

# FAQ UPDATE for the FY17 Community Compass Technical Assistance and Capacity Building Program NOFA

The following questions from potential applicants are included for the FY17 Community Compass Technical Assistance NOFA FAQ section, and were received from prospective applicants between August 14 and September 15, 2017. These questions are in addition to, and unique from, the questions included in the previously published FAQ document, and are intended to be read as a supplement to the original FAQs document. They are also meant to clarify new elements of the NOFA and reflect HUD’s intent and specific requirements of each applicant choosing to respond to the NOFA. While this document has not been combined with the original FAQ, HUD hopes that this additional information proves helpful to potential applicants as they respond to the different elements of the NOFA. Further updates may or may not be issued before the deadline of September 28, 2017. Applicants should read *both* FAQs documents that are posted on [HUD’s Funding Opportunities page](#) to ensure they are familiar with all of the frequently asked questions for HUD’s FY 2017 Community Compass NOFA (FR-6100-N-06).

	<b>Question</b>	<b>Response</b>
42	Please explain the Community Compass TA program.	<p>The Community Compass Technical Assistance and Capacity Building Program NOFA is a funding opportunity in which an applicant competes to receive funds to become a Technical Assistance (TA) Provider to HUD grantees and subgrantees, such as Public Housing Authorities, Continuums of Care, and Tribally-Designated Housing Entities. If an applicant is awarded funds under this NOFA, the applicant will be eligible to receive TA assignments from HUD, under HUD’s demand-response system for TA.</p> <p>HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees, and then HUD tasks specific TA Providers to respond to the identified needs. For instance, a Housing Entity may identify that it needs TA on financial management and self-monitoring; after HUD evaluates and approves that TA request, it will task the TA request to a TA Provider, who will then provide that specific technical assistance.</p> <p>The organizations that apply for funding under this NOFA are applying to be HUD TA Providers; they are not applying for funding for a specific project of their own. Individuals are not eligible for funding under this NOFA. Please see more information about eligibility on Page 19 of the published NOFA (attached).</p> <p>For further information potential applicants are strongly encouraged to view the two posted webinars.</p>

43	<p>To determine how much funding to request on the SF-424 and in the one-page summary, how should staff resource hours be allotted? Is there a past ratio (e.g. 4 full time/2-part time staff + costs for 3 years = \$3 M award) or likely figure that has been used in the past? How many staff resource hours would be needed for a \$1M award versus an \$8M or \$11M award?</p>	<p>No past ratio has been officially established. Each organization determines its own ability to operate and provide TA and how much to budget to successfully accomplish its goals per the cooperative agreement it signs with HUD.</p> <p>There is no predetermined or recommended ratio of staff resource hours to funds received. Each organization determines its own ability to operate and provide TA to HUD customers.</p>
44	<p>Does HUD offer a workshop to help applicants understand the grant application process? If so, could you please tell us when and where such workshops are offered?</p>	<p>The HUD does not offer in-person workshops for applicants, but it does offer online resources. For further information about the ins and outs of the application process, potential applicants are strongly encouraged to view the following two webinars: Orientation and Application Requirements 2017 and Rating Factors 2017.</p>
45	<p>Is HUD's preference to see as many entities as possible addressed or simply more than one entity to rate this factor highly?</p>	<p>Any applicant should give strong consideration to the following: 1) HUD's preference for addressing more entities in Rating Factor 2 and 2) What funding sources the applicant wants and whether it needs to address certain scenarios to be eligible for those funding sources.</p> <p>HUD indicates a preference for applicants who successfully address as many entities as possible in Rating Factor 2. The NOFA does provide more points to applicants who successfully address more entities, with an exception for applicants who only address the Tribal Housing Department. The exact language in the NOFA is, "Applicants that successfully address each of the scoring elements...for more than one of the entities...will receive up to 3 points, with maximum points awarded for addressing all five (5) of the entities."</p> <p>When deciding how many entities to address in Rating Factor 2, any applicant should review the eligibility requirements. Consider the following, "...applicants that wish to be considered for McKinney-Vento TA and National Homeless Data Analysis Project funding must address the CoC scenario in their response; applicants that wish to be considered for Native American Housing and Community Development TA or NAHASDA TA funding must address the Tribal</p>

