



U.S. Department of Housing and Urban Development

Community Planning and Development

HUD's National Homeless Data Analysis Project Notice of Funding Opportunity (NOFO)

FR-6500-N-85

04/26/2022

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Program Office:

Community Planning and Development

Funding Opportunity Title:

HUD's National Homeless Data Analysis Project Notice of Funding Opportunity (NOFO)

Funding Opportunity Number:

FR-6500-N-85

Assistance Listing Number:

14.261

Due Date for Applications:

04/26/2022

Summary

The U.S. Department of Housing and Urban Development (HUD) Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all.

HUD's Strategic Goals

HUD published its Strategic Plan for FY2022-2026, which defined a new set of policy and organizational priorities for the Department. The plan provides the direction and focus of HUD in achieving its mission: create strong, sustainable, inclusive communities and quality, affordable homes for all. It proposes to accomplish this through five core goals, to:

1. STRENGTHEN AND BROADEN THE FEDERAL HOUSING SAFETY NET FOR PEOPLE IN NEED
2. ADVANCE HOUSING EQUITY AS A MEANS TO IMPROVE HOUSING CHOICES AND GREATER ECONOMIC OPPORTUNITIES
3. INCREASE THE PRODUCTION OF AND ACCESS TO AFFORDABLE HOUSING
4. PROMOTE CLIMATE RESILIENCE, ENVIRONMENTAL JUSTICE, AND ENERGY EFFICIENCY ACROSS THE HOUSING SECTOR
5. STRENGTHEN HUD'S INTERNAL INSTITUTIONAL CAPACITY TO DELIVER ON MISSION

Overview

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

During the selection process HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any

information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For Further Information Regarding this NOFO: Please direct questions regarding the specific requirements of this NOFO to the office contact identified in Section VII.

Paperwork Reduction Act Statement. The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a valid OMB control number. Each NOFO will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

OMB Approval Number(s):

N/A

I. FUNDING OPPORTUNITY DESCRIPTION.

A. Program Description.

- **Purpose**

1. National Homeless Data Analysis Project

Through this NOFO HUD is announcing the availability of up to \$12.3 million in funding for its National Homeless Data Analysis Project (NHDAP). NHDAP funding provides critical resources that allow communities to improve data collection and reporting, integrate data collection efforts in Homeless Management Information Systems (HMIS) with other funding streams, and use software as a service for data integration. NHDAP activities will also enhance the ability for HUD and communities to report and analyze data about persons experiencing homelessness, and will enhance HUD's ability to produce standards and specifications for data entry and reporting for HMIS-generated reports, analyze point-in-time and longitudinal data to produce the Annual Homeless Assessment Report (AHAR), and provide NHDAP, project specific, technical assistance on HMIS implementation.

You are encouraged to procure contractors and consultants demonstrating relevant programmatic experience as well as expertise in specific skill and policy areas. Subawards are prohibited. HUD Headquarters staff manages NHDAP with the involvement of our Regional, Field, and Area Offices.

HUD is interested in receiving applications for NHDAP eligible activities.

NOTE: Applicants may apply for one or more projects under the NHDAP eligible activities in this announcement. Only one application per applicant will be accepted. An Applicant must identify a project in order to receive funding for that project and must identify at least one project under the NHDAP NOFO in order to receive funding.

The cooperative agreements awarded under this announcement do not require an applicant match.

Listed below are a couple of sample deliverables from the NHDAP eligible activities which

illustrates the types of efforts HUD seeks to fund through this announcement.

The 2020 Annual Homeless Assessment Report (AHAR) to Congress. This report, which was developed through NHDAP funds, outlines the key findings of the Point-In-Time (PIT) count and Housing Inventory Count (HIC) conducted in January 2020. Specifically, this report provides 2020 national, state, and CoC-level PIT and HIC estimates of homelessness, as well as estimates of chronically homeless persons, homeless veterans, and homeless children and youth.

Longitudinal System Analysis (LSA) Programming Specification. The primary purpose of this document is to define LSA business logic and programming specifications. This document is intended for software and database developers who produce HMIS software and reports and are familiar with relational database concepts, Structured Query Language (SQL), as well as other HMIS technical documentation, particularly the HMIS Data Dictionary and the HMIS CSV Format.

a. NHDAP Eligible Activities

NHDAP eligible activities assist HUD by providing support Customers to achieve the highest level of performance and results for Homeless Management Information Systems (HMIS) and comparable database implementations. NHDAP eligible activities include Administrative activities; Coordination activities and four projects: (1) Sage HMIS Reporting Repository (Sage), (2) National HMIS Data Lab, (3) Annual Homeless Assessment Report (AHAR) and Homeless Data Exchange (HDX), and (4) HMIS Data Standards.

Awardees will be tasked to carry out one or more of these eligible activities to provide NHDAP support. These activities are subject to any restrictions or limitations imposed by the federal regulations, statutes, and requirements referenced in this NOFO.

1. Sage HMIS Reporting Repository. Supports the stable and secure operation of a virtual aggregate-data environment that provides user-friendly methods for CoC and Emergency Solutions Grants (ESG) Program recipients to immediately and consistently access project performance reports for local uses. This virtual environment also acts as an interface for HUD to receive CoC and ESG funded projects' .CSV files, converting the files into performance reports. This type of NHDAP activity supports HUD by assisting program recipients with their use of Sage; the operation, updates, and maintenance of the Sage HMIS Reporting Repository; data cleaning and import; and data analysis and reporting.

The Sage awardee will do short term Technical Assistance such as, but not limited to the development of tools and products using adult learning principles to assist Customers with understanding Sage reporting and usage (i.e., Sage User Manual, APR Guidebook, CAPER Guidebook, etc.) and the creation and delivery of trainings and other knowledge transfer methods (i.e., conducting Sage user trainings, working one-on-one, remotely, with Sage customer support, Sage presentations, etc.).

The Sage awardee will be responsible for the maintenance, performance, and operations of the Sage HMIS Reporting Repository, ensuring the existing application software and hardware are

fully functional and operational for Sage Production and Staging sites. Sage software operational and functional performance including user interface launchpads, forms, and fields. The Sage repository includes integration, automation, import, and export features. The awardee will manage Sage data primarily through data import with manual corrections and cleaning as necessary.

The Sage awardee will work with HUD to address the Sage project's risk management concerns, including the provisions of HUD's IT security and Privacy assurance, in alignment with Federal Information Security Management Act (FISMA) of 2014 and the HUD's IT Security Handbook 2400.25 Rev.4.2, as necessary.

2. National HMIS Data Lab. Supports HUD by assisting Customers with the configuration of HMIS and comparable databases to collect local homeless and service data in a standardized fashion; increasing confidence that the software chosen in the private marketplace accurately collects and stores data; and producing reports that are usable by CoCs to conduct local planning, hold local competitions for funding, and submit required reporting to HUD and other federal agencies. The National HMIS Data Lab also supports the testing of HMIS and comparable database data and performance impacts related homeless federal policy and program changes.

Under the NHDAP NOFO, one or more awardees will be tasked with the operation of the National HMIS Data Lab. The HMIS Data Lab awardee maintains and uses a stable HMIS software application(s) with test data in a controlled test environment to test changes to the HMIS programming specifications. The Data Lab produces results used to develop data collection, reporting, and database recommendations. The Data Lab awardee also provides Customers with test kits, support materials, and technical assistance to implement required software changes for data collection and reporting purposes.

The HMIS Data Lab awardee will do short term Technical Assistance such as, but not limited to the development of tools and products using adult learning principles (i.e., programming specifications, HMIS data dictionary, glossary, mapping, and manuals, HMIS Test kits, etc.), and the creation and delivery of trainings and other knowledge transfer methods (i.e., conducting monthly vendor and system administration office hours, working one-on-one, remotely, with Data Lab customer support, HMIS Data Lab presentations, etc.).

The HMIS Data Lab awardee will maintain access to one or more production data sets and has an MOU, or other written agreement, with the CoC(s) that permits the HMIS Data Lab to access and analyze the data for the purpose of generating a variety of de-identified HMIS Test Kits. The HMIS Data Lab ensures deidentified, masked data outputs and provides HUD with aggregate data for a variety of purposes such as:

The HMIS Data Lab will use actual data collected in a local HMIS, but no identifying data will be submitted to HUD. HUD may use the aggregate data for a variety of purposes, such as:

- understanding the scope and impact of changes to data collection or reporting requirements;
- the level of effort and practicability of implementing the changes for grantees and HMIS administrators; and

- identifying and prioritizing tools, products, and training modules to assist grantees in implementing required changes.

The HMIS Data Lab awardee maintains and hosts one or more HMIS software applications, and data sets within the application, as a test environment to produce test kits and test data collection and reporting frameworks. The HMIS software application does not constitute an information system or IT investment owned, operated, or maintained by HUD.

The HMIS Data Lab awardee will work with HUD to address the project's risk management concerns, including the provisions of HUD's IT security and Privacy assurance, in alignment with Federal Information Security Management Act (FISMA) of 2014 and the HUD's IT Security Handbook 2400.25 Rev.4.2, as necessary.

3. Annual Homeless Assessment Report (AHAR) and Homeless Data Exchange (HDX). The Annual Homeless Assessment Report (AHAR) is a report from HUD to the U.S. Congress that provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based on data about persons who experience homelessness during a 12-month period, point-in-time (PIT) counts of people experiencing homelessness on one day in January, and data about the inventory of shelter and housing available in a community from the community's Housing Inventory Chart (HIC). This data comes from locally implemented Homeless Management Information Systems (HMIS) submitted to the Homelessness Data Exchange (HDX) systems which assists communities by offering a low-burden method to meet capturing and reporting information for:

- (1) Point-in-Time (PIT) count;
- (2) Housing Inventory Count (HIC);
- (3) System Performance Measures (SPM); and
- (4) Longitudinal System Analysis (LSA).

