOFO Overview Webinar was held on February 7, 2023, from 1:00 PM – 2:30 PM EST via Webex and included a question-and-answer session. Please use the following links to access the recording, presentation slides, and additional information:  
[https://www.hud.gov/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy22\\_23\\_ccta](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy22_23_ccta) and  
[https://www.hud.gov/program\\_offices/comm\\_planning/cpdta](https://www.hud.gov/program_offices/comm_planning/cpdta).

## What type of applicant is HUD looking to fund?

See Section III.A. Eligible Applicants for the type of applicants eligible for funding under the FY22/23 Community Compass Technical Assistance and Capacity Building Program NOFO.

Applicants for this NOFO 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 NOFO.

## What does a TA Provider do? How do you become one? Do they work independently?

A HUD Technical Assistance (TA) Provider can provide an array of support and assistance to HUD grantees and subgrantees, including such activities as conducting needs assessments, holding financial management trainings, or assisting with the creation of a strategic plan. TA equips HUD's customers with the knowledge, skills, tools, capacity, and systems to implement HUD programs and policies, so the range of possible TA provided by a TA Provider is vast.

To become a TA Provider, an eligible applicant must apply for funding through the Community Compass Technical Assistance and Capacity Building Program NOFO. TA Providers do not work independently; instead, they work under the demand-response system, with substantial involvement by HUD staff. Under the demand-response system, HUD, its customers, and/or its partners identify TA and capacity-building needs; HUD then tasks a TA Provider to provide support and assistance to address those needs. The TA Provider works closely with HUD staff to provide the TA to the HUD grantee or subgrantee.

## Narrative Response and Submission

When is the deadline for application submission?

The deadline for application submission is 11:59:59 PM Eastern time on March 28<sup>th</sup>, 2023.

Where on Grants.gov can the application for the FY22-23 Community Compass NOFO be found?

The FY22-23 Community Compass Notice of Funding Opportunity (NOFO) can be found here: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=345644>.

We are available to answer additional questions sent to [communitycompass@hud.gov](mailto:communitycompass@hud.gov).

Where is the “Experience of Staff, Contractors, and Consultants Form” located?

The required forms and templates are included in the downloadable instruction package. Once navigated to the NOFO on grants.gov, applicants should click the Package tab > Preview > Download Instructions.

What types of technical assistance are being offered, and can funding be used for capacity-building and administrative costs?

This NOFO 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 customers. The organizations seeking funding under this NOFO are applying to be HUD TA Providers; they are not applying for funding for a specific project or TA request of their own.

Would an apartment building for persons exiting jails and reentering the community and for persons with criminal records who have trouble finding housing be an appropriate proposal for this grant?

The Community Compass Technical Assistance and Capacity Building (CCTA) Program NOFO is a funding opportunity in which an applicant organization 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 Multifamily Housing Owners. If an applicant is awarded funds under this NOFO, the applicant will be eligible to receive TA assignments from HUD under HUD’s demand-response system for TA.

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, if the apartment building described above was a recipient of HUD funding, you could submit a request for TA on financial management; after HUD evaluates and approves that TA request, we



will identify one of our qualified TA Provider (selected through this competitive NOFO process), who will then provide that specific TA.

Please see Section I.A. Program Description of the NOFO for more details on the CCTA program. You can also learn more about HUD TA resources [here](#).

Does the FY22-23 Community Compass NOFO include Rent Reporting implementation support?

Our program is structured as demand-response, meaning applicants first demonstrate their experience, capacity, and skills in a range of programs/topics listed in Appendix I and II in the NOFO application, then assignments are issued to winning applicants to provide technical assistance if there is demand for it. While rent reporting implementation is not listed as a program or cross-cutting topic, it may fit under one of our broader options (e.g., Improving PHA Performance) and an applicant could organize their narrative response around a broader category while demonstrating more specific experience.

Can Nonprofits having a 501(c)(3) status with the IRS in Puerto Rico participate directly with HUD in this project?

Per Section III.A. Eligible Applicants- (#12) Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education and (#13) Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education are both eligible applicants. There is not a prohibition on an applicant/prospective awardee being a recipient of other HUD funding.

Our organization currently has a REACH Housing Grant with 14 subrecipients. The NOFO says funding cannot be used to train subrecipients. Does that mean that these 14 subrecipients cannot participate in the trainings funded by this grant?

