Tribal Housing and Urban Development Veterans Affairs Supportive Housing Expansion

NOFA Training

Post Rating Factors

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Review and Selection Process

Past Performance

Assessing Applicant Risk

Applicant Selection Process

Review and Selection Process

Past Performance	→	Assessing Applicant Risk	→	HUD standard language and requirements in evaluating applications for funding.

Review and Selection Process

Applicant Selection Process

- This section identifies the process applications go through:

  - Screening and Acceptance - applications will be screened if they are:

    1. Received or submitted in accordance with the requirements of this NOFA.

    2. The applicant is eligible to submit an application.

    3. The proposed project is eligible.

    4. The application contains all of the applicable components listed in Section IV. B. of this NOFA.

Review and Selection Process

- **Threshold Compliance (Section III.D. p. 11)**

- **Past Performance** – Rating Factor 1

- **Rating** - ONAP will review and rate each project that meets the acceptance criteria and threshold requirements

- **Minimum Points**
  - Minimum of 20 points in RF 1-Capacity of the Applicant
  - Minimum 35 points in RF 3-Capacity to Administer the Program,
  - Overall minimum total of at least 75 points

Ranked Order

Review and Selection Process

- Eligible applications that meet minimum score requirements will be placed in ranked order.
- HUD will award funds in rank order based on score received on the application.
- HUD will consider applicants for funding within fundable range of 75 or more points in ranked order up.
- Amount requested or lesser amount if sufficient funds are not available.

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Grant Award Adjustments

Review and Selection Process

- If not, enough funds are available to fully fund a project, then HUD may contact the applicant to determine whether revisions can be made to the program budget and workplan to reflect the actual award offer.

- If no agreement can be made on a revised budget and workplan, then the award will NOT be made.

- HUD may offer award, in rank order, to another applicant.

- HUD may also select an additional applicant for funding if additional funds be available.

Tiebreakers

Review and Selection Process

- **HUD will use the following factors to resolve the tie:**
  1. Applicants that can be fully funded over those that cannot be fully funded;
  2. Applicants that receive the most points according to Subfactor 3.2, Availability of Housing Stock;
  3. Applicants that propose to leverage other funding sources to increase its housing stock for the use of eligible Veterans; and
  4. Applicants that score the highest cumulative points for Rating Factor 1-Capacity of the Applicant and Rating Factor 2-Need.

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Additional Tribal HUD VASH Expansion Funds:

Review and Selection Process

- If additional funds become available, HUD may:

  - Award funding to additional applicants based on score from competition

  - Use additional funds to provide additional funding to an applicant awarded less than the original amount

  - Fund additional applicants eligible to receive award but for which no funds were available from FY 2017 appropriations; and

  - Award funding to applicants that meet funding error category in Section VI.A of this NOFA.

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Review and Selection Process

Curable Deficiencies and Pre-Award Requirements

Curable Deficiencies- If there are curable deficiencies, the applicants must satisfactorily address deficiencies before HUD can make grant award.

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Pre-Award Requirements

Review and Selection Process

Successful applicants may have to provide supporting documentation concerning management, maintenance, operation or financial of projects before grant agreement execution.

- Additional information regarding implementation of project.

- Information to verify commitment of resources to complete project.

- Notification to applicant by either facsimile (fax) or U.S. Postal Service., return receipt requested.

- **14 calendar days** from receipt date of HUD notification for response.

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Review and Selection Process

Pre-Award Requirements (cont.)

- No extensions provided.

- No response or insufficient response will result in a withdrawal of the grant offer.

- No substitute of new projects from original project proposed in application.

- Time period for calculating the response deadline begins on the day after recipient of the pre-award letter from ONAP.

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Review and Selection Process

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Agency Errors

Judgements made with provisions of this NOFA and all program statutory and regulatory requirements are not subject to claim of error.

- No appeal process.

- Applicant may bring arithmetic errors in application scoring within 30 days of being informed of score.

Anticipated Award Dates

Approximately 4-6 months after the application due date

VI. Award Administration Information

Award Notices

- Administrative, National and Department Policy Requirements for HUD recipients
- Reporting
  - Post-Award Reporting Requirements
    a) Quarterly Financial Reports (SF-425)
    b) Annual Performance Report (APR)
- Debriefings

VI. Award Administration Information

Award Notices

- HUD will notify successful applicants of their selection for funding.

- HUD will notify applicants whose applications were received by the deadline date but not chosen for award.

- Notifications sent by email to person listed as Authorized Official Representative (AOR) in Item 21 of the SF-424.

VI. Award Administration Information

Award Notices (Continued)

Negotiation:

- After selection, HUD will negotiate specific terms funding agreement and budget of selected applicants.

- If HUD and selected applicant do not successfully conclude negotiations in timely manner or applicant fails to provide information, no award will be made.

- HUD may select another eligible applicant an may impose special conditions on award according to 2 CFR 200.207.

VI. Award Administration Information

Award Notices (Continued)

Adjustments to Funding:

- HUD reserves right to fund applications less than amount requested.

- HUD will fund no portion of application that,

  - Is not eligible for funding

  - Does not meet requirements

  - Duplicates other funded programs or activities from prior year awards or other selected applicants

VI. Award Administration Information

Award Notices (Continued)

Adjustments to Funding (cont.):

- HUD may fully or partially fund another eligible, fundable application, if funds are available after funding the highest-ranking application.

- If funds remain, funds may be made available within the current FY for other program competitions.

VI. Award Administration Information

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Award Notices (Continued)

Funding Errors:

- If HUD commits error that when corrected would cause selection of an applicant for funding, HUD will select that applicant based on availability of funds.

