



U.S. Department of Housing and Urban Development

Community Planning and Development

Veterans Housing Rehabilitation and Modification Pilot Program

FR-6200-N-39

Application Due Date: 06/25/2018

Veterans Housing Rehabilitation and Modification Pilot Program

FR-6200-N-39

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U.S. Department of Housing and Urban Development

Program Office:	Community Planning and Development
Funding Opportunity Title:	Veterans Housing Rehabilitation and Modification Pilot Program
Announcement Type:	Initial
Funding Opportunity Number:	FR-6200-N-39
Primary CFDA Number:	14.278
Due Date for Applications:	06/25/2018

Overview

For Further Information Regarding this NOFA: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII.

OMB Approval Number(s): 2506-0213

I. Funding Opportunity Description.

A. Program Description.

1. Purpose

The purpose of the Veterans Housing Rehabilitation and Modification (VHRM) pilot program is to explore the potential benefits of awarding grants to nonprofit organizations to rehabilitate and modify the primary residence of veterans who are low-income and living with disabilities. The funds made available under this program will be awarded competitively.

A number of America's veterans who are low-income and living with disabilities are in need of adaptive housing to help them regain or maintain their independence, are unable to fund significant home repairs, or are burdened by utility costs. In partnership with the U.S. Department of Veterans Affairs, HUD intends to use the VHRM pilot to test a new approach to addressing these challenges in accordance with section 1079 of the Carl Levin and Howard P. "Buck" McKeon National Defense Authorization Act for Fiscal Year 2015 (Pub. L. 113-291, enacted December 19, 2014). The VHRM pilot will award competitive grants to nonprofit organizations that provide nationwide or statewide programs that primarily serve veterans or low-income individuals. The grants may be used to modify or rehabilitate eligible veterans' primary residences or to provide grantees' affiliates with technical, administrative, and training support in connection with those services.

Today's publication establishes the funding criteria for the FY 2018 Veterans Housing Rehabilitation and Modification (VHRM) pilot program. The Consolidated Appropriations Acts of 2016 (Public Law 114-13), 2017 (Public Law 115-31), and 2018 (Public Law 115-141) appropriated a total of \$13.7 million in VHRM funds. HUD will award these funds to nonprofit organizations to rehabilitate and/or modify the primary residence of veterans who are low-

income and living with disabilities.

HUD will award up to \$13,700,000 to nonprofit organizations that provide nationwide or statewide programs that primarily serve veterans or low-income individuals. Grants will be competitively awarded up to \$1 million each to selected applicants.

2. Changes from Previous NOFA.

NOT APPLICABLE

3. Definitions.

a. Standard Definitions

Analysis of Impediments to Fair Housing Choice (AI) is a review of impediments or barriers that affect the rights related to fair housing choice pursuant to the Fair Housing Planning Guide issued in 1996, and pertains to program participants in jurisdictions operating under a current Consolidated Plan and public housing agencies operating under a PHA Plan.

Assessment of Fair Housing (AFH) is the analysis undertaken pursuant to [24 CFR 5.154](#). AFH includes an analysis of fair housing data, an assessment of fair housing issues and contributing factors, the prioritization of contributing factors, and the identification of fair housing goals. AFH is conducted and submitted to HUD using the applicable Assessment Tool. Entities obligated to prepare and submit an AFH are: (1) Jurisdictions and Insular Areas are required to submit Consolidated Plans for the following programs: (i) The Community Development Block Grant (CDBG) program (see 24 CFR part 570, subparts D and I); (ii) The Emergency Solutions Grants (ESG) program (see 24 CFR part 576); (iii) The HOME Investment Partnerships (HOME) program (see 24 CFR part 92); and (iv) The Housing Opportunities for Persons With AIDS (HOPWA) program (see 24 CFR part 574); and (2) Public housing agencies (PHAs) receiving assistance under sections 8 or 9 of the United States Housing Act of 1937 (42 U.S.C. 1437f or 42 U.S.C.1437g).

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, cooperative agreement, loan, or loan guarantee.

Catalog of Federal Domestic Assistance (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. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

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 Annual 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. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). 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 able to 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 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. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

Federal Awardee Performance and Integrity Information System (FAPIIS) is a database that has been established to track contractor misconduct and performance.

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 in Grants.gov is required for submission of applications to prospective agencies.

NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles. For more account management information, review the [Applicant FAQs](#) contained on the grants.gov web page.

Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or subrecipient.

Personally identifiable information (PII), as defined by the [Office of Management and Budget M-07-16](#), is any information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF424.

Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.

Promotores/Promotoras are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.

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

Section 3 Business Concern means a business concern (1) 51 percent or more owned by Section 3 residents; or (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

Standard Form 424 (SF424) Application for Federal Assistance Programs, required by discretionary grant programs.

Subaward means an award provided by a recipient 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's beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the recipient considers a contract.

Subrecipient means a non-Federal entity receiving a subaward from a recipient to carry out part of a HUD program; but does not include an individual's 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 an official website of the U.S. government. You can access the website at Sam.gov. There is no cost to use SAM. SAM is the official 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.gov is required for submission of applications via Grants.gov.