The Community Compass Technical Assistance and Capacity Building Program operates as a demand response model driven by need. If HUD determines REACH grantees require training or TA, HUD would determine the best way to assign through a TA Provider funded under this NOFO. It would not be at the discretion of the prime.

Does this NOFO provide funding to purchase licensing of programs?

This NOFO does not provide funding to purchase licensing of a program. The organizations that apply for funding under this NOFO are applying to be HUD TA Providers; they are not applying for funding for a specific project of their own.

In the “Applicant Summary, Interest, Capacity & Experience (1C) Workbook,” I am getting a message requesting a password when trying to unlock additional columns by using the + button. How can I resolve this issue?

A password is not required to unlock additional columns, updating to the latest version of Microsoft Excel may resolve this issue.

Can you provide further guidance on the following: "the applicants breadth score will be equally weighted on the depth score."

Please see the snippet below from page 63 of the NOFO which provides more detail on the scoring of breadth and depth. Please note that weighted breadth scores apply to Category A ONAP only and Category B applicants.

response

- An automated breadth and **depth** score will be generated for subfactor 1.C. for the years of experience you listed based on the mean years of experience reported by all FY 2022/2023 Community Compass NOFO applicants for your category, with a maximum 8 points added to the average score.
  - Category A ONAP only and Category B exception: The breadth score is weighted on the depth score. See the table below for details.

<b>Depth Score</b>	1	2	3
<b>Weighted Breadth Score</b>	3	4	5

- Subfactors 1.D. and 1.E will be reviewed by a team of Government Technical Representatives (GTRs). Your responses will be scored based on the criteria provided, with a maximum of 15 points to be added to the average score.

For Category B applicants only providing one scored response, subfactor 1.D. will be scored by the same program-specific team reviewing subfactors 1.A. and 1.B., and Rating Factors 2 and 3.

Hypothetical Scoring Example

Can you confirm that a Category A applicant could apply for 3 different HUD offices and one cross office activity?

Yes, Office in reference to Appendix I aligns with the column heading, where cross-office also lives. Applying for three different programs or cross-cutting topics under three different HUD offices, and one program or cross-cutting topic under the cross-office category, would meet the requirement of four scored responses.

Are breadth and depth assessed outside of the experience chart?

Breadth and Depth are formally scored in subfactor 1.C., using the Experience Form. However, the requirement for Category A applicants to provide 4 scored responses also demonstrates the breadth and depth of an applicant.

On the applicant summary form for eligible TA activities, is the number of TA engagements restricted to HUD funded TA engagements?

No, that would be a disadvantage to organizations who have never done work with HUD. You can also count applicable work done that was not HUD funded.

Page 50 states that applicants are encouraged to provide responses across HUD offices to demonstrate programmatic breadth. On page 76 Appendix 1, what office does partnerships between continuums of care and public housing authorities fall under?

It is a cross-office topic. The Optional 2022/2023 Community Compass Application Organization Template labels this option as CC: Partnerships between Continuums of Care (CoCs) and Public Housing Authorities (PHAs).

For the CCTA NOFO, does experience and TA engagements for the Emergency Housing Voucher (EHV) program count under the topic/ focus area of Housing Choice Vouchers, which the NOFO Appendix I says includes “other special purpose vouchers”? If we choose HCV as one of our focus areas for the NOFO, and write about TA engagements that were for the EHV program (which is based on HCVs and will become HCVs) will that count in the sections 1A, 1B, 2, 3A, and 3B of the NOFO?

Yes, you can select HCV as one of your four scored topic areas and use your EHV experience to demonstrate knowledge and skills throughout the narrative response to the criteria in subfactors 1A, 1B, rating factor 2, and subfactors 3A and 3B.

Can you please confirm that File 8-Additional Unscored Responses does not count towards the narrative 50-page maximum?

Page 49 of the NOFO, Overview for Subfactors 1.A. and 1.B. and Rating Factors 2 and 3, currently states that the unscored responses do count towards the 50-page maximum; this requirement is consistent with the previous NOFO. However, after internal discussion prompted by FAQs received since publication, we have decided to **exclude file 8- Additional Unscored Responses from the 50-page limit**. Page 49 of the NOFO was updated February 9, 2023, to reflect this change. Make sure you subscribe for updates on grants.gov.

If the subrecipient is a Small Disadvantaged Business, can the applicant claim the bonus points?

