



U.S. Department of Housing and Urban Development

Community Planning and Development

Notice of Funding Availability for the Fiscal Year (FY) 2017 Homeless Management
Information System Capacity Building Project

FR-6100-N-40

Application Due Date: 01/31/2019

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U.S. Department of Housing and Urban Development

Program Office:	Community Planning and Development
Funding Opportunity Title:	Notice of Funding Availability for the Fiscal Year (FY) 2017 Homeless Management Information System Capacity Building Project
Announcement Type:	Initial
Funding Opportunity Number:	FR-6100-N-40
Primary CFDA Number:	14.261
Due Date for Applications:	01/31/2019

Overview

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.

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

OMB Approval Number(s): 2506-0112

I. Funding Opportunity Description.

A. Program Description.

1. Purpose

This NOFA makes available [\$5,000,000] for competitive grants to existing Continuum of Care (CoC) Program recipients to improve their CoCs' Homeless Management Information Systems. A Homeless Management Information System (HMIS) is the information system designated by the Continuum of Care (CoC) to comply with the requirements of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq.) (the McKinney-Vento Act), and 24 CFR part 578. HMIS is used to record, analyze, and transmit client and activity data for purposes of providing shelter, housing, and services to individuals and families who are homeless or at risk of homelessness. Activities that improve HMIS include any one or more of the following:

- Consolidating HMIS software or databases with another CoC's HMIS;
- Upgrading, customizing, or configuring the functionality of a CoC's existing HMIS;
- Improving HMIS data quality; or
- Increasing staff skills through trainings related to HMIS governance, data collection and

data quality improvements, and data analysis to support strategic decision-making.

The funding under this NOFA will primarily be targeted to CoCs that are most in need of HMIS improvements, which HUD defines as CoCs that lack capacity to operate their HMIS in an effective or strategic manner, or to use their HMIS data for meaningful, system-level decision making. This NOFA also provides funding for HMIS Consolidations and encourages CoC recipients with a strong HMIS to partner with CoCs that have struggled to effectively implement their own HMIS. “HMIS Consolidation” means creating a single HMIS, governed by a shared HMIS governance charter, from two or more HMIS that were independently governed by their own HMIS governance charters. The Appendix provides a list of CoCs with HMIS implementations determined to have highest needs, and likely competitive for the improvement and consolidation funds provided in this NOFA.

HUD will use a two-phase process to select applicants and distribute funding. In Phase 1, existing CoC program recipients that are Unified Funding Agencies, collaborative applicants, or HMIS Leads will be able to submit applications to fund either HMIS improvements or an HMIS consolidation. HUD will evaluate each applicant’s proposed activities to ensure eligibility and evaluate responses to several rating factors. Based on Phase 1 results, applicants will be conditionally selected to submit a budget and project proposal to HUD for review and approval. Applicants will have 45 days from the date of the Phase 1 selection announcement to submit a budget and proposal that meets the Phase 2 criteria described in this NOFA. To help assure the budgets and project proposals are cost-effective, feasible, necessary, and maximize the positive impact of this funding, HUD will offer a selection of TA providers to all conditionally selected applicants to assist with developing the applicant’s budget and project proposal in Phase 2. HUD will distribute available funds based on the cost effectiveness, feasibility, necessity and estimated impact of each submitted budget and proposal. Eligible activities can be found in Section IV.F.

2. Changes from Previous NOFA.

Not applicable.

3. Definitions.

a. Standard Definitions

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 (FAPIS) 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.

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. *Bed Coverage Rate* means the number of HMIS participating beds divided by the number of year-round beds dedicated to homeless persons in the geographic area covered by the CoC. Beds funded by victim service providers will not be included in the

calculation.

2. *CoC Leadership* means any individuals serving in a role of CoC Board member, CoC committee or subcommittee member, or CoC Collaborative Applicant officer or employee.
3. *Collaborative Applicant* means the private nonprofit organization, State, local government, or instrumentality of State and local government that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under 24 CFR part 578 on behalf of the Continuum.
4. *Continuum of Care, CoC and Continuum* mean the group organized to carry out the responsibilities required under 24 CFR part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.
5. *Contributing HMIS Organization (CHO)* means an organization that participates in and contributes data to the HMIS.
6. *Homeless Management Information System (HMIS)* means the information system designated by the local CoC to comply with the requirements of the McKinney-Vento Act, 24 CFR part 578, and related HMIS Notices and is used to record and analyze client, service, and housing data for individuals and families who are homeless or at risk of homelessness.
7. *HMIS Consolidation* means creating a single HMIS, governed by a shared HMIS governance charter, from two or more HMIS that were independently governed by their own HMIS governance charters.
8. *HMIS End User* means an individual who enters or uses data in an HMIS or a comparable database approved by the CoC.
9. *HMIS Lead* means a private nonprofit organization, State, local government, or instrumentality of State or local government designated by the CoC in accordance with 24 CFR part 578 to operate the CoC's HMIS on its behalf.
10. *HMIS Software Change* is a process in which a CoC designates a new HMIS software and then transfers project, client, and service data from the original HMIS product to a different HMIS product
11. *HMIS vendor* means a contractor who provides materials or services for the operation of an HMIS. An HMIS vendor includes an HMIS software provider, web server host, or data warehouse provider.

