Section I. Funding Opportunity Description

1. In *Section I.A.1. Purpose*, the NOFA states, "Recognizing that HUD's customers often interact with a variety of HUD programs as they deliver housing or community development services, Community Compass brings together technical assistance investments from across HUD program offices…" What investments is HUD referring to? Can an applicant have access to more information on HUD's programs and technical assistance for review in preparing their application?

2. In *Section I.A.1. Purpose*, the NOFA states, "Applicants are encouraged to procure subcontractors and consultants to demonstrate expertise across a wide variety of HUD programs, as well as in specific skill and policy areas." What are subcontractors?

3. In *Section I.A.1. Purpose*, the NOFA states, "Community Compass is centrally managed by HUD Headquarters with involvement of the HUD Regional, Field, and Area Offices." What is HUD "Headquarters," and where is it? How involved are the Regional, Field, and Area Office staff, and what is their role?

4. In the "Table of Categories, Programs and Topics, and Funding Sources" in *Section I.A.1.a.*, could you provide additional information on the Program/Topic for the Policy Development and Research bullet, "Data collection and quality for LIHTC tenants and projects"?

5. In the "Table of Categories, Programs and Topics, and Funding Sources" in *Section I.A.1.a.*, the Policy Development and Research category only has listed, "Data collection and quality for LIHTC tenants and projects." Is the only topic HUD is interested related to this category?

6. In *Section I.A.1.b. Eligible Activities*, the NOFA states, "Successful applicants may be tasked to work onsite and/or remotely with HUD's customers." What does "work remotely" mean? Will the applicant be able to decide which method is best?

7. Who are the end users or recipients of HUD TA?

8. Is this grant opportunity primarily to compete for funds to be a technical assistance provider?

9. I am a HUD grantee, and I'm seeking technical assistance. Is this NOFA a way for me to request and receive technical assistance from HUD?

10. Is the funding provided by HUD's Community Compass NOFA meant to provide technical assistance to applicants, or is the funding meant for applicants to provide technical assistance to others (i.e., HUD's grantees)?

11. I have a specific project for which I would like funding. Can I apply to receive funding for that project through this NOFA?

12. *Section I.A.3. Definitions* gives a general overview of HUD's Demand Response System. How does HUD determine who will be assigned an engagement, and what is the notification process after an award has been made?

Section II. Award Information

13. In *Section II.A. Available Funds*, the NOFA states, "Applicants must indicate the TA funding source(s) for which they wish to be considered…" The funding sources are identified in the "Table of Categories, Programs and Topics, and Funding Sources." Are applicants allowed to

Section III. Eligibility Information

Section IV. Application and Submission Information

(http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct). Even though I previously submitted a Code of Conduct to HUD, does this mean that I need to resubmit it with my FY2016 Community Compass NOFA application?

26. If the applicant is submitting Indirect Cost Rate and Code of Conduct attachments, do they count towards the 50-page limit?

27. *In Section VI.B.2. Format and Form*, the NOFA states, "Applicants should not submit materials other than what is specifically requested by HUD in this NOFA, including resumes, graphs, or photographs." May an applicant provide an organizational chart as a part of its response? Would an applicant be allowed to provide photos on the cover of its response?

28. Are applicants required to use the sample Excel templates included in the application package?

29. The sample staff list Excel template includes a "Qualifications Narrative" column. Does this column need to be filled out by the applicant?

Section V. Application Review Information

30. In *Rating Factor 1, Capacity of the Applicant*, is the experience to be described limited to HUD and HUD grantees, or can it be experience with other entities outside of HUD?

31. Under *Rating Factor 1.A. Experience and Expertise in TA Programs and Topics*, the NOFA says that applicants must provide a clear description of both experience and expertise. Can HUD confirm that experience relates to projects that applicant firms have completed, while expertise relates to the substantive knowledge and training/certifications of the individuals who will be providing services under the NOFA?

32. *Rating Factor 1.A. Experience and Expertise in TA Programs and Topics* states, "Applicants that wish to be considered for McKinney-Vento TA funding, McKinney-Vento National Data Analysis Project funding, or Youth Homelessness TA funding must describe their experience and expertise in program(s) or topic(s) listed in the Homelessness Housing and Services Category." There is not a category specifically called Homelessness Housing and Services in the "Table of Categories, Programs and Topics, and Funding Sources." Which category is HUD referring to when it states the "Homelessness Housing and Services" category?