No, bonus points offered on page 60 of the NOFO are for applicants who are registered as a Small Disadvantaged Business with the U.S. Small Business Administration (SBA). Applicants to this NOFO are determined by the submission and certification of the SF-424-Application for Federal Assistance.

If a Category A Applicant is applying for VAWA TA and has two staff members who meet the requirements as stated on page 51, then do they also need to include a specialized experience subrecipient as required on page 54?

The minimum experience requirements found on page 51 applies to all applicants, independent of category.

Page 54, Category A Applicants ONLY-Specialized Experience Subrecipient, states the following, "Category A applicants applying to deliver TA for the specialized experience topics must formalize an agreement with at least one subrecipient with experience in that topic." So, yes, a Category A Applicant applying for VAWA TA that has two staff members who meet the requirements as stated on page 51, also need to include a specialized experience subrecipient as required on page 54.

Page 75. Under Cross-Office - "Disaster, emergency, or infectious disease response for HUD customers" has an asterisk implying that there are Specialized Program Requirements. However, there are not any "Requirements for Narrative Response" provided for this topic. Please advise.

This is a typographical error, Under Cross-Office - "Disaster, emergency, or infectious disease response for HUD customers" topic should have two asterisks, which denotes the following, as stated at the bottom of the table in Appendix I: this program or cross-cutting topic may not be selected as one of your four scored narrative responses to subfactors 1.A., 1.B, or Rating Factors 2 and 3. This program or cross-cutting topic may be selected as an optional, unscored response to subfactors 1.A. and 1.B. The NOFO was updated February 9, 2023, to reflect this change. Make sure you subscribe for updates on grants.gov.

P 13-14 Factor 2 states. "past engagements" must align with "scored programs" in 1.A and 1.B. Factor 3 states "responses" must align with "scored programs or cross-cutting topics" in 1.A. and 1.B. Should these both say "scored programs or cross-cutting topics" in 1.A. and 1.B.

Yes, they should both say, "scored programs/cross-cutting topics." For clarity, responses to Rating Factor 2 and Rating Factor 3 must align with the scored programs/cross-cutting topics described in subfactors 1.A. and 1.B. The NOFO was updated February 9, 2023, to reflect this change. Make sure you subscribe for updates on grants.gov.

Page 32 "Advancing Racial Equity" states that the application narrative "must" demonstrate we have met four criteria. In a following paragraph, the NOFO states that the narrative "must" meet two different criteria. It would appear HUD is offering two paths to meet this requirement, please confirm that we must meet only one of the two sets of requirements.

The first paragraph of the Advancing Racial Equity language is part of the HUD General NOFO Template, and it appears in all HUD NOFOs. However, since that requirement as written does not apply to the structure of the Community Compass program, we [CPD-Technical Assistance Division] worked with our partners in the Office of Fair Housing and Equal Opportunity to develop the second program-specific paragraph which starts, “Given the nature of CCTA...”. Applicants to this NOFO should follow the criteria in the second paragraph to meet the Advancing Racial Equity requirement.

Pages 11 and 47 of the NOFO note that Assurances (HUD 424-B) is required, but the form is not included in the download package or the grants.gov workspace.

On February 9, 2023, the instructions package was updated to include the latest version of this form. Make sure you subscribe for updates on grants.gov.

Page 35 of the NOFO notes that *Certification for a Drug-Free Workplace (HUD-50070)* is required, but it was not included in the download package or on the grants.gov workspace.

After close review of Section VI. B.—Administration, National and Departmental Policy Requirements and Terms for HUD’s Financial Assistance—of the Departmental NOFO Template, HUD has determined that the Certification for a Drug-Free Workplace form (HUD-50070) is unnecessary.

Form HUD-50070 restates the drug-free workplace regulations found at 2 CFR part 182 which are incorporated and referenced in HUD’s regulations found at 2 CFR part 2429 and incorporated in the above referenced section of the Community Compass NOFO, which states:

*The following award term applies to all recipients: You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 2429, which adopts the governmentwide implementation (2 CFR part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).*

The NOFO and the grants.gov posting was updated on February 9, 2023, to remove HUD-50070 as a required form.

Are there file naming conventions for Files 1-8?

Please see Section IV.B.d.—Instructions for Packaging Applications—it provides instruction for labeling each file (e.g., File 1-Scored Response 1-HOME). Additionally, the 2022-2023 Community Compass Application Organization Template has been updated and provided as an attachment to this NOFO. This is an optional resource; you may use this template to help organize your funding application based on the instructions in the section referenced above and throughout this NOFO.