		<p>Housing Department scenario; and applicants that wish to be considered for PHA Administrative Receivership and Recovery TA must address the PHA scenario.” For example, if an applicant indicates an interest in McKinney-Vento funds, NAHASDA funds, and Receivership funds, it would have to address the CoC, Tribal Housing Department, and PHA scenarios. If an applicant chooses to address only the CoC and PHA scenarios, then it would not be eligible for the NAHASDA funds.</p>
46	<p>Could you provide a greater overview of the types of applicants HUD is looking to fund?</p>	<p>The organizations that apply for funding under this NOFA are applying to be HUD TA Providers; they are not applying for funding for a specific project of their own. Individuals are not eligible for funding under this NOFA. Please see more information about eligibility on Page 19 and 20 of the published NOFA, which you may have found at the link below: <a href="https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/fundingopps">https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/fundingopps</a>.</p>

47	<p>We would like more information as to the type of technical assistance being offered and if any part of the funding can be utilized for capacity building and administrative costs.</p>	<p>The Community Compass Technical Assistance and Capacity Building Program NOFA is a competitive funding opportunity for applicants who are seeking to become HUD Technical Assistance (TA) Providers. HUD's TA program works on a demand-response basis, in which HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees, and then HUD tasks specific TA Providers to respond to the identified needs. For instance, a Tribally-Designated Housing Entity may identify that it needs TA on financial management and self-monitoring; after HUD evaluates and approves that TA request, it will task the TA request to a TA Provider, who will then provide that specific technical assistance. The organizations that apply for funding under this NOFA are applying to be HUD TA Providers; they are not applying for funding for a specific project of their own.</p> <p>This NOFA is not a means to apply for funding for a specific capacity building project or administrative costs. Instead, it is a means for HUD to obtain TA Providers who will then be given specific tasks based on the demand-response system to meet the TA needs of HUD grantees and subgrantees.</p>
48	<p>The General Section document shows #FR-6100-N-01, while the NOFA shows the #FR-6100-N-06 . Which one is correct?</p>	<p>The Funding Opportunity Number for the FY17 Community Compass Technical Assistance NOFA is #FR-6100-N-06. The HUD General Section is a separate document with the Funding Opportunity Number FR-6100-N-01. The HUD General Section contains requirements for all of HUD's competitive grant programs, including the Community Compass program. Applicants must meet all the requirements of the General Section in addition to the requirements of the Community Compass NOFA to be considered for and potentially receive funding.</p>
49	<p>Can you please clarify if HUD will take possession of an aggregate data set or provide direction and request for analysis from the provider of the HMIS Data Lab?</p>	<p>HUD provides guidance to the TA provider of the Data Lab but does not actually "take possession" of their aggregate data. We query the organization staff in charge of the Data Lab and they are required to provide analyzed data that meets the standard of the request.</p>

50	<p>On Page 11 it states:  “Applicants must submit their narrative responses to each of the three Rating Factors in three separate files clearly labeled by Rating Factor.”</p> <p>a. Does HUD have a preference for the naming convention as Factors will be submitted separately?</p> <p>b. Are there page limits for each rating factor?</p> <p>c. Is the one page application summary submitted as a separate file or in the Rating Factor 1 file?</p>	<p>a) As long as the Rating Factors are clearly marked, there is no preference for naming convention.</p> <p>b) There are no page limits for each individual rating factor, but please remember that the total page limit for the three rating factors combined is 50 pages.</p> <p>c) The one-page applicant summary document is separate from the Rating Factor 1 response.</p>
51	<p>To be considered for the operation of the HMIS Data Lab, an applicant must express interest, and demonstrate an MOU or other written agreement.</p> <p>a. Are MOUs required as part of the NOFA application or after award?</p> <p>b. If an MOU is required, in what format and how does it fit within the page requirements or the proposal?</p>	<p>Applicants can submit the MOUs after the application deadline has passed, but should be sure to indicate that they will be able to present the MOU by the close of the competition, during the award phase. HUD does not specify a format for an MOU. If the MOU is provided as part of the application, it will not count toward the page limit.</p>
52	<p>What is HUD’s definition of “own or operate an HMIS software”?</p>	<p>The entity HUD is focused on is the primary entity operating the Data Lab. Therefore, if the primary entity partners with an HMIS vendor, the vendor would not be subject to the agreement. However, if the entity *is* the HMIS vendor, or in some other way retains total control and copyright on the software, then the primary entity would need to enter an agreement to not market, sell or license the software. "Own" refers to the control and copyright part of the software. This is to protect against the operator of the Data Lab from gaining personal market/material benefit from their cooperative agreement with HUD.</p>