The AHAR and HDX NHDAP project supports HUD by assisting CoC program recipients with local data quality improvements; receiving, processing and analyzing data, assisting with managing and producing a two-part AHAR report and SPM reports, and managing and maintaining the HDX 1.0 and HDX 2.0. This NHDAP project includes delivering assistance on how to collect data used in the AHAR and SPM; how to submit PIT, HIC, LSA, and SPM data into HDX; development of tools and products related to AHAR and HDX; creation and delivery of trainings and other knowledge transfer methods for HDX users;

The HDX also provides Customers with immediate and consistent analysis of local performance data through Stella (a strategy and analysis tool to help CoCs understand how their system is performing and model an optimized system that fully addresses homelessness in their area), reduces the burden on recipients to meet reporting requirements, and provides HUD with access to data quality checks.

The AHAR and HDX awardee will do short term Technical Assistance such as, but not limited to the development of tools and products using adult learning principles (i.e., LSA Programming Specifications, Data Quality Prep Guide for LSA, PIT/HIC Data Submission Guidance, etc.) and

the creation and delivery of trainings and other knowledge transfer methods (i.e., LSA office hours, working one-on-one, remotely, with AHAR and HDX Customer support, AHAR and HDX presentations, etc.).

The AHAR and HDX awardee will work with Customers to support the submission of data to HDX 1.0 and 2.0 (i.e., PIT, HIC, LSA, and SPM data etc.); processing and analyzing data (i.e., LSA, SPM, data conversion for Stella performance and modeling platform); produce national reports (i.e., AHAR Part 1, AHAR Part 2, and SPM reports, etc.); The AHAR and HDX awardee will maintain the performance, operation, and hosting of HDX 1.0, HDX 2.0, and all AHAR analysis data systems. The Awardee will provide HDX helpdesk support to users as necessary.

The AHAR and HDX awardee will work with HUD to address the project's risk management concerns, including the provisions of HUD's IT security and Privacy assurance, in alignment with Federal Information Security Management Act (FISMA) of 2014 and the HUD's IT Security Handbook 2400.25 Rev.4.2, as necessary.

4. HMIS Data and Technical Standards. Supports Customers, to collect local housing and service data that conforms to standard definitions, ensuring all local data is internally consistent, with the same content and format. The HMIS Data and Technical Standards do not constitute an information system or IT investment owned, operated, or maintained by HUD. HMIS Data and Technical Standards activities produce standards used to develop data collection, reporting and database recommendations. Data standards allow Customers to create, share, and integrate data by making sure there is a clear understanding of how the data are represented and that the data HUD grantees collect are comparable.

This NHDAP project includes delivering assistance to users of HMIS and comparable databases on how to use HMIS Data and Technical Standards, development of tools and products related to the use of HMIS Data and Technical Standards, creation and delivery of trainings and other knowledge transfer methods for the users of HMIS and comparable databases to collect, store, use, and share data conforming to a single standard. This single standard applies not only to HUD programs, but also multiple VA and HHS homeless programs, representing a collective benefit to a wide swath of federal grantees. Further, a standardized data set allows recipients to compete for multiple federal funding streams since all federal programs share a common set of data standards.

The HMIS Data and Technical Standards awardee will do short term Technical Assistance such as, but not limited to the development of tools and products using adult learning principles (i.e., CoC Program Manual, HOME Program Manual, HMIS Logic Model, online HMIS Data Standards Interactive Tool, etc.) and the creation and delivery of trainings and other knowledge transfer methods (i.e., conducting system administration office hours, conducting federal partner and stakeholder meetings, working one-on-one, remotely, with HMIS Data and Technical Standards customer support, HMIS Data and Technical Standards presentations, etc.).

The HMIS Data and Technical Standards awardee will facilitate end-to-end data and technical standards change process such as, but not limited to; coordinating review and approval process

(i.e., managing process, facilitating stakeholder meetings, convening focus groups, etc.) and providing technical services related to the HMIS Data and Technical Standards (i.e., developing functional requirements, reviewing programming specifications, conducting user testing, etc.). The HMIS Data and Technical Standards awardee will facilitate the development and implementation of new information exchange models for homeless housing and service data for people experiencing homelessness to support efficient and effective HMIS public and private sector data exchanges.

5. Administrative. Administrative activities are directly associated with overall award management and execution, including salaries and benefits of persons who support the execution of the award terms. Costs include preparing reports for submission to HUD, obtaining program audits, and general operating costs when billed direct. Administrative costs are not allowable as direct award execution charges when these costs are included in a selected applicant organization's negotiated indirect cost rate agreement or when the organization is using the de minimis rate. Refer to section VI.A.5. of this NOFO for administrative cost limits applicable to award execution costs. Certain administrative costs are not considered to be award execution costs and are not subject to the administrative limits in this NOFO. For example, the salary and fringe benefits for the Program Manager assigned to oversee the outcome of a specific NHDAP eligible activity are considered part of the NHDAP engagement costs and are not included in award execution costs.

Rental and maintenance of office space is allowed only under the following conditions:

- The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities
- No repairs or renovations of the property may be undertaken with funds provided under this NOFO
- Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds

6. Coordination. Coordination activities consist of services related to coordinating NHDAP project activities with other selected applicants and planning NHDAP project assistance provided to Customers such as, but not limited to; data standards guidance, data collection, analysis, and reporting. Coordination enables successful applicants to:

- Determine homeless data and performance needs and capacity gaps to address with Customers
- Set long-term goals and short-term objectives for NHDAP project plans,
- Devise products and activities to meet these goals and objectives of the NHDAP projects,
- Evaluate the progress of such products and activities in accomplishing these goals and objectives, and
- Carry out management, coordination, and monitoring of NHDAP eligible activities necessary for effective planning implementation, but excluding the costs necessary to implement such NHDAP project plans.

- **Changes from Previous NOFO.**

This is the first NHDAP NOFO.

- **Definitions.**

- a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH). Affirmatively Furthering Fair Housing (AFFH) means taking meaningful actions, in addition to combating discrimination to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

Assistance Listing number refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance (CFDA). Assistance Listing is a unique number assigned to identify a Federal Assistance Listing, formerly known as the CFDA

Authorized Organization Representative (AOR) is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for HUD's requirements regarding the Consolidated Plan and related Action Plan).

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see 2 CFR 200.331.

Contractor means an entity that receives a contract as defined above and in 2 CFR 200.1.

Deficiency is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, deficiencies may be either Curable or Non-Curable.

- *Curable Deficiencies* may be corrected by the applicant with timely action. To be curable the deficiency must:
- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.

Non-Curable Deficiencies cannot be corrected by an applicant after the submission deadline. Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit Dun and Bradstreet Data Universal Number System identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. OMB removed duplicate recipients based on recipient Data Universal Number System (DUNS) numbers, from Dun & Bradstreet (D&B). All, all Federal financial assistance recipients are required to register for DUNS numbers.

E-Business Point of Contact (E-Biz POC) A user registered as an organization applicant who is responsible for the administration and management of grant activities for his or her organization. The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Standard AOR and Expanded AOR). There can only be one E-Biz POC per DUNS Number.)

Eligibility requirements are mandatory requirements for an application to be eligible for funding.

Number.

Federal Financial Assistance means assistance that entities received or administer in the form of:

- 1) Grant;
2. Cooperative agreements (which does not include a cooperative research and development agreement pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a));
3. Loans;
4. Loan guarantees;
5. Subsidies;
6. Insurance;
7. Food commodities;
8. Direct appropriations;
9. Assessed and voluntary contributions; and
10. Any other financial assistance transaction that authorizes the non-Federal entity's expenditure of Federal funds.
11. Federal financial assistance does not include amounts received as reimbursement for services rendered to individuals as described in section 200.502(h) and (i). (2 CFR 200.1)

Federal award, has the meaning, depending on the context, in either paragraph (1) or (2) of this definition:

(1)(i) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in 2 CFR §200.101; or

ii. The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 CFR §200.101.

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in 2 CFR §200.1, and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
3. Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).
4. See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in 2 CFR 200.1.

Grants.gov is the website serving as the Federal government's central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

Historically Black Colleges and Universities (HBCUs) The Higher Education Act of 1965, as amended, defines an HBCU as: "...any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary [of Education] to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation." HBCUs offer all students, regardless of race, an opportunity to develop their skills and talents.

Non-Federal Entity (NFE) means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The POC is listed in item 8F on the SF-424.

Recipient means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. **See 13 CFR Part 121.** **Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

System for Award Management (SAM) is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

Threshold Requirements are an eligibility requirement that must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility and are listed in Section III.D Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E, Statutory and Regulatory Requirements Affecting Eligibility.

Unique Entity Identifier means the identifier assigned by SAM to uniquely identify business entities.

- Program Definitions.

Annual Homeless Assessment Report (AHAR) is a HUD report to the U.S. Congress that provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons.

Award, as used in this NOFO means a cooperative agreement as specified in Section II.E (Type of Funding Instrument).

Capacity Building: Assistance which increases the ability of Customers to organize and independently implement and manage HMIS and comparable database data collection, analysis, and reporting.

Consultant: An individual who is able to provide valuable and pertinent advice generally drawn from a high degree of broad administrative, professional, or technical knowledge or experience.

Continuum of Care, CoC and Continuum mean the group organized to carry out the responsibilities required under 24 CFR part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

Cooperative Agreement: A legal instrument of financial assistance, as defined in 2 CFR 200.24, that is used to enter into the same kind of relationship as a grant but is distinguished from a grant in that it provides for substantial involvement between the Federal agency and the recipient in carrying out the activity contemplated by the award and in accordance with 2 CFR

Part 200.

Customers: CoCs, HMIS Leads, and other entities that collect, analyze, and report HMIS and comparable databases data.

Government Technical Monitor (GTM): As defined by HUD, the individual designated to provide technical monitoring, advice, and assistance to aid the Government Technical Representative (GTR) in the technical direction and evaluation of a successful applicant's performance. The GTM provides programmatic expertise and input to proposed work plans, performance reports, invoices, and products.

