

**FON**  
FR-6900-N-54

**Applications Due**  
03/10/2025



Organization Name Title

**Distressed Cities Technical Assistance (DCTA) Program for Fiscal Years 2024 and 2025**

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## BEFORE YOU BEGIN

If you believe you are a good candidate for this funding opportunity, register in the appropriate systems now and review the application package. If you are already registered, make sure your registration is active and up-to-date.

### **SAM.gov Registration**

You must have an active and up-to-date account with [SAM.gov](https://sam.gov), at the time of application and throughout the life of any award.

To register, go to [SAM.gov Entity Registration](https://sam.gov) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

It can take several weeks to register in [SAM.gov](https://sam.gov), so please get started now if you are planning to apply. [SAM.gov](https://sam.gov) also provides each organization with a unique entity identifier (UEI). A valid UEI is required to apply for funding.

### **Grants.gov Registration**

You must have an active [Grants.gov](https://grants.gov) registration. This requires a [Login.gov](https://login.gov) registration as well. See step-by-step instructions at the [Grants.gov Quick Start Guide for Applicants](https://grants.gov). You must apply for funding using [Grants.gov](https://grants.gov), unless HUD has approved your [waiver request](https://grants.gov).

See [Section VI.B](#). Submission Methods.

### **Find the Application Package**

Use the Grants Search at [Grants.gov](https://grants.gov) and search for opportunity number FR-6900-N-54 . The application package has all the online forms you need to apply. You also need to access the Download Instructions link and review the content before you apply.

If you have other technical difficulties using [Grants.gov](https://grants.gov), access the Support Center on [Grants.gov](https://grants.gov) for assistance.

To get updates on changes to this notice of funding opportunity (NOFO), click Subscribe from the View Grant Opportunity page for this NOFO on [Grants.gov](https://grants.gov).

### **Application Deadline**

Applications are due by 11:59:59 p.m. Eastern Time on 03/10/2025.

### **HUD Listserv**

If you are interested in email notices about upcoming funding opportunities, subscribe to [HUD's Funding Opportunities listserv](https://www.hud.gov).

**Note:** To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.

## I. BASIC INFORMATION

This NOFO solicits applications for Distressed Cities Technical Assistance (DCTA) Program for Fiscal Years 2024 and 2025. Review the entire NOFO to understand the application requirements in full. HUD will not fund incomplete or ineligible applications.

### A. Summary

Through this NOFO, HUD aims to increase DCTA awardee and program capacity to deliver technical assistance (TA) to Units of General Local Government (UGLGs) serving communities with populations of 50,000 or less that are experiencing economic hardship. Awardees work at the direction of and in close consultation with HUD to equip UGLG officials and staff to be more successful in meeting the needs of their communities. Applicants should have the capacity to either (A) deliver technical assistance across HUD's jurisdiction or (B) deliver technical assistance to specific area(s).

#### 1. NOFO Summary

**Federal Agency Name:** United States Department of Housing and Urban Development (HUD)

**HUD Program Office:** Policy Development and Research

**Funding Opportunity Title:** Distressed Cities Technical Assistance (DCTA) Program for Fiscal Years 2024 and 2025

**Announcement Type:** Initial

**Funding Opportunity Number:** FR-6900-N-54

**Assistance Listing Number(s):** 14.259

**Paperwork Reduction Act Information:** 2528-0326

#### Key Dates:

Due Date for Application Submission: 11:59:59 PM Eastern Time on 03/10/2025

Due Date for Intergovernmental Review: See [Section VI.C.1](#).

Anticipated Award Date: 06/02/2025

#### 2. Funding Details

##### Type of Funding Instrument

CA (Cooperative Agreement)

##### Available Funds

Funding of approximately **\$4,675,000** is available through this NOFO.

Additional funds may become available for award. Use of these funds is subject to statutory constraints. All awards are subject to the selection process contained in this NOFO.

Subject to appropriations, HUD reserves the right to award fiscal year (FY) 2025 funds based on this competition. Accordingly, this NOFO invites competitive applications for two funding years: FY 2024 and FY 2025. This means that a single application may request funding from one or both funding years. Eligible applicants will submit a single SF-424 but must clearly identify the amount requested for each funding year in its application summary.

**Number of Awards**

HUD expects to make approximately 3 [awards](#) from the funds available under this NOFO.

HUD also expects to make approximately 3 awards from any funds made available in FY 2025.

**Period of Performance**

Estimated Project Start Date:

07/30/2025

Estimated Project End Date:

09/30/2028

Length of Project Periods:

Other

Length of Periods Explanation:

The estimated project and budget period is 38 months.

**B. Agency Contact(s)**

See [Contact and Support](#) section of this NOFO.

## II. ELIGIBILITY

You are invited to apply if your organization is an eligible entity type and meets the funding conditions included in the NOFO. HUD will review applications from eligible applicants using the criteria in [Section V of this NOFO](#).

### A. Eligible Applicants

#### 1. Eligible Entity Types:

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

13 (Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education)

20 (Private institutions of higher education)

22 (For profit organizations other than small businesses)

23 (Small businesses)

#### Additional Information on Eligibility

[Faith-based organizations](#) may apply on the same basis as any other organization.

Individuals are ineligible applicants.

This NOFO defines two (2) applicant categories. While DCTA awardees may provide capacity building support to TA recipients across HUD's jurisdiction, there is a need to expand our applicant pool to include organizations that are locally based and/or well equipped to provide TA to specific areas.

- **Category A** - Applicants have the capacity to deploy technical assistance according to the eligible activities and objectives of this NOFO across HUD's jurisdiction. This should be demonstrated in the narrative responses to rating factors.
- **Category B** - Applicants have the capacity to deploy technical assistance according to the eligible activities and objectives of this NOFO to (i) tribal governments across HUD's jurisdiction, or to (ii) units of general local government (UGLGs) in one or more of the following geographic areas: Appalachia, the Southwest, the Southeast, and/or U.S. territories. To be assessed as a Category B applicant, your application summary and narrative responses to the rating factors must clearly indicate in which area(s) or subarea(s) your organization has the capacity and experience to deploy technical assistance. See Appendix II.2 for definitions of areas and subareas.

Carefully consider your organization's knowledge, experience, and capacity. You may apply as only one category of applicant (A or B). There are no formal award set asides for Category A or Category B. HUD reserves the right to award funds independent of the applicant category and according to the funds available.

#### 2. Restrictions

##### a. Statutory and Regulatory Requirements Affecting Eligibility

You must comply with the current [General Statutory and Regulatory Requirements Affecting Eligibility for HUD's Competitive Programs](#). HUD will review your eligibility before issuing an award. As part of this review, HUD uses [SAM.gov](#) and Department of Treasury data.

**b. Application Eligibility**

Your application is considered for funding if it satisfies the application review requirements in [Section V. of this NOFO](#).

**B. Cost Sharing or Matching**

This Program does not require [cost sharing or matching](#).



## III. PROGRAM DESCRIPTION

### A. Purpose

The Distressed Cities Technical Assistance (DCTA) program provides technical assistance (TA) to units of general local government (UGLGs) serving communities with a population of 50,000 or less experiencing economic hardship. This includes UGLGs experiencing distress and/or persistent poverty, and in some instances their nonprofit partner organizations. This NOFO refers to these UGLGs and their nonprofit partners as TA recipients.

