



U.S. Department of Housing and Urban Development

Public and Indian Housing

FY22 Choice Neighborhoods Planning Grants NOFO

FR-6600-N-38

07/28/2022

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Program Office:

Public and Indian Housing

Funding Opportunity Title:

FY22 Choice Neighborhoods Planning Grants NOFO

Funding Opportunity Number:

FR-6600-N-38

Assistance Listing Number:

14.892

Due Date for Applications:

07/28/2022

Summary

The U.S. Department of Housing and Urban Development (HUD) Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all.

HUD's Strategic Goals

HUD's FY 2022-2026 Strategic Plan lays out this administration's strategy for ensuring everyone has an affordable, healthy place to live. Over the course of the next four years HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals undergird the Plan as follows:

- Strategic Goal 1: Support Underserved Communities
- Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing
- Strategic Goal 3: Promote Homeownership
- Strategic Goal 4: Advance Sustainable Communities
- Strategic Goal 5: Strengthen HUD's Internal Capacity

The five goals of the FY 2022-2026 Strategic Plan present the core vision of what we hope to accomplish, the strategies to accomplish those objectives, and the indicators of success.

Overview

The U.S. Department of Housing and Urban Development (HUD) issues this Notice of Funding Opportunity (NOFO) to invite applications from eligible applicants for the program and purpose described within this NOFO. Prospective applicants should carefully read all instructions in all sections to avoid sending an incomplete or ineligible application. HUD funding is highly competitive. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

During the selection process HUD is prohibited from disclosing 1) information regarding any applicant's relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, HUD may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For Further Information Regarding this NOFO: Please direct questions regarding the specific

requirements of this NOFO to the office contact identified in Section VII.

Paperwork Reduction Act Statement. The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a valid OMB control number. Each NOFO will identify its applicable OMB control number unless its collection of information is excluded from these requirements under [5 CFR part 1320](#).

OMB Approval Number(s):
2577-0269

I. FUNDING OPPORTUNITY DESCRIPTION.

A. Program Description.

- **Purpose**

The Choice Neighborhoods program leverages significant public and private dollars to support locally driven strategies that address struggling neighborhoods with severely distressed public housing and/or HUD-assisted housing through a comprehensive approach to neighborhood transformation. Local leaders, residents, and other stakeholders, such as public housing agencies, cities, schools, police, business owners, nonprofits, and private developers, come together to create and implement a plan that revitalizes distressed HUD housing and addresses the challenges in the surrounding neighborhood. The program helps communities transform neighborhoods by redeveloping severely distressed public and/or HUD-assisted housing and catalyzing critical improvements in the neighborhood. To this end, Choice Neighborhoods is focused on three core goals:

1. **Housing:** Replace severely distressed public and HUD-assisted housing with high-quality mixed-income housing that is well-managed and responsive to the needs of the surrounding neighborhood;
2. **People:** Improve outcomes of households living in the target housing related to income and employment, health, and education; and
3. **Neighborhood:** Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families' choices about their community.

To achieve these core goals, successful applicants must develop and implement a comprehensive neighborhood revitalization strategy, or "Transformation Plan." This Transformation Plan becomes the guiding document for the revitalization of the public and/or HUD-assisted housing units, while simultaneously directing the transformation of the surrounding neighborhood and creating positive outcomes for families.

Experience shows that to successfully develop and implement the Transformation Plan, broad civic engagement is needed. Successful applicants need to work with public and private agencies, organizations (including philanthropic and civic organizations), banks and financial institutions, and individuals to gather and leverage the financial and human capital resources needed to support the sustainability of the plan. These efforts should build community support

for and involvement in the development and implementation of the plan. Additionally, past revitalization efforts have demonstrated that even modest physical improvements and investment actions can help communities build momentum for change and transition from planning to implementation of that plan. These actions improve neighborhood confidence, sustain the community's energy, attract further engagement, and help convince skeptical stakeholders that positive change is possible. Successful applicants should undertake such "doing while planning" projects during the grant period.

Objectives and Metrics to Measure Long Term Success:

Each Choice Neighborhoods grantee must develop a Transformation Plan that addresses the Housing, People, and Neighborhood objectives. Grantees are expected to develop performance metrics based on these objectives:

Housing Objectives: Housing transformed with the assistance of Choice Neighborhoods should be:

1. **Well-Managed and Financially Viable.** Developments that have budgeted appropriately for the rental income that can be generated from the project and meet or exceed industry standards for quality management and maintenance of the property.
2. **Mixed-Income.** Housing affordable to families and individuals with a broad range of incomes including low-income, moderate-income, and market rate or unrestricted.
3. **Energy Efficient, Climate Resistant, and Sustainable.** Housing that has low per unit energy and water consumption and is built to be resistant to local disaster risk.
4. **Accessible, Healthy, and Free from Discrimination.** Housing that is well-designed, meets federal accessibility requirements and embraces concepts of visitability and universal design, has healthy indoor air quality, has affordable broadband Internet access, and is free from discrimination.

People Objectives: Residents who live in the target and replacement housing before and after redevelopment benefit from:

1. **Effective Education.** A high level of resident access to high-quality early learning programs and services so children enter kindergarten ready to learn and quality schools and/or educational supports that ultimately prepare students to graduate from high school college- and/or career-ready.
2. **Income and Employment Opportunities.** The income of residents, particularly wage income for non-elderly/non-disabled adult residents, increases over time.
3. **Quality Health Care.** Residents have increased access to health services and have improved physical and mental health over time.
4. **Housing Location, Quality, and Affordability.** Residents of the target housing who, by their own choice, do not return to the development have housing and neighborhood opportunities as good as or better than the opportunities available to those who occupy the redeveloped site.

Neighborhood Objectives: Through investments catalyzed by Choice Neighborhoods, the neighborhood enjoys improved:

1. **Private and Public Investment in the Neighborhood.** The neighboring housing has a very low vacancy/abandonment rate, the housing inventory is of high quality, and the neighborhood is mixed income and maintains a mixture of incomes over time.
2. **Amenities.** Basic services are located in or nearby the neighborhood. Basic services include grocery stores, banks, health clinics and doctors' offices, dentist offices, public transit, and high-quality early learning programs and services.
3. **Effective Public Schools:** Public schools in the target neighborhood are safe and welcoming places for children and their families. In addition, schools have test scores that are as good as or better than the state average or are implementing school reforms that raise student achievement over time and graduate students from high school prepared for college and/or a career.
4. **Safety:** Residents are living in a safer environment as evidenced by the revitalized neighborhood having significantly lower crime rates, including gun violence, gang activity and illegal drugs, than the neighborhood had prior to redevelopment, which have resulted from the implementation of key public safety strategies, such as Community Violence Intervention strategies, re-entry initiatives, and community policing practices.