Government Technical Representative (GTR): As defined by HUD, the individual who is responsible for the technical direction and evaluation of a successful applicant's performance. The GTR is responsible for review and approval of work plans, - performance reports, invoices, and products. GTRs serve as representatives of the Cooperative Agreement Officer who has responsibility for the management and fiscal oversight of the cooperative agreement awards.

Homelessness Data Exchange (HDX) is an online data submission tool for reporting to HUD, primarily to allow HUD to create the national-level AHAR to Congress.

Homeless Management Information System (HMIS) means the information system designated by the local CoC to comply with the requirements of the McKinney-Vento Act, 24 CFR part 578, and related HMIS Notices and is used to record and analyze client, service, and housing data for individuals and families who are homeless or at risk of homelessness.

HMIS vendor means a contractor who provides materials or services for the operation of an HMIS. An HMIS vendor includes an HMIS software provider, web server host, or data warehouse provider.

Housing Inventory Count (HIC) is a point-in-time inventory of projects within a Continuum of Care (CoC) that provide beds and units dedicated to serving persons who are homeless.

Indirect cost rate proposal: This NOFO adopts the definition of indirect cost rate proposal as found at 2 CFR 200.57.

Indirect costs: This NOFO adopts the definition of indirect (facilities and administrative (F&A)) costs as found at 2 CFR 200.56

National Homeless Data Analysis Project (NHDAP): Supports Customers to achieve the highest level of performance and results for understanding homelessness, system performance improvements, and optimizing resource allocation; provide HMIS Data and Technical Standards to facilitate the collection, processing, use and dissemination of homeless data; provide an accurate, comprehensive, and timely national Annual Homeless Assessment Report (AHAR); ensure software as a service for data integration and reporting; and support Federal government coordination to receive and use homeless data to make informed decisions in coordination with other data sets, across and within agencies.

Outcomes: Results achieved or benefits derived from NHDAP eligible activities, such as changes in a Customer's management or operation of HUD-funded programs and activities.

Outputs: Deliverables such as products and group learning opportunities that are usually quantified by number produced, number delivered, number of attendees, etc. Outputs do not measure a change in a customer's capacity or capabilities.

Point-in-Time count (PIT) means a count of sheltered and unsheltered [homeless](#) persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.

Project Experience: Project experience is defined as working directly with one or more NHDAP projects. The applicant must have worked directly to develop, implement, train, advise, analyze, evaluate, or manage these project areas. Experience may include developing products, tools, curricula, websites, or other resources for a particular project.

Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or regular-sized business. The definition of "small"—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. [{e-CFR Title 13-Chapter I – Part 121}](#)

Subject Matter Expert: An individual who is specially qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement of competent persons in that field. (See 5 CFR 304.102(d).)

Technical Assistance: Guidance which enables HUD's Customers to overcome a lack of specific skills or knowledge of the associated NHDAP projects and, by doing so, results in the successful performance of and compliance with those projects. TA is the transfer of skills and knowledge to entities that may need, but do not possess, such skills and knowledge. TA for the NHDAP NOFO includes all eligible activities listed in section I.A.1.c. "NHDAP Eligible Activities."

Threshold Requirements are eligibility requirements that must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility and are listed in Section III.D Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E, Statutory and Regulatory Requirements Affecting Eligibility.

B. Authority.

[NHDAP is funded and authorized under: the Further Consolidated Appropriations Act, 2020 \(Public Law 116-94\), approved December 20, 2019 \(FY2020 HUD Appropriations Act\); and the Consolidated Appropriations Act, 2021 \(Public Law 116-260\), approved December 27, 2020 \(FY 2021 HUD Appropriations Act\).](#)

II. Award Information.

A. Available Funds

Funding of approximately **\$12,300,000** is available through this NOFO. Additional funds may become available for award under this NOFO, because of HUD's efforts to recapture funds, use carryover funds, to reprogram funds, or because of the availability of additional appropriated funds. Use of these funds might be subject to statutory constraints or other requirements. All awards are subject to the funding restrictions contained in this NOFO.

B. Number of Awards.

HUD expects to make approximately 6 awards from the funds available under this NOFO.

C. Minimum/Maximum Award Information

The maximum award amount per project period is an estimate based on the total amount of FY 2020 and FY2021 NHDAP funding available and the expected number of awards. You should determine your funding request based on the guidance provided in NOFO section IV.B.1.a.3. "The amount of funding you are requesting under this NOFO."

Estimated Total Funding:

\$12,300,000

Minimum Award Amount:

\$250,000

Per Project Period

Maximum Award Amount:

\$9,000,000

Per Project Period

D. Period of Performance

Estimated Project Start Date:

06/01/2022

Estimated Project End Date:

06/01/2025

Length of Project Periods:

36-month project period and budget period

Length of Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type:

CA (Cooperative Agreement)

III. Eligibility Information.

A. Eligible Applicants.

00 (State governments)

- 01 (County governments)
- 02 (City or township governments)
- 04 (Special district governments)
- 06 (Public and State controlled institutions of higher education)
- 12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)
- 20 (Private institutions of higher education)
- 22 (For profit organizations other than small businesses)
- 23 (Small businesses)

Additional Information on Eligibility

B. Ineligible Applicants.

C. Cost Sharing or Matching.

This Program does not require cost sharing or matching.

D. Threshold Eligibility Requirements.

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

1. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants, who after review are confirmed to have civil rights matters unresolved at the application deadline, will be deemed ineligible. Their applications will receive no further review, will not be rated and ranked, and they will not receive funding.

- a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD’s satisfaction before or on the application deadline date are ineligible for funding. Such matters include:
 - 1. Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
 - 2. Status as a defendant in a Fair Housing Act lawsuit filed by the United States alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
 - 3. Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

4. Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or
 5. Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.
- b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to resolve the matter include, but are not limited to:
1. Current compliance with a voluntary compliance agreement signed by all the parties;
 2. Current compliance with a HUD-approved conciliation agreement signed by all the parties;
 3. Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
 4. Current compliance with a consent order or consent decree;
 5. Current compliance with a final judicial ruling or administrative ruling or decision; or
 6. Dismissal of charges.

2. Timely Submission of Applications. Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See Section IV. D. Application Submission Dates and Times.

1. **Applicant Eligibility.** Applications from applicants that do not meet the criteria described in NOFO section III.A. "Eligible Applicants" will not pass threshold review and will not be scored.
2. **Contractor/Consultant Restriction.** An organization that submits an application under this NOFO is prohibited from being listed as a contractor or consultant on any other application under this NOFO. Contractors and consultants may be included in multiple applications only if they themselves do not submit an application. An applicant organization that is included as a contractor or consultant within another application will be ineligible to receive an award. That applicant's application will not pass threshold review and will not be scored.
3. **Narrative Responses.** You must submit a narrative response to each of the three Rating Factors. If you do not submit three narrative responses, your application will not pass threshold review and will not be scored.

E. Statutory and Regulatory Requirements Affecting Eligibility.

Eligibility Requirements for Applicants of HUD's Grants Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#).

- Active Prime and Sub Recipient registration with SAM.gov
- Outstanding Delinquent Federal Debts

- Debarments or Suspensions, or both
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Mandatory Disclosure Requirement
- Prohibition Against Lobbying Activities
- Equal Participation of Faith-Based Organizations in HUD Programs and Activities
- In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of 24 CFR part 170 if the applicant receives an award, unless an exception applies as provided in 2 CFR 170.110.

F. Program-Specific Requirements.

NHDAP-Specific Requirements For All Applicants:

- Recipients of cooperative agreements under this NOFO will be required to affirmatively further fair housing by providing systems and tools (i.e., Sage, HDX, HMIS Test Kits, AHAR Reports, Guidance, Manuals, etc.) that ensure Customers will have access to the demographic data and information they need to be able to evaluate demographic trends.
- To mitigate concerns regarding conflicts of interest, awardee(s) assigned to operate the HMIS Data Lab, if they own or operate an HMIS or comparable software, must enter into an agreement with HUD stating they will not market or otherwise sell or license the HMIS or comparable software, data, or contact lists outside of the CoC or HMIS implementation area(s) in which they already operate their HMIS software. Marketing, selling, or licensing the HMIS or comparable software, data, or contact lists outside of the CoC(s) or HMIS implementation area(s) constitute a breach of contract with HUD.
- Throughout the award, you must have at least one staff member, contractor, or consultant who has a detailed working knowledge of HUD's online tools that support grantees and their partners in assessing current conditions, planning, and designing programs using HUD funds and potentially other resources.
- We may task two or more successful applicants to collaborate as a team to perform NHDAP activities included in this NOFO. We may select an applicant to conduct overall coordination for the NHDAP providers.
- Successful applicants must comply with requirements imposed by this NOFO and applicable sections of 2 CFR part 200.
- Successful applicants must provide information on the results, impacts, and outcomes of their activities through quarterly performance reports to HUD.
- Availability of stated capacity throughout the duration of the period of performance:
 - You must actively maintain staff/consultants/contractors that have the knowledge and experience described in your application.
 - If assignments are delayed or your firm fails to deliver acceptable products or successfully complete activities in your stated areas of knowledge/experience, we reserve the right to terminate your cooperative agreement early and recapture funds awarded to you consistent with 2 CFR Part 200.

