



U.S. Department of Housing and Urban Development

Community Planning and Development

HUD Community Compass Technical Assistance and Capacity Building Program

FR-6000-N-06

Application Due Date: 07/19/2016

HUD Community Compass Technical Assistance and Capacity Building Program

FR-6000-N-06

TABLE OF CONTENTS

- I. [Funding Opportunity Description.](#)
- II. [Award Information.](#)
- III. [Eligibility Information.](#)
 - A. Eligible Applicants.
 - B. Cost Sharing or Matching.
 - C. Other.
- IV. [Application and Submission Information.](#)
 - A. Obtaining an Application Package.
 - B. Content and Form of Application Submission.
 - C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.
 - D. Application Submission Dates and Times.
 - E. Intergovernmental Review.
 - F. Funding Restrictions.
 - G. Other Submission Requirements.
- V. [Application Review Information.](#)
 - A. Criteria.
 - B. Review and Selection Process.
 - C. Anticipated Announcement and Award Dates.
- VI. [Award Administration Information.](#)
 - A. Award Notices.
 - B. Administrative, National and Departmental Policy Requirements.
 - C. Reporting.
- VII. [Agency Contact\(s\).](#)
- VIII. [Other Information.](#)
- IX. [Appendix.](#)

U.S. Department of Housing and Urban Development

Program Office: Community Planning and Development
Funding Opportunity Title: HUD Community Compass Technical Assistance and Capacity Building Program
Announcement Type: Initial
Funding Opportunity Number: FR-6000-N-06
Primary CFDA Number: 14.259
Due Date for Applications: 07/19/2016

For Further Information Contact: Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct general questions regarding the FY2016 NOFAs to the Office of Strategic Planning and Management, Grants Management Division, at AskGMO@hud.gov. Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339.

Additional Overview Information

Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to HUD's Fiscal Year 2016 Notice[s] of Funding Availability for Discretionary Programs. Copies are available at Grants.gov or HUD's Funds Available page, http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

1. Participative Planning and Implementation. HUD encourages all applicants to HUD's competitive programs to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects, by residents of affected areas and especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

2. OMB Approval Number(s): 2506-0197

Community Compass is designed to help HUD's customers navigate complex housing and community development challenges by equipping them with the knowledge, skills, tools, capacity, and systems to implement HUD programs and policies successfully. The goal of Community Compass is to empower communities by providing effective technical assistance and capacity building so that successful program implementation is sustained over the long term.

I. Funding Opportunity Description.

A. Program Description.

1. Purpose.

Through this NOFA, HUD is announcing the availability of approximately \$58 million for its Community Compass Technical Assistance and Capacity Building Program (Community Compass), HUD's integrated technical assistance and capacity building initiative. Community Compass is designed to help HUD's customers navigate complex housing and community development challenges by equipping them with the knowledge, skills, tools, capacity, and systems to implement HUD programs and policies successfully and be more effective stewards of HUD funding. The goal of Community Compass is to empower communities by providing effective technical assistance and capacity building so that successful program implementation is sustained over the long term.

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, including the offices of Community Planning and Development, Fair Housing and Equal Opportunity, Housing, and Public and Indian Housing. This cross-funding approach allows technical assistance to address the needs of grantees and subgrantees across multiple HUD programs, often within the same engagement, as well as address cross-agency issues. 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. Community Compass is centrally managed by HUD Headquarters with involvement of the HUD Regional, Field, and Area Offices.

a. TA Focus Areas - Table of Categories, Programs and Topics, and Funding Sources

HUD expects to focus technical assistance (TA) efforts and funding in the program and topic areas listed for each category in the table below. The table also notes the funding source(s) for each category. HUD recognizes that there is often overlap among these categories, programs, and topics, and applicants are encouraged to demonstrate experience working across categories, as applicable.

TA assignments may not be limited to the programs and topics listed in the table. HUD may direct successful applicants to provide TA related to other HUD programmatic or policy areas based on emerging priorities and the identified needs of HUD's customers.

Table of Categories, Programs and Topics, and Funding Sources

CATEGORY	PROGRAMS AND TOPICS	TA FUNDING SOURCE
AFFORDABLE HOUSING, MIXED FINANCE, AND HOMEOWNERSHIP	• HOME Investment Partnerships Program (HOME), including financial management of HOME grants • Recapitalization and preservation of affordable rental housing, including the Rental Assistance Demonstration (RAD) • Choice Neighborhoods and HOPE VI • Housing counseling grant requirements, oversight, and agency capacity building • Housing Trust Fund	Departmental TA
COMMUNITY AND ECONOMIC DEVELOPMENT, DISASTER RESILIENCE	• Community Development Block Grant (CDBG) • CDBG Disaster Recovery (CDBG-DR) launch, program management, and capacity building TA, including National Disaster Resilience (CDBG-NDR) project implementation TA • Section 108 Loan Guarantee Program TA • Community and regional planning, including	Departmental TA

	- consolidated plans and the e-con Planning Suite • Comprehensive neighborhood revitalization, including innovative practices and collaborations to provide workforce and business development services, health and human services, Internet access and community infrastructure, and other improvements or services, and leverage private resources to do so • Rural and tribal community and economic development practices and resources • Economic development • Disaster resilience • Green infrastructure • Vulnerability analysis/hazard risk assessment • Innovative financing methods for infrastructure and disaster resilience (e.g., green bonds, catastrophe bonds, and value capture) • Grant systems, including IDIS, DRGR, and e-snaps	
HOMELESSNESS	• Continuum of Care (CoC) program, including CoC governance and CoC systems performance measurement • Emergency Solutions Grants (ESG) program • Centralized or coordinated entry system • Data reporting, analysis, and management, including use of a Homeless Management Information System (HMIS) • Homeless subpopulations: Chronic homeless, veterans, families with children, youth, and victims of domestic violence • Strategic resource allocation and removing barriers to CoC resources for persons experiencing homelessness and/or entering the CoC system • Quickly rehousing homeless individuals and families; promoting access to, and effective use of, mainstream programs; and/or optimizing self-sufficiency among individuals and families experiencing homelessness • Using a Housing First approach, including retooling transitional housing and rapid re-housing • Under-performing CoC Program recipient, subrecipient, or project	McKinney-Vento TA, Departmental TA
	• Addressing homelessness in Tribal areas	Departmental TA
HOMELESSNESS NATIONAL DATA ANALYSIS PROJECT	• Analysis, management, and reporting of data critical for measuring and meeting HUD's Strategic Objectives related to homelessness and the goals of <i>Opening Doors</i> • Homeless Management Information System (HMIS), including operation of the HMIS Data Lab	McKinney-Vento National Data Analysis Project, Departmental TA

YOUTH HOMELESSNESS	• Youth homelessness and how to plan, design and implement projects to serve homeless youth • Comprehensive approaches to serve homeless youth, including innovative, new, or improved local, state, and national partnerships across sectors (i.e., with mainstream partners such as child welfare agencies and juvenile justice systems) to: (1) address system barriers; (2) conduct needs assessments; (3) identify and implement promising strategies for ending youth homelessness; (4) develop coordinated community approaches to end youth homelessness (including, but not limited to, coordinated entry systems and performance measures); (5) promote effective systems change related to youth homelessness; (6) measure youth outcomes combined with the connection between youth program outcomes and youth performance measures on overall system performance for the CoC • Collection, analysis, and reporting of data and performance measures	McKinney-Vento TA
PUBLIC HOUSING OPERATIONS AND PROGRAMS	• Financial management • Governance of PHAs, including board and management practices • Information Resource Center • Asset management • Development methods and capital improvements • Energy Performance Contracts • Housing Choice Vouchers • Physical Needs Assessments • Public Housing Authority (PHA) Repositioning/Regional Planning • Recovery and prevention of at-risk or troubled PHAs, including asset repositioning, program operations, internal controls, financial and governance training, and development assistance • Operating funds and Capital funds grant • Self-Sufficiency Programs • PHA plans • Moving to Work (MTW) • Disaster resilience and green development • Physical inspections • Mixed finance	Departmental TA
	• Recovery of PHAs in HUD Administrative Receivership	PHA Administrative Receivership & Recovery TA

NATIVE AMERICAN HOUSING AND COMMUNITY DEVELOPMENT	• Indian Housing Block Grant (IHBG) • Native Hawaiian Housing Block Grant (NHHBG) • Native American Housing Assistance and Self Determination Act (NAHASDA) • Negotiated Rulemaking Committee and Consultation support • NAHASDA allocation formula administration	NAHASDA TA
SUPPORTIVE HOUSING AND SERVICES	• Violence Against Women Act (VAWA) implementation • HUD-VASH, including VASH data collection and Tribal HUD-VASH • Housing Opportunities for Persons With AIDS (HOPWA) • Section 202 Supportive Housing for the Elderly, including documenting capital needs backlog in the 202 portfolio • Senior Project Rental Assistance Program • Section 811 Supportive Housing for Persons with Disabilities and Section 811 Project Rental Assistance • Homeless Preference in Project-based Section 8 • High-speed Internet access • ConnectHome • Multifamily Housing Service Coordinator and Family Self Sufficiency (FSS) programs • Jobs Plus Initiative • Workforce Innovation and Opportunity Act (WIOA) implementation • Regional mobility programs	Departmental TA
PRESERVATION, TENANT PARTICIPATION, AND CAPACITY BUILDING	• Training for AmeriCorps VISTA members supporting preservation at sites with expiring contracts and tenant/community engagement at Rental Assistance Demonstration sites • Capacity building for tenants of the project, residents of the neighborhood, the local government, and other affected parties in the preservation of affordable rental housing for low-income persons	MAHRA TA
POLICY DEVELOPMENT AND RESEARCH	• Data collection and quality for LIHTC tenants and projects	Departmental TA
FAIR HOUSING, ENERGY AND ENVIRONMENT, AND OTHER CROSS-CUTTING REQUIREMENTS	• Section 3 of the Housing and Urban Development Act of 1968 • Uniform Relocation Act Assistance and Section 104 (d) of the Housing and Community Development Act of 1974 • Departmental priorities • Environmental reviews • Energy efficiency and renewable energy, including	Departmental TA

	the Better Building Challenge, utility benchmarking for assisted properties, and assistance to help federally-assisted properties meet renewable energy targets • Green operations and maintenance • Benchmarking and utility data analysis • Financial management • Activities that assist grantees with implementing new federal rules, regulations, Notices, and program requirements • Knowledge management via HUD Exchange • Smoke-free housing	
	• Affirmatively Furthering Fair Housing	Departmental TA, Fair Housing TA

b. Community Compass Eligible Activities

In order to assist HUD grantees, subrecipients, or other HUD customers, successful applicants may be tasked to deliver TA using any of the following eligible activities or modalities. The eligible activities/modalities described below are subject to any restrictions or limitations imposed by the source of funding. For example, McKinney-Vento TA is subject to the requirements at Section 405 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11361b.) and 24 CFR 578.101, and Multifamily Assisted Housing TA is subject to the requirements of the Multifamily Assisted Housing Reform and Affordability Act (MAHRA) of 1997 (P.L. 105-65), 42 USC 1437f; as amended by H.R. 2684 (Public Law 106-74). As another example, direct TA for PHA Recovery and Sustainability and related activities is to be used for public housing under the United States Housing Act of 1937 (not Section 8).

1. **Needs Assessments.** Needs assessments of customers will determine the nature and scope of technical assistance and capacity building needed. In some instances, self-assessment by the customer or a Field Office assessment may provide a satisfactory basis for determining the scope and scale of technical and capacity building assistance. In other cases, successful applicants will conduct on-site or remote needs assessments to collect information about the capacity gaps of the identified customer. The needs assessment may involve the use of multiple types of information collection and analysis, such as the Consolidated Plan, Public Housing Annual Plan, Indian Housing Plan, Tribal Performance Assessments, Public Housing and Housing Choice Voucher Assessments, Assessment of Fair Housing (AFH), Point-In-Time Counts of the homeless, HMIS data, Continuum of Care application information, HUD monitoring results, energy audits, annual financial audits, funds obligation and expenditures, CPD maps, current and prior uses of MAHRA funds for tenant capacity building, and potentially the proposed Community Development Marketplace project and inventory. Needs assessments may also assist customers with quantifying the impact of affordable housing and community and economic development initiatives and identifying local market conditions so that program resources may be better targeted and leveraged.
2. **Direct TA and Capacity Building Engagements.** Successful applicants may be tasked to work onsite and/or remotely with HUD's customers. An engagement may consist of TA for multiple HUD programs and/or for multiple issue areas or for a single program or issue area. Direct TA includes PHA Recovery and Sustainability and related activities that will proactively address “at risk” areas of performance, and successful applicants may be tasked with assisting HUD or its administrative and judicial receivers in order to build capacity to improve PHA operations and performance long term. Direct TA may also include: Assistance with maximizing the investment of other federal and local

funds in conjunction with HUD funds and peer-to-peer networking, as is currently provided under the National Resource Network model; furthering innovative practices; the operation of one or more virtual help desks; assisting newly-designated MTW PHAs with the transition to MTW; addressing questions and issues raised by HUD's customers; or training for AmeriCorps VISTA members, host sites and owners of properties with Section 8 Project-Based Rental Assistance in strategies for building capacity of tenants of the project, residents of the neighborhood, the local government, and other affected parties in the preservation of affordable rental housing for low-income persons as authorized by MAHRA.