- **Changes from Previous NOFO.**

- The maximum grant award has increased to \$500,000.
- The "Doing While Planning," "Alignment with Existing Efforts," "School District Support," and "Opportunity Zones" rating factors have been removed. The points have been redistributed to other rating factors.
- New rating factor for "Brownfields Cleanup" is now included in the Need section.
- Units in a public housing project funded by certain types of the ARRA Capital Fund Recovery Competitive grants are no longer ineligible and may now be included as Eligible Target Housing.
- Revised language in some rating factors to improve clarity.

- **Definitions.**

- a. Standard Definitions

Affirmatively Furthering Fair Housing (AFFH). Affirmatively Furthering Fair Housing (AFFH) 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. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, 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.

Assistance Listing number refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance (CFDA). Assistance Listing is a unique number assigned to identify a Federal Assistance Listings, formerly known as the CFDA

Authorized Organization Representative (AOR) is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424.

Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See [24 CFR part 91](#) for HUD's requirements regarding the Consolidated Plan and related Action Plan).

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on contractor and subrecipient determinations, see [2 CFR 200.331](#).

Contractor means an entity that receives a contract as defined above and in [2 CFR 200.1](#).

Deficiency is information missing or omitted within a submitted application. Examples of deficiencies include missing documents, information on a form, or some other type of unsatisfied information requirement. Depending on specific criteria, deficiencies may be either Curable or Non-Curable.

- *Curable Deficiencies* may be corrected by the applicant with timely action. To be curable the deficiency must:
- Not be a threshold requirement, except for documentation of applicant eligibility;
- Not influence how an applicant is ranked or scored versus other applicants; and
- Be remedied within the time frame specified in the notice of deficiency.

Non-Curable Deficiencies cannot be corrected by an applicant after the submission deadline. Non-curable deficiencies are deficiencies that, if corrected, would change an applicant's score or rank versus other applicants. Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

Environmental Justice is the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no population bears a disproportionate share of negative environmental consequences resulting from industrial, municipal, and commercial operations or from the execution of federal, state, and local laws; regulations; and policies. Meaningful involvement requires effective access to decision makers for all, and the ability in all communities to make informed decisions and take positive actions to produce environmental justice for themselves.

DUNS Number is the nine-digit Dun and Bradstreet Data Universal Number System identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis.

E-Business Point of Contact (E-Biz POC) A user registered as an organization applicant who is responsible for the administration and management of grant activities for his or her organization.

The E-Biz POC is likely to be an organization's chief financial officer or authorizing official. The E-Biz POC authorizes representatives of their organization to apply on behalf of the organization (see Standard AOR and Expanded AOR). There can only be one E-Biz POC per DUNS Number.

Eligibility requirements are mandatory requirements for an application to be eligible for funding.

Expanded Authorized Organization Representative (AOR) An AOR is a member of your organization authorized by the EBiz POC to submit applications in Grants.gov on behalf of the organization. An applicant user with the Expanded AOR role is authorized to submit any applications on behalf of the organization and has privileges that allow the user to modify organization-level settings in Grants.gov.

Federal Financial Assistance means assistance that entities received or administer in the form of:

1. Grants;
2. Cooperative agreements (which does not include a cooperative research and development agreement pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a)).
3. Loans;
4. Loan guarantees;
5. Subsidies;
6. Insurance;
7. Food commodities;
8. Direct appropriations;
9. Assessed and voluntary contributions; and
10. Any other financial assistance transaction that authorizes the non-Federal entity's expenditure of Federal funds.
11. Federal financial assistance does not include amounts received as reimbursement for services rendered to individuals as described in section [200.502\(h\)](#) and (i). ([2 CFR 200.1](#))

Federal award, has the meaning, depending on the context, in either paragraph (i) or (ii) of this definition:

1. (i) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or a subrecipient receives indirectly from a pass-through entity, as described in [2 CFR §200.101](#); or
 - ii. The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR §200.101](#).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definitions of Federal financial assistance in [2 CFR §200.1](#), and this NOFO, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

3. Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).
4. See also definitions of Federal financial assistance, grant agreement, and cooperative agreement in [2 CFR 200.1](#).

Grants.gov is the website serving as the Federal government's central portal for searching and applying for Federal financial assistance throughout the Federal government. Registration on Grants.gov is required for submission of applications to prospective agencies unless otherwise specified in this NOFO.

Green and Resilient Building Standard means an industry-recognized standard that has both:

a) achieved certification under (i) Enterprise Green Communities, (ii) LEED (New Construction, Homes, Midrise, Existing Buildings Operations and Maintenance, or Neighborhood Development), (iii) ICC-700 National Green Building Standard Green+ Resilience; or the (iv) Living Building Challenge, or (v) a regional standard such as Earth Advantage New Homes; or any other equivalent comprehensive green building program acceptable to HUD

And

b) meets minimum energy efficiency requirements, such as those defined in (i) ENERGY STAR (Certified Homes or Multifamily High-Rise), (ii) DOE Zero Energy Ready Home; (iii) regional or local certifications such as EarthCraft House, EarthCraft Multifamily; Greenpoint Rated New Home, Greenpoint Rated Existing Home (Whole House or Whole Building label); (iv) Passive House Institute Passive Building or EnerPHit certification from the Passive House Institute US (PHIUS), International Passive House Association.

Historically Black Colleges and Universities (HBCUs) The Higher Education Act of 1965, as amended, defines an HBCU as: "...any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation." HBCUs offer all students, regardless of race, an opportunity to develop their skills and talents.

Non-Federal Entity (NFE) means a state, local government, Indian tribe, Institution of Higher Education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The POC is listed in item 8F on the SF-424.

Promise Zones (PZs) are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community. [See Promise Zones](#).

