



U.S. Department of Housing and Urban Development

Community Planning and Development

Veterans Housing Rehabilitation and Modification Pilot Program

FR-6400-N-39

08/18/2020

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Program Office:

Community Planning and Development

Funding Opportunity Title:

Veterans Housing Rehabilitation and Modification Pilot Program

Funding Opportunity Number:

FR-6400-N-39

Primary CFDA Number:

14.278

Due Date for Applications:

08/18/2020

Overview

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

During the selection process HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

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

OMB Approval Number(s):

2506-0213

I. FUNDING OPPORTUNITY DESCRIPTION.**A. Program Description.****1. Purpose**

The purpose of the Veterans Housing Rehabilitation and Modification Pilot Program (VHRMP) 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 have disabilities. The funds made available under this program will be awarded competitively.

A number of America's veterans who are low-income and have 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 designed the VHRMP to test a new approach to address these challenges in accordance with section 1079 of the Carl Levin and Howard P. "Buck" McKeon National Defense Authorization Act for Fiscal Year 2015 (Public Law 113-291, enacted December 19, 2014-"Program Statute"). The VHRMP provides competitive grants of up to \$1

million each to nonprofit organizations that provide nationwide or statewide programs that primarily serve veterans and/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.

In the FY 2020 competition for VHRMP grants, HUD will award up to \$9,445,980, including \$4 million in new funding provided under the Further Consolidated Appropriations Act, 2020 (Public Law 116-94, approved December 20, 2019) and \$5,445,980 in remaining VHRMP funding provided under the Consolidated Appropriations Act of 2018 (Public Law 115-141) and the Consolidated Appropriations Action, 2019 (Public Law 116-6).

2. Changes from Previous NOFA.

The "Ineligible Applicants" definition has been updated to the following: Individuals, foreign entities, sole proprietorship organizations, and other entities that do not meet the criteria in Section III.A of this NOFA are *not* eligible to compete for, or receive, awards made under this announcement.

3. Definitions.

a. Standard Definitions

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

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

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

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

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

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

Contractor means an entity receiving a contract.

Deficiency is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

- Not be a threshold requirement, except for documentation of applicant eligibility;
- not influence how an applicant is ranked or scored versus other applicants; and
- be remedied within the time frame specified in the notice of deficiency.
- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal.

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

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

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

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

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

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

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the

pass-through entity considers a contract. The legal agreement must contain the subrecipient's assurance of compliance with program requirements, including but not limited to nondiscrimination and equal opportunity requirements.

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

System for Award Management (SAM), is a U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

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

Unique Entity Identifier is a number used to identify a specific commercial, nonprofit, or government entity. SAM states that currently Dun & Bradstreet (D&B) is the designated entity to establish and maintain the DUNS Number as the unique entity identifier required for registration in SAM and further used throughout federal procurement, financial assistance, and financial management systems. Beginning December 2020, the DUNS number will no longer be the official identifier for entities doing business with the government.

4. Program Definitions

(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) or 501(c)(19) 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 veteran as defined by 38 U.S.C. 101 who is low-income and has a disability as defined under the Americans with Disabilities Act at 42 U.S.C. 12102.

(3) **Historically Black Colleges and Universities (HBCUs)**-The Higher Education Act of 1965 defines historically Black colleges and universities (HBCUs) as "any historically Black college

or university that was established prior to 1964, whose principal mission was, and is, the education of Black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation..."

(4) **Institution of Higher Education (IHE)**, has the meaning given at 20 U.S.C. 1001.

(5) **Letter of firm commitment** – A letter of commitment from an applicant’s partner organization by which the partner (a) agrees to perform an activity specified in the application, (b) demonstrates the financial capacity to deliver the resources necessary to carry out the activity, and (c) 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 2020 VHRMP grant. Each letter of commitment must include the partner organization's name and applicant's name, reference VHRMP, 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 VHRMP 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.

(6) **Low-income** – The term “low-income” means not having income that is more than 80 percent of the median income for an area, as determined by the Secretary.

(7) **Matching contributions** - “Matching contributions” means contributions that meet the matching requirements in 2 CFR 200.306, which may include in-kind contributions but do not include leveraged resources, as described in section V.A.1 of this NOFA.