- The HUD Reform Act prohibits HUD from notifying applicants of grant awards before the announcement of all successful award recipients.

*__Reminder__: There is no appeal process. However, an applicant may bring <u>arithmetic errors</u> in application scoring to the attention of HUD within <u>30 days of being informed of its score</u>.

VI. Award Administration Information

Award Notices (Continued)

- ONAP will send applicant an award letter and grant agreement to sign and return.

- Applicant must establish an account in LOCCS to draw down funds to complete project/activities.

- Grantees will be encouraged to participate in an award Implementation training conducted by ONAP.

- Environmental review: All required notifications, and approval of the Request for Release of Funds and Certification when applicable under 24 CFR part 58 or HUD's approval of the project or activity under 24 CFR part 50, must be completed before a recipient may commit HUD or non-HUD funds.

VI. Award Administration Information

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Administrative, National and Departments for HUD recipients

The NOFA lists the applicable Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards. These are also available at HUD's Funding Opportunity page:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps

VI. Award Administration Information

Administrative, National and Departments for HUD recipients (Continued)

Tribal HUD-VASH Rental Assistance Conversions
To convert an applicant must:

➢ submit any required information specified in this NOFA and HUD based on the type of rental assistance proposed.

➢ HUD will re-rate and re-rank the application with the updated information.

➢ If the application is still fundable, HUD will notify the applicant indicating its approval of the rental assistance conversion.

➢ If the application is no longer fundable, HUD will rescind the grant and recapture grant funds.

VI. Award Administration Information

Administrative, National and Departments for HUD recipients (Continued)

Monthly Drawdowns

➢ Grantees must drawdown Tribal HUD-VASH funds from LOCCS on a monthly basis to cover rental assistance payments and eligible administrative expenses.

VI. Award Administration Information

Tribal HUD VASH Expansion Program-Post Award Reporting Requirements.

Quarterly Federal Financial Reports (SF-425s)

1. Submit to Area ONAP within 30 days after end of each quarter.
2. Submit final SF-425 within 90 days after end of period of performance identified on grant agreement.
3. Administrative fees and explanation for administrative fee usage must be recorded in the remarks section of the SF-425.

VI. Award Administration Information

Tribal HUD VASH Expansion Program- Post Award Reporting Requirements.

Leveraging Resources

Leveraging should be reported in sections 10. j and k of the SF425.

VI. Award Administration Information

Tribal HUD VASH Expansion Program-Post Award Reporting Requirements.

Annual Performance Reports (APRs) (HUD-52737)

- Submit to HUD within 90 days after end of the program year

- Submit to HUD within 90 days after end of period of performance identified on grant agreement.

- Pertain <u>only to</u> Tribal HUD VASH grant activities.

- Submit separate from traditional IHBG Formula reports.

- Existing grantees must report Tribal HUD-VASH activities under the original award and funds received under this NOFA separately in its IHP/APR.

VI. Award Administration Information

Reporting

Yearly narrative submitted with APR must address the following;

1. Progress made on completing project

2. If applicable, minor modifications to grantee's workplan Implementation schedule and budget to meet project goals, which must be in accordance with this NOFA and subject to HUD approval

3. If applicable, a discussion of the barriers faced towards program implementation and explanation how the grantee will overcome those barriers to meet program objectives

4. Update of how the project is addressing the needs of the grantee's eligible Veterans.

VI. Award Administration Information

Reporting

Yearly narrative submitted with APR must address the following (cont.)

6. Progress of efforts to implement the project in coordination with the VA, community members, tribal departments, Continuums of Care, Veterans groups, nonprofits, homelessness providers, or other agencies/organizations;
7. Outputs and measurable outcomes achieved to date
8. A report of obligations and expenditures in comparison with remaining funding LOCCS balances
9. If applicable, a status of leveraging resources committed to the project
10. Explanation and an accounting of how the grantee has used administrative fees to implement the goals of the Tribal HUD-VASH Program. The grantee must also discuss whether any residual administrative fee amounts have been used to provide additional rental assistance to eligible Veterans and their families.

VI. Award Administration Information

Tribal HUD VASH Expansion Progress & Performance

<u>Significant Progress:</u> Failing to make significant progress by September 30, 2022, as evidenced by failing to meet planned activities described in the workplan and Implementation Schedule, may constitute poor performance or substantial noncompliance.

<u>Recaptured Grant Funds:</u> If, after announcement of awards made under the current NOFA, additional funds become available through the recapture of funds, HUD may use the funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, and/or to fund applicants that were eligible to receive an award but for which there were no funds available.

VI. Award Administration Information

Debriefing

- Period of at least <u>120 days</u>
- Beginning 30 days after public announcement of awards
- HUD will provide debriefing upon request from applicant
- Request for debriefing must be made in writing or by email
- Authorized Official whose signature appear on SF-424 or by his or her successor
- Submitted to Point of Contact (POC)

VI. Award Administration Information

Debriefing

Information provided may include;

- Final score received after rating factor review

- Final evaluator comments from each rating factor

- Final assessment of application based on funding approved or denied

VII. Agency Contacts

TribalHUDVASH@hud.gov

VIII. Other Information

- **National Environmental Policy Act (NEPA)**

- **Paperwork Reduction Act (PRA)**

- **Web Resources**

Questions? Contact Tribal HUDVASH@hud.gov

Keep an eye on the ONAP Codetalk website: https://www.hud.gov/codetalk

- Recorded training modules

- Updated training materials

- FAQs

Thank you for your interest in the Tribal HUD-VASH Program!