



U.S. Department of Housing and Urban Development

Lead Hazard Control and Healthy Homes

Older Adults Home Modification Grant Program

FR-6400-N-69

05/04/2021

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Program Office:

Lead Hazard Control and Healthy Homes

Funding Opportunity Title:

Older Adults Home Modification Grant Program

Funding Opportunity Number:

FR-6400-N-69

Primary CFDA Number:

14.921

Due Date for Applications:

05/04/2021

Overview

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Availability (NOFA) to invite applications from eligible applicants for the program and purpose described within this NOFA. 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 NOFA: Please direct questions regarding the specific requirements of this Notice of Funding Availability (NOFA) to the office contact identified in Section VII.

OMB Approval Number(s):

2539-0015

I. FUNDING OPPORTUNITY DESCRIPTION.

A. Program Description.

1. Purpose

The overall purpose of the Older Adult Home Modification Program (OAHMP) is to assist experienced nonprofit organizations, state and local governments, and public housing authorities in undertaking comprehensive programs that make safety and functional home modifications and limited repairs to meet the needs of low-income elderly homeowners. The goal of the home modification program is to enable low-income elderly persons to remain in their homes through low-cost, low barrier, high impact home modifications to reduce older adults’ risk of falling, improve general safety, increase accessibility, and to improve their functional abilities in their home. This will enable older adults to remain in their homes, that is, to “age in place,” rather than move to nursing homes or other assisted care facilities.

HUD’s Office of Lead Hazard Control and Healthy Homes is making available grant funds and

training resources to non-federal entities. Under this NOFA, experienced nonprofit organizations, state and local governments, and public housing authorities will deliver home modification services to qualified beneficiaries. As required by the appropriation laws that fund the grants under this NOFA, at least 50 percent of funding under this NOFA will be made available to grantees that serve communities with substantial rural populations, as defined below.

The NOFA establishes a program model that incorporates two core concepts: first, as people age, their needs change, and they may need adaptations to their physical environment to live safely at home; second, for any intervention to have the highest impact, the individual's personal goals and needs must be a driver in determining the actual intervention.

The OAHMP model focuses on low-cost, high-impact home modifications. Examples of these home modifications include installation of grab bars, railings, and lever-handled doorknobs and faucets, as well as the installation of adaptive equipment, such as temporary ramp, tub/shower transfer bench, handheld shower head, raised toilet seat, risers for chairs and sofas, and non-slip strips for tub/shower or stairs. The OAHMP model primarily relies on the expertise of a licensed Occupational Therapist (OT) to ensure that the home modification addresses the client's specific goals and needs and promotes their full participation in daily life activities. The OT is trained to evaluate clients' functional abilities and the home environment and has knowledge of the range of low-cost, high-impact environmental modifications and adaptive equipment used to optimize the home environment and increase independence. To help maximize the breadth of the program, the OAHMP also supports using licensed OT Assistants whose work under the grant is overseen by licensed OTs. The OAHMP model also encourages a person-centered approach that motivates and supports older adults as they identify their goals and learn to function safely in their home.

Services made available under this NOFA must be for the benefit of eligible low-income homeowners who are at least 62 years old for work in their privately owned primary residence. Because of the vulnerable nature of the persons served, awardees of an OAHMP grant are highly encouraged to ensure that the processes employed to qualify projects for home modifications avoid the potential for project implementation delays. One example of potential delay is enrolling a beneficiary whose home requires modifications beyond what HUD defines as maintenance. Proposed projects involving repair or rehabilitation above the maintenance level require an environmental review by HUD. That environmental review includes consultation with the State Historic Preservation Officer and compliance with other federal environmental requirements listed at 24 CFR §50.4. Project implementation may be delayed 30 to 60 days, pending completion of the environmental review, and approval by HUD. To the greatest extent feasible, awardees of OAHMP should select the home modifications identified in the "maintenance" column of the table in Appendix B, Home Modifications/Repairs. Proposed projects that meet the definition of maintenance will not require an environmental review or approval by HUD, and the grantee may proceed with implementation; see Section VI.B.2. Additional guidance will be provided by HUD, post-award.

Background

Research has demonstrated that, under certain conditions, home modification can significantly reduce the risk of falling among community-dwelling elderly persons (i.e., adults not living in institutional settings). Pighills, A. et al. (*British Journal of Occupational Therapy* 79(3).

November 2, 2015. <https://doi.org/10.1177/0308022615600181>) conducted a systematic literature review and concluded that the research demonstrated that high intensity environmental assessment and home modification was clinically effective in preventing falls when conducted with high-risk elderly persons. The authors defined “high intensity” as an assessment that is delivered by an occupational therapist (OT) and “high risk” as adults aged 65 and older with one or more of the following risk factors: one or more falls in the previous year, a recent hospital admission, a chronic health condition, or visual impairment. The authors indicated that the OT-led interventions were likely effective because of the OT’s focus on the impact of the environment on an individual’s function and their consideration of personal, environmental, and activity-related fall risk factors. Effective fall prevention was not demonstrated from protocols that did not use an OT to conduct the assessment and/or that did not limit the interventions to high-risk adults.

In addition, research has also demonstrated that professional assessment and home modification can significantly decrease disability among community-dwelling elderly persons. The Johns Hopkins University School of Nursing developed a program called Community Aging in Place – Advancing Better Living in Elders (CAPABLE) that uses a team that includes an OT, a registered nurse, and a home modifier (i.e., handyman) to conduct an assessment and home modification to improve the functional ability of clients. Researchers conducted a randomized controlled trial with 300 adults aged 65 and older with no cognitive impairment who self-reported difficulty with physical functioning (i.e., activities of daily living (ADL) such as dressing, bathing, walking) or two or more instrumental activities of daily living (IADL) (e.g., shopping, managing medications). Up to 10 home visits were conducted over a 5-month period in the intervention group compared to the control group that received a similar number of social visits by research team members. The OT evaluated a client’s functional disability, identified and addressed functional goals, and assessed home safety risks, and oversaw communication with the primary practitioner. The registered nurse assessed a client’s pain, depressive symptoms, medication use, strength, and balance. A goal of the intervention was to address functional goals (identified through client interview) by enhancing the client’s capacity through use of adaptive equipment and home modification. The intervention group experienced a significant reduction in disability compared to the control group based on improvements in an ADL and/or IADL scoring tool. (See: Szanton, SL, et al. JAMA Internal Medicine. 179(2):204-211. January 7, 2019. <https://doi.org/10.1001/jamainternmed.2018.6026>.)

Applicants to this NOFA should take note of characteristics of the effective home modifications discussed above. Both models used OTs to conduct a person-focused assessment of how the client interacted with his/her environment, and CAPABLE identified the client’s goals for improved functioning. An important reason that the interventions were found to be effective is also, likely, the focus on high-risk adults.

2. Changes from Previous NOFA.

- Page 28: Adding section III.F.27, Administrative Costs, to identify the 10% admin costs cap, and provide the related wording from the Lead Hazard Reduction NOFO’s section III.F.1.a, Administrative Costs, and its subsection I, Direct Administrative Costs.

- Page 40: Deleting the Note under the header for section V.A.1.a, Rating Factors for Applicants, to reflect going from two-stage to one-stage application process.

3. Definitions.

a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH). The obligation to affirmatively further the purposes and policies of the Fair Housing Act.

Assistance Listings (formerly CFDA) is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. An Assistance Listing (CFDA) Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (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.

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

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 more information about the Consolidated Plan and related Action Plan).

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

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 (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency 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 Deficiency** – An applicant cannot correct a non-curable deficiency 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 identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

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

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 NOFA.

Non-Federal Entity is a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or sub recipient. If eligible applicants under the NOFA include for profit entities, this definition of non-federal entity includes for profit entities.

Opportunity Zone (OZs) are defined in 26 U.S.C. 1400Z-1. In general, OZs are census tracts located in low-income communities where new investments, under certain conditions, may be eligible for preferential tax treatment.

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.

Promise Zones (PZs) are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community.

Recipient means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

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 recipient. It does not include payments to a contractor or payments to an individual 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. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

Subrecipient is a non-Federal entity receiving a subaward from a pass-through entity to carry out part of a HUD program; but does not include an individual beneficiary of such program. A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

System for Award Management (SAM), is a U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). 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 is a number used to identify a specific commercial, nonprofit, or government entity. SAM states that currently Dun & Bradstreet (D&B) is the designated entity to establish and maintain the DUNS Number as the unique entity identifier required for registration in SAM and further used throughout federal procurement, financial assistance, and financial management systems. Beginning December 2020, the DUNS number will no longer be the official identifier for entities doing business with the government.

4. Program Definitions

Accessory Dwelling Unit (ADU) also referred to as accessory apartments, second units, or granny flats, are additional living quarters on single-family lots that are independent of the primary dwelling unit. The separate living spaces are equipped with kitchen and bathroom facilities and can be either attached or detached from the main residence. For more information visit www.huduser.gov/portal/publications/adu.pdf.

Activities of Daily Living (ADL) are basic self-care tasks that include for example bathing, dressing, eating, transferring [e.g., getting in and out of chairs], grooming, using the toilet, and walking. This list is not exhaustive.

Adaptive equipment is any assistive device or everyday item that enables individuals with functional limitations and special needs to perform Activities of Daily Living and to reduce the risk of falling. The term also means items that do not require puncturing the floor, walls, or ceiling of the home to install and therefore can be installed by an Occupational Therapist or other individual and does not need to be work performed by a licensed, bonded, and insured maintenance/repair person. Examples include shower chairs, non-slip tape, and stick-on motion sensor lights.

Assessment is a method for a skilled professional to gather data to use in an evaluation. In this program, assessments of home modification need, and clients' functional capacity are conducted by Occupational Therapists using standardized assessment tools. Other clinical personnel such as a registered nurse may perform additional assessments.

Beneficiary is the individual receiving direct services from the grantee. Also referred to as client. Beneficiaries must meet the eligibility requirements outlined in Section III.G of this

NOFA.

Client: see beneficiary.

Caregiver is the primary person(s) helping to care for the beneficiary in the primary residence. The caregiver may be a professional providing services for a fee or wage, or they may be an informal caregiver, such as a family member or friend.

Cooperative Agreement is a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity as defined in the OMB Uniform Guidance, 2 CFR [§ 200.24](#). The agreement stipulates the program requirements, terms and conditions for the Older Adult Home Modification Program (OAHMP) award.

Elderly refers to a person who is 62 years of age or older.

Environmental modification or environmental accessibility adaptation are terms used by the Centers for Medicare & Medicaid Services and others to refer to physical adaptations to an individual's primary home or vehicle that enable them to function with greater independence and avoid placement in a nursing home, or reasonably assure their health and welfare. (See, e.g., <https://downloads.cms.gov/cmsgov/archived-downloads/SMDL/downloads/smd072500b.pdf>, and <http://ldh.la.gov/assets/docs/OAAS/quarterlySCandprovidermeetings/Assessing-for-EAA-2016.pdf>.)

Functional Abilities refer to the client's ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). See Definitions.

Grant and **grantee**, mean, for this program, the OAHMP cooperative agreement and the OAHMP awardee, respectively.

Home Modification is a holistic approach to assisting low income elderly persons to "age in place" by supporting their ability to live independently. The process includes an assessment in the home; identification and prioritization of necessary changes to the home environment to make tasks easier and reduce accidents; professional installation and implementation of solutions, including adding special features or removing hazards; and follow-up visits and evaluation.

Homeowner is a person living in their primary residence who owns and occupies their residence (owner occupied).

Instrumental Activities of Daily Living (IADL) are skills related to independent living which include (but are not limited to) meal planning and preparation, managing finances, shopping for food, clothing, and other essential items, performing essential household chores, communicating by phone or other media, and traveling around and participating in the community.

Intervention means the home modification services provided to a beneficiary within a certain defined scope and time period as determined by the grantee.

Low-Income has the same meaning provided in section 3(b)(2) of the [United States Housing Act of 1937 \(42 U.S.C. 1437a\(b\)\(2\)\(A\)\)](#) [i.e., income does not exceed 80 percent of the median income for an area, as determined by the Secretary].