HUD maintains substantial involvement in the administration, coordination, and oversight of this program and its awardees. Awardees collaborate with each other and HUD throughout the project period. More information is provided to awardees in the cooperative agreement terms and conditions. You may review prior DCTA cooperative agreement terms and conditions at <https://www.huduser.gov/portal/ota/guidance.html>.

### B. Goals and Objectives

#### 1. Applicable Goals and Objectives from HUD's Strategic Plan

This NOFO supports HUD's mission and [HUD's Strategic Plan for Fiscal Years \(FY\) 2022-2026](#). The goals, objectives, and measures applicable to this NOFO are included in [Appendix I](#). These are in addition to increasing equity and improving customer experience - two overarching HUD priorities. Consider this information in your application and when tracking the success of your project, if selected for award. HUD will monitor compliance during the [award performance period](#).

#### 2. Civil Rights and Equity Goals

The Fair Housing Act requires HUD funding to create diverse neighborhoods, increase housing choice, reduce inequality, and eliminate discrimination. Executive Orders [13985](#) and [14091](#) direct HUD programs to reduce racial disparities. Your application must respond to these requirements in [Section V.B.3](#) of this NOFO. and if you receive this award, you must track and report your progress towards these goals.

#### 3. Other Program Goals

The main objectives of the funds awarded through this NOFO are:

1. Improve TA recipients' fiscal health by building their knowledge and skills related to financial management practices. For example, managing cash flow, drafting budgets, multi-year forecasting, and implementing internal controls.
2. Enhance TA recipients' capacity for their administrative and organizational responsibilities. For example, complying with laws and regulations and procuring services.
3. Improve TA recipients' processes and skills. For example (1) collecting and utilizing data to inform processes such as decision-making, (2) strategically organizing and managing resources, (3) building partnerships across sectors, (4) coordinating across departments and between staff levels, and (5) tracking progress on initiatives.
4. Build TA recipients' capacity to identify, access, and leverage resources to support economic revitalization and stabilization projects in their community.

We are looking for applicants with experience across these objectives that will be proactive in their communications with assigned TA recipients and customize their TA approach to each assignment.

### **C. Authority**

This program is authorized and funded by the Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 09, 2024).

### **D. Unallowable Costs**

An organization cannot provide technical assistance (TA) or capacity building to itself, a related entity, or to another organization it contracts with or sub-awards funds to under the TA award.

No fees or profit can be earned by the applicant or paid to any recipient, contractor, or consultant involved in the TA program, including interest on accounts managing program funds.

Compensation Restrictions:

- TA award recipients cannot pay individuals more than the Federal Executive Level IV salary cap, which is \$191,000 annually as of January 2024, even if their actual salary is higher. Any amount over the cap must be covered by other organizational funds.
- This cap applies to all staff, consultants, and contractors funded by TA awards.
- If the cap increases, as authorized by law, and funds are available, TA funds can cover the new amount, but no additional funds will be provided.

HUD will ensure compensation is reasonable based on the skills provided and the service area.

### **E. Indirect Costs**

If you expect to charge [indirect costs](#) to the award, submit the Indirect Cost Information (HUD-426) with your application.

### **F. Program History**

This NOFO was previously titled HUD's FY 2022 and FY 2023 Distressed Cities (DCTA) Program Notice of Funding Opportunity. Changes have been made throughout the NOFO, including in the program objectives, focus areas, eligible activities, definitions, and rating factors sections. Specific changes include implementing Category A and Category B applicant types and eliminating the leveraged funding requirement.

### **G. Other Information**

#### **Eligible Activities**

Awardees are assigned via a demand-response system to deliver TA to eligible recipients using any of the eligible activities listed below. HUD is responsible for determining TA recipients and approving scopes of work with eligible activities. TA recipients are typically very low capacity (e.g., few staff, small budgets, limited technology resources), experiencing hyper-local challenges, and value interpersonal skills during TA delivery. The eligible activities are subject to any restrictions or limitations imposed by the federal regulations, statutes, cooperative agreement provisions, and other policies referenced in this NOFO. This includes ensuring all activities are accessible to individuals with disabilities in compliance with Section 504 and

Section 508 requirements, which prohibit discrimination based on disability in HUD assisted programs.

- a. **Needs Assessments.** Awardees assess the needs of TA recipients and evaluate their readiness to engage in direct TA (see below) and/or other eligible TA activities.
- b. **Direct TA.** Awardees build the capacity of TA recipients by working closely with them on a customized scope and schedule of actions.
- c. **Develop and Maintain Products.** Awardees develop and maintain products to effectively meet TA recipients' needs and build their capacity. Examples of products include training materials, case studies, videos, templates, toolkits, and curricula. Applicants may view products developed through the DCTA program at <https://www.hudexchange.info/programs/dcta/dcta-toolbox/>.
- d. **Self-Directed and Group Learning.** Awardees establish and implement learning cohorts, generate content and moderate online discussion boards, facilitate problem-solving clinics, deliver trainings and webinars, and/or support peer-to-peer exchanges for TA recipients.
- e. **Knowledge Management.** Awardees develop, maintain, and organize information on websites, website platforms, and web-based systems to encourage consumption.
- f. **Outreach.** Awardees develop informational materials and communication strategies to raise program awareness for eligible TA recipients and other stakeholders.
- g. **Administrative.** Administrative activities are directly associated with overall award management and execution, including salaries and benefits of persons who support the execution of the award terms and conditions. Costs include preparing reports for HUD, obtaining program audits, and general operating costs when billed direct. Administrative costs are not allowable as direct award execution charges when these costs are included in an awardee's negotiated indirect cost rate agreement or when the organization is using the de minimis rate. Certain administrative costs are not considered to be award execution costs and are not subject to the administrative limits in this NOFO. For example, the salary and fringe benefits for the team lead assigned to oversee the outcome of a specific TA engagement are part of the TA engagement costs and are not award execution costs. Administrative costs may not be greater than 15% of the total award. 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 NOFO; and
  - 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.
- h. **Coordination.** HUD has substantial involvement in coordination activities. Awardees engage in activities with HUD and other DCTA awardees to:
  - Improve DCTA program design and TA delivery approaches;
  - Integrate lessons learned from other DCTA assignments into TA delivery;
  - Coordinate TA delivery from more than one provider to the same recipient;

- Leverage skills and expertise across awardees for product review; and
- Participate in peer-learning with other awardees.

## IV. APPLICATION CONTENTS AND FORMAT

Applications must include three main elements: a) standard forms, assurances, and certifications; b) budget; and c) narratives and other attachments. The content, forms, and format for each element are included in this section.

You may use this section as a checklist to ensure you submit a complete application.

If you don't provide the required documents in the correct format, your application is incomplete.

Do not submit password protected or encrypted files.

Element	Submission Form
Standard Forms, Assurances, and Certifications	Upload using each required form.
Budget	Use the required budget form.
Narratives and Other Attachments	Insert each in the Attachments form.

18 pages is the total maximum length of all narratives. Single spaced 12-point Times New Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides.