3. **Develop and Maintain Tools and Products.** Tools and products developed will use adult learning principles to assist HUD customers with understanding existing, revised, or new complex program statutes and regulations, as well as the other Federal requirements (e.g., Davis-Bacon wage rates, Section 3, civil rights compliance, environmental justice and environmental standards, and accessibility for persons with disabilities) that often apply to these programs. HUD is increasingly employing virtual training and technical assistance as a cost-effective way to reach diverse audiences and address the constantly changing needs of customers and program requirements. These products might take the form of web-based courses or trainings, videos, interactive tools, and webinars. Tool and product development may also include the creation of templates, desk guides, tool kits, and curricula that improve program management and operations, evaluation, and performance measurement. Where appropriate, HUD program and other Federal requirements, such as affirmatively furthering fair housing, will be integrated into comprehensive products that will serve the technical assistance needs of a broad range of program partners. All products and tools developed will comply with Section 508 accessibility requirements.
4. **Self-Directed and Group Learning.** Self-directed and group learning is intended to increase capacity and close competency gaps of participants by equipping them with the necessary program knowledge and skill sets needed to administer and manage HUD programs. Group learning will incorporate adult learning principles that may include delivery of HUD-approved training courses remotely or in person, online self-directed courses, problem-solving clinics, policy academies, live or pre-recorded webinars, curricula, and peer-to-peer assistance exchanges for customers with similar local market contexts, challenges, opportunities, and community needs. Group learning could include establishing and supporting group learning cohorts and curricula.
5. **Knowledge Management.** Knowledge management includes the development, operation, maintenance, and/or hosting of websites to support the technical assistance, capacity building, and training needs of a diverse set of HUD's urban, rural, and tribal customers. Knowledge management may include integrated learning or curriculum management systems; databases of resources, tools, and information; development of interactive tools to assist with program design and management and learning cohort formation; collecting and providing information on HUD grantees and subgrantees, including awards, expenditures, action plans, environmental reviews, and individual projects and activities; tracking technical assistance engagements with particular recipients or cohorts of recipients, and their effectiveness; and developing new resources.
6. **Data analysis, reporting, and performance measurement.** This activity includes technical assistance and training that helps customers with analyzing data and understanding data trends; using data to inform and revise plans and strategies; using performance measurement and reporting tools; creating data-sharing partnerships and agreements; and collecting and reporting accurate and valid data regarding programs, activities, and beneficiaries.

Under McKinney-Vento National Data Analysis Project, this activity includes:

- Preparation of Volumes 1 and 2 of the Annual Homeless Assessment Report (AHAR) using established research parameters.
- Analysis, management, and reporting of data critical for measuring and meeting HUD's Strategic Objectives related to homelessness and the goals of *Opening Doors: Federal Strategic Plan to End Homelessness*.
- Operation of the HMIS Data Lab, which enables the testing of data collection methods, reporting frameworks, database structure, etc., prior to HUD establishing implementation deadlines and requirements. Conducting these activities prior to publishing deadlines and requirements will maximize the validity of HMIS data collection and reporting, as well as regular and ad hoc data analysis or data calls requested by HUD. The HMIS Data Lab will use actual data collected in a local HMIS, but no identifying data will be submitted to HUD. HUD may use the aggregate data for a variety of purposes, such as understanding the scope and impact of changes to data collection or reporting requirements set by HUD; the level of effort and practicability of implementing the changes for grantees and HMIS administrators; and identifying and prioritizing tools, products, and training modules to assist grantees in implementing required changes. The HMIS Data Lab may also include a component dedicated to distributing reporting modalities, mobile applications for data collection, maintenance and support of reporting tools using data CSV and/or XML, and related products, training modules, and customer support.

7. NAHASDA Allocation Formula Administration and Negotiated Rulemaking and Consultation Support. Support for administration of the Indian Housing Block Grant Allocation Formula and related formula negotiated rulemaking (as authorized under the Negotiated Rulemaking Act (5 U.S.C. 565(c)) as eligible TA activities under NAHASDA TA includes administration of the allocation formula, assistance with formula determinations, census challenges, notification letters, data correction and reports, as well as consultation assistance to the Department for all negotiated rulemaking with Indian tribes and any other required tribal consultation.

2. Changes from Previous NOFA.

- The *Table of Categories, Programs and Topics, and Funding Sources* in Section I.A.1.a. of the NOFA was expanded, including the addition of three categories (Youth Homelessness; Preservation, Tenant Participation, and Capacity Building; and Policy Development and Research).
- Funding amounts are different from the FY2015 NOFA, based on current year Appropriations and available carry-over funding.
- New threshold requirements were added.
- The facsimile transmittal coversheet (HUD-96011) requirement was removed.
- Each applicant is required to include in its one-page summary a list of which entities the applicant addressed in Rating Factor 2.
- Each applicant is required to identify the Programs/Topics in which it has capacity and interest.
- Sample Excel templates are available on Grants.gov for applicants to provide responses to various NOFA sections.
- The Rating Factor information, including what an applicant must provide in its narrative response, is different from the FY2015 NOFA, and the scoring was re-weighted among the three Rating Factors.
- Applicants that **do not** have a code of conduct on file with HUD will need to submit one with their NOFA application.

3. Definitions.

a. **Eligibility Requirements** – Eligibility requirements are those requirements that must be met for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

b. **Threshold Requirement** – Threshold requirements are a category of eligibility requirements. A threshold requirement is a requirement that must be met in order for an application to be reviewed. Threshold requirements are not curable.

Threshold requirements are listed in Section III.C.1 of this Program NOFA.

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

c. **Deficiency** – Deficiencies are not the same as errors. Errors are never curable except as permitted under Section IV.D.4. Deficiencies are items of missing or omitted information within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

d. **Curable Deficiency** – A curable deficiency is a specific type of deficiency that applicants may correct with timely action. To be curable the deficiency must:

- Not be a threshold requirement;
- 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.

e. **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.

f. **Technical Assistance** - Guidance which enables HUD's customers to overcome a lack of specific skills or knowledge of the associated HUD programs and, by doing so, results in the successful performance of and compliance with those programs. Technical assistance is the transfer of skills and knowledge to entities that may need, but do not possess, such skills and knowledge.

g. **Capacity Building** - Assistance which increases the ability of HUD's customers and their partners to organize and independently implement and manage affordable housing, community development, and economic development programs.

h. **Cooperative Agreement** - A legal instrument of financial assistance, as defined in 2 CFR § 200.24, that is used to enter into the same kind of relationship as a grant, but is distinguished from a grant in that it provides for substantial involvement between the federal agency and the recipient in carrying out the activity contemplated by the award and in accordance with 2 CFR Part 200.

i. **Customers** - 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.

j. **Demand-Response System** - The means by which HUD, its customers, and/or its partners identify technical assistance and capacity building needs. HUD prioritizes the identified needs based on Departmental, programmatic, and jurisdictional priorities. Successful applicants are then tasked with responding to identified needs. Successful applicants may not respond to direct requests for technical assistance from HUD customers. HUD is solely responsible for determining the entities to be assisted, the location, and the nature of the assistance to be provided, which must be part of a HUD-approved work plan for each engagement.

k. **Departmental TA** - Cross-Departmental TA funding appropriated through the Research and Technology

account managed by the Office of Policy Development and Research. This funding supports TA across the Department's programs and customers, including, but not limited to, public housing authorities, cities, tribes and tribally designated housing entities (TDHEs), multifamily owners and operators, non-profit organizations receiving HUD funding, and housing counseling agencies.

l. Fair Housing TA - These funds are specifically provided for technical assistance to grantees for compliance and implementation efforts associated with the new Affirmatively Furthering Fair Housing rule.

m. Government Technical Monitor (GTM) - As defined by HUD, the individual designated to provide technical monitoring, advice, and assistance to aid the GTR in the technical direction and evaluation of a successful applicant's performance. The GTM provides programmatic expertise and input to proposed technical assistance work plans, status reports, invoices, and products. In some offices, a POTAC fulfills this role rather than a GTM.

n. Government Technical Representative (GTR) - As defined by HUD, the individual who is responsible for the technical direction and evaluation of a successful applicant's performance. The GTR is responsible for review and approval of work plans, status reports, invoices, and products.

o. Indirect cost - This NOFA adopts the definition of *indirect (facilities and administrative (F&A)) costs* as found at 2 CFR § 200.56.

p. Indirect cost rate proposal - This NOFA adopts the definition of *indirect cost rate proposal* at 2 CFR § 200.57.

q. MAHRA TA: MAHRA TA funding supports TA managed by the Office of Multifamily Housing Programs in the Office of Housing. Beneficiaries of this TA are tenants of the project, residents of the neighborhood, the local government, and other affected parties. Funding is intended to facilitate the participation and capacity building of beneficiaries to participate effectively and proactively in the preservation of affordable housing for low-income persons.

r. McKinney-Vento National Data Analysis Project TA: McKinney-Vento National Data Analysis Project TA provides support to Continuums of Care to achieve the highest level of performance and results for HMIS implementation, as well as for management, operation of software, data collection for the APR, including data utilization, performance measurement, reporting, and research to prevent and end homelessness, including TA activities related to the AHAR.

s. McKinney-Vento TA: McKinney-Vento TA provides support for implementing effective Continuum of Care planning processes for preventing and ending homelessness, improving capacity to prepare collaborative applications, preventing the separation of families in emergency shelter or other housing programs, and adopting best practices in housing and services for persons experiencing homelessness.

t. NAHASDA TA – NAHASDA TA supports TA managed by the Office of Native American Programs in Public and Indian Housing. Beneficiaries of this TA are Indian Housing Block Grant recipients, including tribes and tribally-designated housing entities (TDHEs).

u. PHA Administrative Receivership & Recovery TA - These funds are specifically earmarked to support the recovery of PHAs in administrative or judicial receivership and are an allocation from the Capital Fund Program appropriation. Allowable activities for this funding include assessments, technical assistance, and training to improve the PHA's performance.

v. Program Office Technical Assistance Coordinator (POTAC) - The individual who coordinates TA activities for the programs within an office. The POTAC provides, or designates subject matter experts (SMEs) to provide, technical monitoring, advice, and assistance to aid the GTR in the technical direction and evaluation of a successful applicant's performance. In some offices, a GTM fulfills this role rather than a POTAC.

w. Outcomes - Results achieved or benefits derived from technical assistance or capacity building, such as changes in a customer's management or operation of HUD-funded programs and activities.

x. Outputs - Deliverables such as products and group learning opportunities that are usually quantified by number produced, number delivered, number of attendees, etc. Outputs do not measure a change in a customer's behavior.

B. Authority.

This program is authorized under: Consolidated Appropriations Act, 2016 (Public Law 114-113, approved December 18, 2015), the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4111 et seq.), the Negotiated Rulemaking Act (5 U.S.C. 565(c)), Section 6(j)(3) of the United States Housing Act of 1937 (42 U.S.C. 1437d(j)(3)) and Section 17 and 18 of the Annual Contributions Contract (HUD 53012A 7/95), McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11361b and 42 USC 11408, and Multifamily Assisted Housing Reform and Affordability Act (MAHRA) of 1997 (P.L. 105-65), 42 USC 1437f; as amended by H.R. 2684 (Public Law 106-74).

II. Award Information.

A. Available Funds.

HUD is making available approximately **\$58,000,000** through this NOFA for HUD Community Compass Technical Assistance and Capacity Building Program.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions described in the General Section and to those contained in this NOFA.

HUD estimates awarding the following amounts under the TA funding sources listed below. Applicants must indicate the TA funding source(s) for which they wish to be considered as part of their one-page application summary.

1. Departmental TA: \$25 million

- This includes approximately \$7 million for programs and initiatives under the Office of Community Planning and Development, \$8.55 million for programs and initiatives under the Office of Public and Indian Housing, and \$2.85 million for programs under the Office of Housing. Approximately \$6.6 million will be used for cross-program requirements, programs, and initiatives.