- If you receive an award, you must:
 - Promptly respond to assignments or requests from the GTM or GTR.
 - Coordinate plans and activities with other NHDAP providers that have additional experience or skills or that have assisted or are providing assistance to Customers support connected NHDAP projects in the same jurisdiction or geographic area using TA funds. The coordination may include conference calls, virtual meetings, and/or in person meetings.
 - Attend and/or conduct joint training sessions, workshops, or conferences with other providers, as may be requested by the GTM or GTR.
 - Conduct work only when tasked or assigned by HUD (GTM, GTR, or Cooperative Agreement Officer or designee).
 - Provide plans, requests for reimbursement, performance reports, deliverables, and trainings in formats prescribed by HUD.
- Successful applicants must be able to make a plan and then adapt as needed to changing circumstances such as pivoting from in-person to virtual capacity building effort.
- Successful applicants must be prepared to contribute to and participate in virtual hosting platforms. They must be ready to learn and master virtual modalities using various tools available centrally through NHDAP funded resources and/or be prepared to purchase them in support of implementing specific work plan assignments.
- Successful applicants may be required to obtain the necessary facilities (e.g., a HUD Field Office training room, a hotel conference room, etc.) to deliver guidance and transfer knowledge on eligible activities such as, but not limited to the use of Sage, HMIS programming specifications, HMIS Data Standards or submitting quality data for the Annual Homeless Assessment Report.
- Successful applicants must coordinate with HUD to prepare HUD-required Event Request, as applicable.
- Successful applicants must obtain access to relevant HUD systems and other HUD tools to assist in the management of award requirements.

G. Criteria for Beneficiaries.

A selected applicant who carries out NHDAP activities cannot also be a beneficiary of those activities, or of other activities carried out under the cooperative agreement.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instructions and the Application Package from Grants.gov. You must verify that the Assistance Listing Number and Assistance Listing Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFO to which you are applying.

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. The Instruction Download may include Microsoft Word, Microsoft Excel, and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission, for example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS/UEI is not good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if the Applicant fails to submit to HUD in writing or via email a request for waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

NHDAP NOFO

Email:

NHDAP@hud.gov

HUD Organization:

HUD

Street:

451 7th Street, SW

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:

20410

B. Content and Form of Application Submission.

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong Assistance Listing and Funding Opportunity Number is Non-Curable unless otherwise under the Threshold requirements section.

1. Content.

Forms/Assurances/ Certifications	Submission Requirement	Notes/Description
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient	Submission is required for all applica	

Forms/Assurances/ Certifications	Submis sion Requir ement	Notes/Description
Disclosure/Update Report	nts by the applicat ion due date.	
Application for Federal Assistance (SF424)	Submis sion is require d for all applica nts by the applicat ion due date.	Required for all applications.
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instruct ions to grantees on how the form is to be submitt ed.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Grants.gov Lobbying Certification form	Form is part of the Applica tion packag e	The Lobbying Form certification must be submitted by applicants who are requesting more than \$100,000 in this NOFO; as the minimum award for this NOFO is \$250,000, all applicants to this NOFO must submit the Lobbying Form. The Lobbying Form certification can be found in the NOFO application kit on Grants.gov. Even if you are not required by 24 CFR Part 87 to submit an SF-LLL, you must still submit a Lobbying Form certification.

Forms/Assurances/ Certifications	Submis sion Requir ement	Notes/Description
Certification for a Drug-Free Workplace (HUD-50070)	Form will be contained in the Instructions Zip file from grants.gov	This form is required for all applicants. Follow the instructions provided in the form.

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

- a. **Application summary, submitted as one file, named "Application Summary" in .pdf format.**

You must include the following information in your application summary file:

1. **Applicant Organization Legal Name.** This must match the name provided on your SF-424.
2. **Description of applicant organization.** You must provide a brief description of your organization in no more than 350 words. This description may appear in the announcement of the awards if you are funded through this NOFO. Each description must contain: Organizational history; purpose and mission; years of service; housing, health, education, economic development, workforce development, and related supportive services provided; and agency web address for additional information.
3. **The amount of funding you are requesting under this NOFO.** You must identify the total funding requested from the FY 2020/2021 NDAP NOFO. Your total funding request must not exceed \$9,000,000.

Example: Total Funding Request Amount (\$) (same as SF 424) \$2,000,000

The total funding requested must be the same as the amount included on your SF424; when the amounts do not match, the amount listed on the SF424 will be used as the requested amount. 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. The total federal funding

requested in box 18.a. of your SF424 will serve as the maximum level of funding we may award to you.

4. **Whether your organization is designated as any of the following:**
 - a. A disadvantaged business [e.g., 8(a) business]
 - b. A small business as defined by the U.S. Small Business Administration
 - c. A faith-based organization
 - d. Historically Black College or University
 - e. National organization as authorized under section 703 of NAHASDA (25 U.S.C. 4212)

5. **The NHDAP projects addressed in your subfactors 1.A., 1.B., and Rating Factors 2 and 3 responses.** Your scored Rating Factor responses, except for subfactors 1.C. and 1.D., are organized around NHDAP projects. Identify which of the four NHDAP projects (1) Sage HMIS Reporting Repository (Sage), (2) National HMIS Data Lab, (3) Annual Homeless Assessment Report (AHAR) and Homeless Data Exchange (HDX), and (4) HMIS Data Standards correspond to your application, as described in Appendix II.

6. **Indirect Cost Rate.** You must indicate your indirect cost rate as described in section IV.F. of this NOFO

- b. **Experience of Staff, Contractors, and Consultants, submitted as one file, named "NHDAP Team" in .pdf format.**

Description of your NHDAP Team as described in Section V.A.1, Rating Factor 1.C.

- c. **Narrative response to each Rating Factor 1-3, submitted as one file, named "Narrative Response" in .pdf format.**

The narrative response to the Rating Factors must be submitted as one file. This file excludes your response to subfactor 1.C. Experience of Staff, Contractors, and Consultants, which must be submitted using the required form. Your narrative response should be clearly and consistently labeled, for subfactors 1.A., 1.B., and Rating Factors 2 and 3. For example, if subfactor 1.A. -response 1 is AHAR and HDX, it should also be the first response for subfactor 1.B., and Rating Factors 2 and 3. As detailed under NOFO section III.D. "Threshold Eligibility Requirements," any applicant that does not submit a narrative response addressing each of the three Rating Factors will not be eligible for an award, and the application will not be reviewed by the panel. See required information for Rating Factors in NOFO section V.A. "Review Criteria."

- d. **Indirect Cost Rate attachment.**

Applicants selected for funding pursuant to this NOFO may charge indirect costs to the award. As explained in section IV.F of this NOFO, if you want to charge indirect costs against the award, your application must include an attachment labeled "Indirect Costs" that clearly states the rate, the applicable distribution base, and, if applicable, a letter or other documentation from the cognizant agency showing the negotiated rate. The indirect

cost rate attachment does not count toward the 50-page limit for the narrative responses to the Rating Factors.

e. **Code of Conduct attachment.**

You must develop and maintain a written code of conduct in accordance with 2 CFR 200.318, unless you are a state. If you already have a code of conduct on file with HUD, you do not need to resubmit a new code unless the information on file has changed. To determine whether HUD has your code of conduct on file, you must visit the following website: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants. If you are not listed on that website, you must include your code of conduct with your NOFO application as an attachment labeled "Code of Conduct." If you are listed on that website but your code of conduct has changed since you last submitted it to HUD, you must include your most up-to-date code of conduct as an attachment. If you are listed on that website and your code of conduct has not changed since you last submitted it to HUD, you do not need to include your code of conduct with your NOFO application. The code of conduct does not count toward the 50-page limit for the narrative responses to the Rating Factors.

f. **Organizational Chart.**

You should submit an organizational chart representing key individuals who will be responsible for managing and executing a NHDAP cooperative agreement. The organizational chart does not count toward the 50-page limit for the narrative responses to the Rating Factors.

A complete submission will consist of the application signed by an authorized official of your organization and contain all relevant sections of the application as described in this NOFO.

2. Format and Form.

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

50 Pages maximum length of narratives

Other

Page Limit for the 3 Rating Factor Narrative Responses. The file that you submit as a narrative response to Rating Factors 1-3 (excluding 1.C.) must total no more than 50 pages in length. We will count the pages, any pages beyond 50 will be removed from the end and not reviewed.

Margins, Font Size, Text Color. Your narrative responses to the Rating Factors must adhere to the following requirements:

- a. 8.5 by 11-inch paper size
- b. 12-point font
- c. An easily readable font such as Times New Roman, Courier New, or Arial
- d. Black text
- e. At least 0.5-inch margins

Clarity, Organization. Your narrative responses to the Rating Factors must be clear, concise, well organized, and free of grammatical errors. One Rating Factor should not include information that belongs in another Rating Factor; criteria addressed in the incorrect Rating Factor may not be scored.

Prohibition on Materials Not Specifically Requested. You may not submit documents other than what is specifically requested by HUD in this NOFO. We will not consider résumés, photos, or any other documents that were not specifically requested.

Restrictions on Information Added to Narrative Responses. You may not include any pictures, graphics, or text boxes in your narrative responses to Rating Factors 1-3. We will not score information provided in those formats. You may use tables and graphs in your narrative responses if they help to organize information.

Treatment of Tables of Contents. If you include a Table of Contents or other reference section in any of your three Rating Factor narrative response files, that text will count towards your 50-page limit for the narrative responses to Rating Factors 1-3.

You must submit only one application in response to this NOFO. If you submit multiple applications, we will only review the last timely application received.

C. System for Award Management (SAM) and Unique Entity Identifier (UEI) Du and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement.

Applicants must be registered with <https://www.sam.gov/> before submitting their application. Applicants must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which the applicant has an active Federal award or an application or plan under consideration by HUD.

2. UEI/DUNS Number Requirement.

Applicants must provide a valid UEI/DUNS number, registered and active at [/www.sam.gov/](https://www.sam.gov/) in the application. DUNS numbers may be obtained for free from Dun & Bradstreet.

3. Requirement to Register with Grants.gov.

Anyone planning to submit applications on behalf of an organization must register at grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through grants.gov. Complete registration instructions and guidance are provided on grants.gov.

D. Application Submission Dates and Times.

Application Due Date Explanation

The application deadline is 11:59:59 PM Eastern Standard time on

04/26/2022

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit a paper application. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and timestamps each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov. Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

"Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

Grants.gov Customer Support. Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at (800)-877-8339.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column, to view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's NOFO required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

PLEASE NOTE: Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

1. Amending or resubmitting an Application.

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. Grace Period for Grants.gov Submissions.