(8) **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.

(9) **Personally identifiable information (PII)** means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying

information that is linked or linkable to a specific individual. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. For more detail, refer to 2 CFR 200.79.

(10) **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.

(11) **Primary residence** – “Primary residence” means 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:

1. The eligible veteran;
2. The eligible veteran’s spouse, child, grandchild, parent, or sibling;
3. A spouse of the eligible veteran’s child, grandchild, parent, or sibling; or
4. Any individual related by blood or affinity whose close association with the eligible veteran is the equivalent of a family relationship.

(12) **Qualified organization** – A nonprofit organization that provides nationwide or state-wide programs that primarily serve veterans or low-income individuals.

(13) **Secretary** – The Secretary of Housing and Urban Development.

(14) **Section 3 Business Concern** means a business concern: (1) 51 percent or more owned by Section 3 residents; (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.

(15) **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.

(16) **Veteran** – “Veteran” has the meaning given the term in section 101 of title 38, United States Code.

(17) **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.

B. Authority.

This NOFA is authorized by section 1079 of the Carl Levin and Howard P. “Buck” McKeon National Defense Authorization Act for Fiscal Year 2015 (Public Law 113-291; 38 U.S.C. 2101 note) and is funded by the Consolidated Appropriations Act, 2018 (Public Law 115-141), the

Consolidated Appropriations Act, 2019 (Public Law 116-6) and the Further Consolidated Appropriations Act, 2020 (Public Law 116-94).

II. Award Information.

A. Available Funds

Funding of approximately **\$ 9,445,980** is available through this NOFA. Additional funds may become available for award under this NOFA, because of HUD's efforts to recapture funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFA.

B. Number of Awards.

HUD expects to make approximately 9 awards from the funds available under this NOFA.

C. Minimum/Maximum Award Information

Grants will be competitively awarded up to \$1 million per project maximum to selected applicants.

Estimated Total Funding:

\$ 9,445,980

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 that HUD signs the grant agreement to complete all project activities.

Estimated Project Start Date:

02/01/2021

Estimated Project End Date:

02/01/2024

Length of Project Periods:

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

Length of Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type:

G (Grant)

F. Supplementation.

For this NOFA, sub-section "F. Supplementation" is Applicable

In the event, you, the applicant, are awarded a grant that has been reduced from the amount requested (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)

Information on Eligible Applicants

To be eligible for the Veterans Housing Rehabilitation and Modification Program (VHRMP) each applicant must meet both of the following criteria: (1) The organization must be described in section 501 (c) (3) or 501 (c) (19) of the Internal Revenue Code of 1986 and exempt from tax under section 501 (a) of such Code; and (2) The organization must provide nationwide or statewide programs that primarily serve veterans and/or low-income individuals.

B. Ineligible Applicants.

Individuals, foreign entities, sole proprietorship organizations, and other entities that do not meet the criteria in Section III.A of this NOFA are *not* eligible to compete for, or receive, awards made under this announcement.

C. Cost Sharing or Matching.

This Program requires cost sharing or matching as described below.

Recipients will be required to provide matching 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. All matching contributions (including matching funds and in-kind contributions) must meet the requirements of 2 CFR 200.306. Leveraged resources, as described in section V.A.1 of this NOFA, will not count as matching contributions.

D. Threshold Eligibility Requirements.

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

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

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

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

E. Statutory and Regulatory Requirements Affecting Eligibility.

Eligibility Requirements for Applicants of HUD's Grants Programs

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

- Outstanding Delinquent Federal Debts
- Debarments and/or Suspensions
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Mandatory Disclosure Requirement
- Prohibition Against Lobbying Activities
- Equal Participation of Faith-Based Organizations in HUD Programs and Activities

F. Program-Specific Requirements Affecting Eligibility.

- Each recipient under the VHRMP 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 the eligible veteran pays no more than 30 percent of his or her income in housing costs during any month. "Housing costs" means the total of any mortgage loan principal and interest, real estate taxes, and insurance for the residence, plus any loan principal and interest or other costs the eligible veteran must pay for the modification and rehabilitation.
- Each recipient must use one of the following income definitions for all income determinations under VHRMP: annual income as defined at 24 CFR 5.609; or adjusted gross income as defined for purposes of reporting under the IRS Form 1040 series for individual Federal annual income tax purposes.
- 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 is completed.
- Each recipient must establish housing standards which require that all houses rehabilitated and/or modified under the VHRMP program meet all applicable State or local building 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.