Recipient means an entity, usually but not limited to non-Federal entities, that receives a federal award directly from HUD. The term recipient does not include subrecipients or individuals that are beneficiaries of the award.

Small business is defined as a privately-owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or 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](#).

Standard Authorized Organization Representative (AOR) An AOR is a member of your organization authorized by the EBiz POC to submit applications in Grants.gov on behalf of the organization. An applicant user with the Standard AOR role can only submit applications when they are a Participant of that workspace.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

System for Award Management (SAM) is the Federal Repository into which an entity must provide information required for the conduct of business as a recipient. Registration with SAM is required for submission of applications via Grants.gov. You can access the website at <https://www.sam.gov/SAM/>. There is no cost to use SAM.

Threshold Requirements are an eligibility requirement that must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility and are listed in Section III.D Threshold Eligibility Requirements. Similarly, there are eligibility requirements under Section III.E, Statutory and Regulatory Requirements Affecting Eligibility.

Unique Entity Identifier (UEI) means the identifier assigned by SAM to uniquely identify business entities.

- Program Definitions.

For purposes of the Choice Neighborhoods program, the following definitions of key terms apply. As needed, other definitions relevant to specific thresholds and rating factors will be provided in those sections of the NOFO.

Affordable Housing. The term “affordable housing” means, in the context of a Choice Neighborhoods Transformation Plan, housing funded by a Choice Neighborhoods Implementation grant for which the owner of the project/unit has recorded a HUD-approved affordability use restriction for occupancy by households earning up to 120 percent of Area Median Income (AMI) for no fewer than 20 years. Such housing is not considered replacement housing for the purposes of the one-for-one replacement requirement.

Anchor Institutions. Anchor institutions are place-based entities with regional significance and are permanently-rooted economic or cultural drivers in specific locales that generate jobs, create local business opportunities, and contribute significantly to the development of human, social, and cultural capital. They include universities, hospitals, sports facilities, performing arts centers, and other major cultural facilities (such as museums and central libraries), and large corporations.

Assisted Housing. In this NOFO, the term “assisted housing” (used interchangeably with “HUD-Assisted Housing”) means housing assisted under a Housing Assistance Payment (HAP) contract pursuant to section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f and 42 U.S.C. 1437g) (excluding tenant-based vouchers and developments where fewer than 50 percent of the units in a housing development receive project-based voucher assistance), section 221(d)(3) or section 236 of the National Housing Act (12 U.S.C. 1715l and 12 U.S.C. 1715z-1), or the Native American Housing Assistance and Self-Determination Act of 1996, 25 U.S.C. 4101, et seq. (Indian Housing). In the case of Indian Housing, this includes only single family and duplex rental housing that is clustered in a development and multifamily rental housing projects in which at least 50 percent of the units are assisted.

Co-Applicant. Co-Applicant means an entity with which the Lead Applicant chooses to apply for funding under this NOFO. A Co-Applicant must also be an Eligible Applicant. The Co-Applicant will also sign the Choice Neighborhoods Grant Agreement and be responsible for implementing the activities identified in the Transformation Plan, but will not directly receive access to funding through HUD’s Line of Credit Control System (LOCCS). A Co-Applicant is not required.

Early Action Activities. The term “Early Action Activities” refers to limited, physical neighborhood improvements undertaken during the planning process. All grantees may use up to \$150,000 of grant funds for these "doing while planning" projects that support the planning process through engaging the community, building capacity, fostering social cohesion, or otherwise reinforcing the planning process. They must also be responsive to the neighborhood's needs and must be used for physical community development or economic development projects that enhance and accelerate the transformation of the neighborhood. Early Action Activities funds are for physical improvements, and must not be used for non-physical uses, such as supportive services, administrative costs, and marketing. These funds must not be used for basic infrastructure or as a substitute for basic municipal services. Additionally, funds must not be used for housing development activities (including the public or HUD-assisted housing targeted in this application), such as acquisition, relocation, demolition and remediation, rehabilitation, or construction. These funds should be used for innovative solutions to neighborhood challenges and must be used for projects that can be completed within the first two years. Uses of funds are limited to:

- a. Reclaiming and recycling vacant property into community gardens, pocket parks, or farmers markets;
- b. Beautification, placemaking, and community arts projects, such as creative signage to enhance neighborhood branding, murals and sculptures, specialty streetscaping, or garden tool loan programs;
- c. Owner-occupied home or business façade improvement programs;
- d. Fresh food initiatives, such as farmers markets and mobile fresh food vendors; and
- e. Gap financing for economic development projects that are ready to implement and have secured all the necessary funding except for a modest gap.

Families, Family. The term “families” has the meaning provided in section 3(b)(3)(B) of the United States Housing Act of 1937 (42 U.S.C. 1437a). In the case of tribal entities, the term “family” has the meaning provided in section 4(6) of the Native American Housing Assistance and Self-Determination Act of 1996, 25 U.S.C. 4103(6).

Lead Applicant. Lead Applicant means the primary entity responsible for implementing the activities identified in the application. The Lead Applicant must meet the qualifications of an Eligible Applicant. The Lead Applicant will sign the Grant Agreement and is the sole entity that will have access to HUD’s Line of Credit Control System (LOCCS) to draw down Choice Neighborhoods funding.

Local Government. The term “local government” shall have the same meaning as “unit of general local government” in section 102(a)(1) of the Housing and Community Development Act of 1974 (42 U.S.C. 5302): The term “unit of general local government” means any city, county, town, township, parish, village, or other general purpose political subdivision of a State; Guam, the Northern Mariana Islands, the Virgin Islands, and American Samoa, or a general purpose political subdivision thereof; a combination of such political subdivisions that, except as provided in section 5306(d)(4) of this title, is recognized by the Secretary; the District of Columbia.

Neighborhood. The neighborhood is the geographic area within which the activities of the Transformation Plan shall take place. HUD understands neighborhood boundaries are not fixed like municipal or county boundaries. The Department also recognizes neighborhoods do not necessarily follow statistical boundaries, such as census tracts. For Choice Neighborhoods, HUD will rely on applicants to identify generally accepted boundaries for the target neighborhood. In many communities, typical neighborhood boundaries are delineated by major streets or physical topography. The neighborhood must be larger than just the footprint of the distressed public or HUD-Assisted Housing targeted in the application, but cannot encompass more than one municipal jurisdiction and is typically an area less than two miles wide.