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

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 reviewed by HUD for funding consideration. Improper or expired registration and password issues are not sufficient cause to allow HUD to accept applications after the deadline date.

4. Corrections to Deficient Applications.

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency 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.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

Applicants must email corrections of Curable Deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong UEI/DUNS number as having 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.

5. **Authoritative Versions of HUD NOFOs.** The version of these NOFOs as posted on 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).

E. Intergovernmental Review.

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

F. Funding Restrictions.

1. No fee or profit may be paid to any recipient, contractor, or consultant of an award under the NHDAP.

2. Compensation Restrictions:

- NHDAP award recipients cannot charge more than Level IV of the Federal Executive Schedule annually for an individual's compensation even if the individual earns more than the capped amount. Effective January 2022, the salary limitation for Executive Level IV is \$176,300. The compensation cap does not require award recipients to limit the

amount paid to individuals funded on NHDAP grants; an individual's remaining compensation over the cap must be paid from an alternate source of organizational funds. The requirement applies to all NHDAP award recipients' staff, consultants, and contractors. If the salary cap amount for Level IV of the Federal Executive Schedule, authorized by law, increases, if adequate funds are available in active awards, and if the salary cap increase is consistent with the award recipient's compensation policy, award recipients are permitted to use NHDAP funds to cover the increased salary amount. However, additional funds will not be provided to cover these costs.

- HUD will determine whether compensation is reasonable and customary for the skill set provided and the area(s) being served.

3. Additional restrictions are described at 2 CFR Part 200. Other restrictions may apply to the use of funds under a specific funding source.

Indirect Cost Rate.

Normal indirect cost rules under 2 CFR part 200, subpart E apply. 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 the new rate and documentation to assure the award agreement incorporates the applicable rate.

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 organization 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). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct Federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR Part 200.

If your department or agency unit receives no more than \$35 million in direct Federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR Part 200, Appendix VII, you may use the rate and distribution base specified in that indirect cost rate proposal.

Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and does not have a current negotiated rate (including provisional) rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

G. Other Submission Requirements.

Application, Assurances, Certifications and Disclosures.

Standard Form 424 (SF-424) Application for Federal Assistance Programs is the government-wide form required to apply for Application for Federal Assistance Programs, discretionary Federal grants, and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B (Assurances of Non construction Programs) or SF-424D (Assurances for Construction Programs). Applications receiving funds for both non-construction programs and construction programs must submit both the SF-424B and SF-424D.

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 and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaskan native villages and those applicable to applicants other than federally recognized Indian tribes or Alaskan native villages.

Assurances.

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. Upon receipt of an award, you, and any recipients and subrecipients of the award are also required to submit assurances of compliance with federal civil rights requirements. *See, e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; *see also* 24 C.F.R. §§ 1.5; 3.115; 8.50; and 146.25. HUD accepts these assurances in the form of the SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

The Department’s **Applicant Disclosure Report form 2880** is required for each applicant that applies for assistance, within the jurisdiction of the HUD, to a state or to a unit of general local government for a specific project or activity must disclose this information whenever the dollar threshold is met. This information must be kept updated during the application review process and while the assistance is being provided.

Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (HUD Reform Act) requires the Department to ensure greater accountability and integrity in the provision of assistance administered by the Department. One feature of the statute requires certain disclosures by applicants seeking assistance from HUD, assistance from states and units of local government, and other assistance to be used with respect to the activities to be carried out with the assistance. The disclosure includes the financial interests of persons in the activities, and the sources of funds to be made available for the activities, and the proposed uses of the funds.

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

The review criteria for each Rating Factor are included in the following table:

NHDAP NOFO Points

Rating Factor 1: Capacity of the Applicant

A	Knowledge	15
B	Experience	15
C	Experience of Staff, Contractors, and Consultants	10
D	Administrative and Award Management	15
	Staff Qualifications	
	Operating Policies and Procedures	
	Monitoring and Oversight Protocols	
	Rating Factor 1 Total	55

Rating Factor 2: Soundness of Approach

A	Project Scope	30
	Sage HMIS Reporting Repository, National HMIS Data Lab, AHAR and HDX, and HMIS Data Standards	
	Rating Factor 2 Total	30

Rating Factor 3: Quality Assurance and Achieving Results

A	Tracking Customer Performance and Results	10
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B	Problem-Solving to Achieve Results	5
	Rating Factor 3 Total	15
	TOTAL (Rating Factor 1-3)	100

Organization: To aid in the review of your application, you must organize your response by the four NHDAP projects listed in Section I.A.1.a. clearly labeling each section and numbering each response.

Hypothetical Labeling and Numbering:

Rating Factor 2: Soundness of Approach

– Response 1: AHAR and HDX

– Response 2: Data Standards

For Rating Factor 1- subfactors 1.A. and 1.B., and Rating Factors 2, and 3, submit separate narrative responses for each of the NHDAP projects listed in Section I.A.1.a. for which you are applying. For subfactor 1.C and 1.D., submit one narrative for all NHDAP projects for which you are applying.

One Rating Factor should not include information that belongs in another Rating Factor; criteria addressed in the incorrect Rating Factor may not be scored.

Objective of Narrative Responses: The overall objective of your narrative response is to describe a full picture of your organization’s knowledge and experience, with detailed accounts of past experience which demonstrates the soundness of your approach and how results were achieved.

Your scored narrative responses, with the exception of subfactors 1.C. and 1.D., are organized around the four NHDAP projects listed in Section I.A.1.a. and Appendix II; align each response across subfactors 1.A., 1.B., and Rating Factors 2, and 3. To be clear, subfactor 1.A. and 1.B must describe the organization’s NHDAP knowledge and experience relating to the NHDAP project(s) for which you are applying; the past NHDAP activities described in Rating Factor 2, must align with the organization’s NHDAP knowledge and experience described in subfactors 1.A. and 1.B.; and the Rating Factor 3 responses must align with the NHDAP knowledge and experience described in subfactors 1.A. and 1.B, and may, but are not required, to align with the projects described in Rating Factor 2.

Overview for Subfactors 1.A. and 1.B. and Rating Factors 2 and 3: Reflect the most extensive knowledge and experience for the NHDAP projects, listed in Appendix II, in which you are interested in carrying out. You may provide additional knowledge (subfactor 1.A.) and experience (subfactor 1.B.) after addressing up to four **scored** responses, but they will not be scored and do count towards your 50-page limit (e.g., Direct or On-Call HMIS Technical Assistance, CoC Technical Assistance, etc.). HUD will only score NHDAP project responses in subfactor 1.A. and 1.B., and any additional unscored responses may be used to make award decisions. Failure to properly align scored, program-specific, narrative responses across

subfactors 1.A., 1.B. and Rating Factors 2 and 3, will result in the misaligned response(s) being assessed a score of **zero (0)**.

If you do not have knowledge of and/or experience in the NHDAP eligible projects, describe knowledge and/or experience in similar projects or cross-cutting topics including information exchange standards, programming specifications, software as a service development and management, big data analysis and reporting in the areas of homelessness, homeless services, poverty, and housing. . Describe how this knowledge and/or experience qualifies you to carry out any or all of the four NHDAP projects. To aid in the review of your application, each response must clearly identify the similar NHDAP project to which it aligns.

Minimum Scores:

- There are 100 total points for an application and applications must receive a minimum of 75 points to be considered for funding. If no eligible applicants or an insufficient number of eligible applicants score at least 75 points, we may award funds to an applicant scoring below 75 points.

Regardless of your overall score, subfactor 1.A. (Program Knowledge) has a minimum score of 10, and subfactor 1.B. (Program Experience) has a minimum score of 10.

Rating Factor 1: Capacity of the Applicant

Maximum Points: 55

Rating Factor 1 includes four (4) subfactors:

- **1.A. Knowledge** (15 points)
- **1.B. Experience** (15 points)
- **1.C. Experience of Staff, Contractors, and Consultants** (10 points)
- **1.D. Administrative and Award Management** (15 points)

Experience Priorities:

When responding to subfactor 1.B., you should consider the experience priorities in Appendix I; these experience **priorities** may be used to inform award decisions based on HUD’s anticipated NHDAP needs, but are not a scored element in the rating factors.

Project Minimum Experience Requirements:

When responding to subfactors 1.B and 1.C., incorporate the project specific experience **requirements** in Appendix II; these minimum experience requirements are a scored element and you will not be eligible to receive funding for a project if you do not meet all of the relevant requirements of that project.

SUBFACTOR 1.A.: KNOWLEDGE (15 points)

This subfactor evaluates your organization’s knowledge of the four NHDAP projects. You must describe your knowledge of each NHDAP projects listed in Section I.A.1.a. for which you are applying. This sub-factor measures the knowledge of your organization, which includes your staff, contractors, and consultants.

For subfactor 1.A., you must seek to answer the question: “What do I know?”

Please see the Overview above, in Section V.A.1 for additional details on structuring your response.

Narrative Response (15 points):

In your response, for each selected NHDAP project for which you are applying, you must:

- Demonstrate your organization’s understanding of common issues facing CoCs’ data collection efforts (e.g., HUD data standards, federal partner data collection requirements, Customer reporting requirements, HMIS database structures, testing of data collection methods, HUD Point in Time (PIT) count, HUD Housing Inventory Count (HIC), Annual Homeless Assessment Report (AHAR), and HUD system performance measures) and common barriers to successful data collection, utilization, analysis and reporting, as well as possible strategies for overcoming those issues and barriers
- Describe needs for the selected NHDAP project, based on gaps that currently exist
- Reference within the context of your response any applicable laws, regulations, rules, requirements, and policies for the selected NHDAP project.

SUBFACTOR 1.B.: EXPERIENCE (15 points)

This subfactor evaluates your organization’s NHDAP experience. You must describe your experience of each of the four NHDAP projects in Section I.A.1.a for which you are applying. This sub-factor measures the experience of your organization, which includes your staff, contractors, and consultants.