- Accessibility features must comply with the federal accessibility requirements of HUD's regulation implementing Section 504 of the Rehabilitation Act (24 CFR 8.32) with exceptions to accommodate the specific disability of the eligible veteran.

G. Criteria for Beneficiaries.

This program serves veterans who are low-income and have disabilities as defined by 42 U.S.C. 12102. A veteran is defined at 38 U.S.C. 101. For the purposes of the VHRMP, low-income veterans are veterans whose income does not exceed 80 percent of the area median income, as determined by the Secretary. The veteran must intend to continue making the unit their primary residence for at least five years after the modification or rehabilitation is completed.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

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

The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFA and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline and if you do not demonstrate good cause. An email request for a waiver received by HUD 15 days before the application is due will also be considered. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver you must contact:

Name:

Jackie L. Williams

Email:

jackie.williams@hud.gov

HUD Organization:

ORHED

Street:

451 7th St. SW, Room 7240

City:

Washington

State:

DC DISTRICT OF COLUMBIA

Zip:
20410

1. Contact for Further Questions. For information concerning the VHRMP, contact Jovette Gadson, 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 that boxes 11, 12, and 13 on the SF-424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is a curable deficiency.

1. Content.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF424)	Submission is required for all applicants by the application due date.	
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here.
HUD Form 424-CB: Grant Application Detailed Budget Form	The HUD Grant Application Detailed Budget Form is designed so that an application can be made for any of HUD's grant programs.	

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
HUD Form 424-CBW: Grant Application Detailed Budget Worksheet	The HUD Grant Application Detailed Budget Worksheet is designed so that an application can be made for any of HUD's grant programs. It is used to provide detailed budget information regarding a proposed program. If the program requires for providing program activity information, it is necessary to use a separate HUD-424-CBW to provide information related to each program activity.	
HUD-2996 Opportunity Zones	Preference Points	Available in Application Package

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

- An abstract or summary with: (a) the dollar amount requested, matching contributions (including 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.
- Fifteen-page Narrative response to Factors for Award as described in Section V. of this NOFA.
- 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 modify or rehabilitate 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 <https://www.sam.gov/SAM> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

2. DUNS Number Requirement.

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

3. Requirement to Register with Grants.gov.

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

D. Application Submission Dates and Times.

Application Due Date Explanation

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

08/18/2020

Applications must be received no later than the deadline.

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

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

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

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

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

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

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

- To download the submitted application, click the Download link in the Actions column.

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

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

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

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

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

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

1. Amending or Resubmitting an Application.

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

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

2. Grace Period for Grants.gov Submissions.

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the

Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

3. Late Applications.

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

applications after the deadline.

4. Corrections to Deficient Applications.

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

HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in the definitions section (Section I.A.3.). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative by email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

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

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

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

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

6. Exemptions. Parties that believe the requirements of the NOFA would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

E. Intergovernmental Review.

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

F. Funding Restrictions.

Funding awarded under this NOFA may only be used for the costs of carrying out activities in paragraphs 1, 2, and 3 below. Matching contributions may only be used for activities in paragraph 1. Leveraged resources, as described in section V.A.1 of this NOFA, may only be used for activities in paragraphs 1 and 2.

1. Modification and rehabilitation of the primary residence of an eligible veteran, which may include:

A. 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:

i. 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

ii. if the residence does not have modifications necessary to reduce the chances that an elderly person will fall in his or her home, reduce the risks of an elderly person from falling;

B. 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;

C. 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, carbon monoxide alarm, etc.);

D. 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

i. the veteran's monthly utility costs for the residence is more than five percent of the veteran's monthly income; and

ii. 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

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

2. Provision of technical, administrative, and training support to an affiliate of the Recipient in connection with the modification and rehabilitation of eligible veterans' primary residences.