Neighborhood Assets. Neighborhood assets include the following main categories:

- a. Developmental assets that allow residents to attain the skills needed to be successful in all aspects of daily life (e.g., educational institutions, early learning centers, and health resources);
- b. Commercial assets that are associated with production, employment, transactions, and sales (e.g., labor force and retail establishments);
- c. Recreational assets that create value in a neighborhood beyond work and education (e.g., parks, open space, community gardens, athletics and arts organizations);
- d. Physical assets that are associated with the built environment and physical infrastructure (e.g., housing, commercial buildings, and roads); and
- e. Social assets that establish well-functioning social interactions (e.g., public safety and community engagement).

Nonprofit Organization. Nonprofits eligible to be an applicant under this NOFO are entities classified as such in accordance with section 501(c) of the Internal Revenue Code or have been designated as such by their state government. A nonprofit organization can be organized for the following purposes: charitable, religious, educational, scientific, or other similar purposes in the public interest. To obtain tax-exempt status, qualified organizations must file an application with the Internal Revenue Service (IRS) and receive designation as such by the IRS. For more information, go to www.irs.gov. Entities in the process of applying for tax-exempt status, but have not yet received nonprofit designation from the IRS by the application deadline date, will not be considered an eligible applicant. All nonprofit applicants must submit either their IRS

determination letter to prove their 501(c) status or the letter from the state government to prove their nonprofit status.

Part I Violent Crimes. Part I Violent Crimes shall have the same meaning used by the United States Department of Justice Bureau of Justice Statistics and the Uniform Crime Report. Aggravated assault, rape, murder, and robbery are classified as Part I Violent Crimes.

Physical Needs Assessment. A Physical Needs Assessment (PNA) for a housing project must be prepared by an independent registered engineer or architect that conducts a physical inspection of at least 10 percent of each dwelling unit set (i.e. a grouping of units within a building, which share characteristics, such as: number of bedrooms, number of full and half baths, ceiling height, and floor area) in order to ensure a representative sample of dwelling units are assessed and at least 50 percent of the non-dwelling space (i.e., exteriors, envelopes, non-dwelling units, grounds, common space and systems). Generally, a PNA identifies all the work needed to bring the housing project up to applicable building modernization and energy conservation standards and includes work to bring the housing project into compliance with accessibility requirements. Typically, a PNA takes into account the life cycle replacement costs of the housing project's entire inventory of capital items for a period of 20 years; however, for the purposes of the rating factors in this NOFO, HUD will only consider the cost of immediate needs for rehabilitation. Capital Needs Assessments, Project Capital Needs Assessments and Physical Condition Assessments are acceptable formats. Please note that HUD offers PHAs a free and standardized PNA format via our PNA Tool

at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/gpnatool.

Additionally, this website includes a user guide, instructions, and other informative PNA resources. PHAs can retrieve their PIC data in HUD's Energy and Performance Information Center (EPIC) PNA tab or via request at PHAPNA@hud.gov.

Planning Coordinator. A Planning Coordinator is a person or entity separate from the Lead Applicant or Co-Applicant procured to help the grantee coordinate the planning process. The Planning Coordinator should have significant experience in leading comprehensive neighborhood planning processes that lead to implementation activities and improved outcomes as well as building the capacity of local entities. Examples of Planning Coordinators include but are not limited to community-based organizations, redevelopment authorities, and private or non-profit planning firms. The Planning Coordinator is not only a local partner/stakeholder, but also a single person/entity selected to assist the grantee in carrying out the grant activities and in increasing grantee capacity to carry out the grant activities. Having a Planning Coordinator is optional.

Public Housing Agency. The term "public housing agency" has the meaning provided in section 3(b)(6) of the United States Housing Act of 1937 (42 U.S.C. 1437a).

Public Housing. The term "public housing" refers to housing that receives funding under an Annual Contributions Contract (ACC) and in accordance with section 9 of the U.S. Housing Act of 1937. A public housing project is a group of such housing units that has a single Project Number assigned by the Director of Public Housing of a HUD Field Office and has, or had (in the case of previously demolished units), housing units under an ACC and in accordance with section 9 of the U.S. Housing Act of 1937. Applicants must be clear throughout their application as to the project they are targeting.

Rental Assistance Demonstration (RAD). A HUD program that allows PHAs to convert public housing to project-based section 8 housing to facilitate additional debt and equity financing. More information about the RAD program can be found at www.hud.gov/rad.

Replacement Housing. Replacement housing is rental housing that will replace demolished, disposed of, or otherwise reduced public or assisted housing. It must be assisted with funding under section 8 or 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f and 42 U.S.C. 1437g). With regard to section 8 housing, project-based vouchers (section 8(o)(13) of the U.S. Housing Act of 1937), and Project-Based Rental Assistance as provided in a RAD conversion are included in this definition, but tenant-based vouchers are excluded except as permitted by HUD. To satisfy the one-for-one replacement requirement through acquisition, the replacement unit must not have been receiving assistance prior to submitting the application under the sections listed above in this paragraph.

Severely Distressed Housing.

a. In accordance with section 24(j)(2) of the 1937 Act, the term means a public and/or assisted housing project (or building in a project) that:

(1) Requires major redesign, reconstruction, redevelopment, or partial or total demolition to correct serious deficiencies in the original design (including inappropriately high population density), deferred maintenance, physical deterioration or obsolescence of major systems, and other deficiencies in the physical plan of the project;

(2) Is a significant contributing factor to the physical decline of, and disinvestment by public and private entities in, the surrounding neighborhood;

(3) (a) is occupied predominantly by families who are very low-income families with children, have unemployed members, and are dependent on various forms of public assistance; (b) has high rates of vandalism and criminal activity (including drug-related criminal activity) in comparison to other housing in the area; or (c) is lacking in sufficient appropriate transportation, supportive services, economic opportunity, schools, civic and religious institutions, and public services, resulting in severe social distress in the project;

(4) Cannot be revitalized through assistance under other programs, such as the Capital Fund and Operating Fund programs for public housing under the 1937 Act, or the programs under sections 9 or 14 of the 1937 Act (as in effect before the effective date under section 503(a) of the Quality Housing and Work Responsibility Act of 1998 (Pub. L. 105-276, approved October 21, 1998)), because of cost constraints and inadequacy of available amounts; and

