**Notice of Funding Opportunity (NOFO)**

**FY 22 HUDRD Grants for University-Nonprofit Partnerships Supporting Community-Engaged Research Designed to Address Homelessness**

**FR-6700-N-29K**

**Frequently Asked Questions**

**Updated 5/30/2023**

1. **Who is eligible to apply for this grant opportunity?**

Eligible applicants include institutions of higher education or nonprofit entities that train and support institutions of higher education to conduct research applying community-engaged research methods to address homelessness.

1. **Who is not eligible to apply for this grant opportunity?**

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

1. **What is “community-engaged” research?**

Community-engaged research is an approach that meaningfully engages the community that is the subject of the research, including community groups and people with lived experience. Community-engaged research may also be referred to in other fields and disciplines using terms such as community-based research, participatory action research, or community-based participatory research.

1. **How can I access a copy of the full Notice of Funding Opportunity (NOFO) document?**

Follow these steps to access the full text of the NOFO:

* Go to this link: <https://www.grants.gov/web/grants/search-grants.html?keywords=FR-6700-N-29K> (alternatively, you can access [www.grants.gov](http://www.grants.gov) and type “FR-6700-N-29K” into the search bar)
* Click on the “related documents” tab.
* Click on the hyperlink under “file name” that reads “Foa\_content\_of\_FR-6700-N-29K” and this will download the text of the full funding announcement as a PDF file
1. **The application package states that applicants must submit HUD Form 424-CBW: Grant Application Detailed Budget Worksheet with their application. How do I access the HUD Form 424-CBW?**

Follow these steps to access the full NOFO, mandatory and optional forms.

* Go to this link: <https://www.grants.gov/web/grants/search-grants.html?keywords=FR-6700-N-29K> (alternatively, you can access [www.grants.gov](http://www.grants.gov) and type “FR-6700-N-29K” into the search bar)
* Select the tab “Package” and under “Opportunity Package(s) Currently Available for this Funding Opportunity:” click on the “Preview” link.
* In the dialogue box that opens, click on the “Download Instructions” button.
* In the zip folder that opens, you will find the HUD Form 424-CBW: Grant Application Detailed Budget Worksheet along with the HUD Form 424-CBW-I, which provides instructions for completing the HUD Form 424-CBW.

1. **How will HUD allocate the $1 million available under this funding opportunity?**

The total grant funding available under this NOFO is $1,000,000.  HUD may make anywhere from one to three awards under this grant opportunity.  The expected project period is three years (10/2/2023 – 10/2/2026), and the funding made available to each grantee under this grant program would be expected to stretch over the full project period of three years.

For example, under this NOFO, HUD could make a single grant award of $1 million—and this $1 million would be expected to cover the full cost of the three year project period. Alternatively, HUD could award up to three separate grant awards, with the total amount of funding to be allocated across all three grantees equal to $1 million.  If multiple grants are awarded, they do not need to be for an equivalent amount of funding (for example, one grantee might receive $200,000, a second grantee could receive $300,000, and third grantee could receive $500,000).

1. **What types of proposals or projects is HUD seeking to support under this funding opportunity?**

HUD is open to all proposals submitted by an eligible applicant (institutions of higher education or nonprofit entities that train and support institutions of higher education) that apply community-engaged research methods to address homelessness.

1. **Are applicants required to have matching funds available in order to be eligible for this funding opportunity?**

No.This Program does not require cost sharing or matching.

1. **I am homeless or at risk of becoming homeless in the near future. Can I apply for this grant?**

HUD does not issue grants to individuals. To identify housing assistance in your local area, please contact your state or local government, housing authority, or a non-profit organization in your area.

You can also access the following HUD websites to find more resources in your community:

* Click [here](https://hudgov-answers.force.com/housingcounseling/s/?language=en_US) to find Housing Counseling Services in your area
* Click [here](https://www.hud.gov/program_offices/public_indian_housing/about/css) to contact HUD’s Public and Indian Housing (PIH) Customer Service Center
* Click [here](https://www.hudexchange.info/housing-and-homeless-assistance/homeless-help/) to locate homeless assistance providers in your local area
1. **I am a nonprofit organization seeking funding to provide direct services to people experiencing homelessness in my community. Am I eligible for this grant?**

Funding to be awarded under this grant program is intended to support research projects applying community-engaged research methods to address homelessness and cannot be used to provide direct services. Please visit [www.grants.gov](http://www.grants.gov) to identify other funding opportunities that may be available for direct service provision.

1. **What is the difference between the list of references and the list of entities with whom the applicant has entered into an agreement to participate in an award under this NOFO?**

The relevant section of the NOFO is Section IV.B. titled *Content and Form of Application Submission.* Under Section IV.B.1 titled *Content,* the NOFO states that a complete application must include two separate appendices: 1) an appendix that list the names of the entities with whom the applicant has entered into an agreement to participate in an award under this NOFO and a brief statement of each entity's qualifications. and 2) an appendix containing a list of references outlining the applicant’s performance of recent (within five years) and relevant social science research.