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](#)
- [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.

Division K of the Consolidated and Further Continuing Appropriations Act, 2017 (Public Law 115-31, approved May 5, 2017) (FY 2017 Appropriations Act) appropriated up to \$12,000,000 for the national homeless data analysis project. Section 4 of the FY 2017 Appropriations Act provides that the explanatory statement regarding this Act, printed in the House section of the Congressional Record on or about May 2, 2017, and submitted by the Chairman of the Committee on Appropriations of the House, shall have the same effect with respect to the allocation of funds and implementation of divisions A through L of this Act as if it were a joint explanatory statement of a committee of conference. The joint explanatory statement explains that of the amounts provided for the national homeless data analysis project, no less than \$5,000,000 shall be used for competitive grants to continuum of care grantees to improve their homeless management information systems, including improvements to physical infrastructure, functionality, data collection, data quality, and data analysis.

II. Award Information.

A. Available Funds

Funding of up to **\$5,000,000** 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.

Notwithstanding the preceding four sentences, this NOFA makes available \$5,000,000 for competitive grants.

B. Number of Awards.

HUD expects to make approximately 50 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information

All award amounts will be determined after the review and selection process.

Estimated Total Funding: \$5,000,000

Minimum Award Amount: \$20,000 Per Project Period

Maximum Award Amount for applications with the intent to execute an HMIS Consolidation: \$400,000 Per Project Period

Maximum Award Amount for applications without the intent to execute an HMIS Consolidation: \$150,000 Per Project Period

Estimated Total Funding: \$5,000,000

Minimum Award Amount: \$20,000 Per Project Period

Maximum Award Amount: \$400,000 Per Project Period

D. Period of Performance

Estimated Project Start Date: 09/01/2019

Estimated Project End Date: 08/31/2021

Length of Project Periods: 24-month project period with two 12-month budget periods

Length of Project Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type: Grant

III. Eligibility Information.

A. Eligible Applicants.

State governments

County governments

City or township governments

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

To be eligible, applicants must be existing CoC program recipients that are UFAs, collaborative applicants, or HMIS Leads and are either:

- (1) Applying for funds to improve the existing HMIS; or
- (2) Applying on behalf of two or more CoCs with the intent to execute an HMIS Consolidation to improve the performance of the lower-performing HMIS.

If the applicant is representing multiple CoCs in the case of an HMIS Consolidation, HUD recommends that the applicant with the highest-performing HMIS submits the application. If the applicant is selected and awarded, it may subaward funds to CoC program recipients in any of the consolidating CoCs to support the HMIS Consolidation. Recipients may make multiple subawards to conduct the proposed activities.

To be considered for funding, an applicant must complete the information required by HUD, in the manner required by HUD. Additionally, if the activity is necessary to complete an HMIS Consolidation, the applicant must provide evidence that each CoC involved in the HMIS Consolidation has approved the HMIS Consolidation. Approvals of the consolidation of the CoC's HMIS must be submitted for each CoC participating in the HMIS Consolidation. Acceptable forms of documentation are limited to the following: 1) a signed and dated letter indicating approval of the HMIS Consolidation from the CoC Board or other relevant CoC committee, subcommittee or workgroup, or 2) a copy of CoC Board or other relevant CoC committee, subcommittee or workgroup meeting minutes that includes the date, a list of attendees and clear evidence of approval of the HMIS Consolidation.

After HUD selects applicants at the end of Phase 2, each selected applicant will enter into a grant agreement with HUD.

B. Cost Sharing

This Program does not require cost sharing, matching or leveraging.

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

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.

1. The recipient must complete each project funded under the grant by the end of the grant period
2. By project completion, the recipient must be operating an HMIS that meets the following functionality standards: the ability to unduplicate client records, collect all data standards established in the most recent [HUD Data Standards](#), maintain historical data, archive data, generate .CSV files for APR and CAPER submission, and generate System Performance Measure table shells, and the HMIS must also be able to generate .CSV files for the 2018 LSA submission as defined in the [2018 LSA programming specifications](#)
3. Recipients awarded funds for HMIS Consolidations, HMIS functionality changes and HMIS Software Changes must agree to receive HUD-funded Technical Assistance before the recipient commits awarded funds, as a condition of award. Other recipients will have TA made available but are not required to accept it as a condition of award
4. Recipients must submit to a review of their HMIS Governance Charters and HMIS Policies and Procedures and make the changes recommended by a HUD-funded Technical Assistance provider as a condition of award for HMIS Consolidations and HMIS functionality changes
5. For CoC(s) whose Governance Charter (required under 24 CFR 578.7(a)(5)) does not meet the following standards at date of application, the applicant must agree to ensure it will comply within 12 months of the award date:
 1. Identifies a single designated HMIS Lead, along with the process for identifying the HMIS Lead;
 2. Specifies the Continuum(s) responsible for entering into the HMIS Lead agreement with the HMIS Lead;
 3. Specifies the responsibilities and relationships between the Continuum(s), HMIS Lead, and other participants relevant to the HMIS;
 4. Specifies how the Continuum(s) and the HMIS Lead will work together to establish, support, and manage the HMIS in a manner that meets HUD's standards for data quality, privacy, and security;
 5. Outlines the process the HMIS Lead will follow to develop and maintain required HMIS policies and standards related to functionality, privacy, security, and data quality;
 6. Requires that the HMIS Lead enter into written HMIS End User agreements with each CHO; and