Threshold Requirement – Threshold requirements are a type of eligibility requirement.

Threshold requirements must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility. Threshold requirements are listed in Section III.C. of this NOFA.

Applicants must ensure their application package addresses threshold requirements. Please check your application carefully!

4. Program Definitions

(1) **Affiliate** – (1) a local public or private nonprofit housing organization which is a subordinate organization (i.e., chapter, local, post, or unit) of a central organization and covered

by the group exemption letter issued to the central organization under Section 501(c)(3) of the Internal Revenue Code; (2) a local public or private nonprofit housing organization with which the applicant has an existing relationship (e.g., the applicant has provided technical assistance or funding to the local housing organization); or (3) a local public or private nonprofit housing organization with which the applicant does not have an existing relationship, but to which the applicant will provide necessary technical assistance and mentoring as part of funding under the application.

(2) **Eligible veteran** – The term "eligible veteran" means a low-income veteran living with a disability.

(3) **Letter of firm commitment** – A letter of commitment from an applicant's partner organization by which the partner (1) agrees to perform an activity specified in the application, (2) demonstrates the financial capacity to deliver the resources necessary to carry out the activity, and (3) commits the resources to the activity, either in cash or through in-kind contributions. It is irrevocable, subject only to approval and receipt of an FY 2018 VHRM grant. Each letter of commitment must include the partner organization's name and applicant's name, reference the VHRM program, and describe the proposed total level of commitment and responsibilities, expressed in dollar value for cash or in-kind contributions, as they relate to the proposed program. The commitment must be written on the letterhead of the participating organization, must be signed by an official of the organization legally able to make commitments on behalf of the organization, and must be dated no earlier than the date of publication of this NOFA. In documenting a firm commitment, the applicant's partner must:

1. Specify the authority by which the commitment is made, the amount of the commitment, the proposed use of funds, and the relationship of the commitment to the proposed investment. If the committed activity is to be self-financed, the applicant's partner must demonstrate its financial capability through a corporate or personal financial statement or other appropriate means; and
2. Affirm that the firm commitment is contingent only upon the receipt of VHRM funds and state a willingness on the part of the signatory to sign a legally binding agreement (conditioned upon HUD's environmental review and approval of a property, where applicable) upon award of the grant.

(4) **Low-income veteran** – The term "low-income veteran" means a veteran whose income does not exceed 80 percent of the median income for an area, as determined by the Secretary.

(5) **Nonprofit organization** – an organization that is –

- (A) described in section 501(c)(3) or 501(c)(19) of the Internal Revenue Code of 1986; and
- (B) exempt from tax under section 501(a) of such Code.

(6) **Primary residence** –

(A) A single family house, a duplex, or a unit within a multiple-dwelling structure that is the principal dwelling of an eligible veteran and is owned by such veteran or a family member of such veteran.

(B) For purposes of this paragraph, the term "family member" includes--

- (i) a spouse, child, grandchild, parent, or sibling;
 - (ii) a spouse of such a child, grandchild, parent, or sibling; or
 - (iii) any individual related by blood or affinity whose close association with a veteran is the equivalent of a family relationship.
- (7) **Qualified organization** – A nonprofit organization that provides nationwide or state-wide programs that primarily serve veterans or low-income individuals.
- (8) **Secretary** – The Secretary of Housing and Urban Development.
- (9) **Veteran** – "Veteran" has the meaning given the term in section 101 of title 38, United States Code.
- (10) **Veterans service organization** – Any organization recognized by the Secretary of Veterans Affairs for the representation of veterans under section 5902 of title 38, United States Code.

5. Web Resources

The resources indicated provide details for the application process

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Do Not Pay](#)
- [Dun & Bradstreet](#)
- [Request a DUNS Number](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Subaward Reporting System\) FSRS](#)
- [Grants.gov](#)
- [Grants.gov support](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD Funds available](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFA webcasts](#)
- [Procurement of recovered materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Property Acquisition and Relocation](#)
- [USASpending](#)

B. Authority.

The statutory authority for the VHRM NOFA is the Carl Levin and Howard P. “Buck” McKeon National Defense Authorization Act for Fiscal Year 2015, Public Law 113-291 and is funded by the Consolidated Appropriations Acts of 2016, 2017, and 2018.

II. Award Information.

A. Available Funds

Funding of up to **\$13,700,000** is available through this NOFA.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused 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 applicable funding restrictions contained in this NOFA.

B. Number of Awards.

HUD expects to make approximately 14 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information

Estimated Total Funding:	\$13,700,000
Minimum Award Amount:	\$700,000 Per Project Period
Maximum Award Amount:	\$1,000,000 Per Project Period

D. Period of Performance

Recipients will have 36 months from the date of the executed grant agreement to complete all project activities.

Estimated Project Start Date:	09/29/2018
Estimated Project End Date:	09/28/2021
Length of Project Periods:	36-month project period with three 12-month budget periods

Length of Project Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type:	Grant
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F. Supplementation.

In the event, you, the applicant, are awarded a grant that has been reduced (e.g., the application contained some activities that were ineligible or budget information did not support the request), you will be required to modify your project plans and application to conform to the terms of

HUD's approval before execution of the grant agreement.