Manufactured home means a structure, transportable in one or more sections, having the characteristics specified in 24 CFR3280.2 Definitions (https://www.ecfr.gov/cgi-bin/retrieveECFR?n=se24.5.3280_12).

Mobile home is the term used for homes built in a manufacturing plant prior to June 15, 1976, or, an informal term referring to a dwelling structure built on a steel chassis and fitted with wheels that is intended to be hauled to a usually permanent site (www.merriam-webster.com/dictionary/mobile%20home), but not necessarily conforming to the HUD Code nor a state or local code.

Modular home is any home factory-built to a state or local state code, which may be the same or different from the HUD Code. A modular home can be built as an “on-frame” or “off-frame” modular. The on-frame modular home will be built on a permanent chassis, whereas the off-frame modular home will be built with removal of the chassis frame in mind.

Motivational interviewing is a person-centered coaching method that focuses on exploring and resolving ambivalence and centers on motivational processes within the individual to facilitate behavioral change. The intention is to empower clients to make positive behavioral changes to support their goals.

Occupational Therapist (OT) is a licensed clinical practitioner who provides client-focused interventions to adapt the environment in order to increase independence, promote health, and prevent further decline or injury. An OT assesses a person’s ability to do the things he or she wants and needs to do, and provides personalized recommendations to increase safety, ease, and ability now and in the future. The OT works with the individual to ensure that the recommended changes to the home are consistent with the client’s wants and needs, skills, and environment. For the purposes of the OAHMP, to help maximize the breadth of the program, licensed OT Assistants who undertake work to implement the findings of a licensed OT under the licensed OT’s oversight, may be used where a provision of the NOFA specifies a requirement to be performed by an OT. (See <https://www.aota.org/>)

Person-centered means that the client’s values and preferences guide all aspects of the home modification intervention. Program staff must take the time to understand the client’s values and preferences and must allow the client to choose which modifications he or she wants.

Primary Residence means a privately owned detached dwelling, townhouse, duplex, triplex, or fourplex, condominium unit, cooperative housing, mobile home, manufactured home, modular home, or accessory dwelling unit, where the owner lives most of the time and which is not rented out during the period from enrollment of the unit through completion of the home modification work in the unit. (For purposes of this program, for a unit to be treated as owner occupied, the housing unit in a condominium (“condo”) or cooperative housing (“coop”) must be the primary

residence of the elderly person owner or shareholder.)

Secretary means the Secretary of Housing and Urban Development.

Social Worker means an individual who possesses a master's or doctor's degree in social work, has performed at least 2 years of supervised clinical social work, and is either licensed or certified as a clinical social worker by the State in which the services are performed, or, if the State does not provide for licensure or certification, has completed at least 2 years or 3,000 hours of post-master's degree supervised clinical social work practice under the supervision of a master's level social worker in an appropriate setting.

Standardized assessment is a set of structured questions that elicit client information. The term “standardized” means that the tool has been developed empirically, has adequate norms, definite instructions for administration, and evidence of reliability and validity.

Structural modifications are physical changes to the primary residence requiring puncturing walls, ceilings, floors—such as adding grab bars or railings—or involving exterior modifications such as adding ramps. All structural modifications must be performed by a licensed, bonded, and insured residential contractor. For purposes of this NOFA, functional home modifications may also include structural modifications.

Substantial Rural Community is, for this NOFA, the same as a community with a substantial rural population, and is a Census-defined county, county subdivision, or place that is outside of a Census-defined urbanized area for the 2010 Census; see the definition of “urbanized area.” For the purpose of this NOFA, a substantial rural community could include an urban cluster, as designated by the Census.

Urbanized area is, “[f]or the 2010 Census, a statistical geographic entity consisting of a densely settled core created from census tracts or blocks and contiguous qualifying territory that together have a minimum population of at least 50,000 persons.” (Bureau of the Census. Urban Area Criteria for the 2010 Census. 76 Federal Register 53029-53043 at 53043.

www.federalregister.gov/d/2011-21647.) The 2010 urbanized areas are listed on Census’ [national, state-sorted list of all 2010 urbanized areas for the U.S., Puerto Rico, and Island Areas](#). (The quoted wording and more information is available through the [2010 Census Urban and Rural Classification and Urban Area Criteria](#) webpage.) In determining this designation, applicants must use the Urbanized / Substantially Rural Designation of Areas Tool developed by HUD (see Appendix A).

B. Authority.

Authority and funding are provided by the Consolidated Appropriations Act, 2019, approved February 15, 2019 (Public Law 116-6), the Further Consolidated Appropriations Act, 2020, approved December 20, 2019 (Public Law 116-94), and the Consolidated Appropriations Act, 2021, approved December 27, 2020 (Public Law 116-260).

II. Award Information.

A. Available Funds

Funding of approximately **\$ 30,000,000** is available through this NOFA. Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFA.

- FY19 \$10 Million
- FY20 \$10 Million
- FY21 \$10 Million

B. Number of Awards.

HUD expects to make approximately 30 awards from the funds available under this NOFA.

The precise number of awards will depend on the number of eligible proposals received and the estimated need for home modification services based on demographic information in the applicants' proposed target areas.

At least 50 percent of funding under this NOFA will be made available to communities with substantial rural populations.

A minimum score of 75 points is required for consideration for award.

C. Minimum/Maximum Award Information

Estimated Total Funding:

\$ 30,000,000

Minimum Award Amount:

\$ 500,000

Per Project Period

Maximum Award Amount:

\$ 1,250,000

Per Project Period

D. Period of Performance

Estimated Project Start Date:

07/05/2021

Estimated Project End Date:

07/05/2024

Length of Project Periods:

36-month project period with three 12-month budget periods

Length of Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type:

CA (Cooperative Agreement)

Funding Instrument Type: Cooperative Agreement

Awards will be made as cooperative agreements. Anticipated substantial involvement by HUD staff for cooperative agreements may include but will not be limited to:

1. Review and suggestion of amendments to the program design, including: selection of, and guidance in the use of, partners to encourage awareness of the program and enrollment in it by eligible families and contractors; techniques for addressing needs of older adults in urbanized areas and in rural communities; planning for and implementing collection and analysis of data on the benefits, if any, of the program for the older adults served by the program; collaboration with HUD's Office of Policy Development and Research (PD&R) on that Office's evaluation of the impact of the OAHMP, and any other HUD research on the program, in accordance with section III.F.20, Cooperation with Related Research and Evaluation.
2. Review and provision of recommendations in response to quarterly progress reports and other information provided by the grantee or otherwise obtained by HUD, such as recommending amendments to the grantee's program design and/or implementation based on preliminary results.
3. Review and provision of technical recommendations on the interim and final reports on the benefits, if any, of the program for the older adults served by the program.

F. Supplementation.

For this NOFA, sub-section "F. Supplementation" is Not Applicable

III. Eligibility Information.

A. Eligible Applicants.

00 (State governments)

01 (County governments)

04 (Special district governments)

02 (City or township governments)

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

Information on Eligible Applicants

Eligible applicants include experienced nonprofit organizations, states and local governments, public housing authorities that have at least 3 years of experience in providing services to elderly persons. Nonprofit organizations are Internal Revenue Service recognized 501(c)(3) organizations. Applicants must satisfy the threshold requirements contained in Section III for their application to be considered.

B. Ineligible Applicants.

Individuals are not eligible to apply. For-profit organizations, institutions of higher education, and tribes are not eligible to apply. Federal agencies and foreign entities are not eligible to apply. Entities that do not meet the threshold requirements contained in Section III are not eligible to

apply.

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. Outstanding civil rights matters must be resolved to HUD's satisfaction prior to grant award, provided that all applicable legal processes have been satisfied.

2. Timely Submission of Applications. Applications submitted after the deadline stated within this NOFA 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.

3. Recipient Eligibility. Applications must provide evidence of the applicant's status as a nonprofit organization, state, local government, or public housing authority by registering in SAM.gov and providing their DUNS number within their application material.

- a. Nonprofit organizations must submit the following:
 - i. Articles of Incorporation, constitution, or other organizational documents;
 - ii. By-laws;
 - iii. IRS tax exemption ruling (including churches).

NOTE: HUD will review your articles of incorporation, constitution, by-laws, or other organizational documents to determine, among other things, that (i) you are an eligible nonprofit entity (ii) your corporate purposes are sufficiently broad to provide you the legal authority to oversee this program and to apply for this award (iii) language is included in the documents stating that no part of the net earnings inures to the benefit of any private party and (iv) that you are not controlled by or under the direction of persons seeking to derive profit or gain therefrom

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](#).

- Outstanding Delinquent Federal Debts
- Debarments and/or Suspensions
- 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

F. Program-Specific Requirements Affecting Eligibility.

In addition to the Threshold Eligibility Requirements under III.D above, the Older Adult Home Modification Program (OAHMP) has the following requirements:

1. **Urbanized Area or Substantially Rural Designation:** Applicants must designate in their applications the target area for performing home modifications as being an urbanized area and/or substantially rural based on the definitions provided in Section I. section A.4. In determining this designation, applicants must use the Urbanized / Substantially Rural Designation of Areas Tool developed by HUD (see Appendix A). An application that does not include an urban or rural designation or includes an incorrect one shall be treated as having a curable deficiency (see section IV.D.4, below).
2. **Program Performance.** Grantees shall take all reasonable steps to complete all activities within the approved period of performance. HUD reserves the right to terminate the cooperative agreement prior to the expiration of the period of performance if the grantee fails to make reasonable progress in implementing the approved program of activities or fails to comply with the terms of the cooperative agreement. If requested, determined to be appropriate, and subsequently approved by HUD, grantees will be eligible to receive a single extension of up to 12 months in length. To facilitate completing all activities within the approved period of performance, if awarded a grant, the applicant is committing to working in the described area and developing a work plan for which the recruitment, assessment, home modification, and evaluation elements are described.
3. **OSHA Compliance.** The requirements of the Occupational Safety and Health Administration (OSHA) (e.g., 29 CFR parts 1910 and/or 1926, as applicable) or the state or local occupational safety and health regulations, whichever are most stringent, shall be met.
4. **Civil Rights.** Grantees must comply with all fair housing and civil rights laws. (see Section VI.B of this NOFA).
5. **Privacy.** Submission of any information to databases (whether website, computer, paper, or other format) of addresses of housing units identified and treated under this project is subject to the protections of the Privacy Act of 1974, and shall not include any personal information that could identify any person affected. Grantees should also check to ensure it meets state and local privacy regulations.
6. **Economic Opportunities for Low- and Very Low-Income Persons (Section 3).** Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) is applicable to grants funded under this program NOFA. The purpose of Section 3 is to ensure that new training, employment and contracting opportunities created during the grant performance period will, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons in the area in which the project is located. If the grantee plans to hire any new employees or award contracts to carry out the grant, it must comply with the Section 3 requirements found at 24 CFR 135.32. Additionally, any contractor, subcontractor or sub-grantee receiving contracts under the grant totaling \$100,000 or

more must also comply with the Section 3 requirements for any new training, hiring or sub-contracting opportunities provided under those contracts. Please refer to 24 CFR part 135, subparts B and E, and to Section 1.c. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards, for additional information.

7. **Limited English Proficiency (LEP).** The Grantees shall take reasonable steps to ensure meaningful access to their program and activities for LEP individuals.

8. **Section 504.** Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination on the basis of disability in federally assisted programs or activities. HUD's Section 504 regulation includes nondiscrimination and equal opportunity requirements. Among other obligations, recipients must provide reasonable accommodations for individuals with disabilities. A reasonable accommodation is a change, modification, exception, alteration, or adaptation in a policy, procedure, practice, program, service, or activity, including a structural modification, that may be necessary to provide a person with a disability an equal opportunity to participate in, or benefit from, a program, service or activity. For example, a grantee may need to permit an individual with a disability to complete the application or follow-up meetings at a different location or in one's home as a reasonable accommodation, or may need to otherwise modify an existing rule in order to accommodate an individual with a disability.

In addition, a recipient must ensure effective communication with applicants and beneficiaries with visual, hearing, speech, and other communication-related disabilities. Recipients must provide appropriate auxiliary aids and services necessary to ensure effective communication, which includes ensuring that information is provided in appropriate accessible formats as needed, e.g., Braille, audio, large type, assistive listening devices, sign language interpreters, and accessible electronic communications.