### A. Standard Forms, Assurances, and Certifications

You must properly complete and submit with your application the standard forms, assurances, and certifications identified below. You can find all forms in the application package or review them and their instructions at [Grants.gov Forms](#). You can also [read more about standard forms](#) on HUD's Funding Opportunities page.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	Required with the application	Page limit: Not applicable File name: SF-424
Applicant and Recipient Assurances and Certifications (HUD 424-B)	Required with the application	Page limit: Not applicable File name: HUD-424B
Applicant/Recipient Disclosure/Update Report (HUD 2880)	Required with the application and after award.	Page limit: Not applicable File name: HUD-2880
Certification Regarding Lobbying	Required with the application	Page limit: Not applicable. File name: Lobbying Certification form
Disclosure of Lobbying Activities (SF-LLL)	If applicable, required with the application	Page limit: Not applicable. File name: SF-LLL
Indirect Cost Information (HUD-426)	If applicable, this document is required	Page limit: Not applicable

	with the application and after award	File name: ICR Doc Form location: download instructions
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## B. Budget

You must submit a budget with your application to support your project narrative.

At a minimum, your budget must indicate direct and any indirect costs.

Budget Form/Document	Submission Requirement	Notes/Description
Grant Application Detailed Budget (HUD-424-CB)	Required with the application	Page limit: Not applicable File name: HUD-424CB Form location: download instructions

You must submit a HUD-424-CB form with your application. Due to the demand-response system of this program, you will not know the scope, location, or duration of eligible activities you'll be assigned to complete when you apply. Therefore, you must submit estimated direct and indirect costs based on the total amount requested on the SF-424. For instance, if you requested \$2 million on the SF-424 and have a Negotiated Indirect Cost Rate Agreement (NICRA) of 25%, on the HUD-424-CB the total direct costs would be \$1,500,000 and the total indirect costs would be \$500,000. If you do not have an approved NICRA, you may use the 15% de minimis rate, or you can enter 0% for indirect costs. When completing the HUD-424-CB form, you only need to enter data in the following cells: rows a & b in columns 1 and 9, and row j in column 9. The values in each column should be the same by row.

## C. Narratives and Other Attachments

If applicable, you must upload narrative and other attachments in [Grants.gov](https://www.grants.gov) using the Attachments Form. When using the Attachments Form, you can upload PDF, Word or Excel formats.

Document	Submission Requirement	Notes/Description
Application Summary	Required with the application	See <a href="#">Section IV.D.</a> File name: Summary
Response to Rating Factors	Required with the application. Should consist of two separate files	See <a href="#">Section V.B.</a> File names: RF Narrative and Template
Minority Serving Institutions Documentation	If applicable, required to earn policy preference points	See <a href="#">Section V.B.2.</a> Page limit: Not applicable

		File name: MSI Doc
Nonprofit Status Documentation	If applicable, required with the application	Nonprofits should document their status according to <a href="#">24 CFR 5.109(I)1-4</a> . Page limit: Not applicable File name: Nonprofit Doc
Advancing Racial Equity (ARE) Narrative	Required with the application	Page limit: 2 pages File name: ARE Narrative
Affirmatively Furthering Fair Housing (AFFH) Narrative	Required with the application	Page limit: 2 pages File name: AFFH Narrative
Code of Conduct	If not included in <a href="#">HUD's eLibrary</a> , this document is required with the application	Page limit: Not applicable File name: Code <a href="#">Acceptable Content</a>
Letter(s) of Reference	Optional for new applicants	See Section V.C. Page limit: Not applicable File name: Reference Letters

## D. Other Application Content

### Application Summary

This is required but will not be scored or count toward the 18-page limit. Submit it as a one-page PDF and include the following:

- Applicant Organization Legal Name This should match the name provided on your SF-424.
- Organization Description. Provide a brief description of your organization in no more than 350 words. This description or some portion of it may appear in the award announcement and program reports if you are selected. The description must contain: Organizational purpose and mission; years of service; history of providing financial, administrative, and organizational supportive services to UGLGs and their nonprofit partners; and organization web address. You are encouraged to contextualize your organization description to the DCTA program.
- Applicant Category. State A or B as described in Section II.A. "Eligible Applicants." For Category B applicants, list your area(s) and or subarea(s).

- Minority-Serving Institution (MSI) Status: Indicate if you are applying for MSI preference points per Section V.B.2 “Policy Initiative Preference Points.”
- The amount of funding you are requesting under this NOFO. You must identify three amounts, each rounded to a whole dollar: (1) Total funding requested (FY 2024 and FY 2025 combined), (2) FY 2024 funding requested, and (3) FY 2025 funding requested. Your FY 2024 request must not exceed \$4,675,000, FY 2025 request must not exceed \$5,000,000, and your total funding request must not exceed \$9,675,000.

Example:

<b>Total Funding Request (\$) (same as SF-424)</b>	\$3,200,000
<b>FY 2024 Funding Request</b>	\$1,500,000
<b>FY 2025 Funding Request</b>	\$1,700,000

If the total funding requested in the application summary does not match your SF-424, the amount listed in box 18.a. of your SF-424 will be used as the requested amount and serve as the maximum level of funding you may receive. You should determine your funding requests based on the number of available personnel, the range and quality of their skills and knowledge, and your ability to successfully execute multiple assignments from HUD simultaneously over the project period.



## V. APPLICATION REVIEW INFORMATION

### A. Threshold Review

HUD reviews each application to make sure it meets the following threshold requirements. If you meet all threshold requirements, your application will advance to a merit review. If you fail to meet one or more threshold requirements, your application is not eligible for HUD funding.

#### 1. Eligible Applicant

You must meet the applicant eligibility criteria in this NOFO. HUD will not fund applications from ineligible applicants.

#### 2. Resolution of Civil Rights Matters

An application will not advance for merit review unless the application(s) resolves all outstanding civil rights matters before the application deadline.

a. An applicant is not eligible for funding if that applicant has any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that are not resolved to HUD’s satisfaction before or on the application deadline date for this NOFO

(1) 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 (including sexual orientation and gender identity), national origin, disability, or familial status;

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

(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, 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, the Americans with Disabilities Act, Violence Against Women Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to [affirmatively further fair housing](#);

(4) Receipt of a letter of findings identifying systemic non-compliance 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; Violence Against Women Act; or the Americans with Disabilities Act; or

(5) 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.

**b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter.**

Examples of actions that may be sufficient to resolve the matter include, but are not limited to:

- (1) Current compliance with a voluntary compliance agreement signed by all the parties;
- (2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- (3) 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;
- (4) Current compliance with a consent order or consent decree;
- (5) Current compliance with a final judicial ruling or administrative ruling or decision; or
- (6) Dismissal of charges.

### **3. Timely Submission of Applications**

Late applications are not eligible for funding. See deadlines in [Section VI of this NOFO](#).

### **4. Correct Funding Opportunity Number**

You must ensure that the Funding Opportunity Number in box 12 on your SF-424 matches the number associated with this NOFO. If the numbers do not match, your application is not eligible for HUD funding.

### **5. Contractor/Consultant Restriction**

Category A applicants cannot be listed as a contractor or consultant on any other application under this NOFO. If they are included as a contractor or consultant in another application, they are ineligible to receive an award, and their submission will not pass threshold. This prohibition does not apply for Category B applicants. Category B applicants may serve as a contractor or consultant for another application.

### **6. Rating Factor Responses**

You must provide a narrative response for each rating factor and a PDF template for rating factor 4. Your responses must be relevant to the objectives of this NOFO.