(5) In the case of an individual building that currently forms a portion of the public and/or assisted housing project targeted by the application to this NOFO: (a) Is sufficiently separable from the remainder of the project of which the building is part, such that the revitalization of the building is feasible; or (b) Was part of the targeted public and/or assisted housing project that has been legally vacated or demolished, but for which HUD has not yet provided replacement housing assistance (other than tenant-based assistance). “Replacement housing assistance” is defined as funds that have been furnished by HUD to perform major rehabilitation on, or reconstruction of, the public and/or assisted housing units that have been legally vacated or demolished.

b. A severely distressed project that has been legally vacated or demolished (but for which HUD has not yet provided replacement housing assistance, other than tenant-based assistance) must have met the definition of physical distress not later than the day the demolition application approval letter was dated by HUD, or in the case of Indian Housing, not later than the day the tribal entity signed the written notification of demolition provided to HUD in accordance with 24 CFR 1000.134.

Supportive Services. The term “supportive services” includes all activities that promote upward mobility, self-sufficiency, or improved quality of life, including such activities as literacy

training, activities that promote early learning and the continuum of educational supports, remedial and continuing education, job training, financial literacy instruction, day care, youth services, aging-in-place, public transportation, physical and mental health services, economic development activities, and other programs for which the community demonstrates need.

Transformation Plan. The Transformation Plan is a comprehensive neighborhood revitalization strategy proposal which, when implemented, will achieve the three core goals of Choice Neighborhoods (Housing, People, Neighborhood).

Tribal Entities. This term means Indian tribes, as defined in section 4(13) of NAHASDA, and Tribally Designated Housing Entities, as defined in section 4(22) of NAHASDA.

B. Authority.

The funding authority for Choice Neighborhoods grants under this NOFO is provided by the Consolidated Appropriations Act, 2022 (Public Law 117-103, enacted March 15, 2022) (FY 2022 Appropriations). The program authority for the Choice Neighborhoods Initiative is section 24 of the United States Housing Act of 1937 (42 U.S.C. 1437v), as applied by the FY 2022 Appropriations.

II. Award Information.

A. Available Funds

Funding of approximately **\$10,000,000** is available through this NOFO.

B. Number of Awards.

HUD expects to make approximately 20 awards from the funds available under this NOFO.

C. Minimum/Maximum Award Information

Estimated Total Funding:

\$10,000,000

Minimum Award Amount:

\$1

Per Project Period

Maximum Award Amount:

\$500,000

Per Project Period

D. Period of Performance

The term of a Planning Grant is 2 years from the date of the Grant Agreement execution.

Estimated Project Start Date:

12/01/2022

Estimated Project End Date:

12/01/2024

Length of Project Periods:

24-month project period and budget period

Length of Periods Explanation of Other:

E. Type of Funding Instrument.

Funding Instrument Type:

G (Grant)

III. Eligibility Information.

A. Eligible Applicants.

01 (County governments)

02 (City or township governments)

07 (Native American tribal governments (Federally recognized))

08 (Public housing authorities/Indian housing authorities)

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

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

Additional Information on Eligibility

Eligible applicants under this NOFO are Public Housing Agencies (PHAs), local governments, tribal entities, and nonprofits. Refer to the Program Definitions in Section I.A for how these terms are defined in the Choice Neighborhoods program.

Key Eligibility Criteria. There are three key eligibility criteria for Choice Neighborhoods funding. In addition to the requirement that an applicant must be an eligible entity, the application must also demonstrate the proposal targets an eligible housing project located in an eligible neighborhood.

1. Eligible Applicants. PHAs, local governments, tribal entities, and nonprofits are eligible to apply. See Section I.A for Program Definitions of these terms. Additionally, the following criteria must be met, as relevant, in order to comply with this requirement:

a. **Troubled Status for PHAs.** This applies to PHA applicants. If a PHA was designated as troubled by HUD pursuant to section 6(j)(2) of the 1937 Act on the most recently released Operational Troubled List, HUD will use documents and information available to it to determine whether that PHA qualifies as an eligible applicant. PHAs designated as troubled are strongly encouraged to consider partnering with another entity (such as a local government or a nonprofit) to serve as the Lead Applicant for this Choice Neighborhoods grant. In accordance with section 24(j) of the 1937 Act, a troubled PHA may still be eligible to apply if it:

(1) Is designated as troubled principally for reasons that will not affect its capacity to carry out a revitalization program;

(2) Is making substantial progress toward eliminating the deficiencies of the agency that resulted in its troubled status;

(3) Has not been found to be in noncompliance with fair housing or other civil rights requirements; or

(4) Is otherwise determined by HUD to be capable of carrying out a revitalization program.

- b. Certification for Multifamily Assisted Property Owners. If the Lead Applicant or Co-Applicant is the owner of the assisted property that is the subject of the Choice Neighborhoods grant, the Applicant is required to submit the Previous Participation Certification form (HUD-2530). If the property owner listed has defaulted on a mortgage loan or has less than satisfactory review ratings (physical inspections, management and financial reviews), HUD will use documents and information available to it to determine whether the owner of the property qualifies as an eligible applicant. Approvals of entities that have defaulted or received unsatisfactory review ratings will be subjected to HUD's Previous Participation clearance review process. Applicants may still be eligible to apply for Choice Neighborhoods funding if HUD deems the applicant to be making substantial progress in addressing the deficiencies related to such default or review rating. Multifamily assisted property owners with defaults or less than satisfactory review ratings are strongly encouraged to consider partnering with another entity (such as a local government or a nonprofit) to serve as the Lead Applicant for this Choice Neighborhoods grant. This requirement is not applicable to applications targeting public housing or Indian housing.
- c. Nonprofit Applicant. For a nonprofit to demonstrate eligibility as a Lead or Co-Applicant, either an Internal Revenue Service determination letter indicating the organization's 501(c) status or the letter from the state government or tribe designating the organization's nonprofit status must be submitted in the attachments.
- d. Co-Applicants. To demonstrate a Co-Applicant partnership, a Memorandum of Understanding (MOU) or Letter of Agreement must be provided, signed by the executive of each entity. The MOU or Letter of Agreement must demonstrate a commitment to work collaboratively throughout the entirety of the grant to develop a Transformation Plan and identify which party is the Lead Applicant.
- e. Applicants that are not the owner of the target housing project. If the owner of the target housing project is not the Lead Applicant or Co-Applicant for this grant, a letter from the owner indicating its support for the applicant's organization to submit this grant application and work collaboratively throughout the entirety of the grant must be included in this application.