Additionally, under Section 504, no qualified individual with disabilities shall be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any program or activity receiving HUD funding because a recipient's facilities are inaccessible to or unusable by individuals with disabilities. 24 C.F.R. § 8.20. Recipients are also required to ensure new construction, alterations, and existing facilities are accessible for individuals with disabilities (see "Physical Accessibility" section). For more information, HUD has issued [Section 504 Frequently Asked Questions and Answers](#) to provide guidance to HUD recipients.

9. **Beneficiary Eligibility Determination.** Grantees will establish a process for determining beneficiary/client eligibility. See Beneficiary Eligibility Criteria in Section III.G.

10. **Client Referral Network.** Grantees must have relationships with organizations in the community that will refer low-income older adults to ensure that the grantee meets its target number of beneficiaries.

11. Scope of Home Modifications. The allowable modifications are defined as low-cost changes to the home environment that are directly related to reducing the risk of falling and improving general safety, accessibility, and functional abilities of the client. The resulting home environment is expected to make tasks easier, reduce accidents, and lengthen the amount of time the client can continue to live in their primary residence. In addition:

- a. The cost of home modifications per housing unit that is inclusive of labor, contractor services, materials and supplies associated with structural modifications and adaptive equipment, is capped at \$5,000. If the cost is expected to be above the capped amount, HUD approval is required prior to contracting for the services for that unit.
- b. Grantees are not required to offer all of the modifications listed in the Table of Home Modifications/Repairs in Appendix B; however, they must publish a list of in-scope and out-of-scope modifications as part of their program documentation marketing as well as in the program policy and procedures.

12. Occupant protection and possible temporary relocation

- a. Occupants shall not be permitted to enter the worksite during home modification activities (unless they are employed in conducting these activities) until after the work has been completed.
- b. Occupants shall be temporarily relocated during home modification activities to a suitable, decent, safe, and similarly accessible dwelling unit (as noted in HUD's Lead Safe Housing Rule (24 CFR 35.1345(a)(2)), except if:
 - i. the activities are exterior activities only and occupants have safe access to bathroom and kitchen facilities, and, after each day's work, sleeping areas; or
 - ii. the activities include interior activities and:
 - (a). Will be completed within one period of 8 daytime hours, and
 - i. the worksite is contained if hazardous dust or debris could be released into other areas (with occupants' belongings in the contained area moved to a safe and secure area outside of it, or covered with an impermeable covering with seams and edges sealed), and
 - ii. no safety, health or environmental hazards (e.g., exposed live electrical wiring, release of toxic fumes, or on-site disposal of hazardous waste) will be created; or
 - (b). Will be completed within 5 calendar days and
 - i. the worksite is protected as above, and
 - ii. after each day's work, occupants have safe access to sleeping areas and bathroom and kitchen facilities.
- (c). The OAHMP targets low-income elderly homeowners interested in home modification repairs to enable them to remain in their primary residence. While the relocations of owner occupants for a project receiving funds pursuant to this NOFA generally do not trigger the applicability of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 42 U.S.C. 6301 et seq., tenant-occupants who must be temporarily relocated may be entitled to URA benefits and assistance. These benefits and

assistance include moving costs and increased housing costs during the relocation. For further guidance, see HUD Handbook 1378, available at: <https://www.hud.gov/sites/dfiles/OCHCO/documents/1378CPDH.pdf>.

(d). OAHMP funds may be used to cover relocation expenses related to OAHMP activities for both owner-occupants and tenant-occupants, regardless of the applicability of the URA. Relocation expenses should include moving costs and increased housing costs during the relocation.

13. Physical Accessibility Requirements. Recipients of funding under this program must comply with Section 504 and HUD's Section 504 regulation. In terms of physical accessibility requirements, the home alterations shall be made accessible upon request of the homeowner. The OT (including, here and below, the OT Assistant) and the person doing any home modifications must consult with the homeowner regarding the specific design features to be provided. If accessibility features selected at the option of the homeowner are covered by Section 504 standards, those features shall comply with the applicable Section 504 standards. Under HUD's Section 504 regulation, the Uniform Federal Accessibility Standards (UFAS) is the prescribed federal architectural standard. HUD also permits recipients to utilize "HUD's Deeming Notice," for purposes of Section 504 compliance. Both are available here: UFAS, <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas>; HUD's Deeming Notice, <https://www.federalregister.gov/documents/2014/05/23/201411844/non-discrimination-on-the-basis-of-disability-in-federally-assisted-programs-and-activities>. The homeowner is permitted to depart from particular specifications of these standards in order to accommodate his or her specific disability. For example, if the OT and the beneficiary collectively determine to insert grab bars in the bathroom, UFAS includes technical specifications for the placement of such grab bars that may be helpful for the OT and person doing the work to look to as a guidepost, however, the placement of such grab bars can vary from such specifications in order to meet the specific needs of the beneficiary. Title II of the Americans with Disabilities Act (ADA) may also apply and require compliance with additional physical accessibility requirements. Title II of the ADA covers the programs, activities, and services provided by public entities (state and local governments and their instrumentalities and special purpose districts). For more information, please visit the Department of Justice's (DOJ) ADA page, <https://www.ada.gov/>, and DOJ's Title II implementing regulation at 28 C.F.R. part 35 (Title II).

For more information on federal accessibility requirements, please visit HUD's website, https://www.hud.gov/program_offices/fair_housing_equal_opp/physical_accessibility.

14. Program Services Model. The minimum requirements of the services to be provided by the Grantee are as follows:

- a. All services are voluntary for the beneficiary. Consent of the client or legal guardian is required before delivery of services. Grantees are strongly encouraged to work with the client to complete all phases of the program model; however, the client or legal guardian may opt out at any time.
- b. The home modifications and other services must be designed to improve general safety, improve accessibility, and improve functional abilities of the client to make tasks easier, reduce accidents and the risk of falls, and lengthen the amount of time the client can continue to safely live in their primary residence.

- c. The Program Services Model shall include the following components:
 - i. *Initial Interview and In-Home Assessment conducted by a Licensed Occupational Therapist (OT)*. The OT will conduct the initial interview with the client and care takers (if available) in their home and assess the home for safety and hazards, including the client's fall risk, and/or the client's functional abilities with ADLs and IADLs.
 - ii. *Work Order by the OT*. With the client's consent, the OT will prioritize the necessary home modifications and complete a work order and any additional specifications (e.g., placing tape on walls to indicate position of grab bars).
 - iii. *Home Modification Work*. The work must be performed by a licensed contractor qualified to perform the required work.
 - iv. *Follow-up Assessment and Inspection*. The OT will conduct an in-home follow-up assessment, accompanied by appropriate education and training for the client in the safe and proper use of adaptive equipment. The OT will also inspect the work of the repair person to ensure that it meets the requirements and complete a work order for any required adjustments.
 - d. At least one standardized assessment tool shall be used to collect information before and after the home modification intervention. At a minimum, the assessment tool(s) shall cover the functional abilities of the client and/or the safety and hazards in the home. (Note: HUD will contract for the evaluation of this program and grantees may be required to use one or more some standard assessment tools as part of the evaluation process).
 - e. The program services shall not be a replacement of home care visits ordered by a provider for a person with specific rehabilitative or skilled nursing needs, such as follow-up from a hospitalization, inpatient rehabilitation, or other acute or skilled post-discharge need.
 - f. If an applicant wishes not to use the Program Services Model described above, the applicant must provide a justification to deviations to the Model described above, and clearly provide a detailed overview of the model they intend to use, and document the validation of why their proposed model is better for its program than the Program Services Model, along with the step-by-step process for accomplishment of the performance goals of all components described in paragraphs c.i. – iv. above. If a grant is awarded, acceptance of the deviations will be at the discretion of HUD.
15. **Duplication of Benefits.** The grantee shall avoid obvious duplication of Medicare or Medicaid benefits received—such as adaptive equipment already ordered by a medical provider—but neither the grantee nor the beneficiary is required to determine whether Medicare or Medicaid benefits exist for the services or equipment provided under this grant.
16. **Structural Modification Direct-Hire/Contractor Requirements.** The following requirements apply to all Grantee personnel (staff, contractors) who make structural modifications in a client's home. The personnel:

- a. Must participate in an onboarding process designed by the grantee before performing work that reflects the program’s desired approach to interacting with older adults and their caregivers and families;
 - b. Must be licensed, bonded, and insured;
 - c. For mobile homes and manufactured homes, must follow state licensing requirements for repair/modification of mobile homes and manufactured homes, as applicable; and
 - d. Must provide a warranty period acceptable to the grantee for all home modifications (e.g., one year).
17. **Reporting Requirements.** Grantees must comply with HUD funded evaluations and provide data to HUD on a quarterly basis, as required by the OMB Uniform Guidance at 2 CFR §§ 200.327 and 200.328.
18. **Environmental Review.** Compliance with 24 CFR part 50 procedures is explained in Section VI.B.17.
- a. In order to expedite home modifications in accordance with the Congressional directive that this program be “low barrier”, activities shall be selected so as to minimize the likelihood and scope of an environmental review (see the table in Appendix B, Home Modifications / Repairs). However, performance of activities that are required to meet the needs of low-income elderly homeowners to enable them to remain in their primary residence (see Section III.F.8, especially, its third paragraph) that may trigger an environmental review are acceptable. When required, as described in Section VI.B.17, the environmental review shall be conducted by HUD under 24 CFR part 50, with the grantee’s project decisions (including the project budget in accordance with paragraph 24.c.viii, below) made in accordance with the review results.
19. **Addressing the Needs of Vulnerable Population.** Grantees must put policies and plans in place that address how to respond when they encounter clients who are highly vulnerable or whose homes are in need of major repairs. See Section V.A. Review Factors.
20. **Program Consistency.** Grantees shall participate in mandatory training provided by HUD:
- a. Initial training. This is a one-time training for at least two representatives, including the program manager, about the goals and principles of the grant program, the guidelines, grant requirements, procedures that all the grantees must follow, and the elements that are common across all the grantee programs. The orientation shall be in-person unless HUD makes it virtual out of necessity.
 - b. Annual Program Manager School - Specialized Staff Training. This is training specific to staff roles. Program managers will receive training in grants management, hiring, contracting, procurement, reporting, and other program administration topics. Occupational therapists and maintenance/repair staff may receive training in such topics as how to work with older clients, motivational interviewing techniques, client and home assessments, and creating

the home modification work order. The initial training shall be in-person or virtual at HUD's discretion; the trainings after the first shall be virtual.

If your grant agreement is not signed prior to the New Grantee Orientation, you will be reimbursed for any reasonable costs you incur to attend the New Grantee Orientation that are allowable in accordance with 2 CFR part 200, especially 2 CFR 200.458 and 2 CFR 200.474. HUD reserves the right to disallow costs that are not reasonable, allowable and allocable in accordance with OMB Cost Principles, 2 CFR part 200, subpart E.

In addition, grantees are highly encouraged to participate in any additional training or technical assistance provided through HUD's technical assistance providers. Prior approval by HUD is required.

21. **Cooperation with Related Research and Evaluation.** Grantees must cooperate fully with any research or evaluation sponsored by HUD or another government agency associated with this grant program, including preservation of project data and records and compiling requested information in formats provided by the researchers, evaluators or HUD. This may include the compiling of certain relevant local demographic, dwelling unit, and participant data not contemplated in the original proposal. Participant data must be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA and the Privacy Rule can be found at www.hhs.gov/ocr/privacy/. For the program in this NOFA, HUD does not expect research to be conducted that could affect human subjects.
22. **Data Collection.** You must collect, maintain, and provide to HUD the data necessary to document and evaluate grant program outputs and outcomes. HUD will contract with an organization to coordinate evaluation activities, including the capturing of outcome data.
23. **Sustainability.** Grantees must implement a strategy to build community capacity for home modification programs and services that will continue after the grant performance period ends. See Section V.A. Review Factors.
24. **Procurement Requirements.** All goods and services must be procured through a competitive process. Recipients must follow federal procurement requirements as defined in 2 CFR §§ 200.317 – 200.326, as applicable. The designation of an entity as a subrecipient or contractor must follow program policies and 2 CFR 200.330.
25. **Budget.** Recipients must maintain a current account of all allowable costs and activities. Allowable costs shall be in accordance with the cost principles applicable to the organization incurring the costs. Specifically, see, as applicable, 2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Governments, or 2 CFR 230 - Cost Principles for Nonprofit Organizations.