2. McKinney-Vento TA: \$10 million

3. McKinney-Vento National Data Analysis Project (formerly HMIS TA): \$7 million

4. Youth Homelessness TA: Up to \$5 million

5. MAHRA TA: \$3 million

6. Public Housing Administrative Receivership and Recovery (PHA Recovery): \$2 million

7. Native American Housing Assistance and Self Determination Act (NAHASDA) TA: \$5.5 million, including:

- A minimum of \$3.5 million for national or regional organizations representing Native American housing interests, including \$2 million for a national organization as authorized under section 703 of NAHASDA
- \$2 million open to all other eligible applicants
- Funding for training and technical assistance for the Native Hawaiian Housing Block Grant recipient and its subrecipients, as may become available

8. Fair Housing TA: \$500,000

These funds are made available under the Consolidated Appropriations Act, 2016 (Public Law 114-113, approved December 18, 2015) and from technical assistance carryover funds provided in annual

appropriations between 2006 and 2015 (Public Laws 109-115; 110-5; 110-161; 111-8; 111-117; 112-10; 112-55; 113-6; 113-235, 113-76, and 113-235).

While HUD intends to announce all awards at the same time, HUD may elect to separately announce all awards within one or more funding sources. In the event that HUD does stagger award announcement by funding source, selected applicants will receive multiple notifications instead of a single notification. Until all awards are announced, HUD must adhere to requirements set forth in the HUD Reform Act.

B. Number of Awards.

HUD expects to make approximately 20 awards from the funds available under this NOFA. This figure may change based on the total funding available.

C. Minimum/Maximum Award Information.

The maximum award amount is an estimate based on the amount of funding available and the expected number of awards. Applicants should determine their funding request based on the criteria described in IV.B. "Content and Form of Application Submission."

Estimated Total Funding:	\$58,000,000
Minimum Award Amount:	\$250,000 Per Project Period
Maximum Award Amount:	\$20,000,000 Per Project Period

D. Period of Performance.

Projects may be assigned by HUD on a demand-response basis throughout the term of the cooperative agreement.

Estimated Project Start Date:	11/01/2016
Estimated Project End Date:	10/31/2019
Length of Project Periods:	Other
Length of Project Periods	Multiple assignments within the three-year term of the cooperative
Explanation of Other:	agreement.

E. Type of Funding Instrument.

Funding Instrument Type: Cooperative Agreement

HUD will have significant involvement in the management of the cooperative agreement throughout the period of performance of the award. This means that HUD will identify capacity building and technical assistance needs; assign tasks and the method of providing technical assistance; and review and approve proposed work plans, products, reports, vouchers, and other items related to administration of the cooperative agreement. HUD will assign work to successful applicants on a demand-response basis.

III. Eligibility Information.

A. Eligible Applicants.

- State governments
- County governments
- City or township governments
- Special district governments
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)

Public housing authorities/Indian housing authorities
Native American tribal organizations (other than Federally recognized tribal governments)
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
Private institutions of higher education
For profit organizations other than small businesses
Small businesses
Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

In addition to the list above, eligible applicants include:

- NAHASDA-eligible Indian tribes as defined at Section 4(13) of NAHASDA; tribally designated housing entities (TDHEs) as defined at Section 4(22) of the NAHASDA; and national or regional organizations representing Native American housing interests
- Metropolitan Planning Organizations (MPOs), Councils of Government (COGs), or other regional planning entities
- For MAHRA TA, tenant groups as defined at Section 514 of the MAHRA

See section V.B. "Rules that affect applicants' eligibility to receive an award" of the FY2016 General Section for more information on eligibility.

HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) (www.sam.gov) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

See also Section IV.B for necessary form and content information.

B. Cost Sharing or Matching.

This Program does not require an applicant to leverage resources through cost sharing or matching.

C. Other.

All applicants must comply with the following requirements, which may determine whether your application is reviewed or make your application ineligible for funding. Eligibility criteria for this competition include:

- Organizations that submit an application under this NOFA are prohibited from being a subcontractor or consultant on any other application under this NOFA. However, subcontractors and consultants may be included in multiple applications, as long as they themselves do not submit an application. Applicants that are included as a subcontractor or consultant on another application will be considered ineligible to receive an award.
- The minimum score for an application to be considered for funding is 75 except when HUD determines that no eligible applicants for a funding source scored at least 75 points. In that case, HUD may award funds to an applicant scoring below 75 points.

- Awardees tasked to provide technical assistance to HOME grantees or CHDOs must have at least 1 staff, subcontractor, or consultant that is a Certified HOME Program Specialist who passed the Regulations Training exam with a score of 80 or higher and who has at least five years of demonstrated experience administering a HOME program, including finance and underwriting, or providing direct TA on HOME regulations. Applicants must include the name(s) of the Certified HOME Program specialist in the staff qualifications and/or sub-contractor/consultant list.
- Awardees tasked to provide technical assistance to PHAs must have at least 1 staff, subcontractor, or consultant that has at least five years of demonstrated Public Housing programs experience, including agency operations, voucher programs, property management operations, and capital investment programs including capital improvements and various methods of housing development. In addition, awardees tasked to provide technical assistance to PHAs must have at least 1 staff, subcontractor, or consultant that has at least two years of demonstrated finance and underwriting experience as related to RAD conversions.
- Under the McKinney-Vento National Data Analysis Project, awardees may be tasked with the operation of the HMIS Data Lab. To ensure the highest level of confidence in the validity of the data and value of the analysis, the HMIS Data Lab will utilize data from a local HMIS where the participation level is at least 95 percent of the housing and service providers in the Continuum of Care (CoC), excluding victim service providers as defined by the Violence Against Women Act. Additionally, in order to mitigate concerns regarding conflicts of interest, successful applicants assigned to operate the HMIS Data Lab must enter into an agreement with HUD stating they will not market or otherwise sell or license the HMIS software outside of their CoC or HMIS implementation area.

1. Threshold Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated. See also Section I.A.3 Definitions.

a. Timely Submission of Applications – Applications submitted after the deadline stated within this NOFA and that do not meet the requirements of the grace period policy will be marked late. Late applications are deemed ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D.

b. Civil Rights Matters – Outstanding civil rights matters must be resolved prior to the application deadline.

(1) Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (a) – (e) that have not been resolved to HUD’s satisfaction before or on the application deadline date are ineligible for funding.

(a) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;

(b) Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance pursuant to 42 U.S.C. 3614(a);

(c) Status as a defendant in any other lawsuit filed or joined by the Department of Justice alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, Title II of the Americans with Disabilities Act, or a claim under the False Claims Act related to fair housing, nondiscrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(d) Receipt of a letter of findings identifying systemic noncompliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or Title II of the Americans with Disabilities Act; or

(e) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

(2) HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date are sufficient to resolve the matter. Examples of actions that may be considered sufficient to resolve the matter include, but are not limited to:

- (a) Current compliance with a voluntary compliance agreement signed by all the parties;
- (b) Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- (c) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;
- (d) Current compliance with a consent order or consent decree; or
- (e) Current compliance with a final judicial ruling or administrative ruling or decision.

c. Applications from applicants that do not meet the eligible applicant criteria described in Section III.A.

Eligible Applicants will not meet threshold and will not be reviewed by the panel.

d. Any applicant whose organization and/or staff are listed as subcontractors or consultants on another application will not be eligible for an award. The application will not pass threshold and will not be reviewed by the panel.

e. Any applicant that does not submit a narrative response to each of the three Rating Factors will not be eligible for an award. The application will not pass threshold and will not be reviewed by the panel.

2. Statutory and Regulatory Requirements.

a. Compliance with Nondiscrimination and Related Requirements.

b. HUD Agency Wide or Federal Government Wide Requirements.

(1) Outstanding Delinquent Federal Debts – It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

- (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
- (b) Other arrangements satisfactory to HUD are made prior to the award of funds by HUD. If satisfactory arrangements cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the applicant, and instead offer the award to the next eligible applicant. HUD may act earlier than the above stated 90 days to ensure, in HUD's determination, that the funds can be obligated in a timely manner. Applicants selected for funding, or awarded funds, must report any changes in status of current agreements covering federal debt. HUD may withhold funding, terminate an award, or seek other remedies from a grantee if a previously agreed-upon payment schedule has not been followed or a new agreement with the federal agency to which the debt is owed has not been signed.

(2) Pre-Award Accounting System Survey – HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards. HUD may arrange for a pre-award survey of any such financial management system for applicants selected for award who have not previously received federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets federal financial management standards, or for applicants considered high risk based upon past performance or financial management findings.

(3) Debarments and/or Suspensions – In accordance with 2 CFR part 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

(4) False Statements – A false statement in an application is grounds for denial or termination of an award and possible punishment, as provided in 18 U.S.C. 1001.

(5) Do Not Pay Website Review – As part of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012, in making funding determinations HUD will look up applicant information on the Federal website <http://www.donotpay.treas.gov/>. The Do Not Pay Portal is intended to prevent improper payments and can be used by HUD to ensure that applicants that receive funding do not owe funds to the federal government; are not on the Excluded Parties List System (EPLS); the List of Excluded Individuals/Entities List (LEIE); the Social Security Administration (SSA) Death Master File (DMF); or other federal databases that would provide adverse information regarding the applicant. HUD reserves the right to:

(a) Deny funding, or in the case of a renewal or continuing award, consider suspension or termination of an award immediately for cause,

(b) Require the removal of any key individual from association with management or implementation of the award, and

(c) Make appropriate provisions or revisions with respect to the method of payment or financial reporting requirements.

(6) Conducting Business in Accordance with Ethical Standards/Code of Conduct – Applicants are required to develop and maintain a written code of conduct in accordance with 2 CFR 200.112 and 200.318. Codes of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, or agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards.

Pursuant to applicable Federal and HUD regulations, applicants must disclose in writing any potential conflict of interest and all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

Before entering into an agreement with HUD, applicants selected to receive funding under a Program NOFA must submit an up-to-date copy of their code of conduct. Applicants with codes already on file with HUD do not need to resubmit a new code unless the information on file has changed. New or updated submissions must be dated and signed by the Executive Director, or Chair, or equivalent official, of the governing body of the organization. Applicants must also describe the methods to be used to ensure that all officers, employees, and agents are aware of and have agreed to adhere to the code of conduct.

(7) Conflict of Interest of Consultants or Technical Experts Assisting HUD – Consultants and technical experts who assist HUD in rating and ranking applications for funding under published FY 2016 Program NOFAs are subject to 18 U.S.C. 208, the federal criminal conflict-of-interest statute, and the Standards of Ethical Conduct for Employees of the Executive Branch regulation published at 5 CFR part 2635. As a result, consultants and technical experts who have assisted or plan to assist applicants with preparing applications for FY 2016 Program NOFAs may not serve on a selection panel and may not serve as a technical advisor to HUD. Anyone involved in rating and ranking FY 2016 Program NOFA applications, including departmental staff, experts and consultants must avoid conflicts of interest or the appearance of such conflicts. These individuals must also disclose to HUD's Office of General Counsel Ethics Law Division the following information, if applicable:

(a) How the selection or non-selection of any applicant under a FY 2016 Program NOFA will affect the individual's financial interests, as provided in 18 U.S.C. 208, or

(b) How the application process involves a party with whom the individual has a covered relationship under 5 CFR 2635.502.

The consultant or technical expert assisting HUD must disclose this information before participating in any matter regarding an FY 2016 program NOFA. Applicants with questions regarding these provisions or concerning a conflict of interest, please call the Office of General Counsel, Ethics Law Division, at (202)

708-3815 (this is not a toll-free number). The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at 1-800-877-8339.

(8) Prohibition Against Lobbying Activities – Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. In addition, applicants must disclose, using Standard Form LLL (SFLLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts. Federally-recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement. Applicants must submit the SFLLL if they have used or intend to use non-federal funds for lobbying activities.

(9) Consistency with the Consolidated Plan and Analysis of Impediments (AI)/Assessment of Fair Housing – Certain competitive Programs require applications to contain a certification of consistency with a HUD-approved Consolidated Plan. This certification means that the proposed activities are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. The Consolidated Plan also includes the jurisdiction's certification to affirmatively further fair housing which means, among other requirements, that the jurisdiction has conducted an AI/Assessment of Fair Housing. If a program NOFA requires a certification of consistency with the Consolidated Plan and you fail to provide the certification, and you do not cure the omission as a technical deficiency, HUD will not fund the application.

Under HUD's regulations at 24 CFR 91.2(d), an applicant's PHA Plan must include a certification by the appropriate state or local official that the PHA Plan is consistent with the applicable Consolidated Plan for the jurisdiction in which the PHA is located and must describe the manner in which the applicable contents of the PHA Plan are consistent with the Consolidated Plan. To the extent that a proposal funded under this NOFA is addressed or should be addressed in the PHA Plan, it must be certified to be consistent with the Consolidated Plan.

3. Program Specific Requirements.

Successful applicants must also follow all program requirements listed below:

- Applicants must be in compliance with all applicable fair housing and civil rights laws.
- Successful applicants will affirmatively further fair housing through activities as may be directed by HUD under the demand-response system.
- Successful applicants will be deployed as HUD deems necessary across the country.
- HUD may task two or more successful applicants to collaborate as a team in providing technical assistance or performing other eligible activities included in this NOFA. HUD may select an applicant to conduct overall coordination for the TA providers.
- Successful applicants must comply with all applicable program statutes, regulations, policies, and award provisions.
- Successful applicants may be required to provide information on the results, impacts, and outcomes of their capacity building and TA activities.
- Successful applicants must operate within the structure of the "demand-response system." (See Section I.A.3 **Definitions** for a definition of demand-response system.) Under the demand-response system, TA providers are required to:
 - Promptly respond to assignments or requests from the POTAC/GTM or GTR.