## **B. Merit Review**

HUD expects to evaluate and score your application using the following merit criteria and process. Merit reviewers evaluate and score all applications that pass the threshold review. Merit reviewers may include Federal and non-Federal persons. Reviewers receive a copy of your application to evaluate and score each application separately.

### **Merit Review Summary**

<b>Criterion</b>	<b>Total number of points</b>
Rating Factor 1 - Prior Experience	42 points
Rating Factor 2 - Organizational Capacity	33 points

Rating Factor 3 - Soundness of Approach	20 points
Rating Factor 4 - Essential Template	5 points
Preference Points	2 points
<b>Total</b>	<b>102 points</b>

To be considered for funding, you need to score 75 points or higher. If no eligible applicant meets this minimum score requirement, we may consider and award funds to lower scoring applicant(s).

**1. Rating Factors**

Your application must include a response to the following criteria.

**Rating Factors Details**

<b>Rating Factor 1 - Prior Experience</b>	42 max points
Suggested Length: Up to 7 pages	
<p>This factor evaluates your organization’s prior experience successfully implementing eligible activities a to f (Section III.G.) to meet the objectives of this NOFO.</p> <ul style="list-style-type: none"> <li>• Category A applicant: Describe five recent examples that demonstrate your ability to build eligible TA recipient capacity to meet NOFO objectives. The examples should demonstrate your ability to deliver TA across HUD’s jurisdiction, i.e., provide examples from different states, regions, and/or territories.</li> <li>• Category B applicant: Describe recent examples that demonstrate your ability to build eligible TA recipient capacity to meet NOFO objectives in your specific (sub)area(s). Include two examples per (sub)area as listed in your application summary and defined in Appendix II.2. “Program Definitions.”</li> </ul> <p>For all applicants, a high-scoring response will include the following:</p> <ul style="list-style-type: none"> <li>• At least one direct TA example of building the capacity of an UGLG serving a population of 15,000 or less, and</li> <li>• For each example: <ul style="list-style-type: none"> <li>○ Indicate which of the NOFO’s eligible activities apply,</li> <li>○ State the recipient(s) and their population size (eligible activities a and b), or state the target audience (eligible activities c to f),</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Describe your organization’s role, and</li> <li>○ Provide information on the realized outcome(s).</li> </ul>	
<b>Rating Factor 2 - Organizational Capacity</b>	33 max points
<p>Suggested Length: 4–7 pages</p> <p>This factor evaluates your organization’s capacity to plan and implement the eligible activities to meet the objectives of this NOFO. Your narrative response to this rating factor must include staff for eligible activities (2A), building diverse teams (2B), and administrative award management (2C).</p> <p>2A. Provide a chart identifying the key internal staff that would be assigned to implement eligible activities a to f. Supplement the chart with brief summaries (a few sentences or short paragraph) of each person’s relevant qualifications, including any direct experience working for UGLGs. If you intend to leverage contractors and consultants to significantly enhance your capacity, name them and provide summaries (one or two paragraphs) of their relevant experience. (10 points)</p> <ul style="list-style-type: none"> <li>● For Category B applicants, in addition to the above, indicate which (sub)area(s) the staff person (or contractor or consultant) is best equipped for in their summary.</li> </ul> <p>2B. Demonstrate a history and intent to build diverse teams composed of experts who can deliver culturally competent TA. (8 points)</p> <ul style="list-style-type: none"> <li>● Describe policies to promote and support racial equity, particularly for Black or Brown persons, in your organization’s staffing and hiring practices, as well as selection of contractors and consultants.</li> <li>● Describe an example of your efforts to prioritize building a TA team of staff, contractors, and consultants that are representative or relatable to the TA recipients. For example, if you were assigned to deliver technical assistance in Puerto Rico, build a technical assistance team with Puerto Ricans, Spanish speakers, and individuals who are knowledgeable about the territory’s culture.</li> </ul> <p>2C. Demonstrate your organization's administrative award management capacity by describing your policies and resources (e.g., personnel, software, templates) for the following: (15 points)</p> <ul style="list-style-type: none"> <li>● Implementing federal award requirements (per 2 CFR 200). For example, your written policies for collecting and reporting on expenditures and performance measures.</li> <li>● Retaining highly qualified staff. For example, summaries of your professional development offerings and succession planning for key staff.</li> <li>● Monitoring effectiveness of operating policies, successful award management, and mitigation of the occurrence of fraud, waste, and abuse.</li> <li>● Managing multiple projects and awards, including periods of performance and spending.</li> </ul>	
<b>Rating Factor 3 - Soundness of Approach</b>	20 max points
<p>Suggested Length: 2–3 pages</p> <p>This factor evaluates how your organization would approach TA assignments funded through this NOFO. We’re looking for narratives of your organization’s processes, not examples. Demonstrate your organization’s approaches to ensure long-lasting benefits from TA. You must clearly describe how you would approach each of the following:</p>	

- Assessing the readiness of the TA recipient to actively participate in the TA process and their ability to follow-through with recommendations. (5 points)
- Deploying TA resources that are appropriately scaled for TA recipients. For your response, address how your approach would differ in supporting an UGLG of fewer than 2,000 people compared to an UGLG of more than 35,000 people. (5 points)
- Guiding TA recipients to understand the foundational causes of systemic organizational issues (e.g., chronic staff turnover) and community issues (e.g., persistently impoverished neighborhoods), and then providing TA to address these foundational causes of the TA recipient’s issues. In other words, providing TA to address the root of the problem rather than a temporary fix. (10 points)

<b>Rating Factor 4 - Essential Template</b>	5 max points
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Suggested Length: One page or less for narrative explanation which will count towards the 18-page limit. Less than five pages for the template described below, which will not count towards the page limit.

This factor evaluates your knowledge of effective local governance and your ability to develop a highly relevant template for eligible TA recipients of this NOFO.

You may consider a common and important process for local governments, then determine the written material(s) that may support a local government in effectively implementing that process and develop a template for that written material. For instance, consider a local government's interest in retaining qualified staff. Perhaps the template you develop offers a step-by-step process for determining a competitive salary for a position.

The template should be a fillable PDF that is 508 compliant and ready to use (e.g., clear formatting and logical flow of information for unfamiliar users). Supplement the template with a narrative explanation as to why it is essential, the circumstances for use, etc.

**2. Policy Initiative Preference Points**

This NOFO supports the following policy initiatives, for which a maximum of two (2) preference points may be awarded.

Preference points are added to your overall application score. You do not need to address the policy initiatives in this section to receive an award. If you choose to address a policy initiative in your application, you must adhere to the information with any award.

\_\_\_\_\_ **Minority-Serving Institutions**

You may receive up to two (2) points, if you are an MSI. To receive points, you must include in your application documentation of your MSI designation.

**3. Civil Rights and Equity Review**

**a. Advancing Racial Equity**

Your application must describe your plans to advance racial equity, as required in Executive Orders [13985](#) and [14091](#), and Federal fair housing and civil rights laws. Specifically, your plan must describe how you:

- Analyze the racial composition of the persons or households who are expected to benefit, directly or indirectly, from your proposed award activities;

- Identify any potential barriers to persons or communities of color equitably benefiting from your proposed award activities;
- Detail the steps you will take to prevent, reduce, or eliminate these barriers; and
- Describe new or existing measures to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your proposed award activities.

