

Section I. Funding Opportunity Description

1. [In Section I.A.1. Purpose and Summary, the NOFA states, “HUD recognizes that its customers often interact with a variety of HUD programs as they deliver housing or community development services. Community Compass brings together technical assistance investments from across HUD program offices...” What “investments” is HUD referring to? Could HUD provide more information on its programs and technical assistance for an applicant to review in preparing its application?](#)
2. [In Section I.A.1. Purpose and Summary, the NOFA states, “Applicants are encouraged to procure subcontractors and consultants to demonstrate expertise across a wide variety of HUD programs, as well as in specific skill and policy areas.” What are subcontractors?](#)
3. [In Section I.A.1. Purpose and Summary, the NOFA states, “Community Compass is centrally managed by HUD Headquarters with involvement of the HUD Regional, Field, and Area Offices.” What is HUD “Headquarters,” and where is it? How involved are the Regional, Field, and Area Office staff, and what is their role?](#)
4. [In the “Table of Categories, Programs and Topics, and Funding Sources” in Section I.A.1.a., could HUD provide additional information on the program/topic for the Policy Development and Research bullet, “Data collection and quality for LIHTC tenants and projects”?](#)
5. [In the “Table of Categories, Programs and Topics, and Funding Sources” in Section I.A.1.a., the “Policy Development and Research” category only lists “Data collection and quality for LIHTC tenants and projects.” Is this the only program/topic in the “Policy Development and Research” category for which HUD will provide TA?](#)
6. [In Section I.A.1.b. Community Compass Eligible Activities, the NOFA states, “Successful applicants may be tasked to work onsite and/or remotely with HUD’s customers.” What does it mean to work “remotely”? Will the applicant be able to decide which method is best?](#)
7. [Who are the recipients of HUD TA?](#)
8. [I am a HUD grantee, and I’m seeking technical assistance. Is this NOFA a way for me to request and receive technical assistance from HUD?](#)
9. [If I become a HUD TA Provider by successfully applying for funds under this NOFA, will I be able to provide TA to my own organization?](#)
10. [Will a successful applicant that is awarded funding through this NOFA receive technical assistance from HUD? Or will a successful applicant provide technical assistance to HUD customers?](#)
11. [I have a specific project for which I would like funding. Can I apply to receive funding for that project through this NOFA?](#)
12. [Section I.A.3. Definitions gives a general overview of HUD’s Demand Response System. How does HUD determine who will be assigned an engagement, and what is the notification process after an award has been made?](#)

Section II. Award Information

13. [In Section II.A. Available Funds, the NOFA states, “Applicants must indicate the TA funding source\(s\) for which they wish to be considered...” The funding sources are identified in the “Table of Categories, Programs and Topics, and Funding Sources.” Are applicants allowed to specify their desired program\(s\) or topic\(s\) within the funding categories?](#)

14. [Section II.A. Available Funds of the NOFA lists the following funding sources: Departmental TA, McKinney-Vento TA, National Homeless Data Analysis Project \(formerly HMIS\) TA, PHA Administrative Receivership and Recovery TA, NAHASDA TA, and Native American Housing and Community Development TA. Can an applicant request to be funded under more than one funding source, and if so, would it require a separate application for each? How does HUD determine how much will be awarded to a successful applicant?](#)
15. [How long is a “project period” under this NOFA? What do the “Minimum Award Amount: \\$250,000 Per Project Period” and “Maximum Award Amount: \\$20,000,000 Per Project Period” mean in this context?](#)
16. [In Section II.D. Period of Performance, the NOFA states, “TA Assignments may be delegated by HUD on a demand-response basis throughout the term of the cooperative agreement.” The estimated project start date is November 30, 2017, and the estimated project end date is November 29, 2020. Multiple assignments may be made within the three-year period of the cooperative agreement. In this section, does “on-demand” mean it starts and stops, or could it be continuous or a combination of project assignments?](#)