- Coordinate TA plans and activities with other TA providers that have additional expertise or skills or that have assisted or are providing assistance to HUD customers in the same jurisdiction or geographic area using other technical assistance funds. The coordination may include conference calls, virtual meetings, and/or in-person meetings.
- Attend and/or conduct joint training sessions, workshops, or conferences with other TA providers, as may be requested by the POTAC/GTM or GTR.
- Conduct work only when tasked or assigned by HUD (POTAC/GTM, GTR, or Cooperative Agreement Officer or designee).
- Provide TA plans, requests for reimbursement, performance reports, deliverables, and trainings in formats prescribed by HUD.
- Selected applicants must participate in the negotiation process, as allowed by the General Section, which includes wage rate review and approval, subcontract review and approval, and completion of the Administrative and Financial (A&F) process.
- Selected applicants must obtain access to relevant HUD systems and other HUD tools in order to assist in the management of the award requirements.
- Costs are paid by HUD on a monthly reimbursement basis. Advance payments are not permitted.

4. Criteria for Beneficiaries.

IV. Application and Submission Information.

A. Obtaining an Application Package

An electronic copy of the Application Package and Application Instructions for this NOFA can be downloaded from Grants.gov at <http://www.grants.gov/applicants/apply-for-grants.html>. Except for Continuum of Care applications, or unless an applicant received a waiver for good cause, all applications must be submitted electronically via Grants.gov. The Continuum of Care application is submitted through HUD's e-snaps system.

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 the applicant's business offices are located. Applicants that cannot submit their applications electronically and must seek a waiver of the electronic grant submission requirements must submit a waiver request so that the request is received at least 15 days before the application deadline. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Lauren Deigh

Email: communitycompass@hud.gov

Technical Assistance Division

Community Planning and Development

Department of Housing & Urban Development

451 7th Street SW, Room 7218

Washington, DC 20410, DC 20410

www.hud.gov

B. Content and Form of Application Submission.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA Number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Funding Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. Applications will only be considered for the competition

indicated in box 11, 12, and 13 on the SF-424 submitted in the application.

1. Content

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Standard Form 424 (SF-424 Application for Federal Assistance)		The funding request amount must be the same as the funding request amount included in the one-page summary. Applicants should determine their funding request amount based on the number of available personnel, the range and quality of their skills and knowledge, and the applicant's ability to successfully execute multiple assignments from HUD simultaneously over a three-year period. The total federal funding requested in box 18.a of Form SF-424 will serve as a maximum level of funding that HUD can award to the applicant.
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 will provide instructions to grantees on how the form is to be submitted.
Disclosure of Lobbying Activities (SF-LLL), if applicable. <i>Please note: Tribes applying for funding under this NOFA are not required to submit this information.</i>		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.
Faith-Based EEO Survey (SF424 Supplement, Survey on Ensuring Equal Opportunities for Applicants), if	Applicants applying electronically may submit the survey with the application as part of an appendix or as a separate document. Hard copy submissions should include the	Non-profit private organizations, not including private universities, are encouraged to submit the survey with their applications. Submission of the survey is voluntary.

applicable	survey in a separate envelope.	
Code of Conduct	Applicants are required to develop and maintain a written code of conduct in accordance with 2 CFR 200.112 and 200.318.	Applicants with codes of conduct already on file with HUD do not need to resubmit a new code unless the information on file has changed. To determine whether HUD has an applicant's code of conduct on file, the applicant should go to the following website: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct . If the applicant is not listed on that website, the applicant must include its code of conduct with its NOFA application as an attachment labeled "Code of Conduct." If the applicant is listed on that website but its code of conduct has changed since it was last submitted to HUD, the applicant must include its most up-to-date code of conduct as an attachment. If the applicant is listed on that website and its code of conduct has not changed since it was last submitted to HUD, the applicant does not need to include its code of conduct with its NOFA application. Please see Section III.C.2.b. <i>HUD Agency Wide or Federal Government Wide Requirements</i> of this NOFA for more information about the requirements of an applicant's code of conduct.
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.

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

a. **One-page application summary, submitted in .xls or .xlsx format.** A sample Excel template is available on Grants.gov as part of the application package. While the application summary will not be scored, it is a submission requirement. The summary must include the following information:

1. **The amount of funding the applicant is requesting under this NOFA.** The request should be stated in whole dollar amount. The amount must be the same as the amount included on the Form SF-424. When the amounts do not match, the amount listed on the SF-424 will be used as the requested amount. Applicants should determine their funding request amount based on the number of available personnel, the range and quality of their skills and knowledge, and the applicant's ability to

successfully execute multiple assignments from HUD simultaneously over a three-year period. The total federal funding requested in box 18.a of Form SF-424 will serve as the maximum level of funding that HUD can award to the applicant.

2. The TA funding source(s) for which the applicant wishes to be considered. Funding sources include: Departmental TA, McKinney-Vento TA, McKinney-Vento National Data Analysis Project, MAHRA TA, Public Housing Administrative Receivership and Recovery, NAHASDA TA, and Fair Housing TA. This information will not be used for scoring, but it will help HUD in determining the preferences of applicants and may inform award decisions. Please note that applicants are not guaranteed to receive funds under the funding source for which they have indicated a preference. All Community Compass NOFA applicants may be awarded funding from any of the funding sources included in this NOFA, if they meet the minimum score to be considered for funding and all eligibility requirements. Applicants are to submit only one application, regardless of the number of funding sources identified in the one-page application summary.

3. Whether or not the applicant organization is designated as any of the following:

- a disadvantaged business (e.g., 8(a) business)
- a small business as defined by the U.S. Small Business Administration
- a national or regional organization representing Native American housing interests

4. The entity(s) addressed in the applicant's Rating Factor 2 narrative (i.e., City, Continuum of Care, PHA, and/or Tribal Housing Department).

b. Chart indicating capacity and interest in working within each Program/Topic listed in the chart titled *Table of Categories, Programs and Topics, and Funding Sources* in Section I.A.1.a of this NOFA, submitted as .xls or .xlsx. A sample Excel template is available on Grants.gov as part of the application package. This information will not be used for scoring, but it may inform award decisions. Please note that, if an applicant receives an award, the applicant is not guaranteed to receive assignments related to each of the Programs or Topics in which the applicant expressed capacity or interest. Assignments to successful applicants will be determined by HUD based on need, expertise, and availability. The chart does not count toward the 50-page limit for the narrative response to the Rating Factors.

c. Narrative response addressing Rating Factors 1-3, submitted as .pdf, .doc, or .docx format. See required information for Rating Factors in Section V. A. ***Review Criteria***. As detailed under Section III.C.1. ***Threshold Requirements***, any applicant that does not submit a narrative response addressing each of the three Rating Factors will not be eligible for an award, and the application will not be reviewed by the panel.

d. Two (2) Letters of Reference, submitted as .pdf. See Rating Factor 1, Section 1.B.iii ***Letters of Reference*** for more information on this requirement. Letters must be on letterhead from the organization, signed by the head of the organization or his or her designee (i.e., Executive Director, Department Director, CEO, etc.), dated after the NOFA is published, and no longer than 2 pages. Letters do not count toward the 50-page limit for the narrative response to the Rating Factors.

e. List of applicant's staff and their qualifications, including any applicable certifications, submitted as .xls or .xlsx. A sample Excel template is available on Grants.gov as part of the application package. This list will be used to support the information provided in Rating Factor 1, and it will be used to inform award decisions. In addition to the list of staff and their qualifications, applicants must include the name(s) of any HOME Program Regulations – Certified Specialist staff that have passed the Regulations Training exam with a score of 80 or higher and that have at least 5 years of experience in administering a HOME program, including finance and underwriting, or providing direct TA on HOME regulations. Applicants must also identify staff that have passed other Administration and Rental Housing Compliance certification courses. This list does not count toward the 50-page limit for the narrative response to the Rating Factors.

f. List of subcontractor firms and consultants, and any applicable certifications and qualifications, submitted as .xls or .xlsx. A sample Excel template is available on Grants.gov as part of the application package. Applicants must include a list of all subcontractors (firm names only) and consultants with whom the applicant has entered into an agreement to participate in an award under this NOFA with a brief qualifications statement for each subcontractor firm and consultant. If the applicant does not have an agreement with any subcontractors or consultants, indicate None on the list.

This list will be used to support the information provided in Rating Factor 1, and it may be used to inform award decisions.

HUD encourages applicants that wish to be considered for McKinney-Vento TA funding to consider including organizations serving youth and/or organizations serving victims of domestic violence as subcontractors or consultants.

HUD encourages applicants that wish to be considered for NAHASDA TA funding to consider including organizations serving Native youth and/or organizations with established Native youth suicide prevention programs as subcontractors or consultants.

Applicants must list Certified HOME Program Specialist subcontractors or consultants that have passed the Regulations Training exam with a score of 80 or higher and that have at least 5 years of experience in administering a HOME program, including finance and underwriting, or providing direct TA on HOME regulations. Applicants must also identify subcontractors and consultants that have passed other Administration and Rental Housing Compliance certification courses. This list does not count toward the 50-page limit for the narrative response to the Rating Factors.

g. Indirect Cost Rate attachment. If the applicant has never had an indirect cost rate and wishes to use the *de minimis* rate, its application must include an attachment labeled "Indirect Costs" that clearly states the applicant intends to use the *de minimis* 10% of MTDC. If the applicant has a negotiated indirect cost rate, its application must include an attachment labeled "Indirect Costs" that clearly states the approved rate and distribution base and a letter or other documentation from the cognizant agency showing the approved rate.

h. Code of Conduct attachment. Applicants are required to develop and maintain a written code of conduct in accordance with 2 CFR 200.112 and 200.318. Applicants with codes of conduct already on file with HUD do not need to resubmit a new code unless the information on file has changed. To determine whether HUD has an applicant's code of conduct on file, the applicant should go to the following website: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct. If the applicant is not listed on that website, the applicant must include its code of conduct with its NOFA application as an attachment labeled "Code of Conduct." If the applicant is listed on that website but its code of conduct has changed since it was last submitted to HUD, the applicant must include its most up-to-date code of conduct as an attachment. If the applicant is listed on that website and its code of conduct has not changed since it was last submitted to HUD, the applicant does not need to include its code of conduct with its NOFA application. Please see Section III.C.2.b. **HUD Agency Wide or Federal Government Wide Requirements** of this NOFA for more information about the requirements of an applicant's code of conduct.

Please note: The following sample Excel templates are available on Grants.gov as part of the application package:

1. *One-page application summary*
2. *Chart indicating capacity and interest in working with each Program/Topic listed in the chart titled "Table of Categories, Programs and Topics, and Funding Sources"*
3. *List of applicant's staff and their qualifications*
4. *List of subcontractor firms and consultants and any applicable certifications and qualifications*

A complete submission will consist of the application signed by an authorized official of the applicant and contain all relevant sections of the application as described in this NOFA.

2. Format and Form.

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

1. **Page Limitation, Font Size and Format for Naming Files.** Narratives addressing Factors 1-3 must be no more than 50 pages in length on 8.5 by 11 inch paper, using a 12-point font with at least 0.5 inch margins. HUD will not review more than 50 pages total for all rating factors; any information in the narrative response beyond page 50 will not be reviewed and thus will not count towards the applicant's total score. This page limit excludes the one-page application summary, letters of reference, the spreadsheet identifying the applicant's subcontractors and consultants, the spreadsheet identifying the applicant's staff and their qualifications, the spreadsheet identifying the applicant's capacity and interest, and all other required HUD forms.
2. **Clarity and Organization.** HUD will consider the degree to which the narrative response to the rating factors is clear, concise, well organized, and free of grammatical errors. Applications must clearly label responses by the rating factor to which they pertain.
3. **Prohibition on Materials Not Specifically Requested.** Applicants should not submit materials other than what is specifically requested by HUD in this NOFA, including resumes, graphs, or photographs. Reviewers will not consider resumes, photos, or any other documents attached to the application that were not specifically requested by HUD. Reviewers will consider the two (2) letters of reference as described in Rating Factor 1, Section 1.B.iii. *Letters of Reference*.
4. **Applicants must submit only one application in response to this NOFA.** If an applicant submits multiple applications, HUD will only review the last timely application received.

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

1. SAM Registration Requirement.

Applicants must be registered with SAM before submitting their application. In addition, applicants must continue to maintain an active SAM registration with current information at all times during which 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 in their application. DUNS numbers may be obtained for free at <http://fedgov.dnb.com/webform>.