Any action must be consistent with Federal nondiscrimination requirements.

*Narrative:* Your application must sufficiently and completely address the requirements above in a separate narrative.

We encourage applicants to consider the structure and flow of technical assistance under the DCTA program in preparing this narrative.

#### **b. Experience Promoting Racial Equity**

In keeping with Executive Orders [13985](#) and [14091](#), as well as Federal fair housing and civil rights laws, your application must show that you have the experience and/or resources to meet the needs of underserved communities, specifically Black and Brown communities. This may include:

- Experience successfully working directly with these communities;
- Experience designing or operating programs that equitably benefit these communities;
- Experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities;
- Experience encouraging specific and authentic engagement with historically underserved neighborhoods and communities of color to guide policy outcomes; and/or
- Staff and volunteers who have lived experience and/or expertise to provide services in a culturally competent way or resources to hire such staff for your proposed award activities.

*Rating Factor:* You must address the requirements above in response to Rating Factor 2B.

#### **c. Affirmatively Furthering Fair Housing**

With some exceptions for Federally recognized Indian tribes and their instrumentalities, you must describe how you will carry out your proposed award activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations. You should describe how your proposed award activities will meaningfully:

- Address significant disparities based on protected class in unmet housing needs;
- Address disparities based on protected class in access to opportunity;
- Address segregation and promote integration;
- Transform racially or ethnically concentrated areas of poverty into well-resourced areas of opportunity without displacing existing residents; and/or
- Foster and maintain compliance with civil rights and fair housing laws.

*Narrative:* Your application must sufficiently address the requirements above in narrative. If your application is nonresponsive, HUD may request that you update your response before HUD decides funding for your application.

Given the nature of technical assistance (TA) awards, you may discuss your familiarity with issues related to AFFH that could arise while providing TA to UGLGs and their nonprofit partners. We encourage applicants to consider the structure and flow of TA under the DCTA program in preparing this narrative.

#### **4. Other Factors**

Your application must respond to the following other additional criteria.

##### **a. Budget**

The panel will review but not score the budget. The panel will assess whether the budget aligns with planned program activities and objectives. Panel members will consider whether the budget and the requested performance period are fully justified and reasonable in relation to the proposed project.

### **C. Risk Review**

Before making an award, HUD will use the following criteria to determine each applicant's risk of not implementing an award.

OMB-designated repositories of governmentwide data, as noted in [2 CFR 200.206\(a\)](#)

Other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or other complaints that have been proven to have merit

Financial stability

Quality of management systems and ability to meet the management standards prescribed in 2 CFR part 200

History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, failing to make significant progress in a timely manner, failing to meet planned activities in a timely manner, conformance to the terms and conditions of previous Federal awards, and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards

Reports and findings from audits performed under Subpart F—Audit Requirements of 2 CFR part 200 or the reports and findings of any other available audits

The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities

Capacity of the applicant, including staffing structures and capabilities

History of timely completion of activities and receipt and expenditure of promised matching or leveraged funds

Ability to promote self-sufficiency and economic independence

Ability to produce positive outcomes and results

For applicants that previously received DCTA award(s), HUD will consider feedback from the Cooperative Agreement Officer, Government Technical Representative, Government Technical

Monitor, Program Manager and/or other HUD staff involved in management and oversight of DCTA.

For applicants without prior DCTA award(s), you may demonstrate your prior performance delivering federal technical assistance through optional letter(s) of reference. Consider addressing the following in your letter(s) - timeliness, quality, and responsiveness of your organization's federal technical assistance work, as well as the results of your work. Letter(s) will not count towards the 18-page limit.

HUD may use the results of the risk review to make funding decisions and to apply award conditions.

## **D. Selection Process**

When making funding decisions, HUD will consider:

- Eligibility requirements, including threshold review results.
- Merit review results.
- Risk review results.

HUD may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Choose to fund no applications under this NOFO.
- Adjust funding for an application, to ensure funding diversity, geographic diversity, and alignment with program or administrative priorities.
- Withdraw an award offer and make an offer of funding to another eligible application, if terms and conditions are not finalized or met.
- Use additional funds made available after NOFO publication to either fully fund an application or fund additional applications.
- Correct HUD review and selection errors. If HUD commits an error that causes an applicant not to be selected, HUD may make an award to that applicant when and if funding is available.
- Release another NOFO, if funding is available and if HUD does not receive applications of merit.

## **E. Award Notices**

If you are successful, HUD will email an award notice to the authorized official representative from the SF-424. HUD will also notify unsuccessful applicants.

The award notice communicates the amount of the award, important dates, and the terms and conditions you need to follow. HUD may impose specific conditions on an award as provided under [2 CFR 200.208](#).

You agree to the award terms and conditions by either drawing funds from HUD's payment system or signing the agreement with HUD. If you do not agree to the award terms and conditions, HUD may select another eligible applicant.



## VI. SUBMISSION REQUIREMENTS AND DEADLINES

You must apply electronically. See [Find the Application Package](#) to make sure you have everything you need to apply online. See [Application Waiver](#) if you qualify to submit a paper application.

Make sure you are current with [SAM.gov](#) and UEI requirements before applying for the award. See the [Before You Begin](#) section of this NOFO.

### A. Deadlines

#### 1. Application submission deadline:

The application deadline is 11:59:59 PM Eastern time on:

03/10/2025

HUD must receive your application by the deadline. Applications received after the deadline are late. Late applications are not eligible for HUD funding.

If HUD receives more than one application from you, HUD will review only the last submission.

HUD may extend an application due date based on emergency situations such as Presidentially-declared natural disasters. Improper or expired registration and password issues are not causes to allow HUD to accept applications after the deadline date.

#### 2. Grace Period for Grants.gov Submissions

If [Grants.gov](#) rejects your application before the deadline, you have up to 24 hours after the application deadline to correct and resubmit your application. Any application submitted during the grace period but not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

### B. Submission Methods

#### 1. Electronic Submission

You must register and submit your application through [Grants.gov](#). See [Before You Begin](#).

For instructions on how to submit in [Grants.gov](#), see the [Quick Start Guide for Applicants](#). Make sure that your application passes the [Grants.gov](#) validation checks or we may not get it.

[Grants.gov](#) will record the date and time of your application submission. HUD will use this information to determine timely applications.

**Need Help?** See the [Contact and Support](#) section of this NOFO.

You may request a waiver from the requirement to submit your application electronically. The request must show good cause and detail why you are technologically unable to submit electronically. An example of good cause may include: a validate power or internet service disruption in the area of your business office. Lack of [SAM.gov](#) registration is not good cause.

Use the information in the [Contact and Support](#) section of this NOFO to submit a written request to HUD. You must **submit your waiver request at least 15 calendar days before the application deadline.**

## C. Other Submissions

### 1. Intergovernmental Review

This NOFO is not subject to Executive Order [12372](#). No action is needed.

### 2. Technical Application Errors

HUD may contact you to fix a technical error with your timely application after the due date. Technical errors that you may fix are not submitted to satisfy merit review criteria. And you may not fix technical errors related to threshold review except eligibility entity documentation. Examples of technical errors include: inconsistencies in funding requests; improper signature on a form; a missing or incomplete form; and nonprofit status documentation.