33. In *Rating Factor 1.A. Experience and Expertise in TA Programs and Topics,* could you share some of the possible technical assistance topics under NAHASDA?

34. In *Rating Factor 1.A. Experience and Expertise in TA Programs and Topics*, is a description of one program or topic rated the same as a description of 2, 3, or more programs or topics?

35. In *Rating Factor 1, Capacity of the Applicant*, is HUD excluding applicants that were not selected under HUD TA NOFAs since May 2011 that cannot list eligible activities that were conducted under HUD awards?

36. I understand that the awarded applicants will provide a wide range of HUD TA at the community level, but I would like clarification on which HUD programs and what type of HUD's TA and capacity-building services are provided by Community Compass.

37. We received an award from HUD under its FY2015 Community Compass NOFA, but we have not yet received an assignment under this award. This is our only Federal Award. For *Rating Factor 1.B.iv. Performance Evaluation*, can we provide three individuals from entities from which we have received a non-federal award? We have worked with non-HUD Field Offices on our work

as subconsultants to other federal agencies. Can we list a non-HUD Field Office federal employee as one of the references for the performance evaluation?

38. Does copying the language from Rating Factor 2 (including the specifics of the Community Snapshot) count against the 50-page limit, or are you just counting the actual pages where we address the information?

39. In the Community Snapshot scenario, if you choose to address the City and at least one other entity, for instance, must you address *all* of the issues within the City, or can you limit your response to just some of the issues? For example, you may be a Provider with experience in CDBG and HOME, but less so in HOPWA and ESG.

40. The Continuum of Care scenario in *Rating Factor 2. Soundness of Approach* states, "The PIT count and HIC identified 742 homeless persons living in the City CoC, a decrease of 11% over the last four years. Nineteen percent were in an emergency shelter, with 12% living on the streets, 22% in transitional housing, and the remaining 77% in permanent supportive housing." These percentages total 130%. We would like clarification as to whether this is a mistake in the Community Snapshot.

General

41. How will HUD distinguish and select between applications that receive the same final score?

42. Where can I find the NOFA application?

43. How do we contact HUD if we have questions or concerns about the NOFA or application process?

44. *Section VI.A. Award Notices* states, "applicants will not submit a HUD-424-CBW or any other budget form with their applications." Should the application include any pricing, such as a schedule showing labor rates for identified individuals or indirect costs?

Section I. Funding Opportunity Description

1. Community Compass represents a cross-agency approach to providing technical assistance and capacity building to HUD's customers. "Investments" refers to the Community Compass technical assistance and capacity building funds, as well as TA Providers and staff who engage in technical assistance activities to support HUD programs. The cross-funding approach allows technical assistance to address the needs of multiple HUD programs, often within the same engagement, as well as to address cross-agency issues, such as Fair Housing. To learn more about HUD's programs, visit the HUD Exchange at: https://www.hudexchange.info or go to www.hud.gov.

2. Applicant organizations often contract with other organizations and individuals who bring additional skills, expertise, and experience to complement those of the applicant organization. They are considered part of the applicant's team and may be included in the applicant's description of expertise and capacity, provided that the applicant has an agreement or contract with the subcontractor or consultant at the time of application submission.

3. The U.S. Department of Housing and Urban Development ("HUD") has its headquarters in Washington D.C. HUD Headquarters staff plan and manage the Community Compass program and awards and oversee the cooperative agreements. Headquarters and Field/Area Office staff identify TA needs, request TA on behalf of HUD grantees and recipients, share information with TA Providers to help shape the initial scope of work, and review status reports throughout the TA engagements. TA Providers are assigned tasks by HQ staff and consult with both headquarters and Field/Area Office staff throughout TA engagements.

4. The assistance under this Program/Topic will be direct assistance to state housing finance agencies that are required to submit data on LIHTC tenants to HUD. The assistance is provided to agencies that have no capacity to fulfil the data request.

5. The" Table of Categories, Programs and Topics, and Funding Sources" identifies the program and topic areas in which HUD expects to focus Technical Assistance. Though "data collection and quality for LIHTC tenants and projects" is the only program/topic listed in the "Policy Development and Research" category, it is possible that HUD's Office of Policy Development and Research will collaborate on TA projects with other HUD offices during the performance period of the FY2016 NOFA awards.