2. Eligible Target Housing. Each application must focus on the revitalization of at least one severely distressed public and/or assisted housing project. Eligible target housing meets the following criteria:

- a. Is currently HUD "public housing" or "assisted housing" as defined in section I.A Program Definitions.
- b. If the project's occupancy is designated housing for "elderly" or "disabled" residents, it cannot be the only target housing project identified in this grant application. At least one target housing project must be available for general occupancy by families. For public housing projects, HUD will verify if the property has such a designation in PIC. For assisted housing, HUD will verify if such a designation is listed in the HAP contract or other HUD records.
- c. For public housing projects, the Actual Date of Full Availability (DOFA) date in PIC must be earlier than January 1, 1996.
- d. Severely distressed: The definition of severely distressed housing from section 24(j)(2)

of the 1937 Act is included in Section I.A Program Definitions. Provide the Certification of Severe Physical Distress form (HUD-53232) and include it in the attachments section of the application. The certification must be signed and dated by an engineer or architect licensed by a state licensing board and dated no more than 12 months prior to the application due date. The license does not need to have been issued in the same state as the severely distressed project. The engineer or architect must include his or her license number and state of registration on the certification. The engineer or architect may not be an employee of the Lead Applicant, Co-Applicant (if any), Planning Coordinator (if any), the project's owner, the PHA (if applicable), or a unit of local government in which the housing is located. If this application targets more than one public and/or assisted housing project, each project must meet this definition of severely distressed and be listed on the certification form.

3. Eligible Neighborhood. An eligible neighborhood for Choice Neighborhoods grant funds is a neighborhood with at least 20 percent of the residents estimated to be in poverty or have extremely low incomes based on the most recent data collected by the U.S. Census Bureau. To meet this application requirement, the applicant must demonstrate compliance with the following criteria:

- a. The definition of “neighborhood” from Section I.A Program Definitions applies. Applicants should carefully consider the neighborhood boundary presented in this grant application. Discuss it with the local government, residents, and other local stakeholders to ensure the grant application truly reflects what is generally accepted as the boundary of the neighborhood. Note: HUD reserves the right to ask applicants to provide evidence that the target neighborhood boundary is generally accepted. Such evidence might include planning, community development or zoning maps that have been adopted by a public jurisdiction.
- b. For the purposes of establishing neighborhood eligibility and to assign points for certain rating factors, HUD has created a mapping tool that will overlay the locally defined neighborhood boundary with data associated with that area and estimate the rates of certain indicators in that neighborhood using a proportional allocation methodology. HUD will calculate the poverty rate, extremely low-income rate, and residential vacancy rate for the target area as well as other measures of distress. For example, if census tracts are the smallest statistical boundary for the available data and the locally defined neighborhood is partially within two different census tracts, the poverty rate will be calculated based on the portion of the neighborhood housing units located in each tract. In this example, 80 percent of the housing units in the locally defined neighborhood are in a tract with a poverty rate of 40 percent and 20 percent of the units are in a tract with a poverty rate of 10 percent. The “neighborhood poverty rate” would be calculated as: $(80\% \times 40\%) + (20\% \times 10\%) = 34\%$. The applicant must draw the boundary of the target neighborhood using the mapping tool posted on the FY 2022 NOFO and Funding Information page at www.hud.gov/cn and provide the PDF report of the eligible neighborhood, as produced and emailed to the user by the mapping tool, in the attachments section of the application. HUD will not accept additional documentation and will make the final determination on compliance with the threshold. Make sure that neighborhood

boundary drawn via the CN Mapping Tool matches the neighborhood boundary depicted on the maps provided in Attachment 22.

B. Ineligible Applicants.

1. Individuals.
2. Any entity that does not meet the eligibility criteria listed above.

C. Cost Sharing or Matching.

This Program requires cost sharing or matching as described below.

Section 24(c)(1)(A) of the 1937 Act (42 U.S.C. 1437v(c)(1)(A)) sets forth a requirement for matching funds for all grants made under section 24, which includes Choice Neighborhoods. Matching funds in the amount of at least five percent of the requested grant amount in cash or in-kind donations must be secured and used by the end of the grant term. HOPE VI program funding, including HOPE VI Revitalization, HOPE VI Demolition, HOPE VI Neighborhood Networks, HOPE VI Main Street grants, Choice Neighborhoods Implementation, or Choice Neighborhoods Planning Grants may NOT be considered match. Generally other federal sources are only allowed to be used as cost share or match if permitted by a program's authorizing statute. Grantees will be required to show evidence that matching resources were actually received and used for their intended purposes through quarterly reports as the project proceeds. Sources of matching funds may be substituted after grant award, as long as the dollar requirement is met. Grantees must pursue and enforce any commitment (including commitments for services) obtained from any public or private entity for any contribution or commitment to the project or surrounding area that was part of the match amount.

D. Threshold Eligibility Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

1. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants, who after review are confirmed to have civil rights matters unresolved at the application deadline, will be deemed ineligible. Their applications will receive no further review, will not be rated and ranked, and they will not receive funding.

- a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) – (5) that have not been resolved to HUD's satisfaction before or on the application deadline date are ineligible for funding. Such matters include:
 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, 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 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; 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.

2. Affirmatively Furthering Fair Housing. With some exceptions for federally recognized Indian tribes and their instrumentalities, the application must discuss how the applicant will carry out the proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations. Applicants may propose activities that are consistent with their jurisdiction's Analysis of Impediments (AI), an Assessment of Fair Housing (AFH), or other means of fair housing planning that meaningfully supports their AFFH certification.

If the applicant will carry out proposed activities in a jurisdiction with an accepted Assessment of Fair Housing (AFH), the proposed activities should be consistent with the AFH's fair housing goals and with fair housing strategies specified in the jurisdiction's Consolidated Plan or Public Housing Agency Plan."

3. Timely Submission of Applications. Applications submitted after the deadline stated within this NOFO that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See Section IV. D. Application Submission Dates and Times.