D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **07/19/2016**. 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 or you are applying for the Continuum of Care program. The Continuum of Care application is submitted through HUD's e-snaps system. Instructions for submitting your application to Grants.gov are contained within the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Your application must be both **received and validated** by Grants.gov. Your application is "received" when Grants.gov provides you a confirmation of receipt and an application tracking number. **If you do not see this confirmation and tracking number, your application has not been received.**

After your application has been received, your application still must be validated by Grants.gov. During this

process, your application may be “validated” or “rejected with errors.” To know whether your application was rejected with errors and the reason(s) why, you must log into Grants.gov, select “Applicants” from the top navigation, and select “Track my application” from the drop-down list. If the status is “rejected with errors,” you have the option to correct the error(s) and resubmit your application before the Grace Period ends. **If your application was “rejected with errors” and you do not correct these errors, Grants.gov will not send your application to HUD, and HUD will not review your application.** If your status is “validated” your application will be forwarded to HUD by Grants.gov.

1. Amending or Resubmitting an Application.

Before the submission deadline, applicants who choose to amend an application that has been validated by Grants.gov may resubmit a revised application containing the new or changed material. The resubmitted application must be received by the applicable deadline.

2. Grace Period for Grants.gov Submissions.

If an application is received by Grants.gov before the deadline, but is rejected with errors, applicants have a grace period of 24 hours beyond the application deadline to submit a corrected application that is received and validated by Grants.gov. Any application submitted during the grace period that does not meet the criteria above will not be considered for funding. There is no grace period for paper applications.

3. Late Applications.

An application received after the Program NOFA deadline date that does not meet the requirements of the grace period policy will be marked late, and will not be considered for funding.

4. Corrections to Deficient Applications.

Except as provided by the electronic submission grace period described in this notice, HUD may not consider any unsolicited information that applicants may want to provide after the application deadline. (Refer to 24 CFR part 4, subpart B.) In addition, HUD may not seek clarification of items or responses that improve the substantive quality of an applicant’s response to any rating factors or which correct deficiencies which are in whole or part of a rating factor, including items that impact bonus points. HUD may contact the applicant to clarify other items in its application. In order not to unreasonably exclude applications from being rated and ranked in situations where there are curable deficiencies, HUD will notify applicants of each technical deficiency and will do so on a uniform basis.

If HUD finds a curable deficiency in an application, HUD will notify the applicant by email describing the clarification or technical deficiency. HUD will send an email to the person designated in item 8F of the SF424 and to the person listed as the authorized representative in item 21 of the SF424. Both email notifications will be sent from HUD with confirmation of delivery receipt requested. The email notifications will be the official notification of the need to cure a technical deficiency. It is the responsibility of applicants to provide accurate email addresses for receipt of these notifications and to monitor their email accounts to determine whether a cure letter has been received. The applicant must carefully review the request for cure of a technical deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Clarifications or corrections of technical deficiencies must be received by HUD within the time limits specified in the notification. In no case shall the time allowed to correct deficiencies exceed 14 calendar days or be less than 48 hours from the date of the email notification. The start of the cure period will be the date stamp on the email HUD sends to the applicant. If the deficiency cure deadline date falls on a Saturday, Sunday, federal holiday, or other day when HUD’s Headquarters offices in Washington, DC, are closed, then the applicant’s correction must be received on the next day that is not a Saturday, Sunday, or federal holiday, or other day when the HUD’s Headquarters offices in Washington, DC, are closed.

Curable deficiency items must be submitted via email addressed to ApplicationSupport@hud.gov. When submitting technical deficiency cure items you must enter “Technical Cure” plus the Grants.gov application tracking number in the subject line of the email (e.g., Subject: Technical Cure - GRANT123456). If this information is not included, HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

Corrections to a paper application should 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 that contains the wrong DUNS number as having a technical 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.

E. Intergovernmental Review.

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

F. Funding Restrictions.

1. An organization may not provide technical assistance or capacity building to itself. An organization may not provide assistance to another organization with which it contracts or sub-awards funds to carry out activities under the TA award.
2. No fee or profit may be paid to any recipient or contractor of an award under the Community Compass program. HUD will determine whether the salary rates are reasonable and customary for the skill set provided and the area(s) being served.
3. HUD has established a \$250,000 minimum funding amount for successful applicants.
4. Additional restrictions are described at 2 CFR Part 200. Other restrictions may apply to the use of funds under a specific funding source.

Indirect Cost Rate

Indirect Cost Rate: No restrictions, applicants may use their negotiated rate or the *de Minimis* rate (10% of Modified Total Direct Costs).

G. Other Submission Requirements.

1. Discrepancies between the NOFA on Grants.gov and Other Documents.

The Program NOFA posted at the Grants.gov website is the official document HUD uses to solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on Grants.gov and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at www.Grants.gov prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the Program NOFA. HUD will post any corrections or changes to a Program NOFA on the Grants.gov website. Applicants who enroll an email address at the application download page will receive an e-mail alert from Grants.gov in the event the opportunity is changed.

2. Application Certifications and Assurances.

Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined that the signatory to the application submission knowingly made a false certification or

assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

3. Lead Based Paint Requirements

Not Applicable

4. Indirect Cost Rate (ICR)

If you are a governmental organization or agency that receives more than \$35 million in federal funding, you are required to request an Indirect Cost Rate from your cognizant agency (2 CFR 200 Appendix VII). If you have not requested an indirect cost rate or have not received a negotiated indirect cost rate, you may not claim indirect costs until you receive a negotiated rate.

Non-governmental organizations: If your organization has never had an indirect cost rate and wishes to use the *de minimis* rate, your application must include an attachment labeled "Indirect Costs" that clearly states you intend to use the *de minimis* 10% of MTDC. If you have a negotiated indirect cost rate, your application must include an attachment labeled "Indirect Costs" that clearly states the approved rate and distribution base and a letter or other documentation from the cognizant agency showing the approved rate.

Governmental organizations: If your organization has a negotiated indirect cost rate, your application must include an attachment labeled "Indirect Costs" that lists the negotiated rate and a letter or other documentation from the cognizant agency showing the negotiated rate. If your organization has prepared and maintains an indirect cost rate proposal and documentation but has not negotiated the rate with your cognizant agency, your application must include an attachment labeled "Indirect Costs" that lists the proposed indirect cost rate and applicable distribution base. State and local government departments that have never negotiated indirect cost rates with the Federal government and receive less than \$35 million in direct Federal funding per year may use the 10% *de minimis* indirect cost rate, and must keep the documentation of this decision on file. Federally recognized Indian tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% *de minimis* rate and must keep the documentation of this decision on file.

V. Application Review Information.

A. Review Criteria.

1. Rating Factors

The maximum number of points that can be awarded to any application is 100. The minimum score for an application to be considered for funding is 75, except when HUD determines that no eligible applicants for a funding source scored at least 75 points. The program is not subject to bonus points.

Please note that HUD's use of the term “applicant” in the rating factors refers to the applicant’s full team, including staff, subcontractors, and consultants. In order for a subcontractor or consultant to qualify as a member of the applicant’s team, the applicant must have an agreement with the subcontractor or consultant in place at the time of application submission.

The chart below provides a breakdown of the scoring for Rating Factors 1-3, for a total of 100 points.

FY2016 Community Compass NOFA

RATING FACTOR 1: Capacity of Applicant		Points
A	Experience and Expertise in TA Programs and Topics	21
B	Past Performance	21
	<i>Eligible Activities (List)</i>	3
	<i>Recent TA Engagements</i>	9
	<i>Letters of Reference</i>	4
	<i>Performance Evaluation</i>	5
C	Award Management	13
	TOTAL	55
RATING FACTOR 2: Soundness of Approach		Points
A	Applicant's demonstrated understanding of capacity issues facing entity/entities	10
B	TA approach applicant describes to address capacity issues facing entity/entities	12
C	Addressing multiple entities	3
	TOTAL	25
RATING FACTOR 3: Achieving Results		Points
A	Intended results of TA approach and sustainability over time	8
B	Tracking performance and results	6
C	Problem-solving to achieve results	6
	TOTAL	20
		100

Rating Factor 1: Capacity of the Applicant

Maximum Points: 55

Rating Factor 1 includes three sub-factors:

1. **Experience and Expertise in TA Programs and Topics** (21 points)
2. **Past Performance** (21 points)
 1. Eligible Activities (3 points)
 2. Recent TA Engagements (9 points)
 3. Letters of Reference (4 points)

4. Performance Evaluation (5 points)
3. **Award Management** (13 points)

1.A. Experience and Expertise in TA Programs and Topics (21 points)

For this sub-factor, applicants should refer to the *Table of Categories, Programs and Topics, and Funding Sources* in Section I.A.1.a. of this NOFA. This sub-factor evaluates an applicant's experience and expertise in the categories, programs, and topics in which HUD expects to focus its TA. Applicants must choose one or more of the categories and describe their **experience and expertise** in at least one of the programs and topics listed in that category. While applicants are only required to describe their experience and expertise for one category and one program or topic, applicants that address more than one category, or more than one program or topic within a category, will receive more points (see the Scoring description below, with an exception for applicants only seeking NAHASDA funding). Applicants should describe their experience and expertise in all of the categories, programs, and topics for which they have relevant experience and expertise. Please note that applicants must describe experience and expertise relevant to a program or topic that is listed. A description of experience and expertise that relates only to the category broadly will not receive points. 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. Applicants that wish to be considered for MAHRA funding must describe their experience and expertise in program(s) or topic(s) listed in the *Preservation, Tenant Participation, and Capacity Building* category. Applicants that wish to be considered for NAHASDA funding must describe their experience and expertise in program(s) or topic(s) listed in the *Native American Housing and Community Development* category.

Applicants must provide the following in their response:

A clear description of their experience **and** expertise, as defined below:

- **Experience** is defined as working directly with a program or topic area, as a TA provider, consultant, practitioner, administrator, evaluator, or in another role in which the applicant (staff, subcontractor, or consultant team members) assisted the customer to, or worked directly to, develop, implement, advise, analyze, evaluate, or oversee the program or topic area. This experience includes developing products, tools, curricula, websites, or other resources for a particular program or policy area. **To demonstrate experience, applicants must clearly identify how the experience was gained, including the capacity in which the experience was gained (e.g., as a TA provider, program administrator, evaluator, etc.); the time period during which the experience was gained; the responsibilities held and/or activities performed; and the major accomplishments and outcomes achieved.**
- **Expertise** is defined as substantive content knowledge of a program or policy area and understanding of the program rules and regulations, current challenges, and best practices for implementation of the program or policy, and changes over time in the program or policy area which would affect how HUD's customers use or implement the program or policy. **To demonstrate expertise, applicants' responses should demonstrate their understanding of program rules, policies, requirements, or challenges, and describe relevant training, qualifications, and special certifications (e.g., certified HOME Program Specialist).**
- The information contained in this section of the applicant's narrative response should be supported by the information detailed in the list of subcontractor firms and consultants and the list of applicant's staff. The applicant may reference information included in its list of subcontractors and its list of staff (Section IV.B.1.).

Additionally:

- Applicants must clearly state which category(ies) and program(s)/topic(s) correspond with the description of their experience and expertise.
- Applicants may consolidate their narrative by describing expertise and experience that cross categories, programs, and topics, as long as each category, program, and topic addressed is clearly identified. For example, an applicant may wish to describe its role providing TA to a single entity in multiple programs, such as HOME, CDBG, and the e-con Planning Suite, but it would need to identify both **Affordable Housing, Mixed Finance, and Homeownership and Community and Economic Development, Disaster Resilience** as the TA categories being addressed, and HOME, CDBG, and e-con Planning Suite as the programs/topics described. Experience or expertise in programs or topics not listed may be described if the experience directly relates to one of the program or topic areas. For example, applicants may describe experience or expertise with the Neighborhood Stabilization Program if they describe its relevance to one or more of the programs or topics listed in the table.
- HUD is interested in selecting applicants with broad and diverse experience and expertise as well as applicants with more targeted and deep experience and expertise, in order to more efficiently respond to the range of TA needs across HUD's customers. Applicants will be rated higher if they:
 - Demonstrate experience **and** expertise with programs or topics in more than one of the categories. HUD will make an exception for applicants that only list experience and expertise within the Native American Housing and Community Development category.
 - Demonstrate experience **and** expertise in more than one program or topic (e.g., describing experience and expertise in both HOME and RAD) within a category.