7. Specifies HMIS End User fee charged of CHOs by the Continuum(s) or HMIS Lead, if any, and the basis for the fee.
6. Recipients who are awarded to carry out an HMIS Consolidation must execute an MOU between each collaborative applicant, UFA, and HMIS Lead involved in the consolidation before grant execution. This MOU must at a minimum establish the roles and responsibilities of each entity involved, including specifying which HMIS Lead will serve as the designated HMIS Lead for the consolidated HMIS, and establish and manage contract(s) with the HMIS software provider
7. Per 2 CFR 200.207, successful applicants found to represent risks listed in V.B.2 of this NOFA will be subject to additional Federal award conditions. HUD will notify the applicant per 2 CFR 200.207(b)

F. Criteria for Beneficiaries.

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:

Email: HMISNOFA@hud.gov

451 7th St SW
Washington, DC 20024

HUD staff will be available to provide clarification on the content of this NOFA. HUD staff are prohibited from assisting applicants in preparing their applications.

To request a waiver and receive a paper copy of the application materials, applicants should submit waiver requests via mail at the address above or email to HMISNOFA@hud.gov. The subject line should contain the Applicant Name and “Request for Waiver of Electronic Submission for HMIS Capacity Building Project.”

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 a curable deficiency.

1. Content.

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424	Application for Federal Assistance	In Grants.gov application package
HUD-2880	Applicant Recipient Disclosure Report	In Grants.gov application package
Grants.gov Lobbying Form		In Grants.gov application package
(SF-LLL)	Disclosure of Lobbying Activities	(If applicable) In Grants.gov application package

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

1. Numeric and narrative responses to the Phase 1 questions and rating factors. If conditionally selected, those applicants will submit a second application containing budget and project proposal.
2. Where activities necessary to complete an HMIS Consolidation are being proposed,

evidence that each CoC involved in the HMIS Consolidation has approved the HMIS Consolidation. Acceptable forms of documentation of each CoC's approval are limited to the following: a) a signed and dated letter indicating approval of the HMIS Consolidation from the CoC Board or other relevant CoC Committee, subcommittee or workgroup, or b) a copy of CoC Board or other relevant CoC committee, subcommittee or workgroup meeting minutes that includes the date, a list of attendees and clear evidence of approval of the HMIS Consolidation.

2. Format and Form.

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

The Phase 1 application will include a combination of narrative and numeric responses and required attachments. The narratives will respond to rating factors, and other criteria in the NOFA as indicated below. Applicants should number their narrative responses to correspond to the numbering in Section V.A.1. There is no minimum length required for narratives and numeric responses. HUD will review only the first 10 pages of narrative (not including attachments). Any responses after 10 pages will not be considered for scoring for this competition.

The Phase 2 application will include a budget and project proposal. There is no minimum length required for the budget and project proposal. HUD will review only the first 10 pages of the Phase 2 application. Any responses after 10 pages will not be considered for award for this competition.

All materials need to comply with the following format:

1. Double-space narrative pages. Single-spaced pages will be counted as two pages;
2. Use 8-1/2 x 11-inch paper;
3. All margins should be approximately one inch. If any margin is smaller than 1/2 inch, the page will be counted as two pages;
4. Use 12-point, Times New Roman font;
5. Any pages marked as sub-pages (e.g., with numbers and letters such as 25A, 25B, 25C), will be treated as separate pages;
6. If a section is not applicable, indicate "N/A" so that there is a clear indication to HUD (do not just leave the section blank);
7. No more than one page of text may be placed on one sheet of paper; i.e., do not shrink pages to get two or more on a page. Shrunken pages, or pages where a minimized/reduced font are used, will be counted as multiple pages;
8. Do not format the narrative in columns. Pages with text in columns will be counted as two pages;
9. Any tables included in the narrative exhibits of the application must also be double spaced or they will be counted twice;
10. All pages should be numbered. HUD recommends that applicants consecutively number the pages of the Attachments section to ensure proper assembly of their application if printed;

11. Attachments will not count toward the 10-page maximum.

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 **01/31/2019**. 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.

HUD has established a \$20,000 minimum funding amount for a successful application.

Each recipient's costs must also comply with the specific project(s) and budget HUD approves for that recipient's award.

Funding provided under this NOFA may be only used for the costs of carrying out the following eligible activities:

- Activities necessary to complete an HMIS Consolidation, including:
 - Transferring data from one HMIS software or instance to another HMIS software or instance;
 - Integrating HMIS data from separate HMIS data sets;
 - Detecting and correcting or removing corrupt or inaccurate client or service data records (referred to as data cleaning);
 - Customizing HMIS software configuration to meet multiple CoCs' HMIS data needs
 - Transferring HMIS End User accounts and access controls; and
 - Changing from one HMIS software product to a different HMIS software product.
- Upgrading, customizing, and configuring existing HMIS's functionality so that the HMIS meets HUD's HMIS data and performance standards and the CoC's data needs, including:
 - Programming existing HMIS software to automate routine tasks;
 - Programming existing HMIS software to add Coordinated Entry functionality;
 - Changing existing HMIS privacy and security functionality; and
- Improving HMIS data quality so that it meets HUD's HMIS data and performance standards and the CoC's data needs, including:

- Implementing and training on software upgrades, customizations, or other functionality improvements;
- Conducting additional trainings for HMIS End Users to improve timeliness of client and service data entry;
- Conducting training and troubleshooting with HMIS End Users to increase completeness of and decrease error rates within client and service records for the HMIS universal data elements outlined in the 2017 HMIS Data Standards; and
- Conducting data entry, data cleaning, or data transfers to support service providers to begin contributing client and service data to HMIS.
- Training of HMIS Lead staff and CoC Leadership through participation in HUD-approved training event(s) focused on:
 - Strengthening HMIS governance;
 - Understanding best practices for improving data collection, quality and analysis; and
 - Learning how to analyze data for strategic decision-making

HMIS Software change costs are eligible only in conjunction with an HMIS Consolidation.

Additional restrictions are provided under 2 CFR Part 200.

Indirect Cost Rate.

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 and Indian tribal 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 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.

State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in federal funding, 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 federal funding and your department or agency unit has prepared and maintains documentation supporting an indirect rate proposal in accordance with 2 CFR part 200, appendix VII, you may use the rate and distribution base specified in your indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than \$35 million in federal funding and has never received a

Federally 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.

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

Not Applicable

V. Application Review Information.

A. Review Criteria.

1. Rating Factors.

Phase 1 Application Review

All applicants must submit responses to the following questions, as well as respond to the appropriate rating factors below with either narrative or numeric responses as appropriate.

1. Are you applying for an HMIS Consolidation or to build resource capacity in your existing HMIS? If applying for an HMIS Consolidation, applicants must only respond to Rating Factor 1 and 3. If not applying for an HMIS Consolidation, applicants must only respond to Rating Factor 1 and 2. (Response should indicate “HMIS Consolidation” or “No HMIS Consolidation”).
2. What HMIS-related problems have you identified related to rating factors 1, 2 or 3, and how do you propose to address these problems with an award made under this NOFA? Indicate the HMIS problem(s) and their severity and indicate all eligible activities that

you believe will best resolve the problem(s). An applicant may apply for as many eligible activities as is reasonable to address the identified problem(s). If applying for an HMIS Consolidation, this narrative should address HMIS-related problems in the lowest performing HMIS and, if appropriate, HMIS-related problems in the other CoCs' HMIS involved in the consolidation. (narrative response)

Phase 1 Review Criteria

HUD has structured the Phase 1 selection criteria into three rating factors. All applicants respond to the first rating factor, which is worth 55 points. The other two rating factors garner up to 45 points each. Applicants respond to Rating Factor 2 if they are NOT applying for an HMIS Consolidation. Applicants respond to Factor 3 if they are applying for an HMIS Consolidation. The table below outlines each rating factor, and applicants should only respond to those rating factors that apply to their application.

Note: Applicants applying for an HMIS Consolidation must respond to the questions in Rating Factor 1 for each CoC participating in the HMIS Consolidation and will be scored based on the lowest performing HMIS involved in the proposed consolidation, and respond to Rating Factor 3, sub-factor 3, based on the highest performing HMIS involved in the proposed consolidation.

In Phase 1, HUD will evaluate each applicant's proposed activities to ensure eligibility and evaluate responses to the rating factors. Based on Phase 1 results, applicants will be conditionally selected to submit an application for Phase 2. Phase 2 criteria are listed after the three Phase 1 criteria.

Phase 1 Rating Factors	Response Required for:	Points
1. Demonstrated Need to Improve Performance and Outcomes	All Applicants	55
2. Demonstrated need to build resource capacity to support HMIS end users	Only "No HMIS Consolidation" Applicants	45
3. Impact of HMIS Consolidation	Only "HMIS Consolidation" Applicants	45

Phase 1 RF 1: For All Applicants: Demonstrated Need to Improve Performance and Outcomes	Maximum Points: 55
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HUD will award up to 55 points to applicants that demonstrate HMIS data and reporting needs currently not being met to support local and national performance. Applicants applying for activities necessary to complete an HMIS Consolidation must submit responses to the following questions for each CoC that is participating in the HMIS Consolidation and will be scored based on the lowest performing HMIS that is included in the consolidation. Applicants must use their most recent HUD Data Exchange (HDX) submissions in their numeric responses below to the first three sub-factors. HUD will verify applicant responses against the

information submitted to the HDX for the first three sub-factors, and will verify applicant responses against competition data from FY 2012 through FY 2017:

1. *Bed coverage.* Up to 20 points to CoCs that demonstrate a need to improve bed coverage in the CoC's geographic area. Using your most recent HDX submission, indicate the CoC's total bed coverage rate and the bed coverage rate for each of the following project types: Emergency Shelter (ES), Transitional Housing (TH), Rapid Re-Housing (RRH), and Permanent Supportive Housing (PSH). Up to 12 points (of the 20 points) are allocated to the total bed coverage rate, with maximum (12) "need" points for a total bed coverage rate of 30% or less, and up to 2 points each (8 points total out of 20) for each of the following project types: ES, TH, RRH, PSH, with maximum (2) "need" points awarded for each project type with bed coverage rates of 30% or less. CoCs without a certain project type, e.g. ES, TH, RRH, or PSH, will be scored for that project type using its total bed coverage rate. If the CoC was not able to submit into HDX for the most recent submission period, indicate that in your response, and maximum "need" points will be awarded in these situations.
2. *Annual Homeless Assessment Report (AHAR) Submission.* Up to 10 points to CoCs that demonstrate a need to improve AHAR submissions by having less than 12 AHAR tables accepted and used in the last AHAR. Using your most recent HDX submission, indicate the number of AHAR tables that were accepted for use in the AHAR. If the CoC was not able to submit into HDX for the most recent submission period, indicate that in your response, and maximum "need" points will be awarded in these situations.
3. *Data quality.* Up to 20 points to CoCs that demonstrate a need to improve data quality by having high destination error rates by project type. Using your most recent HDX submission of the CoC's Data Quality Framework, indicate the destination error rate for the following project types: ES, TH, PH, and RRH. HUD defines high destination error rates at the following percentages by project type: over 10 percent in ES, over 5 percent in TH, over 5 percent in PH, and over 5 percent in RRH. If the CoC was not able to submit into HDX for the most recent submission period, indicate that in your response, and maximum "need" points will be awarded in these situations.
4. *Loss of HMIS funding.* Up to 5 points to CoCs that demonstrate a need to increase HMIS capacity by indicating a loss of CoC Program funding for HMIS in any CoC Program competition from FY 2012 through FY 2017. In your response, indicate the cumulative amount of CoC Program funding for HMIS that was lost in all CoC Program competitions from FY 2012 through FY 2017. In your response, describe whether the funding loss occurred by intentional CoC action or if the loss was involuntary or accidental, e.g. placed in Tier 2 and lost that funding. Also describe whether the funding loss was mitigated by other grants or if it remains a shortfall in the community.

Phase 1 RF 2: For No HMIS Consolidation Applicants:
Demonstrated need to build resource capacity to support
HMIS end users

Maximum Points: 45

HUD will award up to 45 points to applicants not seeking an HMIS Consolidation, that demonstrate through numeric and narrative responses to the NOFA the need to build their current resource capacity to support HMIS End Users. Applicants must demonstrate:

1. *Staffing to HMIS End User ratio.* Up to 8 points to applicants that demonstrate need to build staffing capacity by having a lower ratio of staff to HMIS End Users, meaning full-time employee units (FTEs) dedicated to operating, managing, or otherwise maintaining aspects of the HMIS versus the total number of active HMIS End Users. Responses must provide the number of FTEs dedicated to HMIS, and the number of active HMIS End Users. FTEs can be recorded in partial units, for example 1.6 FTEs. Active HMIS End Users can be enumerated by the number of active HMIS End User licenses within the HMIS. Responses must also indicate whether the staffing ratio has negative impacts on HMIS data quality, coverage, and required report submissions.
2. *HMIS funding to HMIS End User ratio.* Up to 7 points to applicants that demonstrate a need to build capacity by having a low ratio of total HMIS funding to the total number of active HMIS End Users. Responses must provide total HMIS funding, including federal, state, and local HMIS funds, as well as the number of active HMIS end users. Responses must also indicate whether the funding ratio has negative impacts on HMIS data quality, coverage, and required report submissions.
3. *HMIS Lead Evaluation.* Up to 8 points to applicants that demonstrate a need to build the CoC capacity by a less than annual evaluation of the HMIS Lead for responsive and successful management and operation of the HMIS in 2016 and 2017. Responses must indicate whether the CoC evaluated the HMIS Lead in 2016 and in 2017, and if so, the number of times the HMIS Lead was evaluated.
4. *Use of HMIS data quality plan.* Up to 12 points to applicants that demonstrate a need to better manage data quality. Responses must indicate whether the CoC has an HMIS data quality plan for data quality monitoring and if so, the frequency with which the CoC monitors data quality. Responses must also indicate what actions the CoC takes to remedy data quality issues and how frequently those actions are taken. Maximum points will be awarded to applicants whose CoCs do not have an HMIS data quality plan.
5. *HMIS End User training.* Up to 10 points to CoCs that demonstrate a need to improve HMIS End-User training. Responses must provide the number of HMIS End Users and how many of those end users are trained in an average year. Maximum points will be awarded to applicants whose HMIS Lead assists less than 50 percent of projects over the course of an average year to identify and correct data quality issues.

Phase 1 RF 3: For HMIS Consolidation Applicants: Impact of HMIS Consolidation

Maximum Points: 45

HUD will award up to 45 points to applicants that demonstrate a commitment by CoCs to complete an HMIS Consolidation.

HUD strongly encourages HMIS Consolidations to occur between CoCs with high-need HMISs and CoCs with high performing HMISs, and the scoring in this rating factor reflects that encouragement. If applicants are applying for HMIS consolidations, the applicant with the highest performing HMIS should be the lead applicant. To determine the highest performing HMIS, compare how each HMIS would perform in rating factor 3, sub-factor 3.