6. Remote technical assistance may be provided via telephone, conference calls, email reporting, cohort learning, or other means that do not involve on-site TA at the customer's location. HUD determines whether a TA assignment is remote or on-site, and it will include this information in the written assignment to the TA Provider. For on-site engagements, the anticipated travel would be included in a work plan and discussed with HUD when it is being reviewed.

7. Funding is awarded to eligible applicants (TA Providers) and is used to deliver TA and build capacity of HUD's customers. HUD's customers are recipients of HUD funding, including state and local grantees, public housing authorities (PHAs), owners and managers of HUD-assisted housing, Continuums of Care (CoCs), non-profit grantees, Homeless Management Information System (HMIS) Leads, HUD-approved housing counseling agencies and counselors, states, tribal organizations, Indian tribes, tribally-designated housing entities (TDHEs), FHA-approved

multifamily lenders, and residents and participants in HUD-funded programs. In addition to direct TA, successful applicants may develop tools, products, or training to build the knowledge, skills, and capacity of HUD's customers.

8. The Community Compass Technical Assistance and Capacity Building Program NOFA is a funding opportunity in which an applicant competes to receive funds to become a Technical Assistance (TA) Provider to HUD grantees and subgrantees, such as Public Housing Authorities, Continuums of Care, and Tribally-Designated Housing Entities. If an applicant is awarded funds under this NOFA, the applicant will be eligible to receive TA assignments from HUD, under HUD's demand-response system for TA.

9. The Community Compass NOFA is a vehicle through which HUD awards funds for organizations to become TA Providers to HUD grantees. An organization that receives funds under this NOFA is not allowed to provide technical assistance to itself. In sum, the NOFA is not a means through which a grantee obtains technical assistance for itself.

10. The funding will be awarded to eligible applicants (TA Providers) to deliver TA to HUD's customers (see the "customers" definition in *Section I.A.1. Purpose*). HUD's customers are generally grantees that are current or new recipients of HUD program funding, (i.e., CDBG or CoC recipients, etc.), and their responsibility is to deliver HUD's programs effectively as HUD intends. The TA delivery would be the "service" provided by the TA Provider (i.e., the successful applicant awardee) as assigned by HUD to assist grantees to administer the HUD programs.

11. The Community Compass Technical Assistance and Capacity Building Program NOFA is a competitive funding opportunity for applicants who are seeking to become HUD Technical Assistance (TA) Providers. HUD's TA program works on a demand-response basis, in which HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees, and then HUD tasks specific TA Providers to respond to the identified needs. For instance, a Tribally-Designated Housing Entity may identify that it needs TA on financial management and self-monitoring; after HUD evaluates and approves that TA request, it will task the TA request to a TA Provider, who will then provide that specific technical assistance. The organizations that apply for funding under this NOFA are applying to be HUD TA Providers; they're not applying for funding for a specific project of their own.

12. HUD may take into consideration many factors when determining which TA Provider will be assigned an engagement, including an awardee's expertise and experience, available funding, and administrative capacity. Notification of a TA assignment typically takes the form of an e-mail notification from the HUD Exchange/TA Portal or an e-mail from a HUD employee. The TA assignment will include the name of the HUD customer(s) that need(s) TA, the general scope of work, including the gaps in skills and capacity, and a point of contact for additional information about the scope of the assignment.

Section II. Award Information

13. Applicants may not specify programs or topics for which they want to deliver TA. However, when identifying the funding sources for which they wish to be considered, they should consult the "Table of Categories…" and consider the programs and topics in which they have experience and expertise. *Rating Factor I.A., Experience and Expertise in TA Programs and Topics* requires

applicants to describe their experience and expertise in at least one of the programs or topics in a category or categories. This gives applicants the opportunity to demonstrate their experience and expertise in the programs and/or topics in which they are most qualified and interested. HUD will select applicants for funding and for TA assignments based on the applicant's demonstrated, relevant experience and expertise in the categories, programs, and topics in which HUD expects to focus its TA.

14. Applicants may request consideration for funding under more than one funding source. Applicants are to submit only one application, regardless of the number of funding sources they identify in their one-page application summary. HUD determines the selection and funding of applicants based on a review of the eligible applicants' scores, available program funding, TA program priorities, demonstrated expertise, and if applicable, TA funding from prior years.

15. The award project period is three years. HUD anticipates that $250,000 will be the minimum amount awarded and $20,000,000 will be the maximum amount awarded for the three-year project period.