HUD reserves the right to reduce or de-obligate the award if suitable modifications to the proposed project are not submitted by the awardee within 90 days of the request. Any modifications must be within the scope of the original application. HUD reserves the right to not make awards under this NOFA.

III. Eligibility Information.

A. Eligible Applicants.

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

Eligible Applicants. Eligible applicants for the VHRM program are nonprofit organizations that provide nationwide or statewide programs that primarily serve veterans or low-income individuals. Nonprofit organizations are limited to those described in section 501(c)(3) or 501(c)(19) of the Internal Revenue Code of 1986 and are exempt from tax under section 501(a) of such Code.

Eligible Activities. The VHRM program encompasses a range of eligible modification and rehabilitation activities, which allows for broad flexibility in the design of particular proposals to implement the program. Applicants need not address all of the eligible activities, but may propose a combination of activities if desired. Proposed activities should relate to identified needs among the eligible population to which the applicant proposes to target assistance. Further, the activities included in an applicant's proposed program design should address needs that are not already met by existing programs, while maximizing coordination with other existing programs as applicable (to the extent that such coordination would be beneficial to the implementing organizations and participants being served).

The following are eligible activities under the VHRM program:

(A) Modification and rehabilitation of the primary residence of an eligible veteran, which may include –

(i) making physical modifications, such as installing wheelchair ramps, widening exterior and interior doors, reconfiguring and re-equipping bathrooms (which includes installing new fixtures and grab bars), removing doorway thresholds, installing special lighting, adding additional electrical outlets and electrical service, installing appropriate floor coverings, lowering countertops and cabinets, or taking other measures to –

a) accommodate the functional limitations that result from having a disability, including not only motor impairment but also visual and hearing disabilities, and cognitive or psychological disabilities such as Traumatic Brain Injury or Post-Traumatic Stress; or

b) if the residence does not have modifications necessary to reduce the chances that an

elderly person who is not living with a disability will fall in his or her home, reduce the risks of an elderly person from falling; or

(ii) making physical modifications, such as adding a bedroom or bathroom, to allow the veteran's caregiver(s), which may include the parent(s) or other family member(s) of the veteran, to live with the veteran, if the veteran's disability prevents the veteran from living independently;

(iii) rehabilitating the residence that is in a state of interior or exterior disrepair, including remedying identified safety hazards or ensuring adequate safety features (such as fire prevention);

(iv) installing energy efficient features or equipment (i.e., features or equipment that help reduce the amount of electricity used to heat, cool, or ventilate the residence, including insulation, weather-stripping, air sealing, heating system repairs, duct sealing, Energy Star appliances, or other measures) if

a) an eligible veteran's monthly utility costs for the residence is more than five percent of such veteran's monthly income; and

b) an energy audit of the residence indicates that the installation of energy efficient features or equipment will reduce the costs by 10 percent or more; and

(v) carrying out other modification and rehabilitation activities to address the adaptive housing needs of the eligible veteran, if adequately justified and approved by HUD.

(B) Provision of technical, administrative, and training support to an affiliate of a recipient in connection with modification and rehabilitation services provided under VHRM.

B. Cost Sharing or Matching.

This Program requires cost sharing, matching or leveraging as described below.

Recipients will be required to provide matching funds and/or in-kind contributions as provided under section 1079(b)(6) of the Program Statute. Specifically, each recipient shall contribute towards the housing modification and rehabilitation services provided to eligible veterans an amount equal to not less than 50 percent of the grant award received. In order to meet the requirement, recipients may arrange for in-kind contributions. Matching funds and in-kind contributions must meet the requirements of 2 CFR 200.306.

C. Threshold 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. 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 also Section IV Application and Submission Information, part D. Application Submission Dates and Times

1. The application must receive a minimum rating score of 75 points to be considered for funding.
2. HUD will only fund eligible applicants as defined in this NOFA under Section III.

D. 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 ([click here](#)).

Resolution of Civil Rights Matters

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

E. Program Specific Requirements.

- The application must receive a minimum rating score of 75 points to be considered for funding.
- HUD will only fund eligible applicants as defined in this NOFA under Section III.
- Each recipient under the VHRM program shall modify or rehabilitate the primary residence of an eligible veteran at no cost to such veteran (including application fees) or at a cost such that such veteran pays no more than 30 percent of his or her income in housing costs during any month.
- Grant awards under this NOFA will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200.
- Only housing that is the primary residence of an eligible veteran may be modified or rehabilitated under this program, and the eligible veteran or his or her family member must certify in writing that the veteran intends the housing to continue to be his or her primary residence for at least five years after the modification or rehabilitation.
- Each recipient must establish housing standards which require that **all** houses rehabilitated and/or modified under the VHRM program meet all applicable State and local codes, ordinances, and requirements or, in the absence of a State or local building code, the International Existing Building Code of the International Code Council.

F. Criteria for Beneficiaries.

This program has eligibility criteria for beneficiaries.