For subfactor 1.B., you must seek to answer the question: “What have I done with what I know?”

Applicants should consider the experience **priorities** included in Appendix I and must consider the project experience **requirements** in Appendix II when responding to this subfactor.

Except for the project experience requirements found in Appendix II, you may only include experience in the five years prior to the publication date of this NOFO.

Please see the Overview above, in Section V.A.1 for additional details on structuring your response.

Narrative Response (15 points):

In your response, you must:

- Demonstrate when and how your organization has gained its NHDAP experience, and in what capacity (e.g., as a researcher, programmer, TA provider, program administrator, evaluator, etc.)?
- Describe major accomplishments and outcomes resulting from this experience? To the extent possible, you must quantify your accomplishments and outcomes.
 - If the program experience you describe in subfactor 1.B includes development of tools and products that are available to view online, you must include website links (no more than five examples).

Project Minimum Experience Requirements: When responding to subfactor 1.B., you must consider the project experience requirements. You will not be eligible to receive funding for specific NHDAP projects for which you do not meet the relevant requirements.

SUBFACTOR 1.C.: EXPERIENCE OF STAFF, CONTRACTORS, AND CONSULTANTS FORM (10 points)

This subfactor evaluates the breadth and depth of your team (i.e., staff, contractors, and consultants), as measured by the experience of your individual team members. Your response to subfactor 1.C. must be submitted as a separate .pdf attachment labeled “NHDAP Team”.

List your individual staff, contractors, and consultants First Name, Last Name, Organization Name, and Role. You should indicate whether the staff, contractor, or consultant has experience in the following areas:

Area of Experience	Years of Experience
Direct Technical Assistance or Guidance for McKinney-Vento Homeless Assistance Act and associated programs	
Continuum of Care (CoC) Program	
Emergency Solutions Grants Program (ESG)	
National Homeless Data Analysis Project: Sage	
National Homeless Data Analysis Project: Data Lab	
National Homeless Data Analysis Project: Data Standards	
National Homeless Data Analysis Project: AHAR-HDX	
Using and managing a HMIS or standardized data collection of reporting for HUD	
Direct TA Experience on CoC or ESG regulations and program design	

Only those contractors and consultants with whom you have entered into a formal agreement to participate in an award under this NOFO should be listed. Although the formal agreements are not required to be submitted as part of your NOFO application, if selected for funding, potential awardees may be required to furnish documentation as part of the administrative process.

Indicate the numbers of years of experience for each staff member, consultant, and contractor. For the purpose of this NOFO, 10 months or more should be rounded up to 1 year. For instance, if a staff member has nine months of experience, that staff person would be considered to have zero years of experience; a staff person with 11 months of experience would be considered to have one year of experience.

Years of unduplicated experience must be reported for each area identified, and total years calculated should appear reasonable based on average life expectancy. For example, if Jane Doe has 5 years of experience with National Homeless Data Analysis Project (2011-2016) and 8

years (2008-2016) Continuum of Care (CoC) Program, the applicant would include 5 and 8 under the relevant areas. Then, for the **total years**, the applicant would include 8 years to represent unduplicated years. It is unreasonable for one consultant to have 130 years of experience. If it is determined that you falsely inflated or inaccurately totaled an individual's years of experience in a specific area, a value of zero will be used in place of the individual's stated experience in the respective area. HUD reserves the right to make the final determination regarding the years of experience claimed in this subfactor.

You need not indicate experience in every area, but if you include experience in more than one area you will receive more points (see the scoring description below).

- **Depth and Breadth** (10 points): Measured by the years of experience.

In addition to identifying the years of experience for individuals, you must complete the "Qualifications Narrative" for each person. You must include a description of:

- How the individual gained the experience, including the capacity in which the experience was gained (e.g., as a TA provider, program administrator, evaluator, etc.)
- The period during which the experience was gained
- The responsibilities held and/or activities performed
- The major accomplishments and outcomes achieved
- Relevant training, certifications, and/or qualifications

You should consider the experience **priorities** included in Appendix I and must consider the activity-specific experience **requirements** in Appendix II when responding to this subfactor.

The Qualifications Narrative for each person will not be used to determine your score for subfactor 1.C., but the information in the Qualifications Narratives may be used to inform award decisions based on HUD's anticipated NHDAP needs.

SUBFACTOR 1.D.: ADMINISTRATIVE AND AWARD MANAGEMENT (15 points)

Subfactor 1.D. includes three parts:

- **Staff Qualifications** (6 points)
- **Operating Policies and Procedures** (3 points)
- **Monitoring and Oversight Protocols** (6 points)

We are seeking applicants who demonstrate the administrative capacity to effectively manage a federal award. In subfactor 1.D., you are expected to demonstrate your organization's staffing and effective control structure as contemplated at 2 CFR part 200.400, to assure proper and effective operation of award requirements and reduce risk against non-compliance. You must also demonstrate your organization's internal controls over federal awards and reasonable assurance of compliance with 2 CFR part 200.303.

Staff Qualifications (6 points)

In this section, you must identify who will be responsible for key components of award management and their relevant qualifications. You must demonstrate that you have sufficient key management and administrative staff to effectively manage a federal financial award.

You must describe the qualifications, experience, and responsibilities of personnel that will be responsible for the following components of award management:

- Compliance with federal/state/local requirements, including financial and performance reporting
- Management of staff/contractors/consultants and multiple work assignments of varying complexity
- Oversight of NHDAP activities, including development of project scope, timeline, budget, and quality and accuracy of deliverables.
- Administrative tasks such as billing and bookkeeping; sorting reports, invoices, and financial files for quick access; and communicating with others, including the project team and awarding entity (e.g., HUD), in relation to the overall budget of the award and any potential variances in the budgeted costs
- Monitoring and performance measurement and evaluation

The table below provides an example of how you could provide the required information.

Name	Role	Qualifications/Experience	Responsibilities

Operating Policies and Procedures (3 points)

In this section, you must tell us how your organization will implement policies aligned with federal award requirements and how you will retain highly qualified staff. You must include a description of your organization’s written policies for:

- Managing multiple projects and awards, including periods of performance and spending
- Collecting and reporting on expenditures and performance measures
- Coordinating activities with multiple organizations
- Employee retention and succession planning, including overcoming unforeseen circumstances, such as the departure of essential staff or if HUD or the Customer determines that the assigned staff have inadequate skills needed to complete a current NHDAP activity. Such procedures must demonstrate your ability to ensure continuity in the delivery of the NHDAP activity.
- Continuous professional development for your staff, consultants, and contractors to ensure continued knowledge of award administrative requirements, including new laws, policies, and procedures

Monitoring and Oversight Protocols (6 points)

In this section, you must describe your organization’s protocols to ensure the effectiveness of your operating policies, successful award management, and mitigation of the occurrence of fraud, waste, and abuse.

You must describe your organization’s protocols for monitoring and overseeing the NHDAP award effectively, including:

- Ensuring acceptable work and products were provided before you submit invoices to HUD and pay contractors and/or consultants
- Managing and monitoring the performance of contractors and consultants and your ability to comply with award requirements, including the “Administrative, National and Department Policy Requirements for HUD recipients” in Section VI.B. of this NOFO, and the terms, conditions, and specifications of contracts or other formal agreements
- Financial processes for managing federal awards and monitoring award expenditures; refer to your existing accounting and personnel policies and procedures that include necessary management controls

Rating Factor 2: Soundness of Approach

Maximum Points: 30

Rating Factor 2 focuses on the skills needed to successfully plan and execute the four NHDAP projects under this NOFO. Therefore, even though Rating Factor 2 instructs you to describe eligible activities, Rating Factor 2 is not measuring your substantive knowledge of or experience in a particular project. Instead, Rating Factor 2 is measuring your ability to effectively plan and execute eligible activities, regardless of the project.

You must describe activities or engagements completed within the last five years of the publication of this NOFO. The activities must align to the activities described in subfactor 1.A and 1.B.

Please see the Overview above, in Section V.A.1 for additional details on structuring your response.

When possible, you must describe activities with Customers. If you have not conducted NHDAP projects within the last five years, you must describe a similar activity such as, but not limited to information exchange standards, programming specifications, software as a service development and management, big data analysis and reporting in the areas of homelessness, homeless services, poverty, and housing. You must describe how the similar work qualifies you to provide the eligible activities under the NHDAP award.

You may submit one description per NHDAP Project. Each description must begin with a heading that includes a description of the NHDAP project listed in section I.A.1.a. (e.g., “Rating Factor 2. 1 - National HMIS Data Lab; 2 - HMIS Data Standards”).

You will receive **up to 2 points** for descriptions that:

- Describe NHDAP projects that were completed within 5 years of the publication date of this NOFO.
- Identify the period of performance.
- Identify the Customer assisted (e.g., CoC Collaborative Applicant, HMIS Lead, ESG Program recipient).

You will receive **up to 3 points** for descriptions that:

- Describe the ability to effectively plan and execute engagements with diverse groups of persons with recent lived experience of homelessness.
- Demonstrate an established process of routine engagement of a diverse group of persons with recent lived experience of homelessness to solicit feedback on processes, systems, product development and implementation funded under this NOFO.

You will receive **up to 25 points** for the extent to which you demonstrate an ability to effectively plan and execute an NHDAP project.

Describe the following:

- Clearly describe the scope, purpose, and outcomes of an NHDAP project.
- Demonstrate your understanding of the project by clearly defining activities and tasks necessary for project completion.
 - Note any specialized technology or software required for the execution of the project
- Demonstrate your understanding of the project by providing a timeline that is reasonable and achievable.
- Clearly indicate the budget for the project, broken out by task. Including estimated level of effort in hours for each task.
- Demonstrate sophisticated understanding of the project realities by identifying risks and mitigation activities that may impact the project.
- Describe use of existing resources and, if applicable, development of new resources that can be used to support other Customers with similar capacity issues.
- Due to the changing federal information technology requirements, HUD may require NHDAP utilized data-systems to migrate into the HUD environment, explain how your firm would approach this shift.