3. Reasonable administrative activities, not to exceed 10% of the grant amount, including required VHRMP reporting and monitoring.

Indirect Cost Rate.

Normal indirect cost rules under 2 CFR part 200, subpart E apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit new rate and documentation.

Statutory or Regulatory Restrictions Apply

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, Assurances and Certifications.

Standard Form 424 (SF-424) Application for Federal Assistance Programs is the government-wide form required to apply for Application for Federal Assistance Programs, discretionary Federal grants and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B (Assurances of Non construction Programs) or SF424D (Assurances for Construction Programs). Applications receiving funds for both non construction programs and construction programs must submit both the SF-424B and SF-424D.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized representative affirm that they have reviewed the certifications and assurances associated with the application for federal assistance and (1) are aware the submission of the SF424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized representative to the application made a false certification or assurance, caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally recognized Indian tribes, and

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

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

2. Lead Based Paint Requirements.

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

V. Application Review Information.
A. Review Criteria.

1. Rating Factors.

Rating Factors Score Summary Chart:

FY2020 VHRMP Score Summary Chart by Point Value		
Rating Factor 1	Capacity of the Applicant & Relevant Organizational Experience	
	a. Organizational Structure	15 max
	b. Relevant Partnership Capacity and/or Past Performance Capacity	15 max
	Subtotal	30
<hr/>		
Rating Factor 2	Need/Extent of the Problem	
	a. Significant Need Among Eligible Veterans Populations	6 max
	b. Plan to Address a Need Not Already Existing Program	5 max
	c. Proposal Consistent with Plan in Section IV of the Work Plan	2 max
	d. Plan to Maximize Coordination with Existing Programs	2 max
	Subtotal	15
<hr/>		
Rating Factor 3	Soundness of Approach	
	a. Work Plan	15 max

	b. Timetable	5 max
	c. Outreach	10 max
	d. Section 3 Compliance	5 max
	Subtotal	35
Rating Factor 4 Leveraging Resources		
	a. Leveraged Resources Strategy	10 max
	Subtotal	10
Rating Factor 5 Achieving Program Results & Evaluation		
	a. Evaluation Plan Procedures/Methodology	5 max
	b. VHRMP Goals	5 max
	Subtotal	10
Factors 1-5	Total	100 points
NOFA Preference Points		
	a. Opportunity Zones	2 max (or)
	b. Historically Black Colleges and Universities	2 max
	Subtotal	2
	Total Points Possible	102 points max

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 have 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 VHRMP 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 Social Security Numbers (SSNs) or any other personally identifiable information or any other PII (e.g. home address) besides full name and email address for 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 and accessibility needs for veterans who are low-income and have 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 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 IV.F. of this NOFA. In this section, applicants should describe the geographic areas that they intend to cover.

The VHRMP 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 have a disability, as defined by 42 U.S.C. 12102. Further, as discussed in Section IV.F 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. Any approach to targeting assistance among eligible veterans must be administered in a nondiscriminatory manner, consistent with federal nondiscrimination requirements. 24 CFR 5.105.

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 Work Plan described in 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 address 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. Modifications and/rehabilitation activities may include alterations to make a residence accessible and include enhanced accessibility features. Incorporating enhanced accessibility that are unique to the needs of the veteran may enable a veteran with disabilities to better utilize his or her housing and remain in one's home for a longer period of time. Examples include no step-entrances, power operated or proximity-based entry resident entrances into buildings, wider doorways and hallways, installing levers instead of doorknobs, open concept floor plans while still allowing spaces to be closed off for privacy, additional clearance space throughout units, accessible bathrooms on the first floor of multi-level units, bathtub/shower grab bars in all bathrooms, adjustable height shelves and pull-out pantry storage in kitchens; adjustable height closet rods and shelves in closets; and appropriately placed motion activated or "rocker-pad" light switches, or a combination of the two;
- (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 VHRMP outcome and output measures consistent with Rating Factor 5 and the reporting requirements in section VI.C. Grantees must ensure effective communication with individuals with disabilities in all outreach activities, including through the use of appropriate auxiliary aids and accessible formats, *e.g.*, Braille, audio, large type, assistive listening devices, and sign language interpreters, accessible websites and other accessible electronic communications.

d. Section 3 Compliance (5 points). Your work plan must describe your strategy for hiring Section 3 residents, providing training opportunities to Section 3 residents, and awarding contracts to Section 3 businesses. In accordance with HUD's Section 3 regulations at 24 CFR 135.9, your application will receive up to 5 points based your response to the following inquiries:

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

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.C.