Section III. Eligibility Information

17. [In Section III.A. Eligible Applicants, the NOFA states that “eligible applicants” include cities, states, PHAs, etc. Does this mean that HUD grantees and PHAs should apply to this NOFA to receive TA?](#)
18. [In Section III.E. Program Specific Requirements, the NOFA states, “...successful applicants will be deployed as HUD deems necessary across the country.” What does this mean? Do TA Providers have to relocate temporarily to conduct the work? Are these permanent assignments?](#)
19. [Can a Tribally-Designated Housing Entity \(TDHE\) apply for funding to provide TA to other tribes or TDHEs?](#)
20. [Section III.E. Program Specific Requirements says that awardees tasked to provide technical assistance to HOME grantees or CHDOs must have at least one staff, subcontractor, or consultant who has at least five years of demonstrated experience administering a HOME program, including finance and underwriting, or providing direct TA on the 2013 HOME regulations. Are all applicants required to have a someone with these qualifications to apply for funding under this NOFA?](#)

Section IV. Application and Submission Information

21. [Is submission of the Faith-Based EEO Survey voluntary for all applicants?](#)
22. [Is submission of the Lobbying Form certification required of all applicants? This looks like a new requirement this year.](#)
23. [Is there a list of what is required on the one-page summary?](#)
24. [Are applicants required to use 12-point font, or can they use a smaller font? Are they required to use any particular font type?](#)
25. [Is there a specific format we should use to organize the application?](#)
26. [My organization submitted a Code of Conduct during the last NOFA application period, but I do not see my organization’s name on the “Code of Conduct for HUD Grant Programs” page \(\[http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct\]\(http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct\)\).](#)

[Even though I previously submitted a Code of Conduct to HUD, does this mean that I need to resubmit it with my FY2017 Community Compass NOFA application?](#)

27. [If the applicant is submitting Indirect Cost Rate and Code of Conduct attachments, do they count towards the 50-page limit?](#)
28. [In Section VI.B.2. Format and Form, the NOFA states, "Applicants should not submit materials other than what is specifically requested by HUD in this NOFA, including resumes, graphs, or photographs." May an applicant provide an organizational chart as a part of its response? Would an applicant be allowed to provide photos on the cover of its response?](#)
29. [Are applicants required to use the Excel examples included in the application package for the one-page application summary, capacity and interest chart, staff list, and consultant/subcontractor list?](#)
30. [The staff list Excel example includes a "Qualifications Narrative" column. Does this column need to be filled out by the applicant?](#)

Section V. Application Review Information

31. [In Rating Factor 1, Capacity of the Applicant, is the experience to be described limited to HUD and HUD grantees, or can it be experience with other entities outside of HUD?](#)
32. [Under Rating Factor 1.A. Experience and Expertise in TA Programs and Topics, the NOFA says that applicants must provide a clear description of both experience and expertise. Can HUD confirm that experience relates to projects that applicant firms have completed, while expertise relates to the substantive knowledge and training/certifications of the individuals who will be providing services under the NOFA?](#)
33. [In Rating Factor 1.A. Experience and Expertise in TA Programs and Topics, is a description of one program or topic rated the same as a description of 2, 3, or more programs or topics?](#)
34. [Is HUD excluding applicants that cannot list eligible activities that were conducted under previous HUD TA awards?](#)
35. [I understand that the awarded applicants will provide a wide range of HUD TA at the community level, but I would like clarification on which HUD programs and what type of HUD's TA and capacity-building services are provided by Community Compass.](#)
36. [Does copying the language from Rating Factor 2 \(including the specifics of the Community Snapshot\) count against the 50-page limit, or are you just counting the actual pages where we address the information?](#)
37. [If you choose to address the State scenario in the Community Snapshot, do you need to address all the issues within the State scenario, or can you limit your response to just some of the issues? For example, an applicant may have experience in CDBG and HOPWA, but less so in LIHTC and CDBG-DR.](#)

General

38. [How will HUD distinguish and select between applications that receive the same final score?](#)
39. [Where can I find the NOFA application?](#)
40. [How do we contact HUD if we have questions or concerns about the NOFA or application process?](#)