This program serves veterans who are low-income and living with disabilities.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instruction and the Application Package from Grants.gov. To ensure you are using the correct Application Package and Application Instructions, you must verify the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. 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 deemed 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 or if you do not demonstrate good cause. An email request sent 15 days before the application will also be considered. If HUD waives the requirement, HUD must receive your paper application or email request before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you must contact:

Jackie L. Williams

Email: jackie.williams@hud.gov

Director, Office of Rural Housing and Economic Development

451 7th St. SW

Washington, DC 20410

1. For information concerning the Veterans Housing Rehabilitation and Modification Program, contact Sylvia Purvis, Senior Community Planning and Development Specialist, Office of Rural Housing and Economic Development, Office of Community Planning and Development, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7240, Washington, DC 20410-7000; telephone 1-877-787-2526 (this is a toll-free number) or (202) 708-2290 (this is not a toll-free number). Persons with speech or hearing impairments may access this number via TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

2. Waiver of the Electronic Submission Requirement. You must submit your application electronically via Grants.gov or request a waiver of the electronic application submission requirement from HUD. If HUD grants you a waiver, your paper application must be received

at HUD Headquarters by the application deadline date. Refer to Section VI.A. of this NOFA. If HUD does not grant you a waiver, you must follow the instructions for electronic application submission. You must submit your waiver request, including your justification, in writing or using e-mail. You must submit your waiver request no later than 15 days prior to the application deadline date. Waiver requests must be submitted to: Veterans Housing Rehabilitation and Modification Program, Application Waiver Request, Office of Rural Housing and Economic Development by e-mail: jackie.williams@hud.gov. If HUD grants you a waiver, you must submit your paper application in accordance with the requirements stated in HUD's waiver approval.

3. Paper Applications. A paper application will not be accepted from an applicant that has not been granted a waiver of the electronic application submission requirement. If HUD has granted you a waiver, your paper application must be received by HUD on or before the application deadline date.

4. Facsimiles and Videos. HUD will not accept an application, third-party documents or other materials sent by facsimile (fax). Videos cannot be submitted via the Grants.gov system and will not be accepted as a separate submission. Any video submitted as part of an application will not be reviewed.

B. Content and Form of Application Submission.

You must verify boxes 11, 12, and 13 on the SF424 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 not a curable deficiency and will result in your application being declared ineligible for funding.

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Application for Federal Assistance (SF-424) (application form). Including the required assurances in SF-424B or D, as applicable, depending on the program.		Your organization's nine-digit ZIP code must be included in Box 8d. Form is available as part of the Application Download on grants.gov .

Applicant/Recipient Disclosure/Update Report (HUD-2880) "HUD Applicant Recipient Disclosure Report"		Form is available as part of the Application Download on grants.gov
Disclosure of Lobbying Activities (SF-LLL)		Form is available as part of the Application Download on grants.gov
A budget for all funds (federal and non-federal including the Detailed Budget Form (HUD-424-CB)		Form is available as part of the Application Download on grants.gov
The Grant Application Detailed Budget Worksheet (HUD 424-CBW)		Form will be available in the Instructions Download
SF-424 Supplement Survey on Equal Opportunity for Applicants "Faith Based EEO Survey" (SF-424 SUPP)		Form is available as part of the Application Download on grants.gov.

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

- An abstract or summary with: (a) the dollar amount requested, matching funds and/or in-kind contributions, and leveraging, if applicable; (b) information that classifies your organization as a nonprofit organization that provides nationwide or statewide programs that primarily serve veterans or low-income individuals; (c) the approximate number of veterans your organization intends to serve using grant funds; (d) a description of the type of work that will be conducted, such as interior home modifications, energy efficiency improvements, and other similar categories of work; (e) a plan for working with the Department of Veterans Affairs and veterans service organizations to identify veterans who are not eligible for programs under chapter 21 of title 38, United States Code, and meet their needs; and (f) a plan of action detailing outreach initiatives.

- Documentation of funds pledged in support of Rating Factor 4 - "Leveraging Resources." This documentation, which will not be counted in the 15-page limitation, must be in the form of a "letter of firm commitment" as defined in Section I.A.3.b. (Program Definitions) of this NOFA.
- A copy of your organization's IRS ruling providing tax-exempt status under section 501 of the Internal Revenue Code of 1986, as amended.
- Narrative response to Factors for Award.
- Environmental Assurance Statement that states the following: (Applicant) agrees to assist HUD to comply with 24 CFR part 50 and that it shall: (1) supply HUD with all available, relevant information necessary for HUD to perform for each property any environmental review required by 24 CFR Part 50; (2) carry out mitigating measures required by HUD or select alternate eligible property; and (3) not rehabilitate, repair, or construct property, nor commit or expend HUD or local funds for these program activities with respect to any eligible property, until HUD approval of the property is received.

2. Format and Form.

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

1. All pages of the application must be numbered sequentially.
2. The application must have a table of contents.
3. All applicants are required to respond to the following factors in their 15-page narrative (see Section V. of this NOFA for further details.):
 - Rating Factor 1 - Relevant Organizational Experience;
 - Rating Factor 2 - Need and Extent of the Problem;
 - Rating Factor 3 - Soundness of Approach;
 - Rating Factor 4 - Leveraging Resources; and
 - Rating Factor 5 - Achieving Results and Program Evaluation.