In Section IV.B.2. of the NOFO, titled *Format and Form*, the NOFO notes that there is a 20-page maximum length of narratives, but that the narrative page limits do not include the appendix of participating entities or the appendix of reference letters.  Participating entities include any partners that the applicant may be bringing together to carry out the project proposed under this grant (item #1 above), and the reference letters are supporting documentation of past performance on recent and relevant social science research (item #2 above). Further description of the required data to be included in the references of past performance can be found under Rating Factor 3: *Organizational Capacity and Experience and Project Staffing.*

1. **Can community groups or relevant stakeholders submit letters of reference in support of the project?**

The relevant section of the NOFO is Section IV.B. titled *Content and Form of Application Submission.* Under Section IV.B.1 titled *Content,* the NOFO notes that a complete application must include two separate appendices: 1) an appendix that list the names of the entities with whom the applicant has entered into an agreement to participate in an award under this NOFO and a brief statement of each entity's qualifications and 2) an appendix containing a list of references outlining the applicant’s performance of recent (within five years) and relevant social science research.  In Section IV.B.2. of the NOFO, titled *Format and Form*, the NOFO notes that there is a 20-page maximum length of narratives, but that the narrative page limits do not include the appendix of reference letters.

There is no requirement in the NOFO for applicants to submit letters of reference from community groups or relevant stakeholders in support of a particular proposed project, separate and distinct from the list of references documenting the applicant’s past performance of recent and relevant social science research and the appendix that lists any partners that the applicant may be bringing together to carry out the project proposed under this grant, but there is also no prohibition on the inclusion of such letters of reference in support of the project. Because this is not a required element of the application package, such letters of reference would likely be included in the narrative addressing the rating factors. As noted in Section IV.B.2. of the NOFO, titled Format and Form, submitting pages in excess of page limits will not disqualify an applicant; however, HUD will not consider the information on any excess pages.

1. **The NOFO states that applicants must identify 3 key personnel and that “Key personnel must include, at a minimum, the Principal Investigator and Project Manager/Director.” Does HUD have specific requirements around what “Project Manager/Director” means?**

The relevant section of the NOFO is Section V.A. Review Criteria. Under Rating Factor 3b., the NOFO outlines how applicants are expected to describe the project staffing anticipated for the proposed project. In this NOFO, HUD does not define the specific requirements for what constitutes a “project manager/director.”  Typically, under a research grant, the Principal Investigator would serve as the scientific director of the research project and the Project Manager/Director would serve as the project manager of the research project.  HUD recognizes that organizations and institutions have different titles for these functions. Rating Factor 3b. states that staff assigned to different tasks should have the relevant skills and abilities to fulfill the tasks they will perform.

1. **Would it be acceptable to have a community partner as one of the key personnel?**

There is no language in the NOFO that prohibits a community partner from serving as a Key Personnel. For the purposes of this NOFO, Key Personnel are defined as individuals who will have primary responsibility related to managing or carrying out the proposed work.  The NOFO states that key personnel may be in-house staff, sub-awardees, and/or consultants for whom a contract or agreement already exists.

1. **Is there a typical expectation or norm around the level of percent effort from the PI and other Key Personnel?**

This is a new grant opportunity and HUD does not have a typical expectation or norm around the level of percent effort from the PI or other key personnel.  Relevant sections of the NOFO include Section V.A. *Review Criteria*. Under Rating Factor 2a. *Management and Work Plan,* the NOFO directs applicants to include a staffing chart showing the allocation of resources for this project by presenting total person hours for each of the key personnel by year by project task. The proposed work plan must clearly explain how the applicant will manage these proposed project activities with the staff that are proposed.  Rating Factor 3b. *Project Staffing* notes that staff assigned to different tasks should have the relevant skills and abilities to fulfill the tasks they will perform.

1. **In Section IV.B.2. of the NOFO, titled *Format and Form*, the NOFO states that the application narrative must be double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides. Does this formatting requirement apply to graphics, tables, and inset boxes?**

The requirement for double-spacing is only for the text included in the narrative section of the proposal. Graphics, tables, or inset boxes can be formatted normally and do not need to be adjusted to “doubled spaced.” The total narrative addressing rating factors should not exceed 20 pages.

1. **Will HUD be holding office hours to discuss the application process for this grant?**

HUD does not have plans to hold office hours about this application process, but we invite you to check in on this [FAQ page related to this grant](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy23_university), which is updated weekly.

1. **Who should I contact if I have additional questions?**

Questions may be referred to Katina Jordan at katina.l.jordan@hud.gov

We will also be posting answers to FAQs here: <https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy23_university>

Please check back regularly to monitor new information regarding this NOFO opportunity.