Allowable costs include the following:

- a. Program Operations. Program Operation costs are program implementation, management, and oversight activities that are directly attributable and specifically identified with this grant. All costs must be reasonable and clearly detailed. Examples of costs may include but are not limited to the following:
 - i. Staff and contractor recruitment.
 - ii. Salaries and wages for direct hires or contractors working directly on activities supported by this grant.
 - iii. Fringe benefits for direct hires working directly on activities supported by this grant. Fringe benefits are allowable as a direct cost in proportion to the salary charged to the grant, to the extent that such payments are made under formally established and consistently applied organizational policies.
 - iv. Program marketing/advertising and printing.
 - v. Procurement of materials and supplies for program administration. Materials and supplies are defined as tangible personal property other than equipment, costing less than \$5,000. Materials and supplies that are necessary to carry out the project are allowable as prescribed in 2 CFR § 200.453.
 - vi. Local travel.
- b. Information Technology and IT Services. Costs are directly attributable to tracking service activities and collecting program monitoring data. Examples of such costs may include but are not limited to the following:
 - i. Procurement and maintenance of database and other tools
 - ii. Information technology consulting services
- c. Client Intake, Assessment, and Reasonable Accommodations. Costs directly attributable to activities that ensure the client's needs and goals are fully understood and that they get the maximum benefit from the program to address their needs and goals. Examples of such costs may include but are not limited to the following:
 - i. Assistance to client in locating proof of eligibility
 - ii. Fees to use standardized assessment tools
 - iii. Occupational therapist services
 - iv. Registered nurse services (only if required by evidence-based model) as described in section I.A.1, Background, which do not include medical treatment. Examples of registered nurse services are assessing a client's goals related to pain, depressive symptoms, medication use, strength, and balance, and facilitating communication with a primary care practitioner.
 - v. Social worker services
 - vi. Translation (Limited English Proficiency) services
 - vii. Development of list of resources to refer the client to, which will address needs outside of the scope of this program
 - viii. Any costs associated with providing a reasonable accommodation for a beneficiary with a disability or a potential beneficiary applying to participate in the program.

- ix. Any costs associated with ensuring effective communication with applicants and beneficiaries with visual, hearing, speech, and other communication-related disabilities.
- d. Home Modifications and Adaptive Equipment. Costs that are directly attributable to the implementation of recommended home modifications and adaptive equipment specified by the Occupational Therapist or Certified Aging in Place Specialist operating under the supervision of the OT based on the interview and assessment of the client and home environment. Examples of such costs may include but are not limited to the following:
 - i. Procurement of equipment associated with the home modification. Equipment means tangible nonexpendable personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or less; however, procurement of equipment with unit cost in excess of \$5,000 is allowable if prior written approval is obtained from HUD.
 - ii. Procurement of adaptive equipment, materials, and supplies associated with the home modification. Materials and supplies are defined as tangible personal property other than equipment, costing less than \$5,000. Materials and supplies that are necessary to carry out the project are allowable as prescribed 2 CFR § 200.453.
 - iii. Costs associated with making a specific home modification or adaptive equipment accessible for a beneficiary with a disability.
- e. Professional Development. Costs directly attributable to activities that are intended to improve the organization's ability to ensure high-quality program outcomes and to share information about the program with industry groups. Examples of such costs may include but are not limited to the following:
 - i. Certification and/or training in aging in place or related areas, including travel costs and training fees
 - ii. Peer group conference registration and travel (requires prior approval by HUD).
- f. Indirect Costs. Indirect costs are incurred for a common or joint purpose benefiting other programs or activities, and not directly attributable or specifically identified with this grant. Reimbursement is determined by the cognizant agency's negotiated indirect cost rate or if no negotiated rate, the flat 10% de minimis indirect cost rate will be applied. See section IV.F. below.

Unallowable costs:

- a. The federal requirements for the determination of allowable and unallowable direct and indirect facilities and administrative costs established under Subpart E, Cost Principles, of OMB's regulations at 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, apply to the grants under this NOFA.
- b. The procedures of section F.5, Collection of Unallowable Costs and Erroneous Payments, of Appendix VII to Part 200, shall be followed, namely, that costs specifically identified

as unallowable and charged to Federal awards either directly or indirectly will be refunded (including interest chargeable in accordance with applicable Federal cognizant agency for indirect costs regulations).

26. Maintenance /Repair Activities. To the greatest extent possible, HUD strongly encourages installation of any adaptive equipment (i.e., assistive device or everyday item) or other home modifications that address IADLs and ADLs that meet the definition of maintenance/Repair; refer to the Maintenance Repair column of the Table of Home Modifications/Repairs in Appendix B. The table is not exhaustive. Maintenance activities, for purposes of making an environmental determination, are defined as those that slow or halt deterioration of a building and do not materially add to its value or adapt it to new uses (i.e., non-residential to residential). General examples of maintenance activities for environmental review purposes are as follows:

- a. Cleaning activities;
- b. Protective or preventative measures to keep a building, its systems, and its grounds in working order;
- c. Replacement of appliances that are not permanently affixed to the building;
- d. Periodic replacement of a limited number of component parts of a building feature or system that are subject to normal wear and tear;
- e. Replacement of a damaged or malfunctioning component part of a building feature or system. (Replacement of all or most parts or an entire system is NOT maintenance.)
- f. If the scope and extent of the project do not qualify as maintenance, then the project requires HUD to complete an environmental review and approve the project prior to commitment or expenditure of grant or match funds.

27. Administrative Costs.

a. You can utilize up to 10 percent of the federal award for payments of reasonable grant administrative costs related to planning and executing the project, preparation/submission of HUD reports, etc. Administrative costs must be reflected under each appropriate line items (e.g., salaries, fringe, supplies, on the Form HUD_424_CBW) and a detailed cost element breakdown in the budget narrative must be provided. The 10 percent administrative cost cap for this program must include any indirect cost rates placed in the HUD share budget columns, as well as the sum of the budget line items that have inherent administrative costs per OLHCHH Policy Guidance 2015-01, plus any administrative costs of sub recipient organizations (also detailed by budget line item and budget narrative). There are two categories of administrative costs: direct administrative costs and indirect costs. For the purposes of this grant, all direct administrative costs and all indirect costs count towards the 10 percent administrative cost limit. (See Section IV.F, Indirect Cost Rate, for information.)

b. **Direct Administrative Costs.** Direct administrative costs are the reasonable, necessary, allocable, and otherwise allowable costs of general management, oversight, and coordination of the grant (i.e., program administration). Such costs include, but are not necessarily limited to, expenditures for: Salaries, wages, fringe benefits, and related costs of the recipient's staff engaged in program administration that can be specifically identified with the grant. (See OLHCHH Policy Guidance 2012-01 (www.hud.gov/sites/documents/PGI_2012-01.PDF).)

G. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.

The beneficiary must be:

1. the elderly low-income homeowner of the primary residence where the home modifications will be installed;
2. elderly: at least 62 years of age;
3. low income: family income less than or equal to 80% of local area median income (AMI) (see below).

Where the home is owned by two or more individuals, at least one of the owners must meet age criterion 2 above and must live in the residence most of the time. A home owned by one member of a married couple, as recognized by the State, that is the primary residence of either or both members of the couple is eligible if the member(s) residing meet the elderly and low-income beneficiary criteria above.

Per-home benefit limits are not multiplied by the number of low-income elderly adults residing in the home.

Because the AMI low income determination under criterion 3 above is based on jurisdiction in which the residence is located, family income and family size, (see www.huduser.gov/portal/datasets/il/il20/IncomeLimitsMethodology-FY20.pdf), the total family income, not just the income of the homeowner(s), will be used to determine the low income eligibility.

For 2020, the income limits for low-income households are shown for each part of the country at www.huduser.gov/portal/datasets/il/il20/Section8-IncomeLimits-FY20.docx, and are based on the number of persons in the household. For determining income eligibility in subsequent years, see HUD's Income limits website (as of the publication of this NOFA, at www.huduser.gov/portal/datasets/il.html), which will list the income limits and the income limits methodology for that year.

Additional beneficiary criteria: The grantee may impose additional beneficiary criteria. For example:

1. physical condition of the primary residence
2. previous home modification benefits received under this program

The grantee must comply with all civil rights and nondiscrimination requirements and ensure that any additional beneficiary criteria do not result in discrimination against any federally protected class. See 24 C.F.R. § 5.105(a).

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 CFDA Number and CFDA Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFA 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 NOFA 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 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 HUD does not receive your written request at least 15 days before the application deadline and if you do not demonstrate good cause. An email request for a waiver received by HUD 15 days before the application is due will also be considered. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver you must contact:

Name:

Yolanda Brown

Email:

Yolanda.A.Brown@hud.gov

HUD Organization:

OLHCHH

Street:

451 7th Street SW, Room 8236

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 NOFA 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 CFDA and Funding Opportunity Number is a curable deficiency.

1. Content.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF424)	Submission is required for all applicants by the application due date.	
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	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.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.
HUD 2996 Opportunities Zone Certification	Opportunities Zone Certification	Form is available as part of the Application Package

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

Application Process and Forms

a. Applications:

These items include the standard forms that are applicable to this funding announcement

(collectively referred to as the "standard forms"). Copies of these forms are available online at www.grants.gov/web/grants/applicants/apply-for-grants.html. The required items are:

- **Application Abstract (one-page maximum).** An abstract that provides a detailed description of the program and should include, at a minimum, the program approach, partner organizations, target population/community, intake/referral process, the organization's previous relevant experience, , and the expected number of units to be modified and the number of beneficiaries served.
- Information contained in the abstract will not be considered in the evaluation and scoring of your application and will not be counted towards the 15-page maximum. Any information you wish to be considered in scoring of the application must be provided under the appropriate rating factor response.
- **Response to Rating Factors.** A project description/narrative statement addressing the rating factors for award, which are identified in section V.A.1.b. The narrative statement must be identified in accordance with each factor for award (Rating Factors 1-,3, and 3). The full application must be formatted as per section IV.B.2.b. The project description or narrative must be included in the responses to the rating factors. Any description/ / narrative in excess of this limit will not be read. The points you receive for each rating factor will be based on the portion of your narrative statement that you submit in response to that particular factor, supplemented by any appendices that are referenced in your narrative response to the rating factor. Supporting materials that are not referenced or discussed in your responses to the individual rating factors will not be considered. Additional materials (e.g., appendices) can be submitted with your application. The footer on the pages of these materials should identify the rating factor that they are supporting.
- **Supporting Materials.** Include, as appendices the following materials that are needed to support your responses to the rating factors. These will not be counted towards the Rating Factors narrative's 15-page limit:
 - The completed table from Appendix A, Urbanized / Substantially Rural Designation of Areas, including whether the application is for servicing an "Urbanized" target area location or a "Substantially Rural" one, based on the instructions in Appendix A.
 - The resumes of key personnel. Each resume shall not exceed three pages and is limited to information that is relevant in assessing the qualifications and experience of key personnel to conduct and/or manage the proposed technical study.
 - Organizational chart.
 - Letters of commitment.
 - List of references cited in your responses to the rating factors.
- **Additional Information.** Any additional, optional materials, must not exceed 10 pages. Any pages in excess of this limit will not be read. The additional information should not be a continuation of the rating factor narrative but provide further clarification if needed, of statements made in the rating factor narrative. Additional information that is a continuation of rating factor narrative will not be considered.