The total narrative response to all factors should not exceed 15 pages and should be submitted on 8.5 x 11-inch single-sided paper, with 12-point font and double lined spacing and margins of at least 1 inch on each side. Please note that although submitting pages in excess of the page limit will not disqualify your application. HUD will not consider or review the information on any excess pages, and if you place key information on those pages, you may fail to meet a threshold requirement.

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

1. SAM Registration Requirement

Applicants must be registered with 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 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 Point of Contact 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 submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **06/25/2018**. 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. Then Grants.gov assigns an application tracking number and **date-and time-stamps** 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 submitting an application.

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, or 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. HUD may contact the applicant to clarify other items in its application. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that if **corrected** it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in definitions section. 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. The 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 for cure of 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 not exceed 14 calendar days or be less than 48 hours 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 (e.g., Subject: Technical Cure - GRANT123456). 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. This only applies to certain programs and responses should be sent to the NOFA specific program.

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.

E. Intergovernmental Review.

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

F. Funding Restrictions.

Pre-selection Review of Performance. – If your organization has delinquent federal debt or is excluded from doing business with the Federal government, the organization may be ineligible for an award. In addition, before making a Federal award, HUD reviews information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), and the “Do Not Pay” website. HUD may consider other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or other complaints that have been proven to have merit. Applicants may review and comment on any information in FAPIIS through SAM. HUD reserves the right to:

- Deny funding, or with a renewal or continuing award, consider suspension or termination of an award immediately for cause,
- Require the removal of any key individual from association with management or implementation of the award, and

Make provisions or revisions regarding the method of payment or financial reporting requirements.

Indirect Cost Rate.

Statutory or Regulatory Restrictions Apply

Normal indirect cost rules 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.

Nongovernmental organizations. 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 Federally 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 an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time. Documentation of the decision to use

the de minimis rate must be retained on file for audit.

G. Other Submission Requirements.

1. Application Certifications and Assurances

By signing the SF424 either through electronic submission or in paper copy submission (for those granted a waiver), applicant affirms certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and 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.

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.

Rating Factor 1 - Capacity of the Applicant and Relevant Organizational Experience (30 points)

This rating factor addresses the extent to which you have the organizational resources necessary to successfully implement your proposed work plan, as further described in Rating Factor 3, within the 36-month award period.

a. Organizational structure, management capacity, and relevant staff experience (15 points). HUD will evaluate the experience of your project director, core staff, and any outside consultant, construction contractor, sub-recipient, or project partner as it relates to addressing the housing needs of veterans who are low-income and living with disabilities and implementing the activities in your work plan. Specifically, HUD will evaluate your program management structure; the extent to which you can demonstrate your organization's ability to manage the proposed workforce; the specific roles and responsibilities of each program

management staff member; and any program management staffing or skills gaps that exist within your program management structure and your plan to address them.

In judging your response to this factor, HUD will only consider work experience gained within the last seven years. When responding, please be sure to provide the dates, job titles, and relevancy of the past experience to the work to be undertaken by the employee or contractor under your proposed VHRM award. The more recent, relevant, and successful the experience of your team members in relationship to the work plan activities, the greater the number of points you will receive. Please do not include the Social Security Numbers (SSNs) of any staff members.

b. Relevant partnership capacity and/or experience, and past performance (15 points). HUD will evaluate your ability to work with veterans service organizations in resolving issues related to rehabilitation and/or modification of a veteran's primary residence. In evaluating this sub-factor, HUD will take into account your experience in working with veterans service organizations to design and implement programs that address housing needs for veterans who are low-income and living with disabilities. The more recent, relevant, and successful the experience of your organization and any participating entity, the greater the number of points you will receive.

HUD will evaluate your performance in any previous grant program undertaken with HUD funds or other federal, state, local, or nonprofit or for-profit organization funds. (Note: Previous HUD performance-based experience may be verified through HUD's field offices as needed. Other relevant past performance information should be included as part of the application.) HUD reserves the right to take into account your past performance in meeting performance and reporting goals for any previous HUD award, in particular whether the program achieved its outcomes.

HUD reserves the right to give zero points for Rating Factor 1 if the applicant has been determined to have a pattern or practice of any or all of the following activities related to the management and operation of previous grant awards: (1) mismanagement of funds, including the inability to account for funds appropriately; (2) untimely use of funds received either from HUD or other federal, state, or local programs; and (3) significant and consistent failure to measure performance outcomes.

Rating Factor 2 - Need and Extent of the Problem (15 points)

This factor addresses the extent to which there is a demonstrable need for funding for the proposed activities based on the approximate number of veterans being served and the type of work that will be conducted as provided in Section III.A of this NOFA. In this section, applicants should describe the geographic areas that they intend to be covered by their activities.