Can you please confirm that Files 1, 2, 3, 4, and 6 are the only ones that count towards the narrative’s 50-page maximum?

Correct- Files 5, 7, and 8 do not count towards the 50-page maximum.

How will the 50-page maximum be handled over multiple files? E.g., if File 1 has 3.5 pages and File 2 has 4.25 pages, will that count as 7.75 pages or 9 pages?

Per Section IV.B.2.—Format and Form-Page Limit for the 3 Rating Factor Narrative Responses—The files that you submit as a narrative response to Rating Factors 1-3 (excluding 1.C. and required supporting documentation) must total no more than 50 pages in length. **We will number the pages**, any pages beyond 50 will be removed from the end and not reviewed. This is the same approach we have taken in earlier NOFOs (e.g., FY18/19 NOFO) when multiple files were also required. In the example you provided in your question, if File 1 has 3.5 pages and File 2 has 4.25 pages, that will count as 7.75 pages. We are fair and consistent in our application of this requirement, and the original count undergoes a quality control process.

Page 54 states, “Category A applicants applying to deliver TA for the specialized experience topics must formalize an agreement with at least one subrecipient with experience in that topic.” Furthermore, page 54 notes that applicants must provide resumes and letters of firm commitment from the subrecipients. Do applicants who choose not to use a pass-through specialized experience subrecipient have to provide any information in File 7? Can HUD both explain their definition of “subrecipient” and “pass-through entity” and provide a real-world example of how this will work? How is this is different from consultant or contractor?

As stated on Page 54, “Category A applicants applying to deliver TA for the specialized experience topics **must formalize an agreement with at least one subrecipient** with experience in that topic,” this requirement includes submission of resumes and letters of commitment from the subrecipients. We have provided some additional context below to help clarify this requirement.

Definitions: Please see section I.A.4.a.- Standard Definitions- the definition for **Federal Award** (page 16) links to the [2 CFR 200.101](#) definition of pass-through entity. In this section you will also find the definition of **subrecipient**.

Difference between subrecipient and contractor/consultant: 2 CFR 200.331 Subrecipient and contractor determinations, provides a good basis for establishing the difference between the two. While all of the characteristics identified in the referenced subpart may not always be present for either type of agreement, the one that Community Compass and its partners found the most value in as it relates to TA delivery is the responsibility a subrecipient has for programmatic decision-making. In the delivery of TA, particularly for specialized experience programs, it is important to HUD that the experts have an autonomous role in the design and delivery of TA.

Real-world example of how HUD envisions this requirement working: You are a Category A applicant who is requesting funding to deliver VAWA TA. Your application meets the minimum experience requirements and you have formalized an agreement with at least one **subrecipient** with experience in that topic, as evidenced by your response to subfactor 1.C. and supporting documentation provided in File 7. Your application is reviewed, and it is determined that you will receive VAWA funding under your FY 2022 award.

A need arises for a technical assistance toolkit on implementing VAWA’s housing provisions for HOPWA grantees. If you receive this assignment, your team, scope of work and budget (i.e., known under Community Compass program as a TA Work Plan) must include your VAWA subrecipient. Their expertise and perspective must be considered as part of the delivery and design of the toolkit, they may develop in whole or in part the VAWA-specific content included in the toolkit. As with all TA, HUD’s program partners are substantially involved and will expect for the VAWA expert to have a lead role in the development of any VAWA-related content.

Is there an opportunity for an upload of an executive summary that describes the overall funding request and approach to TA that can be distributed with each Program File for review? If not, what specific information should an applicant include in each program file response to denote who is applying and for what?

Please see Section IV.B.d., Instructions for Packaging Applications, it provides instruction for labeling each file (e.g., File 1-Scored Response 1-HOME). Additionally, the 2022-2023 Community Compass Application Organization Template has been updated and provided as an attachment to this NOFO. This is an optional resource; you may use this template to help organize your funding application based on the instructions in the section referenced above and throughout this NOFO.

If applying as Applicant A, for a specialized program as denoted with \* in Appendix I. as an Optional Unscored Response in File 8, how are the supporting documents in File 7 cross-referenced to support the minimum experience requirements on page 51 (i.e., resumes and letters of support)?