- Budget. Include a total budget using form HUD424CBW (<https://www.hudexchange.info/resource/304/hud-form-424cbw/>) included in the Instructions download at Grants.gov, with supporting cost justification of up to four pages, which will cover all budget categories of the federal grant request. This information will not be counted towards the Rating Factors narrative 15-page limit. Use the budget format discussed in Rating Factor (3), Section V.A.1.b below. In completing the budget forms and justification, you should address the following elements:
 - Direct Labor costs, including all full- and part-time staff required for the planning and implementation phases of the project. These costs should be based on full time equivalent (FTE) or hours per year (hours/year) (i.e., one FTE equals 2,080 hours/year);
 - Allowance for two trips to HUD Headquarters in Washington, DC, during the period of performance of your grant, planning each trip for 1-2 people, as needed. In planning your trips, you should assume one or two overnight stays depending on your location;
 - A separate budget form and justification for each sub-recipient receiving more than 10 percent of the total federal budget request;

Supporting documentation for salaries and prices of materials and equipment, upon request.

2. Format and Form.

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

a. Full Application:

Fifteen (15) 8-1/2 x 11-inch page limit.

Number the pages of the narrative.

Minimum 12-point Times New Roman font.

Minimum margin width of 1-inch on all sides

Minimum of single line spacing

C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement.

Applicants must be registered with <https://www.sam.gov/SAM> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.

Applicants must provide a valid DUNS number, registered and active at <https://www.sam.gov/SAM>, 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 EBiz 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 05/04/2021

Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. 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.

"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 applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

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 Notice of Funding Awards 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 NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

4. Corrections to Deficient Applications.

HUD will not consider information from applicants after the application deadline. Before the deadline, HUD may contact the applicant to clarify information submitted.

HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, would not alter, in a positive or negative fashion, the review and rating of the application. 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 representative by email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

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 DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

5. Authoritative Versions of HUD NOFAs. The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

6. Exemptions. Parties that believe the requirements of the NOFA 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 subject to Executive Order 12372, Intergovernmental Review of Federal Programs. Executive Order 12372 allows each state to designate an entity to perform a state

review function. To determine if your state has designated a State Point of Contact (SPOC), please see the [SPOC List at OMB](#). States not listed on the website have chosen not to participate in the intergovernmental review process and, therefore, do not have a SPOC. If your state has a SPOC, you should contact the SPOC to see if that person/office is interested in reviewing your application before you submit it to HUD.

F. Funding Restrictions.

1. Complete or gut rehabilitation, demolition of housing units, and demolition of detached buildings is not allowed.
2. Any work on a housing unit that is not a -primary residence is not allowed.
3. Any work in rental housing units is not allowed.
4. Any work in tribally owned housing units is not allowed.
5. Purchase or Rental of Real Property. The purchase or rental of real property is not an allowable cost under this program.
6. Purchase or Lease of Equipment. The purchase or lease of equipment having a per unit cost in excess of \$5,000 is not an allowable cost unless prior written approval is obtained from HUD.
7. Medical Treatment. Medical treatment costs are not allowable under this program. The cost of services delivered by a registered nurse are allowable as a component of an evidence-based model.
8. You must comply with the Coastal Barrier Resources Act (16 U.S.C. § 3501 et seq.).
9. You may not conduct construction, reconstruction, repair or improvement (as referenced in Section 3(a)(4) of the Flood Disaster Protection Act of 1973 (42 U.S.C. §§ 4001-4128)) of a building or mobile home which is located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards unless:
 - a. The community in which the area is situated is participating in the National Flood Insurance Program in accordance with the applicable regulations (44 CFR parts 59-79), or less than a year has passed since FEMA notification regarding these hazards; and
 - b. Where the community is participating in the National Flood Insurance Program, flood insurance on the that property is obtained in accordance with section 102(a) of the Flood Disaster Protection Act (42 U.S.C. § 4012a (a)). You are responsible for assuring that flood insurance is obtained and maintained. (However, for purposes of this program, a housing unit in a condominium (“condo”) or cooperative housing (“coop” “coop”) occupied by the older adult owner or shareholder for that unit as the primary residence is treated as being owner occupied, and may be eligible.)

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 new rate and documentation.

Applicants other than state, county 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 you have never received a negotiated indirect cost rate and elect 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 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. State, county 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 has never received a negotiated indirect cost 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. Statutory or Regulatory Restrictions Apply

G. Other Submission Requirements.

1. Application, Assurances and Certifications.

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 SF424D (Assurances for Construction Programs). Applications receiving funds for both non construction programs and construction programs must submit both the SF-424B and SF-424D.

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 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 SF424 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 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, and those applicable to applicants other than federally recognized Indian tribes. All program specific certifications and assurances are included in the program Instructions Download on Grants.gov.

Assurances. By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and public policy requirements, including, but not limited to civil rights requirements.

2. Lead Based Paint Requirements.

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

V. Application Review Information.
A. Review Criteria.

1. Rating Factors.

HUD will consider whether your application is clear, concise, and well organized. Each rating factor is reviewed independently. Be sure your response for each rating factor does not include information that belongs with another rating factor.

When determining a score for the narrative responses, reviewers will utilize the following scale to apply the percentages of points available consistently for each applicant reviewed. For example if an applicant’s response to a rating factor that is worth up to 10 points is assigned a qualitative rating by a reviewer as “fair”, this is translated into a quantitative score of 5 points because a fair response is assigned 50% of the possible point total. This is done by an electronic scoring tool that determines the point total for a rating sub-factor once the qualitative rating is assigned by the reviewer.

Qualitative Rating	Rating level explanation	Percentages
Outstanding	Answer is thorough and provides high confidence that the criteria are surpassed, or that the applicant will likely surpass the performance criteria covered by the question within the time and cost established. There were no weaknesses noted. The description gives confidence of high probability of success.	100%

Excellent	No significant weaknesses noted. Weaknesses or concerns can be corrected with just a moderate amount of effort. In general, the answer gives confidence that the applicant will likely meet the performance criteria covered by the question with the time and cost established.	85 %
Good	Answer provided generally meets the standards required, but has information weaknesses, or design or concept flaws that, while correctable, will likely require considerable effort. The applicant may have not fully answered the question. The answer is mediocre, and therefore, gives concern whether the applicant will meet the performance criteria covered by the question within the time and cost established.	75 %
Fair	Answer is vague or has substantial programmatic weaknesses that would require substantial efforts to correct. There is a low likelihood that the applicant will meet the performance criteria covered by the question within the time and cost established.	50 %
Poor or Non-Responsive	Applicant did not address question or answer shows a lack of understanding of requirements and/or concepts. Poor design concept and no or very little confidence that the applicant will meet the performance criteria covered by the question within the time and cost established. Success regarding this element is very unlikely.	0 %

a. Rating Factors for Applications

Each of the three factors is weighted as indicated by the number of points that are assigned to it. The maximum score that can be attained is 102 points. Applicants should be certain that each of these factors is adequately addressed in the project description and accompanying materials. To the extent feasible, include all of the needed information within your response to each rating factor. If your response to a particular rating factor cites information provided in your response to another rating factor, clearly indicate where the information is located so that the reviewer can easily locate it.

Summary of Applicant Scoring and Distribution of Points for the Applications

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience	34 points
Rating Factor 2: Program Strategy and Management	48 points
Rating Factor 3: Budget Proposal	16 points

Section 3	2 points
Preference Points	2 points
Total Points Possible	102 points

Rating Factor 1. Capacity of the Applicant and Relevant Organizational Experience **Maximum Points: 34**

This factor addresses the extent to which you have the ability, capacity, and organizational resources necessary to successfully implement your proposed activities in a timely manner. The rating of your application will include any sub-grantees, consultants, sub-recipients, and members of consortia that are firmly committed to the project (generally, “subordinate organizations”). In rating this factor, HUD will consider the extent to which your application demonstrates:

(1) The Capability and Qualifications of Key Personnel. The applicant must provide resumes, no longer than 3 pages, of the key personnel and job descriptions for planned key personnel, including the person responsible for the financial management of the grant (considered supporting materials). You must describe the roles and responsibilities of each of the key personnel for the project. Do not include the Social Security Numbers (SSN) of any person. The day-to-day Program Manager must be experienced in occupational therapy, housing rehabilitation, aging in place modifications, or other work related to the project. The Program Manager must have demonstrated project management experience and must dedicate at least 50 percent of his/her time for the proposed project. It is expected that the Program Manager and any support staff will have all necessary certifications and experience for the job descriptions for the position. If you have not yet hired a Program Manager, you must include the job announcement for this position in the Appendix to your application. If you have not yet hired a Program Manager for this award, a letter of commitment from the applicant agency leadership with the authority to ensure the position is filled must confirm their understanding and intent to fill or retain a qualified candidate as described above to serve in this required position within 60 days of award. This letter of commitment must accompany the application to receive full points under this rating factor element. Note: The Program Manager is expected to be the center of the program communication and must be technically prepared and experienced to take on the oversight and administration of these funds with the applicant agency. The lack of qualified staff in this position has been identified as a high risk of program failure. (12 points)

(2) Organizational Experience. HUD intends to award OAHMP grants to organizations with sufficient (at least 3 years’) relevant experience providing services to older adults and conducting home modifications. Provide a description of the capabilities and experience of the applicant organization that are relevant to this NOFA, including your organization’s performance in implementing any previous grants that are relevant to this focus area. Also, provide a description of your organization’s at least 3 years of experience providing services to older adults (e.g., individuals age 62 years and older). Describe your organization’s experience providing either home care services that includes the services of an Occupational Therapist, or other home repair/home maintenance services. Describe your organizations’ experience

working with fair housing organizations, and organizations that address accessibility for persons with disabilities or home modifications for aging in place. (10 points)

(3) Partnerships. Demonstrate your organizational experience through existing or past collaborations with public private/partnerships in the community you served such as, Area Agencies on Aging, Community Senior Services Centers, Health Departments, Housing Authorities, Hospitals, Community Development Agencies, etc. Indicate any enduring enhancements or expansion of the local infrastructure or program services, target area, or policy that resulted from your activities. (5 points)

(4) Sub recipient and Sub grantee (6 points)

You must address the following related to partner organizations that will receive federal funds from the proposed grant program (vs. commercial services and off-the-shelf suppliers):

(a) List and describe sub-grantees, sub-contractor organizations, sub-recipients and consultants at all tiers that will provide critical services and activities directly to beneficiaries on your behalf or indirectly through supportive activities and describe the services and activities.

(b) Detail each of these critical partner entities' qualifications and experience in initiating and implementing related environmental, health, safety, or housing projects, or providing services to older adults; and

(c) List the key personnel from each of these critical partner entities, their respective roles and responsibilities, their qualifications and experience, and the percentages of time committed for all key personnel identified. You may provide this information in your narrative or in resumes, no longer than 3 pages, on each of up to three key personnel from these critical partner entities.

(d) Include the DUNS number and Legal Business Name of all partner organizations. For any partner that does not have a DUNS number, include the date of incorporation.

(5) Financial Capacity. Applications must demonstrate the financial capacity to cover the cost of home modification services for up to 30 days while waiting for HUD reimbursement.

(1 point)

Rating Factor 2. Program Strategy and Management Maximum Points: 48

(a)(1) Urban/rural area designation. Applications must describe the target area as either substantially rural or urban, using the Substantially Rural Substantially Rural Community Lookup Tool in Appendix A that is linked to a list of states, counties, county subdivisions, or places and their urbanized area/substantially rural designations based on Census 2010 data. The target area submitted for the applications must be the same as was submitted for the applications; failure to do so constitutes a curable deficiency. HUD will not accept applications unless the target area(s) is designated as being substantially rural or urbanized. The target area, however, may be comprised of more than one U.S. Census-defined county, county subdivision, or place. (See Appendix A.) (0 points)

(2) Within-target-area flexibility. Many jurisdictions have a mix of urban areas and rural areas, the Substantially Rural Community Lookup Tool in Appendix A indicates the percentages of such areas within the jurisdiction(s) in which the target area is located.

(i) An applicant whose target area is in a jurisdiction that is urban (or substantially rural) may not be within the funding range for applications for that category.

(ii) That applicant may be able to meet the performance requirements of the NOFA and the

application by working within a portion of the target area's jurisdiction that is substantially rural (or urban).