The VHRM program is designed to address the housing needs of veterans, as defined by 38 U.S.C. 101, who are low-income, meaning their income does not exceed 80 percent of the median income for the area as determined by the Secretary, and who are living with a disability, as defined by 42 U.S.C. 12102. Further, as discussed in Section III.A of this NOFA, the program encompasses a range of eligible activities. These characteristics allow for broad flexibility in the design of particular proposals to implement the program.

In responding to this factor, applications will be evaluated on the level of need for the proposed activity and the urgency in meeting the need. HUD will award higher points for this factor to applicants who convincingly demonstrate how their proposed approach addresses a significant

need among the eligible veteran populations. Applicants should specifically discuss how they plan to target assistance among eligible veterans, given the flexible criteria.

Applicants should specifically address how their proposal addresses a need that is not already met by existing programs for veterans, both those operated by the Department of Veterans Affairs and by other entities. The proposal should be consistent with the plan described in section (iv) of the Work Plan (see Rating Factor 3(a)(iv)) and describe how the applicant will avoid duplication or overlap while maximizing coordination with other existing programs (to the extent that such coordination would be beneficial to the implementing organizations and participants being served).

Rating Factor 3 - Soundness of Approach (35 points)

This factor addresses the overall quality of your proposed work plan, taking into account the eligible activities proposed to be undertaken; the cost-effectiveness of your proposed program; and the linkages between identified needs, the purposes of this program, and your proposed activities and tasks.

a. Work Plan (15 points). A clearly defined work plan must be submitted that describes each of the projects and activities you will carry out to further the objectives of this program and addresses the need identified in Factor 2. Each application submitted must include:

- (i) a plan of action detailing outreach initiatives (see factor 3(c) below);
- (ii) the approximate number of veterans the qualified organization intends to serve using grant funds;
- (iii) specific descriptions of the type of work that will be conducted, such as interior home modifications, major home repairs, energy efficiency improvements, and other similar categories of work;
- (iv) a plan for working with the Department of Veterans Affairs and veterans service organizations to identify veterans who are not eligible for programs under chapter 21 of title 38, United States Code, and meet their needs; and
- (v) the budget for your program, broken out by line item. Written projected cost estimates from outside sources are also required.

Applicants must submit their work plan on a spreadsheet showing each type of project to be undertaken and the tasks required to implement the project (to the extent necessary or appropriate), with your associated budget estimate for each activity/task. Your work plan must provide the rationale for your proposed activities and assumptions used in determining your project timetable and budget estimates. Failure to provide your rationale may result in your application receiving fewer points for lack of clarity in the proposed work plan.

b. Timetable (5 points). Your timetable must address the measurable short-term and long-term goals and objectives to be achieved through the proposed activities based on annual benchmarks; the method you will use for evaluating and monitoring program progress with respect to those activities; and the method you will use to ensure that the activities will be completed on time and within your proposed budget estimates.

c. Outreach (10 points). Your outreach strategy must include a plan of action detailing outreach initiatives to (i) identify eligible veterans; and (ii) engage eligible veterans and veteran service

organizations in projects utilizing grant funds. HUD will evaluate the outreach plan to assess your ability to meet VHRM Program outcome and output measures consistent with Rating Factor 5 and the reporting requirements in section VI.C.

d. Section 3 Compliance (5 points). Your work plan must describe your strategy for hiring local low-income individuals, providing training opportunities and awarding contracts to local Section 3 businesses. Applicants should outline their plan to 1) notify residents and contractors about jobs and contracts that may become available; 2) notify potential contractors about the requirements of Section 3; 3) hire local residents and award contracts to local businesses; and 4) assist in obtaining compliance among contractors and subcontractors.

Rating Factor 4 - Leveraging Resources (10 points)

This factor addresses the extent to which applicants have obtained letters of firm commitment of financial or in-kind resources from other federal, state, local, and private sources. This factor is not a substitution for the matching requirement as provided in Section III.B.

For every VHRM dollar anticipated, you should provide the specific number of dollars leveraged. In assigning points for this criterion, HUD will consider the level of outside resources obtained in the form of cash or in-kind goods or services that support activities proposed in your application. HUD will award a greater number of points based on a comparison of the extent of the organization's leveraged funds. The level of outside resources for which commitments are obtained will be evaluated based on their importance to the total program.

Your application must provide evidence of leveraging in the form of letters of firm commitment that will be providing the leveraging funds to the project. Each commitment described in the narrative of this factor must be in accordance with the definition of "letters of firm commitment" in Section I.A.4 of this NOFA. The commitment letter must be on letterhead of the organization providing the letter of firm commitment, must be signed by an official of the organization legally able to make commitments on behalf of the organization, and must not be dated earlier than the date this NOFA is published.

Points for this factor will be awarded based on the satisfactory provision of evidence of leveraging and financial sustainability, as described above, and the ratio of leveraged funds to requested VHRM funds as follows:

1. Leveraged funds equal 50 percent or more of requested VHRM funds = 10 points;
2. 49-40 percent = 4 points;
3. 39-30 percent = 3 points;
4. 29-20 percent = 2 points;
5. 19-9 = 1 points;
6. Less than 9 percent = 0

See the Section IV. D4 of this NOFA for instructions for submitting third-party letters and other documents with your electronic application.