HUD will send notice to the authorized organization representative from the SF-424 to fix a technical error.

Your application is not eligible for funding, if you fail to fix the error to HUD's satisfaction and by the due date in HUD's notice. HUD will not review information submitted after the application due date in HUD's notice.

#### a. Fix Errors in Electronic Applications

To fix an error in response to a HUD notice, you must email the corrections to HUD at [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov). The subject line of the email to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state "Technical Fix" and include the [Grants.gov](#) application tracking number (e.g., Subject: Technical Fix - GRANT123456). If you do not email [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) or if you do not include the appropriate subject line, HUD may mark your application as ineligible.

HUD allows no less than 48 hours and no more than 14 calendar days from the date of the HUD notice to fix an error. If the due date to fix an error falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters office in Washington, DC is closed, then the due date is the next business day.

#### b. Fix Errors in Paper Applications

You must fix an error in your paper application, in accordance with HUD's notice. If your paper application includes an incorrect UEI, HUD will request you supply the correct UEI.

## D. False Statements

By submitting an application, you acknowledge your understanding that providing false or misleading information during any part of the application, award, or performance phase of an award may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 1001, 18 USC 1012, 18 USC 1010, 18 USC 1014, or 18 USC 287; treble damages and civil penalties under the False Claims Act, 31 USC 3729 et seq.; double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 USC 3801 et seq.; civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions, FAR Part 9.4 or 2 CFR Part 180; and other remedies including termination of active HUD award.

## VII. POST-AWARD REQUIREMENTS AND ADMINISTRATION

Standard post-award requirements are available online at:  
<https://www.huduser.gov/portal/ota/guidance.html> .

### A. Administrative, National and Departmental Policy Requirements, and General Terms and Conditions

You must follow the applicable provisions in the [Administrative, National & Departmental Policy Requirements and Terms for HUD Financial Assistance – 2025](#). You must comply with these applicable provisions:

1. The Fair Housing Act ([42 USC 3601-3619](#)) and implementing regulations at [24 CFR part 100 et seq.](#)
2. Title VI of the Civil Rights Act of 1964, [42 USC 2000d-2000d-4](#), Nondiscrimination in Federally Assisted Programs, and implementing regulations at [24 CFR part 1](#)
3. The Age Discrimination Act of 1975 ([42 USC 6101-6107](#)) and implementing regulations at [24 CFR part 146](#)
4. Section 504 of the Rehabilitation Act of 1973 ([29 USC 794](#)) and implementing regulations at [24 CFR part 8](#)
5. Titles II and III of the Americans with Disabilities Act, [42 USC 12101 et seq.](#) and implementing regulations at 28 CFR part 35 and 28 CFR part 36
6. Affirmatively Furthering Fair Housing (AFFH) requirements, ([42 USC § 3608\(e\)\(5\)](#)) and implementing regulations at [24 CFR 5.150 et seq.](#)
7. Economic Opportunities for Low-and Very Low-income Persons ([12 USC 1701u](#)) requirements, including those listed at [24 CFR part 75](#)
8. Improving Access to Services for Persons with Limited English Proficiency (LEP) requirements, including those listed within [72 Fed. Reg. 2732 \(Jan. 22, 2007\)](#) (also see [HUD's webpage](#))
9. Accessible Technology requirements, ([29 USC § 794d](#), 29 USC 794, 42 USC 12131-12165) and implementing regulations at 36 CFR part 1194 (Section 508 regulations), [24 CFR § 8.6](#) (Section 504 effective communication regulations), 28 CFR part 35, subpart H (DOJ Web Access Rule), and [28 CFR part 35, subpart E](#) (DOJ's Title II communications regulations) (see also [HUD's Policy on Section 508 of the Rehabilitation Act and Accessible Technology](#))
10. HUD's rule to provide Equal Access to housing regardless of sexual orientation, gender identity, or marital status requirements, [24 CFR 5.105\(a\)\(2\)](#) and [5.106](#)
11. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business requirements at [2 CFR 200.321](#)
12. Energy Efficient and Sustainable by Design
13. Uniform Relocation Assistance and Real Property Acquisition Policies Act ([42 USC § 4601 et seq.](#)) (URA) requirements, [49 CFR part 24](#), and applicable program regulations

14. Participation in HUD-Sponsored Program Evaluation
15. OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR part 200](#))
16. Drug-Free Workplace requirements ([2 CFR part 2429](#))
17. HUD requirements related to safeguarding resident/client files (e.g., [2 CFR 200.303\(e\)](#))
18. The Federal Funding Accountability and Transparency Act of 2006 ([2 CFR part 170](#)) (FFATA), as amended
19. Eminent Domain
20. Accessibility for Persons with Disabilities requirements ([29 USC § 794](#)) and implementing regulations at [24 CFR parts 8](#) and [100](#); [28 CFR part 35](#)
21. Applicable Violence Against Women Act requirements in the Housing Chapter of VAWA ([34 USC § 12491-12496](#)) [24 CFR part 5, subpart L](#), and program-specific regulations.
22. Conducting Business in Accordance with Ethical Standards/Code of Conduct, including [2 CFR 200.317](#), [2 CFR 200.318\(c\)](#) and other applicable conflicts of interest requirements
23. [Build America, Buy America \(BABA\) Act](#) procurement requirements
24. System for Award Management and Universal Identifier Requirements at [2 CFR part 25](#)
25. [Section 106\(g\) of the Trafficking Victims Protection Act of 2000 \(TVPA\), as amended \(22 USC § 7104\(g\)\)](#) and implementing regulations at [2 CFR part 175](#)
26. Award Term and Condition for Recipient Integrity and Performance Matters (see [Appendix XII to 2 CFR part 200](#))
27. Suspension and Debarment regulations ([2 CFR part 2424](#) and [2 CFR part 180](#))
28. Environmental justice requirements that apply in accordance with [24 CFR part 50](#) or [part 58](#), Executive Orders [12898](#) and [14008](#), and OMB Memorandum [M-21-28](#), which implements the *Justice40 Initiative*, section 223 of Executive Order [14008](#).
29. [HUD Secretary Fudge’s April 12, 2022 memorandum](#) “Eliminating Barriers That May Unnecessarily Prevent Individuals with Criminal Histories from Participation in HUD Programs”
30. Equity requirements, including racial equity and underserved communities and LGBTQ+ requirements that apply in accordance with Executive Orders [13985](#), [13988](#), and [14091](#).
31. [41 USC § 4712](#), which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under [41 U.S.C. § 4712](#), employees of a contractor, subcontractor, grantee, subgrantee, and personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. (See [Federal Contractor or Grantee Protections | Office of Inspector General, Department of Housing and Urban Development \(hudoig.gov\)](#))

32. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (41 USC § 3901 note prec., 2 CFR 200.216) and Executive Orders [14091](#) and [14110](#), which includes the prohibition on the use of HUD funds to purchase or fund any form of facial or biometric recognition technology for the purpose of surveillance or any other use that may adversely impact equitable access to housing.

33. Unless prohibited by law and to the extent permitted under the Freedom of Information Act (FOIA), your application content may be released to the public in response to FOIA requests, except to the extent that certain information contained in the application may be withheld under a FOIA exemption ([5 USC § 552\(b\)](#); [24 CFR 15.107\(b\)](#)). HUD may also share your application information within HUD or with other Federal agencies if HUD determines that sharing is relevant to the respective program’s objectives.