(iii) In such a case, the applicant may choose to state that it agrees to be considered for an award for meeting the NOFA's and the application's performance requirements by working on homes in the other urban / substantially rural category within the target area's jurisdiction if it is not awarded a grant in its original urban / substantially rural category. (0 points)

(b) Program Strategy. Provide a succinct overview of the structure of your proposed program and identify any existing models on which it is based, describing any deviations from the program model. Describe how your proposal will allow for assistance to meet the individualized goals of the client and reduce risk of falling, improve general safety, improve accessibility, and improve their functional abilities in order to lengthen the time the client can continue to reside in their primary residence. Describe your reasoning for selecting the community which you are targeting for services and your recruitment strategy and the expected number of housing units to receive program services. In addition, describe the home modifications that you expect to be most commonly employed in participants' homes. (14 points)

(c) Client and Home Assessments. Describe your procedures for assessing the needs of clients and for identifying necessary modifications to the home. HUD anticipates that some modifications will be driven by the client assessment whereas others will result from a standardized home assessment (e.g., installation of combination smoke and CO detectors). (5 points)

(d) Number of Beneficiaries. Provide an estimate of the minimum number of housing units you expect to treat with OAHMP grant funds and describe your basis for this estimate (e.g., based on an average cost of \$3,000 per housing unit). (4 points)

(e) Addressing Additional Needs of Clients. Discuss your policies and procedures when you encounter clients whose homes are in need of major repairs. This could include developing internal expertise and capacity (e.g., licensed or certified social worker) to connect clients directly to case managers or emergency services. It could mean building out the local referral network to include home care agencies, social service agencies, non-profits and other organizations that can provide home modifications beyond the scope of the OAHMP. In addition, describe your referral system for addressing other client needs that you may encounter (e.g., healthcare, transportation). (4 points)

(f) Program Administration and Oversight. Describe how you will administer this program, including how you will address oversight and financial management and provide examples of current financial reports. Specifically:

(i) Existing administrative capacity. Describe your existing program administration infrastructure that can absorb or readily be expanded to assume the additional work of the new program activities. This includes capacity for outreach, referrals and management of waiting lists; capacity for data collection and reporting; capacity for project and task management, scheduling, and workload management; experience with information technology systems and computer applications used for administration; capacity for financial management, procurement compliance and experience managing federal funds.

(ii) Expanding administrative capacity. Describe any necessary expansion of your program administration infrastructure for this program.

(iii) Describe how funding will flow from you to those who will perform work under you on this program, and whether and, if so, how you will ensure that acceptable work is conducted, and

acceptable products were provided before you pay invoices and before you submit invoices to HUD.

(iv) Describe the key personnel, staff, procedures, and electronic management system you will use on this program to ensure proper project oversight/monitoring, contract administration, routine monitoring and, if you will conduct it, targeted monitoring, of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of contracts or other formal agreements. Key personnel should include, at a minimum, the Project Director (PD) and the Program Manager (PM). Unless financial management of the grant falls under the responsibility of the PD or PM, the applicant should also identify the person responsible for the financial management of the grant. (10 points)

(g) Contractor Capacity. Describe the activities that will be taken to recruit and retain contractor firms and workers to meet the program production benchmarks. Examples of activities include informational postings online, in person recruitment activities, working with vocational and technical schools, workforce development centers, and Section 3 postings to advertise need for contractors to collaborate on unit work under this program. (4 points) as

(h) Sustainability. Describe your strategy to build community capacity for home modification programs and services that will continue past the period of performance of the grant. This can take many forms and should be based on your experience implementing similar programs. For example, you may strengthen program staff expertise and program outcomes by taking non-mandatory continuous learning training on skills related to aging in place; leverage the program to set standards and expand the knowledge and skills of local home repair companies to address the needs of older adults who wish to age in place; build knowledge within the organization about other sources of funding (nonprofit, philanthropic, government, etc.) for home modifications; build knowledge, processes, and identify opportunities to assist clients with obtaining services, payments, and funding that they qualify for; build a local coalition that raises awareness about the need for home modification among the older adult population and persons with disabilities and seeks sustainable solutions. (4 points)

(i) Project timeline. Provide a timeline (by calendar quarter) of major project milestones and indicate how you will ensure that the project meets this schedule. (3 points)

Rating Factor 3. Budget Proposal

Maximum Points: 16

(a) Budget Justification Narrative (Required Attachments). (8 points)

The Budget narrative document should include all of the following details:

(Basic table of costs): A separate budget must be submitted using the HUD_424_CBW: HUD Detailed Budget Worksheet for yourself and for each partner that would receive more than 10 percent of the federal budget request, for any of the described eligible activities direct or indirect in nature.

(i) You must thoroughly estimate and detail a plan for all applicable costs, including direct, indirect, and administrative expenses, and present them in a clear and coherent format. Note that HUD is not required to approve or fund all proposed activities if awarded. In completing your estimations, you must document and justify all budget categories and costs and all major tasks of your organization, sub-recipients, major sub-contractors, joint venture participants, or others

contributing resources to the project.

(ii) Describe your plan on how you would use your funds to ensure the maximum number of homes can be modified under this NOFA.

(iii) Justify the allocation of funds among successfully completed tasks, units within your organization, and your partners, in support of the scope of the proposed project. In particular, your narrative should show enough detail by line and category to provides transparency and linkage between production of successfully modified housing units, and payments associated with activities that resulted in those units being modified, from the outreach stage through recruitment, enrollment, contracting for home modifications, re-evaluation, education and training.

(b) Fiscal Oversight and Financing Strategy Narrative. (8 points)

(i) Discuss your home modification financing strategy (i.e., the type of assistance - grants, deferred/forgivable loans), including verification of income eligibility requirements, terms, conditions, and dollar limits of the home modification work.

(ii) Identify who is responsible and the technical program expertise for establishing, as described in your response to Rating Factor 2, administering and overseeing the fiscal aspect of the program which may include bidding, procurement, and contracting the housing unit work.

(iii) Describe how you will keep costs per housing unit under tight control, so that the maximum number of older adults will have their homes modified under this NOFA.

Rating Factor 1. Capacity of the Applicant and Relevant Organizational Experience

Maximum Points: 34

This factor addresses the extent to which you have the ability, capacity, and organizational resources necessary to successfully implement your proposed activities in a timely manner. The rating of your application will include any sub-grantees, consultants, sub-recipients, and members of consortia that are firmly committed to the project (generally, “subordinate organizations”). In rating this factor, HUD will consider the extent to which your application demonstrates:

(1) The Capability and Qualifications of Key Personnel. The applicant must provide resumes, no longer than 3 pages, of the key personnel and job descriptions for planned key personnel, including the person responsible for the financial management of the grant (considered supporting materials). You must describe the roles and responsibilities of each of the key personnel for the project. Do not include the Social Security Numbers (SSN) of any person. The day-to-day Program Manager must be experienced in occupational therapy, housing rehabilitation, aging in place modifications, or other work related to the project. The Program Manager must have demonstrated project management experience and must dedicate at least 50 percent of his/her time for the proposed project. It is expected that the Program Manager and any support staff will have all necessary certifications and experience for the job descriptions for the position. If you have not yet hired a Program Manager, you must include the job announcement for this position in the Appendix to your application. If you have not yet hired a Program Manager for this award, a letter of commitment from the applicant agency leadership

with the authority to ensure the position is filled must confirm their understanding and intent to fill or retain a qualified candidate as described above to serve in this required position within 60 days of award. This letter of commitment must accompany the application to receive full points under this rating factor element. Note: The Program Manager is expected to be the center of the program communication and must be technically prepared and experienced to take on the oversight and administration of these funds with the applicant agency. The lack of qualified staff in this position has been identified as a high risk of program failure. (12 points)

(2) Organizational Experience. HUD intends to award OAHMP grants to organizations with sufficient (at least 3 years') relevant experience providing services to older adults and conducting home modifications. Provide a description of the capabilities and experience of the applicant organization that are relevant to this NOFA, including your organization's performance in implementing any previous grants that are relevant to this focus area. Also, provide a description of your organization's at least 3 years of experience providing services to older adults (e.g., individuals age 62 years and older). Describe your organization's experience providing either home care services that includes the services of an Occupational Therapist, or other home repair/home maintenance services. Describe your organizations' experience working with fair housing organizations, and organizations that address accessibility for persons with disabilities or home modifications for aging in place. (10 points)

(3) Partnerships. Demonstrate your organizational experience through existing or past collaborations with public private/partnerships in the community you served such as, Area Agencies on Aging, Community Senior Services Centers, Health Departments, Housing Authorities, Hospitals, Community Development Agencies, etc. Indicate any enduring enhancements or expansion of the local infrastructure or program services, target area, or policy that resulted from your activities. (5 points)

(4) Sub recipient and Sub grantee (6 points)

You must address the following related to partner organizations that will receive federal funds from the proposed grant program (vs. commercial services and off-the-shelf suppliers):

(a) List and describe sub-grantees, sub-contractor organizations, sub-recipients and consultants at all tiers that will provide critical services and activities directly to beneficiaries on your behalf or indirectly through supportive activities and describe the services and activities.

(b) Detail each of these critical partner entities' qualifications and experience in initiating and implementing related environmental, health, safety, or housing projects, or providing services to older adults; and

(c) List the key personnel from each of these critical partner entities, their respective roles and responsibilities, their qualifications and experience, and the percentages of time committed for all key personnel identified. You may provide this information in your narrative or in resumes, no longer than 3 pages, on each of up to three key personnel from these critical partner entities.

(d) Include the DUNS number and Legal Business Name of all partner organizations. For any partner that does not have a DUNS number, include the date of incorporation.

(5) Financial Capacity. Applications must demonstrate the financial capacity to cover the cost of home modification services for up to 30 days while waiting for HUD reimbursement. (1 point)

Rating Factor 2. Program Strategy and Management

Maximum Points: 48

(a)(1) Urban/rural area designation. Applications must describe the target area as either substantially rural or urban, using the Substantially Rural Substantially Rural Community Lookup Tool located at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/oahmp that is linked to a list of states, counties, county subdivisions, or places and their urbanized area/substantially rural designations based on Census 2010 data. HUD will not accept applications unless the target area(s) is designated as being substantially rural or urbanized. The target area, however, may be comprised of more than one U.S. Census-defined county, county subdivision, or place. Appendix A (0 points)

(2) Within-target-area flexibility. Many jurisdictions have a mix of urban areas and rural areas, the Substantially Rural Community Lookup Tool in Appendix A indicates the percentages of such areas within the jurisdiction(s) in which the target area is located.

(i) An applicant whose target area is in a jurisdiction that is urban (or substantially rural) may not be within the funding range for applications for that category.

(ii) That applicant may be able to meet the performance requirements of the NOFA and the application by working within a portion of the target area's jurisdiction that is substantially rural (or urban).

(iii) In such a case, the applicant may choose to state that it agrees to be considered for an award for meeting the NOFA's and the application's performance requirements by working on homes in the other urban / substantially rural category within the target area's jurisdiction if it is not awarded a grant in its original urban / substantially rural category. (0 points)

(b) Program Strategy. Provide a succinct overview of the structure of your proposed program and identify any existing models on which it is based, describing any deviations from the program model. Describe how your proposal will allow for assistance to meet the individualized goals of the client and reduce risk of falling, improve general safety, improve accessibility, and improve their functional abilities in order to lengthen the time the client can continue to reside in their primary residence. Describe your reasoning for selecting the community which you are targeting for services and your recruitment strategy and the expected number of housing units to receive program services. In addition, describe the home modifications that you expect to be most commonly employed in participants' homes. (14 points)

(c) Client and Home Assessments. Describe your procedures for assessing the needs of clients and for identifying necessary modifications to the home. HUD anticipates that some modifications will be driven by the client assessment whereas others will result from a standardized home assessment (e.g., installation of combination smoke and CO detectors). (5 points)

(d) Number of Beneficiaries. Provide an estimate of the minimum number of housing units you expect to treat with OAHMP grant funds and describe your basis for this estimate (e.g., based on an average cost of \$3,000 per housing unit). (4 points)

(e) Addressing Additional Needs of Clients. Discuss your policies and procedures when you encounter clients whose homes are in need of major repairs. This could include developing internal expertise and capacity (e.g., licensed or certified social worker) to connect clients directly to case managers or emergency services. It could mean building out the local referral network to include home care agencies, social service agencies, non-profits and other organizations that can provide home modifications beyond the scope of the OAHMP. In addition, describe your referral system for addressing other client needs that you may encounter

(e.g., healthcare, transportation). (4 points)

(f) Program Administration and Oversight. Describe how you will administer this program, including how you will address oversight and financial management and provide examples of current financial reports. Specifically:

(i) Existing administrative capacity. Describe your existing program administration infrastructure that can absorb or readily be expanded to assume the additional work of the new program activities. This includes capacity for outreach, referrals and management of waiting lists; capacity for data collection and reporting; capacity for project and task management, scheduling, and workload management; experience with information technology systems and computer applications used for administration; capacity for financial management, procurement compliance and experience managing federal funds.