16. On-demand means that HUD, its customers, and/or its partners will identify technical assistance and capacity building needs as they arise, and thus there is no set start and stop point for these needs. Within a single award, a TA Provider will likely receive multiple TA assignments throughout the three-year project period. An assignment could go on for a few months to over a year; however, the award terms remain the same. The TA work must be completed before the award expiration date.

Section III. Eligibility Information

17. "Eligible applicants" are those organizations that may apply under this NOFA for funding to provide technical assistance and to build the capacity of HUD grantees and other customers. Successful applicants are organizations and experts that will provide TA and training and develop products and tools for HUD grantees. Eligible cities, states, and PHAs with applicable experience and expertise can apply to this NOFA if they want to provide TA. HUD grantees, PHAs, and others *should not* apply for technical assistance through this NOFA. Those interested in receiving TA should visit the HUD Exchange at www.hudexchange.info and follow the instructions for seeking assistance.

18. HUD will assign TA work to TA Providers throughout the country. The majority of TA work is conducted remotely, with TA Provider staff working with grantees via email, reporting, conference calls, etc. Although some assignments may require the TA Provider to go to the grantee's location, visits of this nature would be short in duration (generally only a few days) and would not require relocation.

19. TDHEs are eligible applicants under this NOFA. If a TDHE were to be awarded NAHASDA TA funds under the NOFA, that TDHE would be considered a HUD TA Provider and would then be available to receive TA task assignments from HUD to provide training or technical assistance to other NAHASDA-eligible Tribes and TDHEs to support IHBG-related programs. This NOFA is not a collaborative agreement opportunity between a TA Provider and a grantee.

20. An applicant only needs to have a Certified HOME Program Specialist as a staff, subcontractor, or consultant if that applicant wishes to be tasked to provide technical assistance to HOME

grantees or CHDOs. If an applicant does not have a Certified HOME Program Specialist, the applicant is not disqualified from receiving an award under this NOFA to provide technical assistance to other types of HUD grantees.

Section IV. Application and Submission Information

21. Applicants are not required to submit the Faith-Based EEO Survey, which is voluntary. However, as stated in the NOFA, non-profit organizations, not including private universities, are "encouraged to submit the survey with their applications."

22. The required contents of the one-page application summary can be found in *Section IV.B.* of the NOFA. Applicants must include (1) the amount of funding they are requesting under the NOFA; (2) the TA funding source(s) for which they wish to be considered; (3) whether the applicant is a disadvantaged business, a small business, or a national or regional organization representing Native American housing interests; and (4) the entity or entities the applicant addressed in Rating Factor 2 of the NOFA.

23. Applicants are required to use 12-point font for the narrative and other application attachments. No specific type of font is required.

24. There is no particular format to organize the application, other than that the narrative responses to Rating Factors 1-3 must be clearly labeled and included in the appropriate section. Applicants should follow the guidelines set out in *Section IV. Content and Form of Application Submission* in the NOFA.

25. Even if you have previously submitted your Code of Conduct to HUD, you must resubmit your Code of Conduct with your FY16 Community Compass application if your Code of Conduct is not listed on the "Code of Conduct for HUD Grant Programs" page (http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct). If it is not on that website, it means that it is not on file with HUD, even though you previously submitted it to HUD.

26. The Indirect Cost Rate and Code of Conduct attachments do not count towards the 50-page limit.

27. If an applicant feels that an organizational chart is an appropriate part of a response to one of the Rating Factors, the applicant can include such a chart as part of its narrative response. However, as part of a response to a Rating Factor and thus part of the narrative, the chart would count towards the 50-page limit. Including a photo on the cover is fine.

28. Applicants are not required to use the sample Excel templates included in the application package.

29. The "Qualifications Narrative" column gives an applicant the opportunity to provide a narrative description of its staff's qualifications. It is important to note, however, that the Excel attachments are suggested templates, and each one serves as simply an example of one possible way in which the applicant may submit the information requested in the NOFA. You are not required to use the templates.

Section V. Application Review Information

30. As long as the applicant's demonstrated expertise and experience is related to the programs and topics listed in the "Table of Categories...," the experience could be gained through TA or activities with non-HUD funded entities.