Points will be awarded as follows:

1. Five points to applicants who commit to an HMIS Consolidation. Responses should indicate a commitment to HMIS Consolidation and include a list of all CoCs on whose

behalf the applicant is applying;

2. Up to 15 points to applicants who commit to an HMIS Consolidation with one or more “high need” HMIS from the list in Appendix A. Applicants will receive points based on whether the CoCs involved in the HMIS Consolidation are on the list of “high need” HMIS in Appendix A. This list is based on analysis of the most recent data submissions to HDX.
 1. One HMIS consolidating with one “high-need” HMIS: 10 points
 2. One HMIS consolidating with two or more “high-need” HMIS: 15 points
3. Up to 25 points to “high performing” applicants who commit to an HMIS Consolidation. Performance is scored using the following:
 1. *Data quality*. Up to 8 points to CoCs with low destination error rates. Using the highest performing HMIS's most recent HDX submission of the CoC's Data Quality Framework, indicate the destination error rate for each of the following project types: ES, TH, PH, and RRH. HUD defines low destination error rates at the following percentages by project type: 10 percent or less in ES, 5 percent or less in TH, 5 percent or less in PH, and 5 percent or less in RRH.
 2. *Annual Homeless Assessment Report (AHAR) Submission*. 8 points to CoCs that demonstrate having fully useable data for the most recent AHAR submissions. Using the highest performing HMIS's most recent HDX submission, indicate the number of AHAR tables that were accepted for use in the AHAR. Maximum points awarded for 12 AHAR tables accepted and used in the most recent AHAR submission.
 3. *Bed coverage*. Up to 9 points to CoCs that demonstrate high bed coverage. Using the highest performing HMIS's most recent HDX submission, indicate the CoC's total bed coverage rate. Maximum points awarded for at least 95% bed coverage across all project types.

In short, applicants will perform best in Rating Factor 3 by applying to consolidate at least one high-need HMIS with at least one high-performing HMIS.

Phase 2 Review Criteria	Maximum Points: 0
Conditionally selected applicants will submit a budget and project proposal in Phase 2. HUD will evaluate the budget and project proposals and set award amounts (up to the maximum for each award) in the order in which the applicants are ranked under Phase 1. HUD will conduct a pass/fail evaluation of each project budget and proposal for soundness of approach, cost effectiveness, and scope of work, as discussed below, to determine which projects will be funded. HUD will then set each passing project's funding amount by distributing the available funds (up to the maximum award amount for each applicant) based on the relative cost effectiveness, feasibility, necessity and estimated impact of each project.	

1. Soundness of Approach.

A sound approach is a thoughtful process using data and expertise to identify and define a problem followed by research and brainstorming solutions with stakeholders to develop a comprehensive solution for the defined problem.

To pass this rating element:

- The project proposal must describe the applicant's process for developing the proposed solution for problems outlined by the applicant in the Phase 1 application. The project proposal must also describe the applicant's process for developing the proposed solution and involving stakeholders and subject matter experts in the process. This description must show that the applicant used data and expertise to identify and define the most critical HMIS needs, brainstormed and weighed different solutions to address these needs, and engaged the HMIS Lead, CoC Leadership, and relevant HMIS End Users in identifying the proposed solution for each need that will support sustainable improvements.
- The proposed solution(s) must be tailored to remedy the problems outlined in Phase 1.

If HUD fails a project under this criteria, the applicant may amend and resubmit its proposal to replace the rejected project with a different project, as explained in section V.B. Award Process.

2. Cost Effectiveness.

To pass this rating element:

- The project budget must show all projected sources and uses of funding and cost estimates for each eligible activity included in the project.
- The narrative must describe how the budget was determined and the steps the applicant took or will take to ensure the project will be cost-effective.
- The budget items and cost estimates must be in line with industry standards and appropriate for the scope of each project.

HUD reserves the option to fail a project if HUD determines the need can be met more cost-effectively through other means that are readily available to HUD or the applicant. For example, HUD may reject a proposal to use the grant funds for training if multiple applicants identify the same training need and HUD determines a HUD-funded TA provider can provide the needed training at a lower overall cost and/or in a manner that would provide a greater overall benefit (such as making that training available to all CoCs with that need). If HUD fails a project for this reason, the applicant may amend and resubmit its proposal to replace the rejected project with a different project, as explained in section V.B. Award Process.

3. Scope of Work.

To pass this rating element:

- The proposal must include a scope of work that describes the project from start to finish, includes activities to be undertaken, identifies who will oversee those activities, and describes the level of effort to complete those activities.
- The scope of work must describe each eligible activity to be carried out with key tasks, associated costs, start and end dates, responsible party, and the projected outcome(s).
- The scope of work must only include activities that are eligible under this NOFA.
- The scope of work must include estimated date(s) by which the project(s) will be

completed and expected benefits can be measured.

- The scope of work must be feasible for the applicant to complete within the project period, necessary to remedy the problems outlined by the applicant in the Phase 1 application and optimize the potential impact of the funding on those problems.
- The projected sources of funding must be sufficient to complete the proposed project(s).

HUD will standardize award amounts for eligible activities whenever possible, based on HUD's review of submitted budgets and project proposals. If HUD determines that standardized costs for particular eligible activities can be reasonably set, HUD will set a standard cost for that particular eligible activity and apply that amount to all applications that include that eligible activity.