(ii) Expanding administrative capacity. Describe any necessary expansion of your program administration infrastructure for this program.

(iii) Describe how funding will flow from you to those who will perform work under you on this program, and whether and, if so, how you will ensure that acceptable work is conducted, and acceptable products were provided before you pay invoices and before you submit invoices to HUD.

(iv) Describe the key personnel, staff, procedures, and electronic management system you will use on this program to ensure proper project oversight/monitoring, contract administration, routine monitoring and, if you will conduct it, targeted monitoring, of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of contracts or other formal agreements. Key personnel should include, at a minimum, the Project Director (PD) and the Program Manager (PM). Unless financial management of the grant falls under the responsibility of the PD or PM, the applicant should also identify the person responsible for the financial management of the grant. (10 points)

(g) Contractor Capacity. Describe the activities that will be taken to recruit and retain contractor firms and workers to meet the program production benchmarks. Examples of activities include informational postings online, in person recruitment activities, working with vocational and technical schools, workforce development centers, and Section 3 postings to advertise need for contractors to collaborate on unit work under this program. (4 points)

(h) Sustainability. Describe your strategy to build community capacity for home modification programs and services that will continue past the period of performance of the grant. This can take many forms and should be based on your experience implementing similar programs. For example, you may strengthen program staff expertise and program outcomes by taking non-mandatory continuous learning training on skills related to aging in place; leverage the program to set standards and expand the knowledge and skills of local home repair companies to address the needs of older adults who wish to age in place; build knowledge within the organization about other sources of funding (nonprofit, philanthropic, government, etc.) for home modifications; build knowledge, processes, and identify opportunities to assist clients with obtaining services, payments, and funding that they qualify for; build a local coalition that raises awareness about the need for home modification among the older adult population and persons with disabilities and seeks sustainable solutions. (4 points)

(i) Project timeline. Provide a timeline (by calendar quarter) of major project milestones and indicate how you will ensure that the project meets this schedule. (3 points)

Rating Factor 3. Budget Proposal

Maximum Points: 16

(a) Budget Justification Narrative (Required Attachments). (8 points)

The Budget narrative document should include all of the following details:

(Basic table of costs): A separate budget must be submitted using the HUD 424 CBW: HUD Detailed Budget Worksheet for yourself and for each partner that would receive more than 10 percent of the federal budget request, for any of the described eligible activities direct or indirect in nature.

(i) You must thoroughly estimate and detail a plan for all applicable costs, including direct, indirect, and administrative expenses, and present them in a clear and coherent format. Note that HUD is not required to approve or fund all proposed activities if awarded. In completing your estimations, you must document and justify all budget categories and costs and all major tasks of your organization, sub-recipients, major sub-contractors, joint venture participants, or others contributing resources to the project.

(ii) Describe your plan on how you would use your funds to ensure the maximum number of homes can be modified under this NOFA.

(iii) Justify the allocation of funds among successfully completed tasks, units within your organization, and your partners, in support of the scope of the proposed project. In particular, your narrative should show enough detail by line and category to provides transparency and linkage between production of successfully modified housing units, and payments associated with activities that resulted in those units being modified, from the outreach stage through recruitment, enrollment, contracting for home modifications, re-evaluation, education and training.

(b) Fiscal Oversight and Financing Strategy Narrative. (8 points)

(i) Discuss your home modification financing strategy (i.e., the type of assistance - grants, deferred/forgivable loans), including verification of income eligibility requirements, terms, conditions, and dollar limits of the home modification work.

(ii) Identify who is responsible and the technical program expertise for establishing, as described in your response to Rating Factor 2, administering and overseeing the fiscal aspect of the program which may include bidding, procurement, and contracting the housing unit work.

(iii) Describe how you will keep costs per housing unit under tight control, so that the maximum number of older adults will have their homes modified under this NOFA.

2. Other Factors.

Section 3.

In accordance with HUD's Section 3 regulations at 24 CFR 135.9, your application will receive up to (2) points based your response to the following inquiries:

- types and amounts of employment, training, and contracting opportunities to be generated as a result of proposed grant activities;

- specific actions to be taken to give Section 3 residents and Section 3 business concerns (as defined at 24 CFR 135.5) priority consideration for employment, training, contracting, and other economic opportunities in accordance with HUD's regulations at 24 CFR 135.34 and 135.36;
- written criteria to be used for determining eligibility of Section 3 residents and business entities;
- written procedures to be used for notifying Section 3 residents and business entities about the availability of training, employment, and contracting opportunities;
- methodology to be used for monitoring developers, contractors and subcontractors that are awarded covered contracts to ensure compliance with Section 3 requirements;
- strategies for meeting the Section 3 minimum numerical goals for employment and contracting opportunities at 24 CFR 135.30; and
- contact information and qualifications for staff persons who will be responsible for the day-to-day implementation of Section 3.

Preference Points.

HUD encourages activities in support of the Secretary's FY20 Initiatives. HUD may award up to two (2) points for any of the 3 preferences (OZ, PZ or HBCU).

Opportunity Zones.

Opportunity Zone (OZ) Certification and Supporting Documentation: Applicants proposing projects in an Opportunity Zone community must identify the state, county and census tract(s) of the opportunity zone(s) in which the activity will be carried out and provide certification to HUD in order to receive preference points. The certification must affirm that the investment is in a qualified Opportunity Zone, and be submitted as a supporting attachment on the applicant's letterhead with the application package. Applicants must also provide supporting documentation showing that the investment is in an Opportunity Zone. To view the list of designated Opportunity Zones, please see the following link on the U.S. Department of the Treasury website: <https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>. HUD encourages activities in Opportunity Zones. This form will be included as part of the grant application package on [grants.gov](https://www.grants.gov) for all HUD grants that offer Opportunity Zone preference points. For Fiscal Year 2020, applicants will be required to complete and submit this form along with the SF-424 in order to be eligible for Opportunity Zone preference. Applicants who do not complete this form and submit it along with the rest of their application package will not be eligible to receive the points. Additionally, applicants who do complete and submit this form, but indicate they intend to use less than 50% of the award within Opportunity Zone tracts, will also be ineligible to receive preference points, unless: a.) the applicant can show why they are unable to expend at least 50% of the grant award within Opportunity Zone designated tracts, or b.) the applicant is able to make a compelling case for why the amount that will be expended will have a significant impact within Opportunity Zone designated tracts.

HBCU.

This program does not offer HBCU preference points.

Promise Zones

HUD encourages activities in Promise Zones (PZ). To receive Promise Zones Preference Points, applicants must submit form HUD 50153, "Certification of Consistency with Promise Zone Goals and Implementation," signed by the Promise Zone Official authorized to certify the project

meets the criteria to receive preference points. To view the list of designated Promise Zones and persons authorized to certify, please see the [Promise Zone](#) pages on HUD's website.

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;

HUD may reduce scores 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 or 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, 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.

3. Applications

Awards will be made to the highest scoring applications in rank order within the limits of funding availability for each program category from among applications that scored at least 75 points. If more than one application has the lowest rating within the funding range, the Application Review Panel will decide which application to fund based primarily on expected community impact as determined by the need for services and the proposed number of households to receive services.

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 SF424.

Negotiation. After HUD has made selections, HUD will negotiate specific terms of the funding agreement and budget with selected applicants. If HUD and a selected applicant do not successfully conclude negotiations in a timely manner, or a 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 200.207:

- Based on HUD's review of the applicant's risk under 2 CFR 200.205;
- 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 successfully complete grant negotiations, HUD may 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 NOFA, 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 an error that when corrected would cause selection of an applicant during the funding round of a Program NOFA, HUD may select that applicant for funding, subject to the availability of funds.

A minimum score of 75 points is required for consideration for award.

B. Administrative, National and Department Policy Requirements for HUD recipients

For this NOFA, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply. (Please select the linked text to read the detailed description of each applicable requirement).

1. Compliance with Non-discrimination and Related Requirements.

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. 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).
- Improving Access to Services for Persons with Limited English Proficiency (LEP).
- Accessible Technology.

2. Equal Access Requirements.

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. Uniform Relocation Act – Real Property Acquisition and Relocation Requirements.

6. Participation in HUD-Sponsored Program Evaluation.

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

8. Drug-Free Workplace.

9. Safeguarding Resident/Client Files.

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

11. Eminent Domain.

12. Accessibility for Persons with Disabilities.

13. Violence Against Women Act.

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

15. Environmental Requirements.

HUD is required to complete environmental reviews for certain categories of home modification intervention activities. The, the grantee is required to contact HUD and provide all relevant information with which to conduct the environmental review and incorporate any resulting mitigation measures, including rejecting a proposed project if it violates any of the related federal environmental laws and authorities listed at §50.4, and the grantee does not promptly adjust the scope to eliminate the violation.

a. Eligible Construction and Rehabilitation Activities. An FY 2019-2020 OAHMP award does not constitute approval of specific sites where activities that are subject to environmental review may be carried out.

b. Maintenance Projects: In order to expedite home modifications in accordance with the Congressional directive that this program be a “low barrier” one, grantees are strongly

encouraged to select home modifications that address IADLs and ADLs that are defined by HUD as maintenance, such as options from the Maintenance column of the Table of Home Modifications/Repairs, found in Appendix B . The table does not represent an exhaustive list of options. If the aggregate of proposed activities at any one property are deemed to be maintenance, under 24 CFR § 50.19(b) the project is Categorically Excluded and Not Subject to the Environmental Laws and Authorities (CENST) at 24 CFR § 50.4. Grantees are required to maintain detailed aggregate project descriptions and budgets for CENST projects for future monitoring purposes. An environmental review and approval by HUD is not required for projects determined to be maintenance/CENST. HUD will document the appropriate environmental review in the HUD Environmental Review Online System (HEROS), on a program-wide basis, for exempt and CENST activities in HEROS.

c. Repair/Rehabilitation: An environmental review and approval by HUD is required if proposed projects, funded in whole or in part by funds under this grant, are not exempt or maintenance/CENST. Under 24 CFR § 50.20, Rehabilitation/Repair projects are Categorically Excluded and Subject to the Related Federal Environmental Laws and Authorities (CEST) at 24 CFR §50.4. Prior to commitment or expenditure of funds the grantee must provide HUD with pertinent details including, but not limited to, the project address, full scope of all proposed activities/work, regardless of funding source, funding details, photographs (where interior work is to be done and all exterior elevations). HUD will determine which of the related laws and authorities listed at §50.4 are applicable to the project and document compliance accordingly in HEROS. For home modifications determined to require an environmental review, the environmental factors at §50.4 that may be triggered by this type of project typically include but are not limited to: Floodplain Management, Flood Insurance, Historic Preservation, Noise Abatement, and Toxic Chemicals and Radioactive Materials. Once the environmental review is complete, HUD will notify the grantee of whether the project is approved, with any required revisions or mitigation measures that must be incorporated into the project scope of work. before approval can be granted. Program-specific environmental review related guidance will be provided to all recipients of OAHMP awards.

d. For all cooperative agreements under this NOFA, recipients and other participants in the project are prohibited from undertaking or committing or expending HUD or non-HUD funds (including leveraged funds) on, a project or activities under this NOFA (other than activities listed in 24 CFR 50.19(b) and that appear in the Maintenance column of the Table of Home Modifications/Repairs) until HUD completes the environmental review, and notifies the grantee of its approval. The results of the environmental reviews may require that proposed activities be modified, or proposed projects rejected.

e. For assistance, contact Karen Griego, the Office of Lead Hazard Control and Healthy Homes Program Environmental Clearance Officer at (505) 346-6462 (this is not a toll free number) or the HUD Environmental Officer in the HUD Field Office serving your area. If you are a hearing- or speech-impaired person, you may reach the telephone number above via TTY by calling the toll-free Federal Relay Service at 1-800-877- 8339. Recipient of a grant under this program will be given additional guidance in these environmental responsibilities.

f. All other activities not related to construction, repair or rehabilitation are categorically excluded, under 24 CFR 50.19(b)(1), (3), (5), (7), (8) and (9), from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. § 4321) and are not subject to environmental review under the related environmental laws and authorities at 24 CFR 50.4.