For every VHRMP 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. 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 letter of firm commitment must be on letterhead of the organization committing the financial or in-kind resources, 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 VHRMP funds as follows:

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

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 VHRMP program. You must clearly identify the outcomes and outputs to be achieved and measured as well as benchmarks and interim activities or performance indicators with timelines. The plan should indicate how the applicant will compare actual achievements with anticipated achievements and make improvements, as needed.

Evaluation plan requirements:

1. You must describe your procedures for evaluating your VHRMP 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 VHRMP program is achieving your goals and addressing the needs identified in your VHRMP application.

2. You must identify both your primary and secondary VHRMP 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 VHRMP grantees to submit periodic reports on their program achievements and program evaluation results.

HUD will evaluate how well an applicant's monitoring and evaluation plan is designed to provide clear and measurable goals and indicators to implement the VHRMP program. ***Under this rating factor, applicants will receive a maximum of 10 points.***

2. Other Factors.

Preference Points.

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

Opportunity Zones.

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

Applicants must specify the impact that they intend to have in an Opportunity Zone. For example, “The proposed physical rehabilitation and modifications will be done in an Opportunity Zone. This includes installing wheelchair ramps; interior or exterior work to alleviate critical health, life and safety issues; reconfiguration of space; extension of plumbing, mechanical, or electrical systems on an existing structure; and other physical, accessibility, or energy-efficiency modifications.”

HBCU.

An applicant partnering with a Historically Black College or University (HBCU) will receive up to two (2) Preference Points when the application includes a Letter of Commitment certifying that an HBCU Partnership is in place and signed by an authorizing official of the HBCU and documentation of the college or university's status as an HBCU. [Click here to view the list of accredited HBCU's](#)

Promise Zones

This program does not offer Promise Zone preference points.

B. Review and Selection Process.

1. Past Performance

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

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

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

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

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

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

2. Assessing Applicant Risk.

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

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

3. Rating and Ranking.

1. **Technical Deficiencies.** After the VHRMP 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 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 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 ("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 ("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.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF424.

Negotiation. After HUD has made selections, HUD will negotiate specific terms of the funding agreement and budget with selected applicants. If HUD and a selected applicant do not successfully conclude negotiations in a timely manner, or a selected applicant fails to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant. HUD may impose special conditions on an award as provided under 2 CFR 200.207:

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

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

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not successfully complete grant negotiations, HUD may make an offer of funding to another eligible application.

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

d. If, after announcement of awards made under the current NOFA, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund additional applicants that were eligible to receive an award but for which there were no funds available.

Funding Errors. If HUD commits an error that when corrected would cause selection of an

applicant during the funding round of a Program NOFA, HUD may select that applicant for funding, subject to the availability of funds.

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

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

1. Compliance with Non-discrimination and Related Requirements.

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

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a)).

- Affirmatively Furthering Fair Housing.

- Economic Opportunities for Low-and Very Low-income Persons (Section 3).

- Improving Access to Services for Persons with Limited English Proficiency (LEP).

- Accessible Technology.

2. Equal Access Requirements.

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

4. Participation in HUD-Sponsored Program Evaluation.

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

6. Drug-Free Workplace.

7. Safeguarding Resident/Client Files.

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

9. Accessibility for Persons with Disabilities.

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

11. Environmental Requirements.

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

Grantees must comply with HUD environmental review requirements. All VHRMP 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 modification or rehabilitation 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).