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

Section I. Funding Opportunity Description

1. Community Compass represents a cross-agency approach to providing technical assistance and capacity building to HUD's customers. "Investments" refer to the Community Compass technical assistance and capacity building funds, as well as TA Providers and staff who engage in technical assistance activities to support HUD programs. The cross-funding approach allows technical assistance to address the needs of multiple HUD programs, often within the same engagement, as well as to address cross-agency issues, such as Fair Housing. To learn more about HUD's programs, visit the HUD Exchange at: <https://www.hudexchange.info> or go to www.hud.gov.
2. An applicant organization will often contract with other organizations and individuals who bring additional skills, expertise, and experience to complement those of the applicant organization. These organizations and individuals are subcontractors or consultants. They are considered part of the applicant's team and may be included in the applicant's description of expertise and capacity, provided that the applicant has an agreement or contract with the subcontractor or consultant at the time of application submission.
3. The U.S. Department of Housing and Urban Development ("HUD") has its headquarters in Washington D.C. HUD Headquarters staff plan and manage the Community Compass program and awards and oversee the cooperative agreements. Though the level of involvement of Regional and Field/Area Office staff varies depending on the program area and the individual TA engagement, these staff often help to identify TA needs, request TA on behalf of HUD grantees and recipients, share information with TA Providers to help shape the scope of work, and review status reports throughout a TA engagement. TA Providers are assigned tasks by Headquarters staff and consult with both headquarters and Regional/Field/Area Office staff throughout a TA engagement.
4. The technical assistance under this program/topic will be direct assistance to state housing finance agencies that are required to submit to HUD data on LIHTC tenants. The assistance is provided to agencies that have no capacity to fulfil the data request.
5. The "Table of Categories, Programs and Topics, and Funding Sources" identifies the programs/topics in which HUD expects to focus Technical Assistance. Though "data collection and quality for LIHTC tenants and projects" is the only program/topic listed in the "Policy Development and Research" category, it is possible that HUD's Office of Policy Development and Research will collaborate on TA projects with other HUD offices during the performance period of the FY2017 NOFA awards.
6. Remote technical assistance may be provided via telephone, conference calls, email reporting, cohort learning, or other means that do not involve on-site TA at the customer's location. HUD determines whether a TA assignment is remote or on-site, and it will include this information in the written assignment to the TA Provider. For on-site engagements, the anticipated travel would be included in a work plan and discussed with HUD when it is being reviewed.
7. The recipients of HUD TA and capacity building are HUD customers/grantees. HUD customers are recipients of HUD funding, including state and local grantees, public housing authorities (PHAs), owners and managers of HUD-assisted housing, Continuums of Care (CoCs), non-profit grantees, Homeless Management Information System (HMIS) Leads, HUD-approved housing counseling agencies and counselors, states, tribal organizations, Indian tribes, tribally-designated housing entities (TDHEs), FHA-approved multifamily lenders, and residents and participants in HUD-funded programs. Please remember that funding in this NOFA will be awarded to TA Providers, and those TA Providers will deliver TA and capacity building to HUD

customers; a HUD customer that is seeking individual TA should not apply for TA through this NOFA but should instead go to <https://www.hudexchange.info/program-support/technical-assistance/> to find instructions for requesting technical assistance.

8. The Community Compass NOFA is not a means through which a HUD grantee requests technical assistance for itself. A HUD grantee that is seeking assistance with its HUD programs should go to <https://www.hudexchange.info/program-support/technical-assistance/> to find instructions for requesting technical assistance. The NOFA is a funding opportunity in which a NOFA applicant competes to receive funds to become a TA Provider and provide TA and capacity building to HUD customers/grantees.
9. An organization that receives funds under this NOFA is not allowed to provide technical assistance to itself.
10. If an applicant receives funding from this NOFA, that applicant will be eligible to provide TA to HUD customers, if tasked to do so by HUD. This NOFA is not a way for an applicant to request and receive TA for itself.
11. The organizations that apply for funding under this NOFA are applying to be HUD TA Providers and provide TA to HUD customers as instructed by HUD; applicants are not applying for funding for a specific project of their own. HUD's TA program works on a demand-response basis, in which HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees as they arise, and then HUD tasks specific TA Providers to respond to the identified needs.
12. HUD may take into consideration many factors when determining which TA Provider will be assigned a TA engagement, including an awardee's expertise and experience, available funding, and administrative capacity. Notification of a TA assignment typically takes the form of an e-mail notification from the HUD Exchange/TA Portal or an e-mail from a HUD employee. The TA assignment will include the name of the HUD customer(s) that need(s) TA, the general scope of work (including the gaps in skills and capacity), and a point of contact for additional information about the scope of the assignment.