31. Generally, experience relates to projects that the applicant firm has completed; as the NOFA states, the "applicant" includes staff, subcontractors, or consultants. Expertise relates to the substantive knowledge and training/certifications of the individuals who will be providing services under the NOFA.

32. HUD is referring to the Homelessness category.

33. There are a variety of training and technical assistance topics that are supported under NAHASDA T/TA funding. The most common T/TA topics for which we receive requests from Tribes and TDHEs include, but are not limited to, Title VI, leveraging, Board of Commissioners' and Tribal Council roles and responsibilities, procurement, financial management, audit basics, program income, Executive Director orientation and refresher, self-monitoring, occupancy, maintenance, NAHASDA, low-income housing tax credits, policies and procedures, contract administration, grant and proposal writing, capacity building, alternative sources of funding, construction, administrative issues, human resources, program income, self-sufficiency, methamphetamine prevention and remediation, environmental review, IHP/APR, admissions and occupancy, project implementation, tribally-determined wage rates, mixed-income development, new trends in construction, transitional housing, strategic planning, housing models for foster care, bookkeeping and accounting, asset building, data reporting, homeownership training, and community needs assessment.

34. The *Rating Factor 1.A. Experience and Expertise in TA Programs and Topics* scoring section describes how the sub-factor points are awarded. First, demonstration of experience and expertise requires that applicants address all sub-items pertaining to experience (e.g., how experience gained, time period; responsibilities and/or activities, accomplishments) and expertise (e.g., knowledge of program rules, qualifications, etc.). Applicants (other than Native Housing and Community Development applicants) will be rated higher if they demonstrate experience and expertise in more than one category (breadth), with maximum points awarded to those that demonstrate experience and expertise in four or more categories. Similarly, applicants will be rated higher if they address more than one topic or program within a category (depth), with the maximum points awarded if they address three or more programs or topics within a particular category.

35. HUD is not excluding prior applicants or those that did not conduct activities under HUD's TA programs.

36. The "Table of Categories..." identifies the HUD programs and topics that are expected to be targeted for TA under the FY2016 Community Compass program. This list is not all-inclusive, and HUD may identify other technical assistance priorities. The eligible activities that may be funded under Community Compass are identified under *Section I.A.1.b., Community Compass Eligible Activities*. More information about HUD's programs can be found at www.hudexchange.gov.

37. If you have not yet completed any work under your FY2015 HUD TA award and have not had another federal award since May 2011, you can provide as an alternative three individuals from entities from whom you have received a non-federal award. You are only required to include a HUD Field/Area Office employee if you have had an active HUD award since May 2011. If you have worked with non-HUD Field Offices through work as subconsultants to other federal agencies, you can include a non-HUD Field Office federal employee in your Performance Evaluation response, as long as that employee is familiar enough with your organization to answer targeted questions related to your past performance while providing technical assistance and administering awards. Questions will be related to the timeliness of your work, the quality and responsiveness of your work, and your administrative capacity.
38. Any information included in the Rating Factor narrative responses, including copied language from Rating Factor 2, counts toward the 50 total allowed pages.
39. Applicants must address all elements for each entity (i.e., an applicant that addresses two entities but does not address all required elements for one of the entities will not receive full points).
40. Please provide your response to the scenario as it is published in the NOFA.

General

41. In determining the applicants to receive awards and the amount awarded to a successful applicant, HUD will take into consideration many factors, including (1) the amount of funds available; (2) the final score assigned to the application by HUD reviewers; (3) HUD's overall technical assistance needs, including establishing a range of subject matter expertise and geographic coverage; and (4) an applicant's capacity to serve HUD's customers across multiple programs and topics. For prior awardees, HUD may consider information from a Contracting Officer, GTR, GTM, POTAC, and/or other HUD staff as appropriate on past performance, as well as award balances not already committed to TA tasks or work plans. In order to ensure coverage across HUD's TA priorities, it is possible that applicants may not be funded in rank order.
42. You must refer to www.grants.gov and carefully follow the instructions to download the application. Should you have any trouble obtaining the application files, please let us know right away by emailing us at community.compass@hud.gov.
43. Please submit specific questions to communitycompass@hud.gov.
44. Applicants will submit their total requested award amount on the SF-424, and this represents the maximum amount that HUD may award. Labor rates are not included with the application; successful applicants will provide wage rates following award, as part of the Administrative and Financial Requirements package. As stated in the NOFA, however, indirect cost proposals are required as a part of the application package.