HUD may adjust requested funding amounts downward to ensure:

- cost items do not exceed industry standards, as determined by HUD; and
- project scope fits the needs determined most critical by HUD, based on applicant's original application, project and budget submissions, and HDX data.

If HUD adjusts costs to portions of the budget proposal that result in a decrease in the overall budget, the applicant may amend and resubmit its proposal to replace the rejected project with a different project, as explained in section V.B. Award Process.

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 reduce scores as specified under V.A. Review Criteria. 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

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
2. When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal Award;
3. When the applicant or recipient fails to meet expected performance goals; and
4. When the applicant or recipient is not otherwise responsible.

Per 2 CFR Part 200.205, HUD will evaluate the risks posed by applicants before they receive Federal awards. HUD will evaluate applicants' timely submission and quality of Annual Performance Reports (APRs) submitted to HUD, timely drawdown of funds received from HUD or other federal, state, or local programs; amount of recaptured funds received by HUD, and outstanding monitoring findings on any CoC Program funded projects for which the applicant is the current recipient or subrecipient.

Before making a federal award, HUD is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review 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), Dun and Bradstreet, and "Do Not Pay."

Integrity. HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process.

Review Process. HUD staff will review applications in two phases:

Phase 1: Application Scoring. HUD will review applications to determine whether they meet the threshold eligibility requirements in Section III.C. of this NOFA. If the application meets all threshold requirements, it will be reviewed and scored using the selection criteria outlined in Section V.A.1. of this NOFA. Rating Factors 1 and 2 are needs-based criteria, and Rating Factor 3 is a combination of need-based and performance-based scoring. No other information will be used to score the applications to conditionally select applicants.

Phase 2: Project and Budget Review. Conditionally selected applicants will submit a project and budget proposal to HUD for review and approval. The budget and project proposal must address the Phase 2 criteria described in this NOFA.

Selection Process.

Ranked Order. Once scores have been assigned in Phase 1, HUD will list applications in ranked order. Applicants will be conditionally selected to participate in Phase 2 based on ranked order, and a reasonable cutoff will be determined so that based on maximum award amount, all applicants, if successful in Phase 2, could have their activities funded in full. This group of conditionally selected applicants is referred to as Tier 1. Applicants not conditionally selected in Tier 1 are referred to as Tier 2. Tier 2 applicants may be conditionally selected in rank order after Tier 1 applicants have completed Phase 2, in the event that funds are still available.

Award Process.

Funding Decisions.

Applicants will have 45 days from the date of the Phase 1 selection announcement to submit a

budget and project proposal that meets the Phase 2 criteria described in this NOFA. HUD will offer a selection of TA providers to all conditionally selected applicants to assist with developing budgets and project proposals.

If HUD determines that any portion of a submitted budget and project proposal fails any of the Phase 2 criteria, HUD will reject the budget and project proposal, communicate to each denied applicant which criteria were not met, provide standard language to all applicants on adjustments that can be made and may be needed to pass the Phase 2 criteria, and allow amendment and resubmission of budget and project proposal for any of the following reasons:

- Total rejection of the budget and project proposal due to failure to meet one or more of the three Phase 2 criteria;
- Rejection of part of a budget or project proposal (due to failure to meet one or more of the three Phase 2 criteria) that would result in a decrease in the overall budget;
- HUD applies standard costs to portions of the budget proposal that result in a decrease in the overall budget.

In these circumstances, applicants will have 15 days from the date when HUD communicates the denial to submit a revised budget and project proposal.

If applicants fail any of the Phase 2 criteria in their revised budget and project proposal, HUD will only fund the parts of the budget and project proposal that pass Phase 2 criteria and will reject parts that fail Phase 2 criteria. If no parts of the second revised budget and project proposal pass any Phase 2 criteria, the applicant will forfeit their conditional selection, and the next highest ranked applicant in Tier 2 will be conditionally selected.

During the award process, if HUD determines that more money will be available, HUD will conditionally select Tier 2 applicants by ranked order until available funds are estimated to be exhausted.

Corrections to Deficient Applications.

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 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.

Correction of technical deficiencies in Phase 1 applications must be received by HUD within 14

calendar days after notification is received by the applicant from HUD via email or fax. The start of the cure period will be the date stamp on the email HUD sends to the authorized representative as noted in the Project Applicant Profile in *e-snaps*; therefore, it is critical that the project applicant's authorized representative's information is accurate. Additionally, HUD reserves the right to respond to unanticipated system defects, ambiguities, and technical difficulties in application submissions in *e-snaps* through a flexible implementation of its authority to cure application deficiencies through written inquiries seeking clarification and additional information (also known as callbacks). Upon proper publication in the *Federal Register*, HUD reserves the right to extend the Competition deadline for good cause.

C. Anticipated Announcement and Award Dates.

HUD anticipates announcing CoC conditional selections under this NOFA approximately 1 month after the Phase 1 application due date, and will start making awards approximately 1 month after Phase 2 final selection.

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.

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 Other 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. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.
3. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
4. Real Property Acquisition and Relocation.
5. Participation in HUD-Sponsored Program Evaluation.
6. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
7. Drug-Free Workplace.
8. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act), as amended.
9. Conducting Business in accordance with Ethical Standards/Code of Conduct.