Section II. Award Information

13. Applicants may not specify programs or topics for which they want to deliver TA. However, when identifying the funding sources for which they wish to be considered, they should consult the "Table of Categories..." and consider the programs and topics in which they have experience and expertise. Rating Factor I.A., Experience and Expertise in TA Programs and Topics requires applicants to describe their experience and expertise in at least one of the programs or topics in a category or categories. This gives applicants the opportunity to demonstrate their experience and expertise in the programs and/or topics in which they are most qualified and interested. HUD will select applicants for funding and for TA assignments based on the applicant's demonstrated, relevant experience and expertise in the categories, programs, and topics in which HUD expects to focus its TA.
14. Applicants may request consideration for funding under more than one funding source. Applicants are to submit only one application, regardless of the number of funding sources they identify in their one-page application summary. HUD determines the selection and funding of applicants based on a variety of factors, including a review of the eligible applicants' scores, available program funding, TA program priorities, demonstrated expertise, and if applicable, TA funding from prior years.

15. The award project period is three years. HUD anticipates that \$250,000 will be the minimum amount awarded and \$20,000,000 will be the maximum amount awarded for the three-year project period.
16. On-demand means that HUD, its customers, and/or its partners will identify technical assistance and capacity building needs as they arise, and thus there is no set start and stop point for these needs. Within a single award, a TA Provider will likely receive multiple TA assignments throughout the three-year project period. An individual TA assignment could go on for a few months or over a year; however, the term of the award (three years) will remain the same. The TA work must be completed before the award expiration date.

Section III. Eligibility Information

17. “Eligible applicants” are those organizations that may apply under this NOFA for funding to become HUD TA Providers. As a HUD TA Provider, an organization will provide technical assistance to and build the capacity of HUD customers. Eligible cities, states, and PHAs with applicable experience and expertise can apply to this NOFA if they want to provide TA to HUD customers. HUD customers, PHAs, and others should not apply for individual technical assistance through this NOFA. A HUD customer that is seeking assistance with its HUD programs should go to <https://www.hudexchange.info/program-support/technical-assistance/> to find instructions for requesting technical assistance.
18. Though much of the TA provided to HUD customers is conducted remotely (e.g., a TA Provider working with a grantee via email), TA could take place on-site at locations throughout the country. Although some assignments may require the TA Provider to go to the grantee’s location (e.g., going on-site to a PHA’s main office to provide Direct TA to the PHA, or going to a conference space in a large city to provide regional training to multiple grantees), visits of this nature would be short (generally only a few days) and would not require relocation.
19. TDHEs are eligible applicants under this NOFA. If a TDHE is awarded funding under this NOFA, that TDHE would be considered a HUD TA Provider and would then be eligible to receive TA task assignments from HUD to provide training or technical assistance to other HUD grantees on eligible programs and topics under the funding source(s) it received. If the TDHE applicant receives NAHASDA or Native American Housing and Community Development TA funding under this NOFA, the TDHE would be eligible to receive TA assignments to provide assistance to other TDHEs and tribes that are eligible to receive TA in those categories.
20. An applicant only needs to have a staff/subcontractor/consultant with such qualifications if that applicant wishes to be tasked to provide technical assistance to HOME grantees or CHDOs. If an applicant does not have someone with such qualifications, the applicant is not disqualified from receiving an award under this NOFA to provide technical assistance to other types of HUD grantees.

Section IV. Application and Submission Information

21. Submission of the Faith-Based EEO Survey is voluntary for all applicants. However, as stated in the NOFA, non-profit private organizations, not including private universities, are encouraged to submit the survey with their applications.
22. Except Federally-recognized Indian tribes, all applicants must submit the Lobbying Form certification. This is a new requirement in FY2017.