53	On page 66 of the NOFA, the “Program Progress” section indicates that we are required to submit Quarterly Performance Reports. Is this a reinstated requirement?	This requirement is part of the FY17 Community Compass Technical Assistance NOFA. The same language has been reflected in the NOFA since 2015.
54	Must both letters of reference come from the prime applicant or may we include a letter of reference regarding work from a sub-applicant?	The letters of reference for Rating Factor 1 should reflect Technical Assistance, “provided by the applicant in support of the referrer.” If the “prime” is the applicant, then the letter(s) should be associated with efforts of the “prime”. The only qualification for the letters of reference are that they originate, “from customers that received the technical assistance described in Rating Factor 1, Section 1.B.ii. ‘Recent TA Engagements.’” Both quotes are from p.46 of the NOFA.
55	For an Applicant that wishes to be considered for CPD funding, which entity should be addressed?	<p>The NOFA does not identify any specific entity or entities that need to be addressed for an applicant to be considered for Departmental TA funding. The only entity-response requirements are for McKinney-Vento, National Homeless Data Analysis Project, Native American Housing and Community Development, NAHASDA, and Receivership/Recovery TA funding.</p> <p>Like Departmental TA, the NOFA does not identify any specific entity or entities that need to be addressed to be considered for CPD, PIH, Housing, or CDBG funding. Each applicant should thoroughly read each scenario and determine for itself which entity or entities seem most relevant to the type of TA program/topics for which the applicant would like to be considered.</p> <p>Each applicant should thoroughly read each scenario and determine for itself which entity or entities seem most relevant to the type of TA program/topics for which the applicant would like to be considered.</p>
56	On the “FY2017 CCTA NOFA_Combined Excel examples” spreadsheet, one of the items is “Administration and Rental Housing Compliance certification.” Must the respondent have passed both the Administration and the Rental Housing Compliance certification in order to select “yes”?	While HUD encourages certification in both instances, the applicant can select “yes” if only one certification is complete.

57	<p>Would HUD consider providing a copy of Factor 2 to the reviewers of Factor 3A (or have Factor 2 reviewers also review 3a)? Alternatively, would HUD consider having Factor 2 reviewers also score Factor 3a?</p>	<p>To clarify, by “re-state the relevant scenarios,” HUD intends that each applicant should re-state which scenarios they may have responded to in their narrative for Rating Factor 2. Therefore, the information required could be easily covered in one sentence. HUD encourages each applicant to include and describe information relevant to its responses to Rating Factor 3.a in an efficient manner, so that applicant reviewers can clearly understand the organization’s ability to achieve results.</p>
58	<p>On pgs. 49 – 50, HUD provides detailed information on the scoring criteria for Factor 2a and 2b. However, on page 51 under the subheading of 2.C. “Addressing Multiple Entities” there is a list of 6 questions that must be responded to in an applicant’s response. These six questions appear unrelated to the heading of “Addressing Multiple Entities” and request information that is similar to, but not identical to the information requested under Factor 2a and 2b. Please clarify which set of criteria specifically that an applicant’s response to Factor 2 will be evaluated.</p>	<p>Ultimately, scoring will be based on the information detailed on pages 49 and 50 of the NOFA. The list of six questions exist as a means for the applicant to demonstrate comprehensive, organized, and innovative responses to the scenarios and to describe its ability to address multiple entities. Although the six questions appear emerge from the 2.C scoring section, they actually apply to all of Rating Factor 2. An applicant’s responses to 2.A, 2.B, and 2.C should be organized in such a way that responds to the questions.</p>
59	<p>In Rating Factor 1b: Past Performance, may we include two letters of reference that are both from a single eligible activity type (e.g. direct TA)? Or must each letter</p>	<p>The letters of reference may both address a single eligible activity type. Examples do not need to be from two distinct eligible activity categories.</p>