There are a couple points of clarification worth noting prior to answering this question:

- Page 51 of the NOFO identifies minimum experience requirements for Organizations (Subfactor 1.B.) and minimum experience requirements for individuals on your team (Subfactor 1.C. form), for whom resumes may be required.
- Funding awarded is not limited to programs and topics for which scored or unscored narrative responses are submitted, unless explicitly stated as a program-specific requirement (For example, page 31—NHDAP-four projects—states, “If you are applying for National Homeless Data Analysis Project (NHDAP) funding, you must select NHDAP as one of your scored narrative responses.”).

Therefore, the supporting documents in File 7 (i.e., resumes and letters of support), are cross-referenced to support the minimum requirement for any program or topic for which you are requesting funding as detailed in your Applicant Summary—see *pages 36 and 37 of this NOFO*; documents submitted in support of specialized programs will be reviewed like all others.

Are subcontractors allowed to work with more than 1 lead contractor?

Section III.D.4.— Contractor/Consultant/Subrecipient Restriction—of the NOFO does not prohibit subcontractors from working with multiple applicant organizations. The restriction found in the above-



referenced section states the following, “...Contractors, consultants, and subrecipients may be included in multiple applications only if they themselves do not apply. These restrictions do not apply to Category B applicants or new applicants to the NOFO, defined as organizations that have not performed work as a direct awardee under the Community Compass program in the five years prior to the publication date of the NOFO.” Please refer to the NOFO to review this section in detail.

Factors 1B and 3C specifically mention the use of hyperlinks in criteria for narrative responses. Can HUD clarify, are these the only program sections that allow the use of hyperlinks or can hyperlinks also be used in other sections?

The criteria for subfactors 1.B. and 3.C. explicitly mention the use of hyperlinks to view documents, products, and tools that demonstrate your skills and experience. The provision of hyperlinks beyond what was requested in the criteria is not allowed as part of your narrative response. Please see Section IV.B.2., Format and Form-Prohibition on Materials Not Specifically Requested on page 41.

We are a category A applicant submitting four separate scored responses. To select the four, we go to Appendix One and start with an office (e.g., CPD-Special Needs). To the right there are several programs with a bullet point. If we wanted to write about all these bulleted items (e.g., HOPWA, McKinney Vento Programs, Unsheltered/Rural, HMIS, and Youth Homelessness), would that be considered one of our four possible submissions? Could we select four of the HUD offices listed on the left, and write four responses that include some or all of the programs listed to the right of each HUD office? (One scored response per HUD office in other words)?

No, each response to the Rating Factors should focus on a single program/cross-cutting topic listed in Appendix I (i.e., the bulleted programs or cross-cutting topics), unless otherwise noted. For instance, as a Category A applicant with expertise in programs within the Office of Community Planning and Development-Special Needs, you might elect to submit one scored response for McKinney-Vento Homeless Assistance Act, a second for HOPWA, a third for Homeless Management Information Systems (HMIS) Technical Assistance, and a fourth for Youth Homelessness.

Page 31 and page 39 state, if you are applying for National Homeless Data Analysis Project (NHDAP) funding you must select NHDAP as one of your scored narrative responses. Page 24 states NHDAP funds include Homeless Management Information Systems TA and NHDAP (four projects). If an applicant is only applying to be an HMIS TA provider (highlighted as a stand-alone program in Appendix I) and NOT also an NDHAP (four projects) provider, does the applicant have to include NDHAP as one of the four scored narrative responses?

“Homeless Management Information Systems (HMIS) Technical Assistance (TA)” and “National Homeless Data Analysis Project” are separate bullets under Appendix 1.



If an applicant wants to be considered for one of the four projects under the National Homeless Data Analysis Project bullet, it will need to be one of the program-specific responses. The four projects are: Annual Homeless Assessment Report (AHAR) and Homeless Data Exchange (HDX); HMIS Data and Technical Standards; National HMIS Data Lab; or Sage HMIS Reporting Repository (Sage). HMIS TA does not need to be one of the program-specific responses.

Page 41. G. Organizational Chart. Can HUD please clarify if an organizational chart can include pictures, graphics, and text boxes otherwise prohibited in Section 2?

The organizational chart can include pictures, graphics, and text boxes.

Page 50-51, should there be a distinction between Category A (page 50) and Category B (page 51) application requirements and scoring?

No. The total points and division by Rating Factor and Subfactor are the same for both Category A and Category B applicants and requirements for structuring the application are defined for both Category A and Category B applicants.