Hypothetical Scoring Example: You include the description for two NHDAP eligible activities: 1) HMIS Data Lab – FY2022 HMIS Test Kit and 2) HMIS Data Standards – FY2022 HMIS Data Standards Update. Each reviewer scores the descriptions against the maximum of 30 points. The resulting scores are:

Rating Factor 2.

1 - National HMIS Data Lab – 27

2 - HMIS Data Standards – 21

We then average across all NHDAP projects: National HMIS Data Lab and HMIS Data Standards $(27+21)/2=24$. *The final score for Rating Factor 2 is 24 points.*

Rating Factor 3: Quality Assurance and Achieving Results

Maximum Points: 15

Rating Factor 3 includes two (2) sub-factors:

- **3.A. Tracking Customer Performance and Results** (10 points)
- **3.B. Problem-Solving to Achieve Results** (5 points)

You must describe NHDAP projects – your organization has completed within the last five years of the publication date of this NOFO. Each must align with the NHDAP activities you described in subfactors 1.A. and 1.B, and may, but are not required to, align with the past activities described in Rating Factor 2.

This means you have options when choosing how to respond to Rating Factor 3: (1) you can tell us a full story from top to bottom building upon the activities you covered in the previous rating factor; (2) you can use this opportunity to unveil additional activities, solely focusing on the criteria in Rating Factor 3; or (3) you can choose a combination of options 1 and 2 for your scored topics in Rating Factor 3. It is up to you; one option is not better than the other. Subfactors 3.A and 3.B are not required to be split into separate sections.

If you have not conducted NHDAP projects within the last five years, you must describe a similar activity such as, but not limited to information exchange standards, programming specifications, software as a service development and management, big data analysis and reporting in the areas of homelessness, homeless services, poverty, and housing. You must describe how the similar work qualifies you to provide the eligible activities under the NHDAP award.

SUBFACTOR 3.A.: TRACKING CUSTOMER PERFORMANCE AND RESULTS (10 points)

You must describe how you actively track Customer performance and results, including the use of qualitative and quantitative data for each of your NHDAP activities.

You must include the following in your response:

- Identify the period of performance and Customer assisted (e.g., CoC)
- Types of goals, milestones, and outcomes used for activities
- How the goals, milestones, and outcomes were identified
- The use of data to track Customer progress towards the goals, milestones, and outcomes
- Frequency of evaluation

SUBFACTOR 3.B.: PROBLEM-SOLVING TO ACHIEVE RESULTS (5 points)

You must describe how you used data to identify and address unexpected barriers to achieving the intended results for each of your NHDAP activities.

You must include the following in your response:

- Identify the Customers assisted (e.g., CoC, HMIS Lead, HMIS Vendor, etc.,) and the initial goal of the activity
- The barriers you encountered and how those circumstances changed the scope of the NHDAP activity
- How you used data to identify challenges with the work and make mid-course corrections
- How you adjusted your strategy to ensure the changing needs of the Customer were adequately addressed
- How you used regular meetings, reports from your financial management system, and/or reports to HUD (or other federal agency) to identify progress and challenges and implement additional changes in scope or objective(s)

- How you used data to track objective(s) to completion and report to HUD (or another federal agency), including the frequency of the evaluation
- The final outcomes/accomplishments of the activity

2. Other Factors.

This program does not offer points for Section 3.

Preference Points

This program does not offer preference points.

HBCU.

This program does not offer HCBU preference points.

Promise Zones

This program does not offer Promise Zone preference points.

B. Review and Selection Process.

1. Past Performance

In evaluating applications for funding, HUD will consider an applicant’s past performance in managing funds. Items HUD will consider include, but are not limited to:

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds;

The number of persons served or targeted for assistance;

Other

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in Section III E., Statutory and Regulatory Requirements Affecting Eligibility, "Pre-selection Review of Performance" document link above.

2. Assessing Applicant Risk.

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- Financial stability;

- Quality of management systems and ability to meet the management standards prescribed in this part;
- History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

As required by 2 CFR 200.205, HUD will evaluate the risks to each HUD program posed by each applicant and will conduct due diligence to ensure an applicant's ability to manage federal funds. The results from this evaluation will inform funding decisions. If we determine that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, HUD will consider factors found in 2 CFR § 200.205, as well as publicly available information, including information from your organization's website, media sources, Inspector General or Government Accountability Office reports or findings, or hotline or other complaints that have proved to have merit.

3. Integrity

HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the Federal "Do Not Pay" website, public information, and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, we reserve the right to take remedies including:

- Denial of funding, or with a renewal or continuing award, suspension, or termination of an award immediately for cause
- Requiring the removal of any key individual(s) from association with management or implementation of the award
- Making provisions or revisions regarding the method of payment or financial reporting requirements

4. Review Types

All members of each review team will consist of HUD staff.

Threshold:

HUD staff will first review each application to determine whether it meets the threshold requirements as described in NOFO section III.D. "Threshold Requirements."

Rating Criteria:

Applications that meet threshold eligibility requirements will then be rated against the rating criteria in the NOFO.

- HUD staff will review each of your responses based on the criteria provided for subfactors 1.A. and 1.B., and Rating Factors 2 and 3. The four scores will be averaged to generate a score representing all four responses, with a maximum of 75 points.
- An automated depth and breadth 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 FY2020/2021 NHDAP NOFO applicants, with a maximum 10 points added to the average score.
- HUD staff will review each of your responses for subfactors 1.B and 1.C. to ensure you have met the minimum experience requirements for each project listed in Appendix II. If you do not meet the requirement for a project, you will not be eligible to receive funding for that project.
- Subfactor 1.D. will be reviewed by HUD staff. Your responses will be scored based on the criteria provided, with a maximum of 15 points to be added to the average score.

Hypothetical Scoring Example:

- We provide your subfactors 1.A. and 1.B and Rating Factors 2 and 3, responses to the review team.
- The reviewers score their assigned narrative responses against the maximum points for each subfactor and rating factor. The resulting scores are:

	Subfactor 1A max. 15 pts.	Subfactor 1B max. 15 pts.	Rating Factor 2 max. 30 pts.	Rating Factor 3 max. 15 pts.	Total max. 75 pts.
NHDAP	13	12	24	15	67

5. Fundable Applicants List

The amount awarded to each fundable application (i.e., an application with a score of 75 or more points overall, unless no applicants or an insufficient number of applicants score 75 points or above) is determined according to section V.B.6. "Funding Decisions." To ensure coverage across HUD's NHDAP activities, applications may not be funded in ranking/score order.

6. Funding Decisions

In determining the amount awarded to a successful applicant, we will take into consideration the amount of funds available, the final score assigned to the application by HUD reviewers, and our overall needs, including establishing a range of subject matter expertise, as well as your capacity to serve Customers. For prior Community Compass Technical Assistance award and HUD contract recipients, we may consider information from a Contracting Officer, GTR, GTM, POTAC, and/or other HUD staff, as appropriate, on past performance, as well as award balances not committed to tasks or work plans. These considerations may reduce the amount you will be awarded. There may be insufficient funds available to make an award to every application scoring within the fundable range.

7. Corrections to Deficient Applications

You will have 7 calendar days to provide missing information requested by HUD. Instructions on submission of cures for deficiencies will be provided by HUD.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

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

HUD may 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
- When the applicant or recipient is not otherwise responsible.

Adjustments to Funding. To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will 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.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

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

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

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

Funding Errors. If HUD commits funds in error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

1. Notifications. An award notification sent to a successful applicant is not an authorization to begin performance. Upon notification that you have been selected for award, we will request additional information from you or may work with you to amend information that you already submitted as part of the application.

2. Negotiation and Administrative and Financial (A&F) Process. The A&F process is required for any application that receives funding under this NOFO. During the A&F process (which takes place after selection for funding but prior to award), you must submit administrative and financial information to comply with the cooperative agreement provisions. The requirements at 2 CFR Part 200 govern all awards executed pursuant to this NOFO, including commercial/for-profit entities. Noncompliance with the applicable uniform administrative requirements and implementation of those requirements along with the cooperative agreement provisions may cause HUD to impose sanctions or restrictions or terminate your award.

3. Budget form. Due to the nature of the NHDAP activities, applicants responding to this NOFO will not know at the time of application the specific tasks they will be asked to carry out over the course of the performance period, the location of the engagements, or their duration. Therefore, you will not submit a HUD-424-CBW or any other budget form with its application. A cooperative agreement without a formal budget can be executed if we have other specific information (e.g., the award amount, labor rates, and the activities you have the capacity to carry out).

4. Administrative budget. We require that selected applicants participate in negotiations to determine an administrative budget. The administrative budget must clearly identify the labor, associated indirect costs, travel, and material and supply costs associated with your management of the award. The administrative budget must track the different sources of funding and associate administrative costs to each source.

5. Maximum administrative and coordination cost limits.

a. Unless HUD's authorized official or a federal directive specifically provides otherwise, up to fifteen (15) percent of the award made under this NOFO may be used for the purpose of paying administrative and coordination costs. This includes up to five (5) percent of the award for coordination costs and up to ten (10) percent for administrative costs. Specific cost limits by award amount are negotiated between HUD and the selected applicant before cooperative agreement execution and during the project period. Costs may be denied or

modified if it is determined that they are not allowable, allocable, and/or reasonable.

b. The selected applicant must segregate administrative and coordination costs in separate cost centers.

6. Award Announcements. While we intend to announce all awards at the same time, we may elect to separately announce all awards. If we do stagger award announcement, selected applicants will receive multiple notifications instead of a single notification. Until all awards are announced, we must adhere to requirements set forth in the HUD Reform Act

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

For this NOFO, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply.

1. Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFOs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).
- Affirmatively Furthering Fair Housing.
- Economic Opportunities for Low-and Very Low-income Persons (Section 3). See 24 CFR part 75.