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60	Can a small business use the indirect cost rate established by a state housing authority?	From p. 64 of the NOFA, "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." Small businesses are prohibited from making a profit. See p. 39 of the NOFA, "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."
61	Will an applicant limit its chances of receiving an award in a particular section if they don't mention it in one of the Community Snapshot Scenarios?	HUD cannot comment on an applicant's chances of receiving an award. HUD recommends that each applicant thoroughly read each scenario and determine for itself which entity or entities seem most relevant to the type of TA program/topics for which the applicant would like to be considered.
62	For scoring of Rating Factor 2 (C) Addressing multiple entities, on page 50 it states that an applicant can receive up to 3 points for addressing all 5 entities. What are the maximum points that can be awarded for two (2), three (3), and four (4) entities?	HUD cannot elaborate on the scoring system other than what is written in the Rating Factor 2 section of the NOFA, that you referenced.
63	Where in grants.gov do you submit the Code of Conduct?	Once an applicant creates a grants.gov account, the Code of Conduct can be submitted with the application package. Instructions for submitting an application to Grants.gov are contained in the Application Package an applicant downloads from Grants.gov. Please see p.36-37 of the NOFA and <a href="https://www.grants.gov/web/grants/applicants/applicant-faqs.html">https://www.grants.gov/web/grants/applicants/applicant-faqs.html</a> for more details.
64	Where in grants.gov do you submit the separate files for Ratings Factor 1 ,2, and 3?	Once an applicant creates a grants.gov account, the three separate files can be submitted with the application package. Instructions for submitting an application to Grants.gov are contained in the Application Package an applicant downloads from Grants.gov. Please see p.36-37 of the NOFA and <a href="https://www.grants.gov/web/grants/applicants/applicant-faqs.html">https://www.grants.gov/web/grants/applicants/applicant-faqs.html</a> for more details.

65	<p>How is an applicant supposed to calculate a funding amount for each individual program/topic if they don't know what will be involved with each actual project?</p>	<p>If an applicant is awarded funds under this NOFA, the applicant will be eligible to receive TA assignments from HUD, under HUD's demand-response system for TA. HUD, its customers, and/or its partners identify TA needs of HUD grantees and subgrantees, and then HUD tasks specific TA Providers to respond to the identified needs. For instance, a Housing Entity may identify that it needs TA on financial management and self-monitoring; after HUD evaluates and approves that TA request, it will task the TA request to a TA Provider, who will then provide that specific technical assistance. From p. 31 of the NOFA, "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."</p>
66	<p>Can the applicant enter the maximum amount of \$20,000,000 for each program and initiative for the funding amount to be entered on the one page summary and Form SF-424? Can the total amount of funding requested be more than the total offered under this grant initiative of \$56,000,000?</p>	<p>As stated on pages 18 and 19 of the NOFA, "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.'" The Estimated Total Funding is \$56 million. The Maximum Award Amount is \$20 million Per Project Period. Also, see p. 31 of the NOFA.</p>
67	<p>Will the amount of funding requested be used to determine which applicants receive an award?</p>	<p>HUD does not consider the funding requested when scoring the applications, but funding requested may inform award decisions. From p. 32 of the NOFA, "Funding sources include: Departmental, McKinney-Vento, National Homeless Data Analysis Project, Public Housing Administrative Receivership and Recovery, NAHASDA, and Native American Housing and Community Development. This information will not be used for scoring, but it will help HUD in determining the preferences of applicants and may inform award decisions."</p>
68	<p>On the Contractors and Consultants tab in the "FY2017 CCTA NOFA_Combined Excel examples" spreadsheet, the last section for additional does not let you enter a number for Years of Experience.</p>	<p>While the drop-down menu does not allow numbers as a response, the questions for the "Additional" category include a number of years. For instance, "At least 5 years of experience in administering a HOME program, including finance and underwriting, or providing direct TA on 2013 HOME regulations". In response, applicants may consider if the proposed contractor or consultant has at least 5 years' experience, then the answer would be yes. If the contractor or consultant has less than 5 years, the answer would be no.</p>