Page 30 includes the requirement that the applicant, “maintain access to [a person] who has a detailed working knowledge of HUD’s online tools ...” Are applicants required to evidence we meet this requirement in the application? If so, how, and where?

Applicants are not required to evidence this in their application but are expected to meet the requirement if awarded funds. Additionally, Section V.A.1. Availability of Capacity includes a note that if awarded funds, applicants must actively maintain staff/consultants/contractors/subrecipients throughout the period of performance of the cooperative agreement that have the knowledge and experience described in the application and included in the scored experience form.

Page 58. The list of required “data elements” for Factor 2 requires that the engagement be “completed” within five years of the NOFO date and requires that we “identify the period of performance.” Can we assume that we must identify a distinct “completion date” when the engagement was completed and then note the work plan period of performance? Or is “period of performance” as used here less technical and not tied to the TA work plan?

The phrase “period of performance” in Rating Factor 2 is used generally to refer to the time period during which the engagement was conducted. This should include the approximate start and end dates of the work (for instance, starting 1/1/2018 and ending 1/1/2019). This NOFO is not just for current TA Providers, period of performance is not tied to a TA work plan.

On the Applicant Summary Form/Eligible TA Activities: By completed, do you mean closed out or can we still be working on the activity?

The NOFO is asking for you to give examples of TA engagements that were completed in the last five years, with the understanding that TA is often multi-phased with very distinct tasks. Given that, the completion of one or more TA delivery tasks included in a multi-task engagement may qualify. Engagements do not have to be formally closed to be considered complete.

On the Applicant Summary Form: What should we write in 'Applicant Pre-award risk determination'? There are no instructions for this on the Instructions Tab.

Please ignore that cell, it is completed by HUD during our application review process.

The excel sheet only provides room for speaking to two Additional Focus Area/Topic categories of funding. Can HUD please add an Additional Focus Area/Topic or are applicants only allowed to include 2 Additional Focus Area/Topics? This limit is not included in the NOFO.

The Applicant Summary Form will not be updated to include space for unlimited unscored, optional TA Focus Areas/Topics. Applicants should clearly label additional narratives uploaded in File 8, and HUD will make sure the appropriate program receives the narrative as it may be used to help inform award decisions. There is also an option to use the 2022-2023 Community Compass Application Organization Template, which is customizable to capture additional unscored, optional TA Focus Areas/Topics.

Under the Applicant Summary Form instructions for the Indirect Cost Rate, it references the attachment required by action IV.f. It should reference IV.e.

The reference is correct, please see Section IV.F. Funding Restrictions-Indirect Cost Rate on page 46 of the NOFO.

Is the Subfactor 1.C. Experience form to be separated from the Applicant Summary form for submission as File 5?

Applicants should submit the Applicant Summary, Interest, Capacity, & Experience (1.C.) Workbook as one attachment, including the Applicant Summary Form and Experience Form worksheets.

Should we provide copies of our policies to support our narrative response to Subfactor 1.E. Administrative and Award Management?

No, copies of your organization's award management policies and/or protocols are not required at this time. You are only required to provide a narrative response to the criteria in subfactor 1.E.

Do the engagements described in 3A and 3B need to be the same as the engagement described in 2? If you are describing an engagement in Factor 2 (e.g. CoC TA to Alaska), can you describe a product on CoC that was used in Hawaii or does it have to be the product used in Alaska?

The engagement(s) described in Rating Factor 3 can be different from the engagement(s) described in Rating Factor 2. Note that responses to Rating Factors 2 and 3 must align with the programs/cross-cutting topics selected in Rating Factor 1.

Yes, if your Rating Factor 2 response describes a CoC engagement in Alaska, you can describe a CoC product used in Hawaii for your Rating Factor 3 response.

What is "product Number" as it pertains to products?

Subfactor 3.B. asks the applicant to include a product number in the product description. In this context, the product number is a way of cross referencing the attachment or hyperlink submitted to ensure the HUD review team associates the correct product example with its associated description. Applicants should provide a unique number for each product and associated description. For instance, applicants should not use the product number "2" for all four products submitted for review.

Can you confirm that the minimum experience listed under subfactor 1C is for STAFF only?