4. Choice Neighborhoods Application Certifications. The application must include the Choice Neighborhoods Application Certifications form for Planning Grants (HUD-53156) in the attachments. It must be signed by the Executive Office of the Lead Applicant and Co-Applicant (if any) (and the Chair of the PHA Board of Commissioners if the Lead Applicant or Co-

Applicant is a PHA). By providing this certification, you are attesting you will meet the Match Requirement from Section III.C.

5. Number of Applications and Public and/or Assisted Housing Projects.

(a) A Planning Coordinator may participate in a maximum of three applications/grants under this NOFO. If this entity participates in more than three applications, all applications in which they are a participant will be deemed ineligible.

(b) You may only submit one application per locality, defined as the area within the boundary of your local government, or in the case of a tribal entity, the boundary of your Indian area as defined in section 4(11) of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4101, et seq.). There is no limit to the number of public and/or assisted housing projects per application, so long as all are within the boundary of the neighborhood.

(c) If HUD receives electronically multiple versions of an application, HUD will review the last version of the application received by Grants.gov that meets the timely receipt requirements. All other applications (i.e., prior versions) will not be considered eligible. If applicants find, after submitting an application, that they want to amend or adjust their application and it is prior to the deadline date, applicants **must resubmit the entire application** to ensure that HUD gets a complete application.

6. Relation to Prior HOPE VI Revitalization Grants. Public housing projects previously funded through a HOPE VI Revitalization grant may not be the target public housing project of a Choice Neighborhoods grant application. However, they may be located within the Transformation Plan neighborhood.

7. Relation to Prior Choice Neighborhoods Grants. Public and/or assisted housing projects and the neighborhoods in which they are located previously funded through a Choice Neighborhoods Planning or Implementation Grant may not be the target housing and neighborhood of a Choice Neighborhoods application under this NOFO. In addition, applicants may not apply for both a FY 2022 Planning Grant and FY 2022 Implementation Grant for the same target housing and neighborhood.

8. Relation to Rental Assistance Demonstration (RAD) Applicants. PHAs that have applied for RAD, received a Commitment to enter into a Housing Assistance Payments Contract (CHAP) (either a Portfolio award that covers the property proposed or a Multiphase award) covering the property proposed, and are planning on demolition and new construction or major rehabilitation or reconstruction may apply for a Choice Neighborhoods Planning Grant provided they have not yet received a RAD Conversion Commitment (RCC) at the time of the application deadline for this NOFO. In the case where there is a Multiphase award, only units at the target housing site that are not included in an RCC can still be eligible. The Office of Recapitalization will offer flexibility with regard to the RAD milestones so that PHAs and their partners may take advantage of the Planning Grants.

9. Resident Involvement. In accordance with section 24(e)(2)(D) of the 1937 Act, applicants must involve affected residents at the beginning and during the planning process for the transformation program, prior to the submission of an application. Prior to the application deadline, an applicant must provide written notice to the residents of the target housing about the

application for this Choice Neighborhoods Planning Grant. The notification must include a brief description of the proposed planning process, general timeline, the primary point of contact from the applicant entity with his/her contact information, and state that residents have the right to ask questions and provide comments. HUD urges applicants to distribute this notice well in advance of the grant application deadline to provide ample time for residents to comment. The applicant must consider these questions and comments when drafting the grant application. The notification must be delivered either by mail or personal delivery to each household (though it does not need to be sent via certified mail). While HUD encourages applicants to use multiple forms of communication to engage residents and other stakeholders, email messages, website and social media posts, etc. do not satisfy this threshold requirement. In seeking public participation, applicants must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons). To demonstrate compliance with this requirement, the application must include a copy of the notification delivered.

E. Statutory and Regulatory Requirements Affecting Eligibility.

Eligibility Requirements for Applicants of HUD's Grants Programs

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on [HUD's Funding Opportunities Page](#).

- Active Prime and Sub Recipient registration with SAM.gov
- Outstanding Delinquent Federal Debts
- Debarments or Suspensions, or both
- Pre-selection Review of Performance
- Sufficiency of Financial Management System
- False Statements
- Mandatory Disclosure Requirement
- Prohibition Against Lobbying Activities
- In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR 170.110](#).

F. Program-Specific Requirements.

1. Choice Neighborhoods Program Activities. A Transformation Plan for the target neighborhood must include the required activities specified below. In addition, a Transformation Plan must include objectives, strategies, and program activities under the three core goals of Housing, People, and Neighborhood. Program activities proposed by the applicant must be eligible activities, as described below.

a. Required Activities.

(1) Ensure meaningful resident, community, and stakeholder participation throughout the development of the Transformation Plan. At a minimum, residents of the target housing should

have representation on a steering committee and task forces. This also includes public hearings, meetings, websites, forums, charrettes, and other communication that will provide all aspects of the policy and development plans. Applicants must provide alternative options to neighborhood residents, local business owners and employees, and civic and community organization representatives in sufficient time for them to review, react, and make informed decisions on how proposed plans and policies will impact their daily lives. This involvement must be continuous from the beginning of the planning process through the entire grant term. Activities should prioritize ways to advance equity by engaging underserved populations and communities traditionally marginalized from planning processes, such as low-income individuals and families, limited English speakers, persons with disabilities, and the elderly. For assistance in ensuring meaningful access for individuals with limited English proficiency, grantees should consult HUD's Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (HUD's LEP Guidance) published in the Federal Register on January 22, 2007 (72 Fed. Reg. 2732). Additional information is also available at www.hud.gov/program_offices/fair_housing_equal_opp/promotingfh/lep-faq. Pursuant to section 504 of the Rehabilitation Act of 1973, recipients of federal financial assistance must ensure effective communication for persons with disabilities (see 24 CFR 8.6). This includes employing accessible means of technology to ensure that persons with disabilities can access information on the planning process, plans, and other information. All meetings must be held in facilities that are physically accessible to individuals with disabilities, and auxiliary aids or services and reasonable accommodations must be provided to ensure equal participation by individuals with disabilities. Where physical accessibility is not achievable, recipients and subrecipients must give priority to alternative methods of resident involvement that are accessible to and usable by individuals with disabilities and must ensure effective communication during such meetings or during other methods of engaging the residents in accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and HUD's implementing regulations at 24 CFR Part 8, and Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12134) and the implementing regulation at 28 CFR Part 35.