## **B. Environmental Requirements**

### **1. Environmental Review**

Activities funded under this NOFO are exempt or categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 USC § 4321) and not subject to environmental review under related laws and authorities. The exemption or categorical exclusion is in accordance with 24 CFR 50.19(b)(1), (b)(2), (b)(3), (b)(4), (b)(8), (b)(9), and (b)(13).

### **2. National Environmental Policy Act (NEPA)**

This NOFO has no significant impact related to the environment. HUD has made a Finding of No Significant Impact (FONSI) as required by HUD regulations at [24 CFR part 50](#), which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 USC § 4332(2)(c)). To learn more about this FONSI, go to [HUD’s Funding Opportunities](#) web page.

### **3. Lead-Based Paint Requirements**

You must discuss the [Lead Disclosure Rule](#) if you fund education or counseling on buying or renting housing that may have been built before 1978. You must also discuss the Lead Safe Housing Rule if the education or counseling *focuses* on buying or renting HUD-assisted pre-1978 housing.

## **C. Remedies for Noncompliance**

HUD may terminate all or a part of your award as described under 2 CFR 200.340-200.343.

Awards made under this NOFO incorporate the remedies for noncompliance included at:

- 200.339 Remedies for noncompliance.
- 200.340 Termination.
- 200.341 Notification of termination requirement.
- 200.342 Opportunities to object, hearings and appeals.
- 200.343 Effects of suspension and termination.

## **D. Reporting**

HUD requires recipients to submit the following performance and financial reports.

<b>Report</b>	<b>Description</b>	<b>When</b>
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Federal Funding Accountability and Transparency Act (FFATA)	<ul style="list-style-type: none"> <li>• Awards equal to or greater than \$30,000</li> <li>• See details at <a href="#">2 CFR part 170</a></li> <li>• Submit via <a href="#">FSRS.gov</a>; then data available on <a href="#">USASpending.gov</a></li> </ul>	See <a href="#">2 CFR Appendix A to Part 170(a)(2)(ii)</a>
Reporting on Recipient Integrity and Performance Matters	<ul style="list-style-type: none"> <li>• Total value of all current Federal awards exceeds \$10,000,000 for any period of time during the period of performance of this Federal award</li> <li>• See details at <a href="#">Appendix XII to 2 CFR 200</a></li> <li>• Submit via <a href="#">SAM.gov</a></li> </ul>	See <a href="#">2 CFR Appendix-XII to Part 200 I.(d)</a>
Progress Report	<ul style="list-style-type: none"> <li>• Summary of progress status</li> <li>• Work to be performed during the next reporting period</li> <li>• Any anticipated risks and plans to mitigate those risks</li> </ul>	Quarterly
Financial Report	<ul style="list-style-type: none"> <li>• Financial reporting is conducted through the quarterly progress reporting</li> </ul>	Quarterly

## VIII. CONTACT AND SUPPORT

Individuals who are deaf or hard of hearing, as well as individuals who have speech or communication disabilities may use a relay service. To learn more about how to make an accessible telephone call, visit the webpage for the [Federal Communications Commission](#).

### A. Agency Contact

#### 1. Program and Application Requirements

Name: Lea Anderson

Phone: 971-222-2651

Email: [lea.e.anderson@hud.gov](mailto:lea.e.anderson@hud.gov)

Note: HUD's assistance is limited by the standards at [24 CFR 4.26](#).

#### 2. Paper Application Waiver Request

Name: Benjamin Spears

Email: [benjamin.w.spears@hud.gov](mailto:benjamin.w.spears@hud.gov)

Phone: 202-402-7582

HUD Organization: PD&R

Street: 451 7th St SW

City: Washington

**State:**

DC DISTRICT OF COLUMBIA

**Zip:**

20410

**HUD Reform Act.** HUD is prohibited from disclosing [covered selection information](#) during the selection process. The selection process includes NOFO development and publication, and concludes with the announcement of selected recipients of financial assistance. HUD will not assist you with completing your application.

### B. Grants.gov

Grants.gov provides 24/7 support. You can call 800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). Hold on to your ticket number.

### C. SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

### D. Debriefing

After public announcement of awards, HUD will debrief you on your application upon your written request. Submit your written request to the [agency contact for program and application requirements](#) in this NOFO. HUD may limit the information provided to protect the integrity of the competition.

For a period of at least 120 calendar days, beginning 30 calendar days after the public announcement of awards under this NOFO, if requested, HUD will provide a debriefing related to an applicant's submission. The Authorized Organization Representative (AOR) or the AOR's successor must submit a written request for debriefing via mail or email to the POC in Section VIII.A "Agency Contact" of this NOFO. Information provided during a debriefing may include the applicant's final score for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

### **E. Applicant Experience Survey**

You are encouraged to provide feedback on your application experience by completing our [Applicant Experience Survey](#). Your feedback is optional; you are not required to provide personal information. HUD may use your feedback to improve future NOFOs. Your feedback has no impact on funding decisions.

### **F. Other Online Resources**

You are encouraged to review the [online resources](#) for context on some of the NOFO requirements.



## APPENDIX

### Appendix I. HUD Strategic Goals

**Strategic Goal 1: Support Underserved Communities.** Fortify support for underserved communities and support equitable community development for all people.

Objective Title	Objective Description	Success Measure(s)
1C: Invest in the Success of Communities	Promote equitable community development that generates wealth-building for underserved communities, particularly for communities of color.	TA recipients that achieve any of the following are better equipped to serve their communities and meet the strategic goal and objective. <ul style="list-style-type: none"> <li>• Adoption of financial management policies and procedures.</li> <li>• Increase in number and/or quality of partnerships.</li> <li>• Increase in job satisfaction and improvement recruitment/retention trends for TA recipient personnel.</li> <li>• Receipt of competitive funding.</li> <li>• Enhanced public perception of TA recipient performance.</li> </ul>

### Appendix II. Definitions

#### 1. Standard Definitions

For standard definitions not listed below, refer to [2 CFR 200.1](#).

**Affirmatively Furthering Fair Housing (AFFH)** has the same meaning as [24 CFR 5.151](#) - means taking meaningful actions, in addition to combating discrimination, to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Taken together, these meaningful actions should address significant disparities in housing needs and in access to opportunities, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all program participant's activities and programs relating to housing and urban development.

**Authorized Organization Representative (AOR)** is the official within your organization with the legal authority to: give assurances, make commitments, submit your application to HUD, enter into agreements, and execute such documents on behalf of your organization. The AOR is not necessarily the Project Director. The AOR has [defined privileges](#) within Grants.gov.