Yes, the minimum experience requirement for 1.C. replies to staff only, not contractors, consultants, or subrecipients who make up the entire TA Team. However, an important clarification is that the requirement refers to "...programs or topics for which you are requesting funding." Applicants request funding according to the categories listed on the Applicant Summary Form ("Funding Sources Requested by Fiscal Year") of the Applicant Summary, Interest, Capacity, & Experience (1.C.) Workbook. For example, if an applicant requests funding for Inflation Reduction Act TA for GRRP (listed on the Applicant Summary Form), I expect the 1.C. Experience form to show at least two staff members with a minimum 5 years' experience in this program.

Can an organization be part of the team for a Category A applicant, and also apply independently as a Category B applicant?

Section III.D.4 on page 29 of the NOFO allows new or Category B applicants to be included as a consultant, contractor, or subrecipient for a Category A applicant team and apply separately as a Category B applicant.

If we are already TA Providers, are we going to be required to collect racial data? Is this through asking those who register for our trainings or participate in TA, what their racial ethnicity is?

Section IV.C.2 is part of the HUD General NOFO Template, and it appears in all HUD NOFOs. Section IV.C.2 states that it is intended for "...recipients that provide HUD-funded program benefits to individuals and families. . .". Since the TA program provides benefits to HUD customers and does not provide direct

benefits to individuals and families, TA award recipients under this NOFO are not subject to this reporting requirement.

On page 60 it states, "This program does not offer points for Section 3." Does this mean applicants cannot receive points for describing TA they provided to grantees on Section 3, or that applicants will not receive points for meeting the Section 3 numeric benchmarks themselves?

No, we do not award points for meeting the Section 3 benchmarks as stated on page 60. However, in Appendix I, under the Cross-office category, Economic Opportunities for Low and Very-Low Income Persons (Section 3), is included in as a TA program/cross-cutting topic that you can choose as one of your scored narrative responses and points will be assessed appropriately.

Page 59, Factor 3B. says to provide a brief product description and to link to one product from each scored program. If we are selecting CoC/ESG as a topic area, can we only link to one product related to CoC and ESG. If the answer is yes, does that specific product have to have been used in the example discussed in Factor 1 and 2 or can it be any product related to CoC/ESG?

You must provide a brief product description and attach a file or hyperlink to one example product from each of the scored programs or cross-cutting topics described in subfactors 1.A. and 1.B. The product provided does not have to be associated with the engagements described in Rating Factor 2, but it must be for the same program or cross-cutting topic you selected for subfactors 1.A. and 1.B.

Did you say that Subfactor 1.D. needed to be specific to each of the 4 topic areas? It reads to me as an organizational response, not specific to topic areas. Do we need to repeat it for each of the 4 topic areas?

No, you do not need to repeat your response to Subfactor 1.D., Subfactors 1.D. and 1.E will be reviewed by a team of Government Technical Representatives (GTRs). Your responses will be scored based on the criteria provided.

Page 63 of the NOFO, under Review Types says, "Subfactors 1.D. and 1.E will be reviewed by a team of Government Technical Representatives (GTRs). Your responses will be scored based on the criteria provided, with a maximum of 15 points to be added to the average score." But 1.D. and 1.E. is worth 25 points together.

The example has score has a typo, Subfactors 1.D. is worth 12 points and 1.E. is worth 13 points, as stated in the Review Criteria and other places throughout the NOFO.

Regarding the Minimum Experience Requirements on page 51 of the NOFO, "When responding to subfactor 1.C., you must identify at least two staff members with at least five years of experience each in any program or topic for which you are requesting funding." Would HUD please confirm that the definition of "staff members" includes subcontractors and consultants? Can you explain the difference between contractors and consultants? Specifically, both are in the drop down for 1C Role?

The definition of staff members does not include subcontractors and consultants, they would be considered part of your TA Team but not your staff. Staff are employees that work directly for the Recipient organization to carry out normal business operations. Conversely, contractors and consultants, are not employees of the recipient organization, they are procured by the organization for a specific purpose. A **consultant** is an individual who provides valuable and pertinent advice generally drawn from a high degree of broad administrative, professional, or technical knowledge or experience. A **contractor** is an entity or individual that performs work/service under a contract, as defined in this NOFO and in 2 CFR 200.1.

IHBG formula and Negotiated rulemaking are eligible activities under the NOFO however they are not listed under Appendix 1 as a focus area. Does that mean we cannot write to those?

Appendix I contains a bullet for *Indian Housing Block Grant (IHBG) Formula and Competitive Grants*, you should select this program when organizing your narrative response; both IHBG formula and negotiated rulemaking fall under the IHBG program.