Experience and Expertise Scoring: This sub-factor is worth 21 points. Points for this sub-factor will be awarded as follows:

- **The degree to which the applicant clearly demonstrates experience and expertise** relevant to at least one TA program or topic area. (15 points)
 - **The description of experience will be scored based on:** the description of how the experience was gained, including the capacity in which the experience was gained (e.g., as a TA provider, program administrator, evaluator, etc.); the time period during which the experience was gained; the responsibilities held and/or activities performed; and the major accomplishments and outcomes achieved. Only experience between May 2011 and the publication date of the NOFA will be scored. Less experience will receive fewer points than more experience, and experience that totals less than one year will not be considered towards the applicant's total experience. Experience will be scored higher when supported by detail contained in the applicant's list of subcontractors and consultants and the applicant's list of staff.
 - **The description of expertise will be scored based on:** the degree to which the applicant demonstrates expertise relevant to at least one program or topic, including knowledge of program rules, requirements, policies, and/or priorities; and relevant and current training, qualifications, and special certifications (e.g., certified HOME Program Specialist). Expertise will be scored higher when supported by detail contained in the applicant's list of subcontractors and consultants and the applicant's list of staff.
- **The breadth, or diversity, of an applicant's experience and expertise**, measured by the applicant demonstrating **experience and expertise** in more than one of the categories. The maximum points will be awarded for applicants that demonstrate experience and expertise in four or more categories. The exception is for applicants that describe experience and expertise in the Native American Housing and Community Development category; those applicants will receive three points if they demonstrate strong experience and expertise in a relevant program or topic area within this category. (3 points)
- **The depth of the applicant's experience and expertise within a TA Category**, measured by the

applicant demonstrating experience and expertise in more than one of the programs and topics for a particular category. The maximum points will be awarded for applicants that demonstrate experience and expertise in three or more programs and topics within a particular category. For the McKinney-Vento **Homelessness National Data Analysis Project** category, applicants must demonstrate experience and expertise in both of the topics in that category, as well as one in the **Homelessness** category. (3 points)

1.B. Past Performance (21 points)

1.B.i. Eligible Activities (3 points)

Please list the eligible activity categories in which the applicant has conducted activities between May 2011 and the publication date of the NOFA. As described in Section I. A.1.b., ***Community Compass Eligible Activities***, the eligible activity categories are:

- Needs Assessments
- Direct TA and Capacity Building Engagements
- Develop and Maintain Tools and Products
- Self-Directed and Group Learning
- Knowledge Management
- Data Analysis, Reporting, and Performance Measurement
- NAHASDA Allocation Formula Administration and Negotiated Rulemaking and Consultation Support

Below is an example of a chart that the applicant could include in its narrative to provide this information.

Eligible Activity	Conducted between May 2011 and NOFA publication: Y/N
Needs Assessments	
Direct TA and Capacity Building Engagements	
Develop and Maintain Tools and Products	
Self-Directed and Group Learning	
Knowledge Management	
Data Analysis, Reporting, and Performance Measurement	
NAHASDA Allocation Formula Administration and Negotiated Rulemaking and Consultation Support	

1.B.ii. Recent Engagements (9 points)

Please describe one example for each of the eligible activities identified by the applicant in the previous section (Rating Factor 1, Section 1.B.i. ***Eligible Activities***). Each example should describe an eligible activity conducted between May 2011 and the publication date of the NOFA. For an engagement in which multiple eligible activities took place while working with a single entity, the applicant can use that engagement to describe the various eligible activities that were conducted. The beneficiary of the TA engagement cannot be a HUD office division, such as a HUD Regional, Field, or Headquarters office. Applicants must include the following for each TA engagement described in their response:

- The challenge, gap, or issue that the TA was designed to address
- The recipient(s) or customer(s) of the TA
- The time period during which the TA was provided (between May 2011 and the publication date of the NOFA)
- How the TA was provided, including any challenges encountered in providing the TA
- The quantifiable accomplishments or results of the TA

Please note that this application asks applicants to include two letters of reference (Rating Factor 1, Section 1.B.iii. ***Letters of Reference***) that should come from the customers/recipients of the work described in the “Recent Engagements” section.

1.B.iii. Letters of Reference (4 points)

The applicant must submit two letters of reference from customers that received the technical assistance described in Rating Factor 1, Section 1.B.ii. ***Recent Engagements***. If the applicant did not identify engagements with at least two different customers in Rating Factor 1, Section 1.B.ii. ***Recent Engagements***, the letters of references may come from other customers to whom the applicant provided technical assistance between May 2011 and the publication date of the NOFA.

The letters of reference cannot be from a HUD employee, such as a HUD Regional, Field, or Headquarters employee. Letters of reference must be on letterhead from the organization receiving or benefiting from the technical assistance, signed by the head of the organization (i.e., Executive Director, Department Director, CEO, etc.) or his or her designee, dated after the NOFA is published, and no longer than 2 pages each.

Letters must include:

- A description of the services or technical assistance provided by the applicant in support of the referrer
- A description of quantifiable results or accomplishments from the services or technical assistance provided
- A description of how the results/accomplishments of the services or technical assistance were evaluated
- A testament to the customer’s experience working with the applicant, including whether the work was completed on time, with a high level of quality, and in a way that was responsive to customer needs

1.B.iv. Performance Evaluation (5 points)

This section evaluates an applicant’s past performance providing technical assistance and administering awards through feedback from federal government employees who have worked with the applicant between May 2011 and the publication date of the NOFA. These can be HUD employees or employees of other federal government agencies. The applicant should provide the name and contact information (including e-mail address and telephone number) for three federal employees (including, but not limited to,

Field Office staff, Area Office staff, GTMs, GTRs, and POTACs), as well as a brief description of the relationship between the applicant and each federal employee. If the applicant has had an active HUD award since May 2011, at least one of the identified federal employees must be from a HUD Field or Area Office. If the applicant has only had an active award from an agency other than HUD since May 2011, at least one of the identified federal employees must have been a direct supervisor of the execution of the award. The federal employees must be familiar enough with the applicant to answer targeted questions related to that applicant's past performance while providing technical assistance and administering awards.

If the applicant has not had any active federal awards since May 2011, the applicant should provide the name and contact information for three individuals from entities from whom the applicant has received a non-federal award between May 2011 and the publication date of the NOFA, as well as a brief description of the relationship between the applicant and each individual. Of these three individuals, at least one must have been a direct supervisor of the execution of the award.

To obtain the Performance Evaluation data, HUD will send a standardized questionnaire to each of the individuals that the applicant identifies. This questionnaire will ask the same questions of each individual, and it will contain objective measures of an applicant's performance.

In addition, to the extent that there are significant findings on oversight and performance reviews conducted by HUD staff, HUD's Inspector General, or other non-HUD auditing organizations, HUD will take that information into consideration when scoring this section.

Past Performance Scoring: The Past Performance sub-factor is worth 21 points. Points will be awarded as follows:

- **Eligible Activities (3 points):** Eligible activities must have been conducted between May 2011 and the publication date of the NOFA.
 - 0 eligible activity categories conducted between May 2011 and the publication date of the NOFA (0 points)
 - 1 eligible activity category conducted between May 2011 and the publication date of the NOFA (1 points)
 - 2 or 3 eligible activity categories conducted between May 2011 and the publication date of the NOFA (2 points)
 - 4 or more eligible activity categories conducted between May 2011 and the publication date of the NOFA (3 points)
- **Recent TA Engagements (9 points):** Points will only be awarded if the TA provided through the engagement meets the definition of at least one of the Community Compass eligible activities. If the TA described is not a Community Compass eligible activity, the applicant will receive zero points for this sub-factor. No points will be awarded for descriptions of TA engagements that occurred prior to May 2011.
 - The degree to which the applicant provides a clear description of the challenge, gap, or issue that the TA was designed to address, identifies the recipient or customer of the TA, and states the time period during which the TA was provided. (3 points)
 - The degree to which there is a clear and logical relationship between the gap, issue, or challenge identified and the TA provided. (3 points)
 - The degree to which there is a clear and logical relationship between the description of the TA provided and the description of the accomplishments or results. (3 points)
- **Letters of Reference (4 points)**
 - The timeliness, quality, and responsiveness of the applicant's work, as described in the letters of reference. (2 points)
 - Demonstrated accomplishments or results from the applicant's work, as described in the letters of reference. Full points will only be given if the letters of reference have quantitative, measurable outcomes. (2 points)

- Performance Evaluation (5 points): As described by a federal government employee who has worked with the applicant between May 2011 and the publication date of the NOFA:
 - The timeliness of the applicant's work (1 point)
 - The quality and responsiveness of the applicant's work (3 points)
 - The administrative capacity of the applicant (1 point)

1.C. Award Management (13 points)

Describe the existing capacity of the applicant's organization to manage a federal financial award and cooperative agreement.

Applicants must provide the following in their response:

- The required qualifications and experience (e.g., position description) of the key personnel who would have responsibility for the areas described below, should the applicant receive an award:
 - Financial management of the award;
 - Management of assignments, work plans, and reporting to HUD; and
 - Compliance with Federal and HUD requirements.
- Contingency/backup procedures in place in the event of unforeseen circumstances, such as the departure of the key personnel described above, that have the potential to negatively impact the administrative functioning of the organization
- The applicant's step-by-step internal processes for meeting the needs of the client, including the following:
 - Managing financial awards
 - Responding to assignments
 - Reporting TA outcomes
 - Procuring, managing, overseeing, and paying subcontractors and consultants

Award Management Scoring: This sub-factor is worth 13 points. Points will be awarded as follows:

- The degree to which the applicant describes the qualifications and experience of the person(s) responsible for managing the financial aspect of awards and the assignments, work plans, and reporting, and the relevance of those qualifications and experience in carrying out financial and award management activities in compliance with federal and HUD requirements. (3 points)
- The degree to which the applicant describes effective and comprehensive contingency/backup procedures in the event that unforeseen circumstances negatively impact the administrative functioning of the organization; such procedures must demonstrate the organization's ability to ensure continuity in the delivery of technical assistance. (3 points)
- The degree to which the applicant's step-by-step internal processes demonstrate that the applicant would be able to manage financial awards; respond to assignments; report TA outcomes; and procure, manage, oversee, and pay subcontractors and consultants. (7 points)

Rating Factor 2: Soundness of Approach

Maximum Points: 25

Rating Factor 2 includes three sub-factors:

1. **Applicant's demonstrated understanding of capacity issues facing entity/entities** (10 points)
2. **TA approach applicant describes to address capacity issues facing entity/entities** (12 points)
3. **Addressing multiple entities** (3 points)

Community Assessment and TA Approach. For this Rating Factor, applicants will provide a response based on a fictional community, using the information in the Community Snapshot below. The Snapshot includes a description of a community that includes a City, Continuum of Care (CoC), Public Housing Authority (PHA), and Tribal Housing Department, with facts about each of these entities. Applicants may need to make assumptions regarding the entities in order to craft a complete response.

Applicants may choose to focus their response around a single entity (i.e., the City, CoC, PHA, or Tribal Housing Department), more than one of the entities, or the community as a whole. However, applicants that wish to be considered for McKinney-Vento TA and National Data Analysis Project funding must address the CoC Snapshot in their response; applicants that wish to be considered for NAHASDA TA must address the Tribal Housing Department; and applicants that wish to be considered for PHA Administrative Receivership and Recovery TA must address the PHA. These applicants may address more than one of the entities, as long as they address the CoC, Tribal Housing Department, or PHA, as applicable. Applicants that focus their response on the City should address multiple issues presented and not just a single issue or program. Applicants that address multiple issues within an entity or across entities will be scored higher than those addressing single issues or programs within an entity.

Applicants must include the following items in their response:

1. An assessment of the entity's underlying capacity issues, including a description of the impact on the administration of housing and community or economic development programs, and how the issues are interrelated, where applicable.
2. A description of the TA the applicant would deliver to address the capacity issues that the applicant identified, including the rationale for the TA proposed and the major activities included in the TA engagement. The activities proposed should correspond with the eligible activities described in Section I.A.1.b. *Community Compass Eligible Activities*. The applicant should identify existing HUD TA resources (e.g., tools, products, or curricula) that would be appropriate to include or utilize in the TA approach and describe how they would be utilized. Additionally, applicants that include TA to the CoC as part of their response should consider alignment with the programs and topics in the Homelessness section of the *Table of Categories, Programs and Topics, and Funding Sources* in Section I.A.1.a. of this NOFA when designing the TA approach.
3. A description of the skills, experience, and expertise the TA Provider team members would need in order to deliver the TA. Please note that this is a description of the qualities that *would be needed*, not the names of specific staff or consultants on the applicant's team.

Scoring: Scores will be based on the applicant's overall response. Applicants that successfully address more than one of the entities in their response will be scored higher, as described below, with an exception for applicants that only address the Tribal Housing Department. Additionally, HUD may consider the breadth of an applicant's response (i.e., the number of entities included in the response) in determining award amounts.