**Consolidated Plan** has the same meaning as defined at [24 CFR part 91](#).

**E-Business Point of Contact (E-Biz POC)** is [defined at Grants.gov](#).

**Eligibility requirements** are mandatory requirements for an application to be considered for funding.

**Environmental Justice** means investing in environmental improvements, remedying past environmental inequities, and developing, implementing, and enforcing laws and policies to advance environmental equity. It requires meaningful involvement of people and communities that have been environmentally underserved or overburdened, such as low-income communities, Black and Brown communities, Tribal Nations and Indigenous groups, rural communities, and individuals with disabilities. This definition does not alter the requirements under HUD's regulations at [24 CFR 58.5\(j\)](#) and [24 CFR 50.4\(l\)](#) implementing Executive Orders [12898](#) and [14096](#). E.O. [12898](#) requires consideration of how Federally assisted projects may have disproportionately high and adverse human health or environmental effects on minority and/or low-income populations. For additional information on environmental review compliance, refer to: [https://www.hud.gov/program\\_offices/comm\\_planning/environment\\_energy/regulations](https://www.hud.gov/program_offices/comm_planning/environment_energy/regulations).

**Equity** has the meaning given to that term in Section 2(a) of Executive Order [13985](#) and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

**Grants.gov** is the website serving as the Federal government's central portal for searching and applying for federal financial assistance.

**Minority-Serving Institutions (MSIs)** are

- (1) an HBCU as defined in [20 U.S.C. § 1061\(2\)](#);
- (2) a Hispanic-serving institution (as defined in [20 U.S.C. § 1101a\(5\)](#));
- (3) a Tribal College or University (as defined in [20 U.S.C. § 1059c\(b\)\(3\)](#));
- (4) an Alaska Native-serving institution or a Native Hawaiian-serving institution (as defined in [20 U.S.C. § 1059d\(b\)](#));
- (5) a Predominantly Black Institution (as defined in [20 U.S.C. § 1059e\(b\)\(6\)](#));
- (6) an Asian American and Native American Pacific Islander-serving institution (as defined in [20 U.S.C. § 1059g\(b\)\(2\)](#)); or
- (7) a Native American-serving nontribal institution (as defined in [20 U.S.C. § 1059f\(b\)\(2\)](#)).

**Primary Point of Contact (PPOC)** is the person HUD may contact with questions about the application submitted. The PPOC is listed in item 8F on the SF-424.

**Racial Equity** is the elimination of racial disparities and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons.

**Small business** is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than regular-sized business. The definition of “small”—in terms of being able to apply for government support and qualify for preferential tax policy—varies by country and industry. The U.S. Small Business Administration defines a small business according to a set of standards based on specific industries. See [13 CFR part 121](#).

**System for Award Management (SAM)** has the same meaning as [2 CFR 25.100\(b\)](#).

**Threshold Requirements** are eligibility requirements you must meet before HUD advances to a merit review of your application.

**Underserved Communities** has the meaning given to that term in Section 2(b) of Executive Order [13985](#) and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of “equity” above.

**Unique Entity Identifier (UEI)** has the same meaning as [2 CFR 25.100\(a\)](#).

## 2. Program Definitions.

**Appalachia:** A geographic region of the United States. For this NOFO, Appalachia is the 423 counties in 13 states that make up the Appalachia Region, as defined by the Appalachian Regional Commission. A full list of Appalachia’s 423 counties can be found at <https://www.arc.gov/about-the-Appalachian-region/>

**Applicant:** Organization responding to this notice of funding opportunity to be competitively evaluated to become a DCTA awardee.

**Areas:** Tribal governments across HUD’s jurisdiction and/or specific geographies (Appalachia, Southeast, Southwest, and/or U.S. Territories) identified by Category B applicants as areas they have significant knowledge, experience, and capacity to deploy TA.

**Awardee:** A successful applicant of this notice of funding opportunity.

**Capacity Building:** Assistance that enhances TA recipients’ competencies and/or resources to do something. This assistance can be designed to build the capacity of TA recipients to: 1) effectively govern and manage their organization in a sustainable manner, 2) implement improved financial management practices, 3) collect and utilize data reflective of the community, 4) strategically manage and organize available resources including personnel, and 5) implement strategies for community economic revitalization and stabilization.

**Community:** Population(s) within a neighborhood, place, and/or county.

**Consultant:** An individual who can provide valuable advice through relevant experience. This experience is generally gained through administrative, professional, or technical knowledge or experience.

**Cooperative Agreement Officer (CAO):** The HUD official authorized to execute and/or administer the awards resulting from this NOFO.

**Demand-Response System:** An approach to capacity building where there is a specific need for technical assistance and capacity building support is provided to help meet it.

**Distressed:** Communities with at least one of the following characteristics (based on decennial census and 5-Year American Community Survey (ACS) estimates):

- An annual average unemployment rate of 9 percent or more;
- A non-college poverty rate of 20 percent or more;
- A population decline of 5 percent or more; or
- Any other characteristic of a community that the awardee and HUD agree reflects a need for the TA or capacity building provided for under this award.

**Economic Hardship:** Includes both distressed and persistent poverty as defined in this section.

**Government Technical Monitor (GTM):** An individual who provides programmatic expertise and input to proposed TA work plans, status reports, invoices, and products. The GTM provides monitoring, advice, and assistance to aid the Government Technical Representative (GTR) and Program Manager (PM) in the technical direction and evaluation of an awardee's performance.

**Government Technical Representative (GTR):** An individual who serves as a representative of the CAO who has responsibility for the management and fiscal oversight of the cooperative agreement awards. The GTR, in consultation with the PM, is responsible for the technical direction and evaluation of awardees' performance. The GTR is responsible for final review and approval of work plans, performance reports, invoices, and products.

**Indirect cost rate proposal:** This NOFO adopts the definition of indirect cost rate proposal found at 2 CFR 200.1.

**Indirect costs:** This NOFO adopts the definition of indirect (facilities and administrative (F&A)) costs found at 2 CFR 200.1.

**New Applicants:** Organizations that have not performed work as a direct awardee under the DCTA Program in the five years prior to the publication date of this NOFO.

**Nonprofit Partners:** 501(c)(3) organizations with a history of working to alleviate economic hardship in the community.

**Outcomes:** Results achieved, or benefits derived, from TA or capacity building. Outcomes include changes in a recipient's management or operation of its programs and activities.

**Persistent Poverty:** Poverty rates of 20 percent or more over the past 30 years. For this NOFO, persistent poverty is measured at the census tract level, using Decennial Census and 5-year American Community Survey (ACS) estimates.

**Program Manager (PM):** Directs business and programmatic aspects of the award. Includes managing work plans and assignments for all DCTA awards.

**Recent:** Within five years of this NOFO's application closing date.

**Southeast:** A geographic region of the United States consisting of the States of Alabama, Georgia, Louisiana, Mississippi, and South Carolina.

**Southwest:** A geographic region of the United States consisting of the States of New Mexico, Texas, and Oklahoma.

**Subareas:** Smaller geographies within the geographic areas defined in this NOFO (i.e., Appalachia, Southeast, Southwest, or U.S. Territories). For example, South Texas could be a subarea of the Southwest area.

**Technical Assistance (TA):** TA is the guidance and transference of specific skills and knowledge to equip TA recipients to more successfully meet the needs of their communities. TA includes all eligible activities listed in Section III.G.

**TA Recipients:** Units of general local government (UGLGs) and in some instances their nonprofit partners serving communities experiencing economic hardship that receive capacity building support under DCTA.

**Template:** A fillable document for a specific purpose that is well-designed and user-friendly.

**Unit of General Local Government (UGLG):** Any city, county, town, township, parish, village, or other general purpose political subdivision of a State or territory. For the purposes of this program, this includes tribal governments.

**U.S. Territories:** Includes American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands geographic areas.