23. The required contents of the one-page application summary can be found in Section IV.B. of the NOFA. Applicants must include four pieces of information: The amount of funding they are requesting under the NOFA; the TA funding source(s) for which they wish to be considered; whether the applicant is a disadvantaged business, a small business, or a national or regional organization representing Native American housing interests; and the entity or entities the applicant addressed in Rating Factor 2 of the NOFA
24. Applicants are required to use 12-point font for the narrative and other application attachments. No specific type of font is required.
25. The narrative response to each Rating Factor must be submitted as a separate file. Responses to each Rating Factor must be clearly labeled with the applicant's name and the appropriate Rating Factors, e.g., "Anytown Housing Organization – Rating Factor 1." Failure to submit the Rating Factors in separate files may result in elimination from the NOFA competition. For further instruction on what needs to be submitted with the application, applicants should follow the guidelines set out in Section IV.B. Content and Form of Application Submission in the NOFA.
26. Even if you have previously submitted your Code of Conduct to HUD, you must resubmit your Code of Conduct with your FY2017 Community Compass application if your Code of Conduct is not listed on the "Code of Conduct for HUD Grant Programs" page (https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmombgmt/grantsinfo/conduct). If it is not on that website, it means that it is not on file with HUD, even though you previously submitted it to HUD.
27. The Indirect Cost Rate and Code of Conduct attachments do not count towards the 50-page limit.
28. If an applicant feels that an organizational chart is an appropriate part of a response to one of the Rating Factors, the applicant can include such a chart as part of its narrative response to that Rating Factor. Please keep in mind that, as part of a response to a Rating Factor and thus part of the narrative, the chart would count towards the 50-page limit. Including a photo on the cover is fine.
29. Though HUD encourages applicants to use the examples included in the application package, applicants are not required to do so.
30. The "Qualifications Narrative" column gives an applicant the opportunity to provide a narrative description of its staff's qualifications. Please remember that applicants are not required to use the example worksheets in the Excel document; the examples are one possible way in which the applicant may submit the information requested in the NOFA.

Section V. Application Review Information

31. As long as the applicant's demonstrated expertise and experience is related to the programs and topics listed in the "Table of Categories...", the experience could be gained through TA or activities with non-HUD funded entities.
32. Generally, experience relates to projects that the applicant firm has completed; as the NOFA states, the "applicant" includes staff, subcontractors, or consultants. Expertise relates to the substantive knowledge and training/certifications of the individuals who will be providing services under the NOFA.
33. The Rating Factor 1.A. Experience and Expertise in TA Programs and Topics scoring section describes how the sub-factor points are awarded. First, demonstration of experience and expertise requires that applicants address all sub-items pertaining to experience (e.g., how experience gained, the time period, responsibilities and/or activities, and accomplishments) and

expertise (e.g., knowledge of program rules, qualifications, etc.). Applicants (other than Native Housing and Community Development applicants) will be rated higher if they demonstrate experience and expertise in more than one category (breadth), with maximum points awarded to those that demonstrate experience and expertise in four or more categories. Similarly, applicants will be rated higher if they address more than one topic or program within a category (depth), with the maximum points awarded if they address three or more programs or topics within a particular category.

34. HUD is not excluding applicants who cannot list eligible activities under previous HUD TA awards. Relevant experience and expertise could come from activities that were not funded under previous HUD TA awards.
35. The “Table of Categories...” identifies the HUD programs and topics that are expected to be targeted for TA under the FY2017 Community Compass program. This list is not all-inclusive, and HUD may identify other technical assistance priorities. The eligible activities that may be funded under Community Compass are identified under Section I.A.1.b., Community Compass Eligible Activities. More information about HUD’s programs can be found at <https://www.hudexchange.info/>.
36. Any information included in the Rating Factor narrative responses, including copied language from Rating Factor 2, counts toward the 50 total allowed pages.
37. For each entity addressed in its response to Rating Factor 2, an applicant should address all capacity issues facing that entity. Applicants that only address part or some of the capacity issues for an entity will receive fewer points.

General

38. An applicant’s final score is only one consideration in HUD’s determination of which applicants will receive awards and the amount awarded to a successful applicant. Considerations include: (1) the amount of funds available; (2) the final score assigned to the application by HUD reviewers; (3) HUD’s overall technical assistance needs, including establishing a range of subject matter expertise and geographic coverage; and (4) an applicant’s capacity to serve HUD’s customers across multiple programs and topics. For prior awardees, HUD may consider information from a Contracting Officer, GTR, GTM, POTAC, and/or other HUD staff as appropriate on past performance, as well as award balances not already committed to TA tasks or work plans. To ensure coverage across HUD’s TA priorities, it is possible that applicants may not be funded in score order.
39. Go to www.grants.gov and carefully follow the instructions to download the application. Should you have any trouble obtaining the application files, please notify HUD immediately at community.compass@hud.gov.
40. You can submit specific questions to communitycompass@hud.gov. Where applicable, please identify the relevant section of the NOFA to which your question pertains.
41. Applicants will submit their total requested award amount on the SF-424, and this represents the maximum amount that HUD may award. Labor rates are not included with the application; successful applicants will provide wage rates following award, as part of the Administrative and Financial Requirements package. As stated in the NOFA, indirect cost proposals are required as a part of the application package.