Scores for this section will be based on:

2.A. Applicant's demonstrated understanding of capacity issues facing entity/entities (10 points)

The applicant's demonstrated understanding of the capacity issues facing the entity or entities, including:

- A description of the capacity issues facing the entity or entities, based on the facts presented in the Community Snapshot. Applicants should describe all of the capacity issues facing the entity. Applicants that only address part or some of the capacity issues will receive fewer points. (4 points)
- An explanation of how the capacity issues are interrelated. (3 points)
- An explanation of the potential impact that the identified capacity issues may have on the community's affordable housing and community development, if not addressed. (3 points)

2. B. TA approach applicant describes to address capacity issues facing entity/entities (12 points)

The TA approach that the applicant describes to address the capacity issues facing the entity or entities, including:

- The degree to which the TA approach is linked to the capacity issues that the applicant identified and the facts presented in the Community Snapshot. For applicants that include TA to the CoC as

part of their response, HUD will consider the extent to which the proposed TA aligns with the programs and topics listed in the Homelessness section of the *Table of Categories, Programs and Topics, and Funding Sources* in Section I.A.1.a. (3 points)

- The degree to which the applicant provides a clear and logical rationale for why the applicant selected this TA approach. (3 points)
- The degree to which the TA approach utilizes existing, relevant HUD TA resources (e.g., tools, products, or curricula). (2 points)
- The degree to which the TA approach would likely result in improved program administration or implementation and is consistent with HUD program requirements. (2 points)
- The degree to which the skills, experience, and expertise of the team are appropriate for the TA approach proposed and the capacity issues of the entity or entities. (2 points)

2. C. Addressing multiple entities (3 points)

- Applicants that successfully address each of the elements described above for more than one of the entities will receive up to 3 points, with maximum points awarded for addressing all 4 of the entities. HUD will make an exception for applicants that address only the Tribal Housing Department, by awarding them the full three points.

Community Snapshot

City

- The City recently experienced a significant weather event and assumes it will receive CDBG-DR funds, as other cities have received these funds for similar events of this scope. The City needs to address immediate needs now but is unsure what initial steps to take to start the recovery process. In addition, should the city receive a CDBG-DR allocation, it will need guidance to effectively use these funds. The City has learned that some CDBG-DR appropriations have aggressive expenditure deadlines which are worrisome since the City is already in danger of losing a portion of its CDBG entitlement grant for failure to meet spending deadlines.
- Senior leaders managing the CDBG program have recently left the City, and until new leadership is hired, HOME management staff will assume responsibility for this program.
- The City's 5-year consolidated plan is due, which is triggering the completion of an Assessment of Fair Housing. The City does not have a substantive bottom-up approach to planning, so there is no consistency between the municipal plans and the county and state plans. In addition, staff responsible for the consolidated planning process are not familiar with the Fair Housing Assessment. The City has limited administrative funds to hire expertise to support this function.
- Forty-seven percent of the City's total rental housing stock was assisted with HOME, and the City imposed affordability restrictions beyond the minimum regulatory period. Most of the affordability restrictions expire within the next 20 to 25 years. The City wants to preserve its affordable rental housing units but lacks the capacity to effectively manage its rental portfolio. Most of the units are not properly maintained. For example, the City is still working to clear last year's inspection report, which revealed that 10 percent of units required extensive repairs.
- Staff managing the HOME program have recently left the City. The Mayor is looking to hire new staff to manage the City's portfolio, which includes managing a down payment assistance program, a small rental program with about 50 low-rise buildings, and a TBRA program.
- The City administers HOPWA formula funding; a nonprofit HOPWA competitive grantee provides housing assistance in the same community and is also among the project sponsors for the City's formula award. Based on HIV/AIDS and demographics, this year's formula allocation to the City has decreased significantly from past years. Both the City and the competitive grantee have contacted the Field Office for assistance in determining how to cut programs.
- The City has experienced a significant increase in rental prices and as a result is facing an affordable housing crisis. Thirty percent of the Project-based Section 8 contracts are set to expire in the next 5

years, many of which are in neighborhoods with low poverty that provide significant opportunity to assisted households through access to jobs, education, and health services for residents. At-risk properties are in need of significant capital repairs and are of substantially greater value on the private market than they are as currently operated. Replacement housing, if available, would likely be in neighborhoods that present less opportunity for residents to achieve financial self-sufficiency. If the private owners of the Project-based Section 8 do not renew their contract, tenants will receive vouchers to seek subsidized housing in the private market. The City wants to build the capacity of tenants of the project, residents of the neighborhood, the local government, and other affected parties to participate with affordable housing providers effectively and proactively in the preservation of affordable housing for low-income persons in neighborhoods of opportunity.

Continuum of Care (CoC)

- The County has two CoCs with distinct geographies: the City CoC (covering the geographic area of the city's boundaries) and the County CoC (covering the rest of the county).
- DHFS is the HMIS lead for both CoCs and is the collaborative applicant for the City CoC. The County Homeless Coalition is the collaborative applicant for the County CoC.
- The City's CoC Program Recipients include 12 nonprofit organizations and DHFS, which together operate 37 projects. The County's CoC Program Recipients include five nonprofit organizations that operate 14 projects.
- Together, the biennial Point-In-Time (PIT) count and annual Housing Inventory Count (HIC) identified 258 homeless persons living in the County CoC, an increase of 4% since 2012. Twelve percent were in an emergency shelter, with 10% living on the streets, 45% in transitional housing, and the remaining 33% in permanent supportive housing. While the numbers of chronically homeless and homeless Veterans have decreased, families with children have increased and represent almost 50% of the total number of homeless persons. The County CoC prioritizes these families for assistance, so most are in transitional or permanent housing.
- 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.
- Both CoCs have implemented what they call a "housing first" model of helping the homeless. The City CoC has a comprehensive Rapid Re-Housing Program and leverages funding and housing units from a variety of sources, while the County relies primarily on CoC Program funding and experiences difficulty finding landlords.
- Both CoCs have implemented a coordinated entry system. The County has a coordinated entry system in place for most families and uses a 211 system for other homeless subpopulations. The City CoC has a full coordinated entry system in place for all people experiencing homelessness except youth. It is struggling to adequately serve this population and to implement a coordinated entry system for them. The City has implemented a "by name" list for its remaining homeless populations living on the street or other places not meant for human habitation. The City is using a vulnerability index to assess people first identified as homeless, but the County CoC does not have a common assessment system.
- Both CoCs are struggling with how to predict and account for the "inflow" of homeless people into their systems. The County states in its Consolidated Plan that many very-low income families are doubled up or at imminent risk of losing housing, but it does not have the data to indicate the extent of this problem. The City has seen an influx of immigrants working at the local meat packing plant.
- Both CoCs know they are not fully compliant with the CoC system performance measures recently published by HUD. Both are uncertain whether their HMIS is adequate for this purpose and would like to use HMIS and other data to assess the effectiveness of their systems.
- The County CoC has been submitting data for the Annual Homeless Assessment Report (AHAR) submission for 3 years but has not been able to pass the data quality thresholds for any table shell other than FAM TH. It has worked closely with its permanent supportive housing providers and

believes the data quality has improved enough to be able to submit both the IND PSH and the FAM PSH table shells in the upcoming submission.

- A VA-funded grant and per diem (GPD) project in the City CoC states that the local VA leadership is prohibited from entering its Grants and Per Diem program data into HMIS.

Public Housing Authority (PHA)

- The PHA operates 1,100 units under an Annual Contributions Contract (ACC). Nearly half of its portfolio consists of scattered single-family homes, and the remaining units are part of three family site developments and a single elderly high rise. The agency struggles to keep occupancy around 92%.
- The PHA administers 1,500 Housing Choice Vouchers, including 250 Project-Based Vouchers, but the agency experiences difficulty maintaining voucher utilization, which hovers around 70% to 80%.
- Several media outlets recently reported on the poor physical condition of the PHA's units, as well as strained resident and community relations. At the mayor's urging, the Board replaced the Executive Director.
- The PHA has an excess of underutilized properties and several offline units that are not eligible for demolition. The new Executive Director is very interested in finding private capital to improve the PHA's low-rent portfolio.
- For the first time in many years, the PHA expects to receive substandard or troubled PHAS and SEMAP performance scores.
- At the PHA's current operating and staffing levels, the agency expects to completely deplete its operating reserves in two years and operate at a budget deficit.
- The PHA has submitted an application for the Rental Assistance Demonstration (RAD) to convert some of its public housing portfolio to Project-based Section 8. In pursuing RAD, they need help developing successful financing plans and ensuring program compliance and appropriate risk mitigation.
- Because of the high level of investment expected as a result of RAD conversions and their importance in ongoing neighborhood revitalization efforts, AmeriCorps VISTAs have been deployed at local non-profits for a period of one year to work on anti-poverty programs for tenants at the RAD sites, attracting resident services and advocating for neighborhood improvements through community engagement.

Tribal Housing Department

- The Housing Department of a small tribe applied for and received Low Income Housing Tax Credits for 30 units that they intend to leverage with their IHBG dollars. The site of the housing is on top of a slope that overlooks the main part of town.
- The grant writer who prepared the Low Income Housing Tax Credit application, who worked in the planning department, is no longer employed at the tribe.
- In addition, they received Indian Community Development Block Grant (ICDBG) dollars to rehabilitate 15 Mutual Help units. The work includes heating system updates, roof replacement to new windows, and site improvements like grading around the foundation. The Housing Department is interested in making the rehab as energy efficient as possible.
- The tribe has never built housing under NAHASDA and currently has more than 50 Mutual Help units and 20 Low-Rent units under management. The Housing Department has a small force account crew that has done maintenance and repair on units, but not rehabilitation.
- The Housing Department receives a general ledger run of all expenditures under its grant on a monthly basis from the accounting department. However, the monthly financial statements are not fully understood by the Housing Department staff. This has led to inaccurate reporting in quarterly financial reports and annual performance reports.
- The Housing Department Executive Director has recently announced that she will be leaving the

Department, and they have not identified an interim or replacement Executive Director.

- The tribe's Boys and Girls Club closed three years ago due to lack of funding, and the community is seeking ways to engage its youth in community development activities.

Rating Factor 3: Achieving Results

Maximum Points: 20

Rating Factor 3 includes three sub-factors:

1. **Intended results of TA approach and sustainability over time** (8 points)
2. **Tracking performance and results** (6 points)
3. **Problem-solving to achieve results** (6 points)

3.A. Intended results of TA approach and sustainability over time (8 points)

Based on the responses the applicant provided for Rating Factor 2, as well as the information included in the Community Snapshot, applicants should describe the intended results of the TA approach they proposed and how the results could be sustained over time.

Applicants must provide the following in their response:

1. A description of the intended results of the TA approach described in the applicant's response to Rating Factor 2. These can be short-term and longer-term results.
2. A description of the recommendations that the TA provider would make to the entity or entities in order to sustain the TA results over the long term (e.g., after the period of TA ends).

Scoring: Scores will be based on:

- The degree to which the intended results are linked to the TA approach and capacity issues described in the applicant's response to Factor 2. (4 points)
- The relevance and likely effectiveness of the recommendations for what the entity or entities should do in order to sustain the TA results over the long term. (4 points)

3.B. Tracking performance and results (6 points) *Note: This sub-factor does not refer to Rating Factor 2 or the Community Scenario.*

Describe the applicant's processes for tracking performance and measuring progress towards results for TA engagements.

Applicants must include the following in their response:

1. A description of the applicant's performance management processes, including the types of goals, outcomes, and key milestones used for TA engagements; how the goals, outcomes, and milestones are determined; and how progress toward the goals, outcomes, and milestones is tracked.
2. A description of the applicant's processes or policies for ensuring accountability for achieving goals, outcomes, or milestones, including how often performance or progress is evaluated and the steps taken to improve performance when key milestones, goals, or outcomes are not met.

Scores for this subfactor will be based on:

- The degree to which the applicant describes its processes for performance management, including the types of goals, outcomes, and key milestones used for TA engagements; how the goals, outcomes, and milestones are determined; and how progress toward the goals, outcomes, and milestones is tracked. (3 points)
- The description of the applicant's processes or policies for ensuring accountability for achieving goals, outcomes, and milestones, including the degree to which the processes or policies described would be likely to ensure accountability. (3 points)

3.C. Problem-solving to achieve results (6 points) *Note: This sub-factor does not refer to Rating Factor 2 or the Community Scenario.*

Describe a previous TA engagement or project in which unforeseen circumstances changed the project scope, forcing the applicant to change its approach to addressing the need.

Applicants must include the following in their response:

1. A short description of the engagement or project, including the customer or recipient of the TA and the initial goal of the TA.
2. A description of the unforeseen circumstances and how those circumstances changed the scope of the project.
3. A description of how the applicant adjusted its TA plan to ensure that the changing needs of the customer were adequately addressed.
4. A description of the ultimate outcomes/accomplishments of the TA engagement or project.

Scoring: Scores for this section will be based on:

- The degree to which the applicant demonstrates an understanding of how the circumstances changed the project scope. (2 points)
- The degree to which the applicant demonstrates an ability to consider alternate TA approaches to achieve results. (2 points)
- The degree to which the applicant demonstrates that it achieved positive outcomes/accomplishments that addressed the revised scope of the project. (2 points)

2. NOFA Priorities.

HUD encourages applicants for funding to undertake programs and projects that contribute to HUD's NOFA Priorities. Applicants that undertake activities that result in achievement of specific NOFA Priorities listed below are eligible to receive priority points in the rating of their application. These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.

Priority points are not available for this program.