• Improving Access to Services for Persons with Limited English Proficiency (LEP) See https://www.hud.gov/program_offices/fair_housing_equal_opp/limited_english_proficiency.

• Accessible Technology. See <https://www.hud.gov/sites/dfiles/OCIO/documents/s508103017.pdf>

2. Equal Access Requirements. See 24 CFR 5.105(a)(2)

3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.

4. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.

5. Participation in HUD-Sponsored Program Evaluation.

6. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7. Drug-Free Workplace.

8. Safeguarding Resident/Client Files.

9. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.

10. Accessibility for Persons with Disabilities. See

https://www.hud.gov/program_offices/fair_housing_equal_opp/disability_overview

11. Violence Against Women Act. See 24 CFR part 5, subpart L and applicable program regulations.

12. Conducting Business in Accordance with Ethical Standards/Code of Conduct.

13. Environmental Requirements, which include compliance with environmental justice requirements under Executive Order 12898.

Environmental Review

- Accessible Technology. See <https://www.hud.gov/sites/dfiles/OCIO/documents/s508103017.pdf>
- Compliance with 24 CFR part 50 or 58 procedures is explained below:

In accordance with 24 CFR 58.34(a)(3) or (a)(9), 58.35(b)(3), and 50.19(b)(3), (b)(9), or (b)(13), activities funded under this NOFO are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

Prohibition on Surveillance

2 CFR 200.216 Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

In addition, the "Administrative, National and Department Policy Requirements for HUD recipients" listed above, the "Project Experience Requirements" in Appendix II also apply to applicants.

Lead Based Paint Requirements.

Not Applicable

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Recipient Integrity and Performance Matters. Applicants should be aware that if the total Federal share of your federal award includes more than \$ 500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in Appendix XII to Part 200 Award Terms and Conditions for Recipient Integrity and Performance Matters.

2. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987.

3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA). FFATA requires information on federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to 2 CFR Part 170, "REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting

System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

4. Program-Specific Reporting Requirements

- **FFATA Requirements.** You will be required to report certain data in compliance with the Federal Funding Accountability and Transparency Act (FFATA). Additional information about these requirements is available at www.fsrs.gov under the OMB Guidance link.
- **Program Progress.** You will be required to submit Quarterly Performance Reports in a manner specified by HUD, with actual outputs and outcomes achieved and a narrative explanation of any disparity between projected and actual results. Quarterly Performance Reports must comply with requirements described in 2 CFR 200.327-329.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized organization representative whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFO. Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

NHDAP NOFO

Phone:

Email:

NHDAP@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.

VIII. Other Information.

1. National Environmental Policy Act.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFO in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)).

The FONSI is available for inspection at [HUD's Funding Opportunities](#) web page.

2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Dun & Bradstreet/Unique Entity Identifier](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)
- [HBCUs](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD’s Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Assistance and Real Property Acquisition Act of 1970 \(URA\)](#)
- [USA Spending](#)

3. Program Relevant Web Resources

APPENDIX

Appendix I: Experience Priorities Table

OFFICE	EXPERIENCE PRIORITIEIS
Office of Special Needs Assistance Programs (National Homeless Data Analysis Project)	<p>You should describe policies to promote and support racial equity in your organization’s staffing and hiring practices, including recruitment efforts and outreach methods. This should include where you advertise and how postings are communicated and ensure all communications are accessible to persons with disabilities and Limited English Proficiencies; and how employees--and subcontractors if applicable--are trained and ensure trainings are accessible to provide equal access to employment. You should also describe the current racial/ethnic composition of leadership and program staff and your organization’s plans to foster deeper benches of leaders within the organization that include staff of color and broad leadership commitment to a racial equity orientation.</p> <p>All activities must be consistent with federal nondiscrimination requirements,</p>

	<p>including with respect to employment activities and all covered programs and activities.</p> <p>You should demonstrate an established process of routine engagement of a diverse group of persons with recent lived experience of homelessness to solicit feedback on processes, systems, product development and implementation funded under this NOFO. Examples could include employing persons or subcontracting to organizations with persons with lived expertise in homelessness. Describe, as applicable, how persons are recruited, trained, and compensated to do this work and discuss the intentional and meaningful integration of their feedback in the firm’s work under this NOFO.</p> <p>You should describe experience building partnerships across different systems (e.g., homeless, criminal justice, foster care, healthcare, affordable housing, etc.), as well as experience working across local, state, federal and private funding sources, and how you were successful in achieving common goal(s) within these partnerships. This experience does not have to be homeless-specific but needs to demonstrate strategic systems thinking.</p> <p>You should identify individuals within your firm or subcontractors with at least two years of experience providing TA or training on incorporating the voices and increasing the power of consumers within service systems (this experience does not have to be homeless service-specific) OR providing TA or training on implementing racial justice frameworks in systems change (this experience does not have to be homeless service-specific).</p>
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Appendix II: Project Minimum Experience Requirements Table

National Homeless Data Analysis Project (NHDAP) Projects	Project Experience Requirements for Subfactors 1.B. and 1.C
Sage HMIS Reporting Repository	<p>Award recipients may be tasked with the operation of the Sage HMIS Reporting Repository. To be considered for the operation of the Sage HMIS Reporting Repository, an applicant must express interest and demonstrate each of the following:</p> <p>Subfactor 1.B.: 1) three years of experience managing an information systems project with the federal government; 2) evidence of senior programming capacity in existing staff or through contract; 3) evidence of prior knowledge and experience in the homelessness field, which could include participation</p>

	<p>in CoC meetings and/or committees, participation in policy and procedure development for homeless data collection, or other tangible demonstrations of experience in the homelessness field; and 4) organizational experience gained in the last 10 years providing direct TA to Customers to analyze data and understand data trends; use data to inform and revise plans and strategies; use performance measurement and reporting tools; create data-sharing partnerships and agreements; collect, report, and use accurate and valid data on programs, activities, and beneficiaries; manage HMIS effectively; manage standardized data collection for HUD-required reporting; conduct system performance measurement and analysis; and engage in system modeling and resource planning.</p> <p>Subfactor 1.C.: You must identify a minimum of two staff members employed by your organization with at least eight years of the specialized experience noted for Subfactor 1.B., above.</p>
<p>National HMIS Data Lab</p>	<p>Award recipients may be tasked with the operation of the HMIS Data Lab. To be considered for the operation of the HMIS Data Lab, you must express interest, and you must demonstrate each of the following:</p> <p>Subfactor 1.B.: 1) an MOU or other written agreement with CoC(s) that permit you to access and analyze data for purposes of operating the HMIS Data Lab; the MOU must contain a description of the CoC bed coverage rates, the number of years of historical data available, and historical bed coverage rates; 2) if the applicant does not own an HMIS, an MOU or other written agreement with one or more HMIS Vendors that permit you to access and use their HMIS for the purpose of testing data collection methods, reporting frameworks, database structures to inform HUD regulations and guidance; 3) three years of experience managing an information systems project with the federal government; 4) evidence of senior programming capacity in existing staff or through contract; 5) evidence of prior knowledge and experience in the homelessness field, which could include participation in CoC meetings and/or committees, participation in policy and procedure development for homeless data collection, or other tangible demonstrations of experience in the homelessness field. You may need to form partnerships with multiple organizations to successfully operate the HMIS Data Lab, for example (but not limited to) universities, HMIS software providers, not-for-profit agencies, and IT companies; and 6) organizational experience gained in the last 10 years providing TA to Customers to analyze data and understand data trends; use data to inform and revise plans and strategies; use performance measurement and reporting tools; create data-sharing partnerships and agreements; collect, report, and use accurate and valid data on programs, activities, and beneficiaries; manage HMIS effectively; manage standardized data collection for HUD-required reporting; conduct system performance measurement and analysis; and engage in system modeling and resource planning.</p> <p>Subfactor 1.C.: You must identify a minimum of two staff members employed by your organization with at least eight years of the specialized experience noted for Subfactor 1.B., above.</p>
<p>HMIS Data Standards</p>	<p>Award recipients may be tasked with the operation of the HMIS Data Standards. To be considered for the HMIS Data Standards project, an applicant must</p>

	<p>demonstrate each of the following:</p> <p>Subfactor 1.B.: You must describe organizational experience gained in the last 10 years providing TA to Customers to analyze data and understand data trends; use data to inform and revise plans and strategies; use performance measurement and reporting tools; create data-sharing partnerships and agreements; collect, report, and use accurate and valid data on programs, activities, and beneficiaries; manage Homeless Management Information Systems (HMIS) effectively; manage standardized data collection for HUD-required reporting; conduct system performance measurement and analysis; and engage in system modeling and resource planning.</p> <p>Subfactor 1.C.: You must identify a minimum of two staff members employed by your organization with at least eight years of the specialized experience noted for Subfactor 1.B., above.</p>
<p>Annual Assessment Report (AHAR and Homeless Data Exchange (HDX))</p>	<p>Award recipients may be tasked with the AHAR project and operating HDX. To be considered, you must express interest, and you must demonstrate each of the following:</p> <p>Subfactor 1.B.: 1) three years of experience managing an information systems project with the federal government; 2) evidence of senior programming capacity in existing staff or through contract; 3) evidence of prior knowledge and experience in the homelessness field, which could include participation in CoC meetings and/or committees, participation in policy and procedure development for homeless data collection, or other tangible demonstrations of experience in the homelessness field; and 4) organizational experience gained in the last 10 years providing TA to Customers to analyze data and understand data trends; use data to inform and revise plans and strategies; use performance measurement and reporting tools; create data-sharing partnerships and agreements; collect, report, and use accurate and valid data on programs, activities, and beneficiaries; manage HMIS effectively; manage standardized data collection for HUD-required reporting; conduct system performance measurement and analysis; and engage in system modeling and resource planning.</p> <p>Subfactor 1.C.: You must identify a minimum of two staff members employed by your organization with at least eight years of the specialized experience noted for Subfactor 1.B., above.</p>