10. Environmental Requirements.

In accordance with 24 CFR **50.19(b)(2), (3), (9), (13), 58.34(a)(2), (3), and (9), and 58.35(b)(3)**, activities funded under this NOFA are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

C. Reporting.

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

1. Reporting Requirements and Frequency of Reporting. 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.

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.

In addition to the reporting requirements in 2 CFR part 200, the recipient must collect and report data on its use of grant funds in an Annual Performance Report as and when required by HUD.

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.

HMISNOFA@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.

This NOFA does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy.

Accordingly, under 24 CFR 50.19(c)(1), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Appendix.

CoCs with high need HMIS implementations (based on 2017 HDX submissions and 2018 AHAR submissions)

AR-505	Southeast Arkansas
CA-516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC
CA-523	Colusa, Glenn, Trinity Counties CoC
AR-504	Delta Hills CoC
AR-512	Boone, Baxter, Marion, Newton Counties CoC
ID-500	Boise/Ada County CoC
OK-506	Southwest Oklahoma Regional CoC
AL-502	Florence/Northwest Alabama CoC
CA-524	Yuba City & County/Sutter County CoC
MP-500	Northern Mariana Islands CoC
MT-500	Montana Statewide CoC
TN-512	Morristown/Blount, Sevier, Campbell, Cocke Counties CoC
AL-503	Huntsville/North Alabama CoC

TN-510	Murfreesboro/Rutherford County CoC
CO-503	Metropolitan Denver Homeless Initiative
CA-521	Davis/Woodland/Yolo County CoC
MA-510	Gloucester/Haverhill/Salem/Essex County CoC
FL-515	Panama City/Bay, Jackson Counties CoC
OR-503	Central Oregon CoC
TN-506	Oak Ridge/Upper Cumberland CoC
CA-603	Santa Maria/Santa Barbara County CoC
OK-502	Oklahoma City CoC
WA-502	Spokane City & County CoC
CA-522	Humboldt County CoC
CA-600	Los Angeles City & County CoC
CA-613	Imperial County CoC
FL-606	Naples/Collier County CoC
OR-502	Medford/Ashland/Jackson County CoC
OR-505	Oregon Balance of State CoC
AL-500	Birmingham/Jefferson, St. Clair, Shelby Counties CoC
AL-507	Alabama Balance of State CoC
CA-529	Lake County CoC
FL-519	Pasco County CoC
MA-508	Lowell CoC
NJ-502	Burlington County CoC
NV-501	Reno/Sparks/Washoe County CoC
WA-507	Yakima City & County CoC
MI-511	Lenawee County CoC
AL-506	Tuscaloosa City & County CoC
IL-516	Decatur/Macon County CoC
IL-518	Rock Island/Moline/Northwestern Illinois CoC

MA-516	Massachusetts Balance of State
MD-512	Hagerstown/Washington County CoC
SD-500	South Dakota Statewide CoC
CA-501	San Francisco CoC
CA-504	Santa Rosa/Petaluma/Sonoma County CoC
CA-506	Salinas/Monterey, San Benito Counties CoC
CA-509	Mendocino County CoC
CO-500	Colorado Balance of State CoC
FL-510	Jacksonville-Duval, Clay Counties CoC
LA-507	Alexandria/Central Louisiana CoC
MI-503	St. Clair Shores/Warren/Macomb County CoC
MI-514	Battle Creek/Calhoun County CoC
NY-513	Wayne, Ontario, Seneca, Yates Counties CoC
SC-500	Charleston/Low Country CoC
VT-501	Burlington/Chittenden County CoC
TX-603	El Paso City & County CoC
CA-525	El Dorado County CoC
FL-506	Tallahassee/Leon County CoC
MS-500	Jackson/Rankin, Madison Counties CoC
AR-501	Fayetteville/Northwest Arkansas CoC
MA-507	Pittsfield/Berkshire County CoC
MI-508	Lansing/East Lansing/Ingham County CoC
MN-505	St. Cloud/Central Minnesota CoC
NJ-510	Lakewood Township/Ocean County CoC
PA-505	Chester County CoC
VA-500	Richmond/Henrico, Chesterfield, Hanover Counties CoC
MA-502	Lynn CoC
OK-503	Oklahoma Balance of State CoC

CA-500	San Jose/Santa Clara City & County CoC
CA-514	Fresno/Madera County CoC
FL-514	Ocala/Marion County CoC
MA-504	Springfield CoC
MD-501	Baltimore City CoC
TX-607	Texas Balance of State (BoS) CoC
TX-700	Houston, Pasadena, Conroe/Harris, Ft. Bend, Montgomery, Counties CoC
VA-505	Newport News/Hampton/Virginia Peninsula CoC
WA-501	Washington Balance of State CoC
AR-500	Little Rock/Central Arkansas CoC
AR-503	Arkansas Balance of State CoC
GA-506	Marietta/Cobb County CoC
IL-520	Southern Illinois CoC
KS-503	Topeka/Shawnee County CoC
LA-505	Monroe/Northeast Louisiana CoC
MI-507	Portage/Kalamazoo City & County CoC
MN-509	Duluth/St.Louis County CoC
MO-503	St. Charles, Lincoln, Warren Counties CoC