3. Bonus Points.

In support of certain inter-agency initiatives, HUD awards bonus points to projects where the preponderance of work will occur in a designated zone, community or region. **These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.**

Bonus points are not available for this program.

B. Reviews and Selection Process.

1. Past Performance

In evaluating applications for funding HUD will take into account an applicant's past performance in managing funds, including, but not limited to: the ability to account for funds appropriately; the timely use of funds received from HUD or other federal, state, or local programs; the timely submission and quality of reports submitted to HUD; meeting program requirements; meeting performance targets as established in Logic Models or other performance evaluation tools approved as part of the grant agreement; the timelines for completion of activities and receipt of promised matching or leveraged funds; and the number of persons to be served or targeted for assistance. Before making a Federal award, HUD is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 note to review information available through any OMB-designated repositories of

government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and “Do Not Pay.” HUD may consider other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or hotline or other complaints that have been proven to have merit. In evaluating past performance, HUD may deduct points from the rating score or establish threshold levels as specified under the Factors for Award in the Program NOFAs. Each Program NOFA will specify how past performance will be rated.

2. Integrity

HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD’s files, the federal Do Not Pay portal, public information and information received during HUD’s Name Check Review process. If this integrity evaluation results in an adverse finding, HUD reserves the right to take any of the remedies provided in Section III.C.4.a.5, Do Not Pay website Review.

3. Review Types.

Three types of reviews will be conducted. First, HUD will review each application to determine whether it meets threshold eligibility requirements. Second, applications that meet threshold eligibility requirements will be rated against the rating criteria in this NOFA. During the rating period, each application is assigned to a panel. The members of each panel consist of HUD staff. Each application is independently rated by at least two panelists and a panel manager. The reviewers will review and assign scores to applications that meet threshold eligibility requirements using the Rating Factors in Section V.A.1. Third, as required by 2 CFR § 200.205, HUD will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant’s ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant’s eligibility and capacity, and the quality of its application. The results from this evaluation will inform funding decisions. If HUD determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

In evaluating risks, HUD may consider the following:

- Financial stability
- Quality of management systems and ability to meet the management standards prescribed in applicable parts of 2 CFR Part 200
- Applicant’s record in managing previous HUD awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting requirements
 - Conformance to the terms and conditions of previous Federal awards
 - If applicable, the extent to which any previously-awarded amounts will be expended prior to future awards
- Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Federal Awardee Performance and Integrity Information System (FAPIIS)
 - System for Award Management (SAM)
 - “Do Not Pay”
- Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 CFR Part 200 and findings and reports of any other available audits
- IRS Tax Form 990
- Applicant organization’s annual report
- Publicly-available information, including information from the applicant organization's website
- Applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients

4. Ranked Order.

Once consensus scores have been assigned, applications will be listed in ranked order. The amount awarded to applications ranked within the fundable range (i.e., a score of 75 or more points overall, unless no applicants for a particular funding source score 75 points or above) will be determined according to the factors described below in V.B.6. *Funding Decisions*. In order to ensure coverage across HUD's TA priorities, applications may not be funded in ranked order.

5. Threshold Eligibility Requirements.

All applicants requesting funding to provide TA or capacity building under the Community Compass program must be in compliance with the eligibility requirements described in Section III.

Eligibility Information of this NOFA in order to be reviewed, scored, and ranked. Applications that do not meet one or more of these requirements and applications that are received after the deadline will be considered ineligible for funding.

6. Funding Decisions.

In determining the amount awarded to a successful applicant, HUD will take into consideration the amount of funds available, the final score assigned to the application by HUD reviewers, and HUD's overall technical assistance needs, including establishing a range of subject matter expertise and geographic coverage, as well as an applicant's capacity to serve HUD's customers across multiple programs or 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 committed to TA tasks or work plans. These considerations may reduce an applicant's award. There may be insufficient funds available to make an award to every application scoring within the fundable range.

7. Corrections to Deficient Applications.

Applicants will have 14 calendar days in which to provide missing information requested by HUD.

Instructions on submission of cures for deficiencies will be provided by HUD. See Section VI.B.7 of the FY2016 General Section for additional information on the process to be followed for corrections to deficient applications.

C. Anticipated Announcement and Award Dates.

Conditional award announcements are expected in September 2016, with awards executed by November 30, 2016, pending the successful completion of the administrative and financial process for successful applicants.

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 all other applicants, whose applications were received by the deadline, that have not been chosen for award. Notifications will be sent by email, delivery receipt requested, to the person designated in item 8F of the SF424 and to the person listed as authorized representative in item 21 of the SF424.

1. Notifications. A notification sent to a successful applicant is not an authorization to begin performance. Upon notification that an applicant has been selected for award, HUD will request additional information to be submitted or may work with the applicant to amend information that was already submitted as part of the application.

2. Budget form. Applicants responding to this NOFA to conduct technical assistance, capacity building, and data analysis or research activities under the demand-response model will not know at the time of application the specific activities they will be asked to carry out over the course of the performance period, the location of the engagements, and their duration. Therefore, applicants will not submit a HUD-424-CBW or any other budget form with their applications. A cooperative agreement

without a formal budget can be executed as long as HUD has other specific information (e.g., the award amount, labor rates, and the activities that the applicant has the capacity to carry out). In cases where HUD cannot successfully conclude negotiations on a cooperative agreement with a selected applicant or a selected applicant fails to provide HUD with requested information as part of the negotiation process, an award will not be made to that applicant. In this instance, HUD may offer an award to and proceed to negotiate with another applicant.

3. Fee and profit. No fee or profit may be paid to any recipient or subrecipient of an award under the Community Compass program.

4. Administrative budget. HUD requires that selected applicants participate in negotiations to determine an administrative budget. The administrative budget must clearly identify the labor, associated indirect costs, travel, and material and supply costs associated with the Provider's management of the award. The administrative budget must track the different sources of funding and associate administrative costs to each source.

5. Administrative costs. Administrative costs mean reasonable direct and associated indirect costs of overall TA award management and evaluation, including:

- a. Salaries, wages, benefits, and related costs for developing and negotiating the budget, developing systems and schedules for ensuring compliance with the award, preparing reports required under the award, attending HUD-required training, submitting billing information, and management or supervision of persons carrying out the TA activities;
- b. Travel costs related to administration of the award;
- c. Administrative services performed under third-party contracts or agreements, such as general legal services, accounting services, and audit services;
- d. Other costs for goods and services required for the administration of the award, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance of office space. Rental and maintenance of office space is allowed only under the following conditions:
 - The lease must be for existing facilities not requiring rehabilitation or construction except for minimal alterations to make the facilities accessible for a person with disabilities;
 - No repairs or renovations of the property may be undertaken with funds provided under this NOFA;
 - Properties in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased or rented with federal funds.

6. Maximum administrative costs. Administrative costs shall be segregated in a separate cost center within the awardee's accounting system. When developing the administrative budget for the award, the administrative costs are limited, depending on the total award amount. Administrative costs associated with the management of the award are capped as listed below:

AWARD AMOUNT	MAXIMUM ADMINISTRATIVE COSTS
\$1,000,000 and over	10 percent of award
\$250,000-\$999,999	15 percent of award

Costs may be denied or modified if HUD determines that they are not allowable, allocable, and/or reasonable. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to the applicant. In this instance, HUD may offer an award and proceed with negotiations with another applicant.

7. Indirect costs. Indirect costs (also known as "facilities and administrative costs," defined at 2 CFR §

200.56) represent the expenses of doing business that are not readily identified with a particular cooperative agreement, grant, contract, project function, or activity, but are necessary for the general operation of the applicant organization and the conduct of activities it performs. Refer to 2 CFR §§ 200.413 and 200.414 for additional information on determining if costs charged to the award are direct or indirect.

In general terms, an indirect cost rate is the percentage of an organization's indirect costs to its direct costs and is a standardized method of charging individual programs for their share of indirect costs. There are different types of indirect cost rates, which may or may not be suitable for certain negotiation scenarios and organizations. All rate types are described in 2 CFR, Appendix IV, C.1.

Applicants selected for funding pursuant to this NOFA may charge indirect costs to the award.

Applicants with an approved federally-negotiated indirect cost rate must submit **with their application** a copy of their approved *Indirect Cost Rate Proposal* to substantiate their request.

Applicants that do not have an approved federally-negotiated indirect cost rate may charge a maximum rate of 10 percent of modified total direct costs. 2 CFR § 200.414(f) states that nonfederal entities that have never received a negotiated indirect cost rate, except those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a *de minimis* rate of 10 percent of modified total direct costs, which may be used indefinitely. If chosen, this methodology must be used consistently for all federal awards until the entity chooses to submit an indirect cost rate proposal and negotiate for a rate.

If an applicant chooses to negotiate for an indirect cost rate, the applicant must contact the designated cognizant agency for indirect costs. The *cognizant agency for indirect cost rates* is defined at 2 CFR § 200.19. For assignments of cognizant agencies see the following:

- (a) For Institutions of Higher Education: Appendix III to 2 CFR Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), paragraph C.11.
- (b) For nonprofit organizations: Appendix IV to 2 CFR Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, paragraph C.12.
- (c) For State and local governments: Appendix V to 2 CFR Part 200—State/Local Government-wide Central Service Cost Allocation Plans, paragraph F.1.
- (d) For Indian tribes: Appendix VII to 2 CFR Part 200—States and Local Government and Indian Tribe Indirect Cost Proposal, paragraph D.1.

If HUD is the applicant's cognizant agency for indirect costs, the applicant shall submit its *Indirect Cost Rate Proposal* to the following person and address of the U.S. Department of Housing Urban Development. Approval of the proposal may take several weeks.

Lisa Abell, Budget Director

HUDCPDIndirectCostRates@hud.gov

Office of Community Planning and Development

451 7th Street SW, Room 7236

Washington, DC 20410

B. Administrative, National and Department Policy Requirements.

For this NOFA, the following requirements apply:

OMB Administrative Requirements and Cost Principles.

Unless excepted under 24 CFR chapters I through IX, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, shall apply to Federal Awards made by the Department of Housing and Urban Development to non-Federal entities.

Environmental Requirements.

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

C. Reporting.

1. Race and Ethnicity Data Reporting Form. HUD requires grantees that provide HUD-funded program benefits to individuals or families to report data on the race and ethnicity of those individuals receiving such benefits. Grantees that provide benefits to individuals during the period of performance, whether directly or through subrecipients or contractors, must report the data using the Race and Ethnic Data Reporting Form found on Grants.gov. The form is a data collection based on the standards published by OMB on August 13, 2002.

2. FFATA Requirements. Awardees will be required to report certain data in compliance with the Federal Funding Accountability and Transparency Act (FFATA). Additional information about these requirements is available at www.frs.gov under the OMB Guidance link, as well as Section V.C. "Rules that apply to applicants selected for award" of the FY2016 General Section.

3. Program Progress. Awardees will be required to submit Quarterly Performance Reports in a manner specified by HUD, with actual outputs and outcomes achieved and a narrative explanation of any disparity between projected and actual results. Quarterly Performance Reports must comply with requirements described in 2 CFR §§ 200.327-329.

4. Accounting for Costs Separately. Applicants awarded funds from multiple sources under this NOFA (i.e. Departmental TA, McKinney-Vento TA, McKinney-Vento National Data Analysis Project, NAHASDA TA, or PHA Administrative Receivership and Recovery) will be required to account for costs separately under each award.

Please direct questions regarding specific reporting requirements to the point of contact listed in Section VII below.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the awards for a Program NOFA are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the person, organization, or email address identified as the contact under the section entitled Agency Contact(s) in the Program NOFA. 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 assistance was provided or denied.

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications.

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

Lauren Deigh

communitycompass@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.

VIII. Other Information.

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 Program NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail.

HUD Reform Act. The provisions of the HUD Reform Act of 1989 that apply to the Community Compass NOFA are explained in the 2016 General Section.

After selection for funding, but prior to award, applicants must submit financial and administrative information to comply with the cooperative agreement provisions. The requirements at 2 CFR Part 200 govern all awards executed pursuant to this NOFA, including commercial/for-profit entities.

Prior to award execution, applicants must submit a certification from an Independent Public Accountant or the cognizant government auditor, stating that the applicant's financial management system meets prescribed standards for fund control and accountability. Non-compliance with the applicable uniform administrative requirements and implementation of those requirements along with the cooperative agreement provisions may cause HUD to impose sanctions, restrictions, or terminate the award.

NAHASDA funds awarded under this NOFA are subject to Section 7(b) of the Indian Self-Determination and Education Act (25 U.S. C 450e(b)). Preference in the award of subcontracts for NAHASDA TA-funded selected applicants under this NOFA shall, to the greatest extent feasible, be given to Indian organizations and Indian-owned economic enterprises as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). In section 3 of the Indian Financing Act of 1974, "economic enterprise" is defined as any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except the Indian ownership must constitute not less than 51% of the enterprise.