Rating Factor 5 - Achieving Results and Program Evaluation (10 points)

This factor evaluates whether you have an effective plan for managing and evaluating the timeliness, compliance, efficiency and effectiveness of your VHRM program to provide

measurable outcomes and outputs. You must clearly identify the outcomes to be achieved and measured. Proposed program benefits should include program activities, benchmarks, and interim activities or performance indicators with timelines. Applications should include an evaluation plan that will effectively measure actual achievements against anticipated achievements.

Evaluation plan requirements:

- a. You must describe your procedures for evaluating your VHRM program, including the frequency and methods you will use to collect data. You must identify the quantifiable output and outcome indicators or measures you will use to evaluate whether your VHRM program is achieving your goals and addressing the needs identified in your VHRM application.
- b. You must identify your quantifiable VHRM program goals. You must identify both your primary and secondary goals. You must describe how your goals are related to each of the specific needs you identified in Rating Factor 2 “Need/Extent of Problem.”

HUD will consider the quality of your program performance, compliance and evaluation procedures; your process for corrective actions; the relationship of your goals to the needs that you identify; and how you will use your evaluation results to provide measurable outcomes and outputs as required for reporting by HUD in Section VI.C. HUD will also require VHRM grantees to submit periodic reports on their program achievements and program evaluation results.

HUD will evaluate and analyze how well an applicant's proposed plan is designed to provide clear and measurable goals, output, and outcome measures to implement the VHRM program. In order to receive the highest number of points, applicants must present a clear plan to address the VHRM output and outcome measures. Under this rating factor, applicants will receive a maximum of 10 points.

2. Preference Points.

Preference points are not available for this program.

B. Review and Selection Process.

1. Past Performance

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

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;

g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and

h. The number of persons to be served or targeted for assistance.

HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the NOFA. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts. Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.D 1. Pre-selection Review of Performance, above.

2. Assessing Applicant Risk

Rating and ranking.

1. **Technical Deficiencies.** After the VHRM application deadline date and consistent with regulations in 24 CFR part 4, subpart B. HUD will not consider any unsolicited information you may provide. However, HUD may contact you to clarify an item in your application or to correct a curable technical deficiency. In order not to unreasonably exclude applications from being rated and ranked, HUD may also contact applicants to ensure proper completion of the application. HUD will do so on a uniform basis for all applicants. HUD will not seek clarification of items or responses that improve the substantive quality of your response to any Rating Factor. Examples of curable (correctable) technical deficiencies include inconsistencies in the funding request or a failure to submit certifications. In each case, HUD will notify you in writing by email in accordance with the instructions found in the Section VI.B of this NOFA. HUD will describe the clarification or technical deficiency and provide instructions for submitting corrections. The time allowed to correct deficiencies will not exceed 14 calendar days or be less than 48 hours from the date of the email notification. Refer to Section VI.B. of this NOFA for more specific guidance and instructions. HUD will rate all eligible applications that meet the threshold requirements against the criteria in Rating Factors 1 through 5. HUD will assign a point score for each Rating Factor. Points will be deducted for incomplete or inadequate responses.
2. **Threshold Review.** HUD will screen each application to determine if it meets the threshold criteria listed in Section III.C. of this NOFA; and whether it is deficient and subject to corrections of technical deficiencies as described above.
3. **Applications that will not be Funded.** HUD will not rate and rank applications that fail to cure technical deficiencies within the time frame provided by HUD. Further, HUD will not rate, rank or fund applications that fail any of the threshold requirements contained in Section III.C. of this program NOFA.
4. **Rating.** HUD will rate each eligible application that meets the threshold criteria based on the applicant's response to the Rating Factors. HUD will assign a score for each Rating Factor and a total score for each eligible application.
5. **Minimum Rating Score.** Applicants must score a minimum of 10 points under Rating Factor 1(a) and 10 points under Rating Factor 1(b) of this NOFA, "Capacity of the Applicant and Relevant Organizational Experience." Applicants must receive a total score of 75 points or more for Rating Factors 1 through 5. HUD will reject any

application that does not meet these minimum rating score requirements.

6. **Ranking.** All eligible applicants will be placed in rank order based on the total application score.
7. **Tie Scores.** If two or more applications have the same score, the applicant with the highest score for Rating Factor 1 of this NOFA, ("Capacity of the Applicant and Relevant Organizational Experience"), will be ranked higher. If a tie remains, the applicant with the highest score for Rating Factor 3 of this NOFA, ("Soundness of Approach"), will be ranked higher.

Experience with performance based funding requirements. HUD will evaluate your performance in any previous grant program undertaken with HUD funds or other federal, state, local, or nonprofit or for-profit organization funds. (**Note:** Previous HUD performance-based experience may be verified through HUD's field offices as needed. Other relevant past performance information should be included as part of the application.) HUD reserves the right to give zero points for Rating Factor 1, if the applicant has been determined to have a pattern or practice of any or all of the following activities related to the management and operation of previous grant awards: (1) mismanagement of funds, including the inability to account for funds appropriately; (2) untimely use of funds received either from HUD or other federal, state, or local programs; and (3) significant and consistent failure to measure performance outcomes.