12. Physical Accessibility Requirements.

Awardees must ensure that all programs and activities undertaken as eligible activities comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and their implementing regulations at 24 CFR parts 8 and 100, respectively. The home modifications shall be made accessible upon request of the beneficiary. If the accessibility features selected are covered by HUD's Section 504 accessibility standards, those features shall comply with the applicable Section 504 standards, however departures are permitted in order to accommodate a beneficiary's specific disability. HUD's Section 504 accessibility standards are the Uniform Federal Accessibility Standards (UFAS), and HUD's Deeming Notice available at <https://www.gpo.gov/fdsys/pkg/FR-2014-05-23/pdf/2014-11844.pdf>.

C. Reporting.

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

1. Recipient Integrity and Performance Matters. Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters. Reporting documents apply to the award, acceptance, and use of assistance under the VHRMP 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.

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

3. Program-Specific Reporting Requirements

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. The Disaster Relief Grant Reporting System (DRGR) will be used to collect this information.

1. For each quarter of the Federal fiscal year calendar during the Period of Performance, the Recipient must submit a performance report in DRGR and must include a completed Federal financial report as an attachment to each performance report. During the Period of Performance, the Recipient must submit these reports within 30 days following the end of each quarter of the Federal fiscal year calendar. The Recipient must submit its final performance report and final financial report within 90 days after the Period of Performance. If HUD determines more frequent reporting is necessary for the effective monitoring of the Recipient's performance or use of funds under this Grant Agreement, HUD may require the Recipient to submit its performance and financial reports on a monthly basis.
2. The performance report must contain the information required under 2 CFR 200.328(b)(2), including a comparison of actual accomplishment to the objectives

indicated in the approved application, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

3. Consistent with the output and outcome measures described below, the performance report must show VHRMP outputs and outcomes the Recipient achieved, compared to the goals stated in the Recipient's application.

Output Measures. Output Measures are quantifiable. VHRMP output measures 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 (i.e. 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 paragraph (4) above;
6. the total number, types, and locations of entities contracted under the program to administer the grant funding; and
7. the amount of matching contributions (including matching funds and in-kind contributions) raised with each grant.

Outcome Measures are benefits accruing to the program participants and/or communities during or after participation in VHRMP. Quantitative measures are encouraged to the extent available. VHRMP outcome measures 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 the Recipient 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; and
4. a description of any other actions taken under the program.

Financial reports must be submitted using the Federal Financial Report (SF-425), or such future collections HUD may require and as approved by OMB and listed on the OMB Web site at <https://www.whitehouse.gov/omb/>.

The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the

Recipient must make.

No drawdown of funds will be allowed through DRGR while the Recipient has an overdue performance or financial report.

Section 3 Reporting. Recipients are required to report on their Section 3 activities per 24 CFR 135.90.

D. Debriefing.

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

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA.

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

Jovette Gadson

Phone:

877-787-2526

Email:

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 Funding Opportunities](#) web page.

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).

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

What to Submit	Where Found	When to Submit
Application for Federal Assistance (SF424)	Submission is required for all applicants by the application due date.	Submission is required for all applicants by the application due date.
Disclosure of Lobbying Activities (SFLLL), if applicable	Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	HUD will provide instructions to grantees on how the form is to be submitted.
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	HUD will provide instructions to grantees on how the form is to be submitted.	HUD instructions to grantees are provided by webcast, To view the webcast, click here .
HUD Form 424-CB: Grant Application Detailed Budget Form	The HUD Grant Application Detailed Budget Form is designed so that an application can be made for any of HUD's grant programs.	
HUD Form 424-CBW: Grant	This is designed so that an application can be made for any of HUD's grant programs. It is used to provide	

What to Submit	Where Found	When to Submit
Application Detailed Budget Worksheet	detailed budget information regarding a proposed program. If the program requires for providing program activity information, it is necessary to use a separate HUD-424-CBW to provide information related to each program activity.	
HUD Form SF-424 SUP	This Survey on Ensuring Equal Opportunity for Applicants is intended for non-profit applicants for Federal funds. In order for HUD to better understand the population of applicants for Federal funds, HUD asks non-profit private organizations (not including private universities) to voluntarily fill out this survey. Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database.	

3. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [CFDA](#)
- [Dun & Bradstreet](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)
- [HBCUs](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFA Webcasts](#)
- [Opportunity Zone](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Act – Real Property Acquisition and Relocation Requirements](#)

- [USA Spending](#)

APPENDIX