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, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition 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. Program-Specific Reporting Requirements

Program-Specific Reporting Requirements. The program specific reporting requirements will include quarterly reporting through the Healthy Homes Grant Management System (HHGMS). A narrative and quantitative reporting will be expected each quarter that will include at a minimum progress towards goals related to intake, assessment, modification, partnerships, sustainability activities and fiscal transactions/balance of funds spent successfully to date.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, 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 official 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 NOFA.

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

Name:
Yolanda A. Brown

Phone:
202-402-7596

Email:
Yolanda.A.Brown@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 NOFA 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. 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 NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

3. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [CFDA](#)
- [Dun & Bradstreet](#)
- [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](#)
- [NOFA Webcasts](#)
- [Opportunity Zone](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Act – Real Property Acquisition and Relocation Requirements](#)
- [USA Spending](#)

APPENDIX

Appendix A – Substantially Rural Community Lookup Tool

Open the spreadsheet file located at: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/oahmp.
FY 2020 Home Modification NOFA Substantially Rural Community Lookup Tool.xlsx.

The first tab of the spreadsheet, labeled Lookup, contains instructions and cells for obtaining data about the community(ies) (called jurisdiction(s) here) you are considering as your target area for this grant.

The subsequent tabs of the spreadsheet have information about the jurisdiction(s) based on the 2010 Census, the most recent one for which Census has developed and provided the information. The information in these tabs in the posted version of this spreadsheet is not changeable.

The overall approach to determine if a jurisdiction is substantially rural or not is to select its location information through drop-down menus. This includes:

For each single jurisdiction:

- Selecting its state,
- Then selecting its county,
- Then, if the jurisdiction is smaller than a county, selecting the county subdivision (if the target area is in such a subdivision in one of the 20 states that has its subdivisions recognized by the Census Bureau: CT, IL, IN, KS, MA, ME, MI, MN, MO, NE, NH, NJ, NY, ND, OH, PA, RI, SD, VT, and WI), and,
- If applicable, selecting the place.

The spreadsheet then enters the location information you have selected, and the information on the jurisdiction's rural and urban populations into Table 1. The spreadsheet then calculates whether the jurisdiction is substantially rural or not substantially rural, based on whether the population is at least half rural or less than half rural, respectively.

Target area with one jurisdiction:

If your target area consists of one jurisdiction, and it is in the rurality classification category you intended to apply in, copy Table 1 (the row of headers and the row of information) into your application. You may, if you wish, narrow the table column widths.

If your target area is not the rurality classification category you intended to apply in, you may delete the information in Table 1, and select another jurisdiction, using the same procedure as before, and determine if your new jurisdiction has the rurality status you want it to have. When you are satisfied with the rurality status of your target area jurisdiction, copy and paste Table 1 into your application. You may, if you wish, narrow the table column widths.

Target area with multiple jurisdictions:

If your target area consists of multiple jurisdictions, see the additional instructions below Table

1, which involves repeating the steps above for each jurisdiction, copying the values of the jurisdictions cells in Table 1 into the first blank row of Table 2.

The bottom row of Table 2 provides the overall classification of your target area, indicating that, overall, it is substantially rural or not substantially rural.

If this is the rurality classification category you intended to apply in, copy and paste Table 2 into your application, deleting blank rows, and, if you wish, narrowing column widths.

If this is not the rurality classification category you intended to apply in, you may delete the information in one or more of the rows of Table 2; only the jurisdictions remaining in Table 2 are used to determine the substantially rural or not (“rurality”) status. You may, if you wish, add jurisdictions to Table 2, using the same procedure as before, and determine if your new set of jurisdictions has the rurality status you want it to have. (The spreadsheet is not concerned with blank rows; you need not move rows up in the spreadsheet to fill in the blank rows.)

When you are satisfied with the rurality status of your target area, copy and paste Table 2 into your application, deleting blank rows, and, if you wish, narrowing column widths.

Appendix B - Home Modifications/Repairs

Feature or System	Examples of OAHMP Maintenance Repair Activities	Examples of OAHMP Rehabilitation Repair
Site	<ul style="list-style-type: none"> • adding or replacing address number so it is visible from the street for emergency responders • power-washing slippery exterior surfaces 	<ul style="list-style-type: none"> • construction of new walkways, driveways or parking areas, or replacement thereof
Building Exterior	<ul style="list-style-type: none"> • adding exterior lighting at entrances (to include automatic sensors) • installing new or adjusting mailbox to make it easier to reach • fixing gutters and downspouts if causing safety hazard • manufactured / mobile home skirting 	<ul style="list-style-type: none"> • roof installation • gutter and/or downspout installation
Exterior walkways and steps	<ul style="list-style-type: none"> • graded ground ramps • installing temporary/modular ramps (placed on top of the ground) for accessibility for individuals with a disability 	<ul style="list-style-type: none"> • installing permanent ramps (with footings set into the ground) for accessibility • installing exterior stairlift

	<ul style="list-style-type: none"> • placing temporary anti-slip tape or colored tape or paint on surfaces • applying directional signage or marking for wayfinding • installing handrails on both sides of steps and/or pathways • repairing cracked, broken, or uneven pathways (pavement, brick, etc.) • installing pathway lighting 	<ul style="list-style-type: none"> • installing wheelchair platform and lift
Exterior Windows and Doors	<ul style="list-style-type: none"> • installing automatic doors or automatic door openers • installing magnetic screen door • replacing door lock with one that is easier to operate • replacing doorknobs with lever-style handles • adding or adjusting peephole or viewing panel to correct height for client • eliminating trip hazards at entry threshold • installing “tap-n-go” or other hands-free door hold open capability • adjusting windows to make them easier to open and close • fixing broken window pane(s), storm window(s) or damaged entry door • adding storm windows or storm doors 	<ul style="list-style-type: none"> • widening exterior doorway to accommodate a walker or wheelchair • replacement of exterior door • replacement of windows
Interior Walls, Windows, and Ceilings	<ul style="list-style-type: none"> • adjusting or replacing hardware for drapes, shades, and/or curtains to make them easier to use • building shelf to improve hands-free activity or to improve accessibility • patching or mending cracked plaster 	<ul style="list-style-type: none"> • installing new drywall or paneling • installing new acoustical ceiling

	<ul style="list-style-type: none"> • patching or fixing holes or cracks in drywall 	
Interior Doors and Hallways	<ul style="list-style-type: none"> • adjusting door swings to reverse or remove awkwardness • installing automatic doors or door openers • installing door hinge offset or swing clear door hinges • installing “tap-n-go” or other hands-free door hold-open capability 	<ul style="list-style-type: none"> • installing different door type • widening interior doorways to accommodate a walker or wheelchair • widening hallways to accommodate a walker or wheelchair
Flooring	<ul style="list-style-type: none"> • repairing flooring transitions so there is zero height difference between them • repairing floor tile to remove uneven surfaces • repairing floors to remove uneven surfaces • stripping floors and resealing when incidental to other work • installing linoleum/vinyl flooring to remove uneven surfaces that pose extensive slipping or tripping hazards • carpet removal • cleaning floor when incidental to other work 	<ul style="list-style-type: none"> • installation of new floor if the existing floor has extensive slipping or tripping hazards resulting from deterioration or damage
Interior Stairways (Circulation)	<ul style="list-style-type: none"> • installing railings • maintaining chair lift/stair climber • replacing broken stair treads or balusters • applying adhesive strips with nonslip surface • applying adhesive tape or paint to distinguish thresholds and edges • carpet removal • installing super-pole between floor and ceiling with or without pivot arm 	<ul style="list-style-type: none"> • installing chair lift/stair climbers

<p>Bathroom/ Laundry</p>	<ul style="list-style-type: none"> • installing grab bars • adding nonskid strips to bathtub or shower floor • installing a hand-held or adjustable showerhead • installing clamp for handheld shower on wall or grab bar • tub cuts to enable easy entry/conversion to shower • installing curved shower rod • installing easy-to-use lever handles rather than knobs or turn handles for the sink, bathtub and shower faucets feature • replacing toilet with comfort-height model • installing pedestal or wall hung sink for wheelchair accessibility • insulating exposed pipes beneath the sink to protect against touching a hot pipe • cushioning exposed pipes beneath the sink to protect against bumping • replacing or adjusting position of bathroom mirror, toilet paper holder, and other accessories to meet client's needs • replacing cabinet hardware, such as replacing round knobs with D-shaped handles • installing new toilet handles • installing toilet riser with handles • installing toilet safety frame or rails • repairing toilet seats • installing wall soap holder • repairing wall tile • securing rugs with rubber carpet mesh or double-sided rug tape 	<ul style="list-style-type: none"> • complete or substantial bathroom remodel • installing new wall tile • installing a walk-in shower or bathtub
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	<ul style="list-style-type: none"> • unclogging sink or toilet when incidental to other work • moving or replacing washing machines and dryers • replacing broken medicine cabinet 	
Kitchens	<ul style="list-style-type: none"> • replacing cabinet hardware, such as replacing round knobs with D-shaped handles • removing or replacing interior of existing cabinetry for easier access (e.g., pull-out drawers and shelves) • replace faucets with lever-, touch-, or sensor-style faucet • install easy-to-use ABC-rated fire extinguisher in an easy-to-reach place • install automatic stove turnoff devices 	<ul style="list-style-type: none"> • complete or substantial kitchen remodel • install lower work surface that can be used while seated • lowering of cabinets
Electrical/ Lighting	<ul style="list-style-type: none"> • adding stick-on motion sensor lighting • adding task lighting under cabinets and over counters and tables • changing light bulbs • adding light switches at top and bottom of stairs for safety • replacing light switches with safety and accessibility features such as glow in the dark, rocker-style switches, or other easy-to-function switches • moving light switches and electrical outlets where they are more accessible to the individual • adding ball chain extension to ceiling fan/light 	<ul style="list-style-type: none"> • major rewiring of building • installing new electrical service • replacing or moving electrical panels
HVAC / Plumbing systems	<ul style="list-style-type: none"> • replacing thermostat with one that has accessibility features • setting home's water heater or 	<ul style="list-style-type: none"> • installing new furnace or heat distribution system • installing central air

	replacing its thermostat, to ensure hot water is at or below 120°F to avoid scalding <ul style="list-style-type: none"> • installing pressure-balanced, temperature-regulated sink faucets in kitchen and bath 	conditioning <ul style="list-style-type: none"> • installing new plumbing system • new water or sewer connection
Security	<ul style="list-style-type: none"> • adding security technology to entrance door • installing secure slide latch or chain inside entrance door 	<ul style="list-style-type: none"> • installing new security alarm system
Life Safety	<ul style="list-style-type: none"> • installing GFCI outlet • repairing electrical outlets • installing or servicing smoke, fire and CO detectors • installing or replacing doorbell that can be seen or heard by client throughout the house • cleaning surface mold 	<ul style="list-style-type: none"> • making substantial physical changes to a building to comply with fire and life safety codes • installing fire suppression system • chimney repairs • mold remediation

Appendix C – Housing and Demographic Data

Certain information required to be provided under the application’s Rating Factor 2 – Need for the Program, is available through the Census Bureau’s [American Housing Survey](#) and/or [American Community Survey](#), as indicated in the rating factor narrative. Using table creation and data search tools on one or both of these websites, as applicable, provide the information for each subfactor for the county that includes your target area, or for the state, if the county level information is not available. If your target area is found in more than one county, aggregate the data from each county to compute totals and to compute averages, as applicable. Use the most recent dataset’s year’s data or, for more stable estimates, the most recent 5-year data.