C. Anticipated Announcement and Award Dates.

Award Date: To be determined by the Secretary.

VI. Award Administration Information.

A. Award Notices.

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

HUD will notify you whether or not you have been selected for an award. Successful VHRM applicants will be notified of grant award and will receive post-award instructions by mail. If you are selected, HUD's notice to you concerning the amount of the grant award (based on the approved application and any reduction HUD may decide to make) will constitute HUD's conditional approval, subject to negotiation and execution of a grant agreement by HUD.

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

For this NOFA, the following General Administrative Requirements and Terms for HUD Financial Assistance Awards apply. Please [\[click here\]](#) 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.

2. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
3. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
4. Environmental Requirements.

Compliance with 24 CFR Part 50 or 58 procedures is explained below:

Grantees must comply with HUD environmental review requirements. All VHRM assistance is subject to the National Environmental Policy Act of 1969 and related Federal environmental authorities and regulations at 24 CFR part 50. Following a recipient's selection for funding, the recipient must notify HUD of each property it proposes to rehabilitate or modify, and HUD will perform an environmental review of each proposed property in accordance with 24 CFR part 50. The results of the environmental review may require that proposed activities be modified or that proposed sites be rejected. Grantees and their contractors must not undertake any project or activity or commit Federal or non-Federal funds or assistance to a project or activity that could limit reasonable choices or could produce an adverse environmental impact, including rehabilitation, repair, or construction of a property, until all required HUD environmental reviews for the property have been completed, and you receive HUD's approval under 24 CFR part 50. The performance of energy audits and the provision of technical assistance and training are excluded from environmental review requirements in accordance with 24 CFR 50.19(b)(1) and (9).

5. Compliance with Fair Housing and Civil Rights.

As applicable, awardees must ensure that all programs and activities undertaken as eligible activities comply with the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and their implementing regulations. Further, the appropriate federal accessibility requirements including the Uniform Federal Accessibility Standards (UFAS), Fair Housing Act Accessibility Guidelines, 2010 ADA Accessibility Standards, and HUD's Deeming Notice available at <https://www.gpo.gov/fdsys/pkg/FR-2014-05-23/pdf/2014-11844.pdf> must be adhered to, as appropriate and applicable.

C. Reporting.

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

1. Reporting Requirements and Frequency of Reporting. This NOFA and award agreement will specify the reporting requirements, including content, method of data collection, and reporting frequency. 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. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

Recipients' reporting will provide information the Secretary will submit to Congress on an annual basis and will include the following:

Output Measures. Output Measures are quantifiable. VHRM program reported outputs must include:

- (1) a quantitative measure of outreach activities, e.g., number of eligible (or likely eligible) veterans or their family members who were personally reached; estimated reach of advertising or other mass communications; number of attendees for educational activities such as trainings; level of participation from veteran service organizations; etc.;
- (2) the number of eligible veterans who were provided assistance;
- (3) the socioeconomic characteristics of such veterans, including their gender, age, race, and ethnicity;
- (4) the total number of modifications/rehabilitations provided, categorized by type of modification/rehabilitation (accessibility; safety features; major home repair; energy efficiency; etc.);
- (5) the average cost per project (i.e., per home) and per modification/rehabilitation type as listed in measure (3) above (i.e., by category);
- (6) the total number, types, and locations of entities contracted under the program to administer the grant funding; and
- (7) the amount of matching funds and in-kind contributions raised with each grant.

Outcome Measures. Outcome Measures are benefits accruing to the program participants and/or communities during or after participation in the VHRM program. Quantitative measures are encouraged to the extent available. VHRM program outcomes must include:

- (1) a description of the cost savings and other impacts on participants from housing rehabilitation and modification services provided, such as reported time savings, health and safety outcomes, mental wellness or stress levels, ability to engage in previously inaccessible activities, etc. (note: this can be itemized as multiple measures);
- (2) a description of the outreach initiatives instituted by grant recipients to (i) identify and (ii) engage eligible veterans and their families, and veteran service organizations, in projects utilizing grant funds; for instance, by noting how outreach activities related to ultimate participation levels or other program outcomes;
- (3) a description of the impact and efficacy of the outreach initiatives in (2);
- (4) a description of any other actions taken under the program; and
- (5) any other information that the Secretary considers relevant in assessing outcomes.

Reporting documents apply to the award, acceptance and use of assistance under the VHRM program and to the remedies for non-compliance, except when inconsistent with HUD's Appropriation Act, or other federal statutes or the provisions of this NOFA.

3. Performance Reporting. All HUD funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

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 SF424 or by his or her successor in office, and be submitted to the point of contact 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 Contacts.

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 point of contact listed below.

Sylvia Purvis, c/o Jackie L. Williams

1-877-787-2526

jackie.williams@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 Funds Available web page at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

The FONSI is also available for public inspection between 8 a.m. and 5 p.m. weekdays in the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 10276, Washington, DC 20410-0500. Due to security measures at the HUD Headquarters building, an advance appointment to review the FONSI must be scheduled by calling the Regulations Division at (202) 708-3055 (this is not a toll-free number).