(2) Within the first 12 months of the Choice Neighborhoods grant, conduct a household-level needs assessment of the public and/or assisted housing residents in the target development(s) that assesses assets and needs related to the Housing, People, and Neighborhood goals to better design solutions for challenges facing the children and families of HUD housing. In addition, grantees must access, draw comparisons, and evaluate existing neighborhood and/or jurisdictional data from available sources (such as the census [including the American Community Survey (ACS)], police reports, healthcare agencies/providers, school performance reports, research surveys, etc.) to determine whether more comprehensive needs assessments are required at the neighborhood level.

(3) Devise a relocation strategy for target housing residents that need to be relocated during the rehabilitation or reconstruction of the public and/or assisted housing, as well as policies to effectuate the required return preference for target housing residents to occupy the rehabilitated, reconstructed, or replaced housing.

(4) If not already completed, have a market assessment conducted of the target neighborhood by an independent, third party professional during the grant period. The conclusions drawn from this study must inform the development of the Transformation Plan.

(5) If not already identified, select the master developer/housing developer that will implement

the housing component of the Transformation Plan before the end of the grant term.

(6) Complete a Phase I Environmental Site Assessment based on ASTM standards of the target redevelopment site(s) to determine the potential for and extent of any needed environmental remediation, in order for a grantee to determine a feasible timeline and budget for the realization of redevelopment efforts.

(7) Contact the State Historic Preservation Officer (SHPO) to determine the potential for negative effects of demolition on historic properties if the target housing contains buildings 45 years of age or older.

b. Eligible Activities. Funding under this NOFO may be used for the following activities. Proposed activities must reflect local area conditions and the needs of the target neighborhood.

(1) Conduct comprehensive needs assessments to inform the preparation of the Transformation Plan. The needs assessments should include:

- Current patterns of disinvestment within the neighborhood, including vacant/abandoned homes and businesses, the quality of the existing housing stock, foreclosures, and current home values and rents. Discuss other subsidized housing (e.g., Housing Choice Vouchers, LIHTC units, PBRA, state or locally subsidized affordable units) in the neighborhood that are not part of the target public and/or assisted housing project(s), the current mix of incomes, and any long-term economic factors for continued disinvestment that may be expected to continue, absent a publicly funded intervention;
- The neighborhood's access to key assets, such as quality grocery stores, banks, health clinics and doctors' offices, schools, childcare facilities and early learning centers or programs, parks and recreational facilities, and public transit. Identify key neighborhood anchor institutions, such as major employers, universities, or hospitals that can reliably be expected to continue to provide significant economic activity;
- Relevant developmental and social assets in the target neighborhood as these assets relate to opportunities for resident education, employment, health, mobility and safety;
- Challenges and gaps in neighborhood services and assets; and
- Information from applicable fair housing planning (e.g. Analysis of Impediments to Fair Housing Choice, Assessment of Fair Housing, or other fair housing planning document) conducted by the local jurisdiction or public housing agency consistent with its obligation to affirmatively further fair housing, such as patterns of racial, national origin, and other demographic segregation or other fair housing issues in the neighborhood.

(2) Undertake a comprehensive and integrated planning process that addresses the challenges and gaps in services and assets identified through the needs assessments and leads to a plan for implementation that has broad community support, in the areas of:

(a) Housing. Adopt effective strategies to achieve the Housing goal. Such activities include but are not limited to:

- studies of the different options for revitalization, including the feasibility, costs and neighborhood impact of such options and the need for affordable housing;
- site planning and conceptual architectural design work that meets all applicable federal accessibility requirements, including but not limited to those under section 504 of the Rehabilitation Act of 1973 and HUD's implementing regulation at 24 CFR part 8, the Fair

Housing Act and HUD's implementing regulation at 24 CFR part 100, and the Americans with Disabilities Act and the government-wide regulations at 28 CFR parts 35 and 36;

- designing a suitable replacement housing plan, in situations where partial or total demolition is considered;
- designing a suitable mobility strategy and relocation plan;
- conducting environmental or geotechnical studies of the target housing site; and
- developing a viable financing plan to implement the Housing component of the plan. The plan should consider a range of viable financing plans which are not dependent on a Choice Neighborhoods Implementation Grant in particular.

(b) People. Adopt effective strategies to achieve the People goal. Such activities include but are not limited to:

- Planning for supportive services, particularly education, economic development, job training, self-sufficiency, fair housing counseling, financial literacy, and asset building activities for neighborhood and target housing families that help increase intergenerational mobility and improve employment, health, and education outcomes;
- Planning for improving access to high-quality education programs and improved academic and developmental outcomes for children living in the target housing and in the neighborhood along the continuum of cradle-through-college-to-career solutions, including:
 1. High-quality early learning programs and services that are comprehensive, inclusive, evidence-based and that result in significantly improved outcomes in physical well-being and motor development, social-emotional development, language and literacy development, and cognition and general knowledge, including early numeracy for children.
 2. High-quality education programs, which may include evidence-based programs that increase learning time; high quality after-school, summer school, and other expanded learning-time programs designed to improve student outcomes; and evidence-based programs that prepare students for college and career success.
 3. Ensuring access to existing high-quality schools or undertaking school improvements, such as significant improvements to the programs, policies and personnel of an elementary, middle/junior high and/or high school that are linked to improved academic outcomes or establishing a new high-quality school.

(c) Neighborhood. Adopt effective strategies to achieve the Neighborhood goal. Such activities include but are not limited to: planning for neighborhood-level improvements across the range of Neighborhood Assets; aligning with existing planning processes and activities in the local jurisdiction and/or metropolitan area or county/parish; planning for neighborhood economic development activities; and partnering with the necessary agencies and organizations and developing a viable financing plan to implement the Neighborhood component of the plan.

(3) Conduct technical planning studies concerning local development issues, priorities, or suggested appropriate approaches in the context of the local housing market relative to other alternatives. This could include new approaches to housing, economic development, or capital improvement programming. However, any such study should directly further the integration of

strategies to develop a comprehensive neighborhood-level Transformation Plan.

(4) Work with public and private agencies, organizations (including philanthropic organizations) and individuals to: develop a Transformation Plan that includes a governance strategy that will provide long-term accountability and secure commitments for long-term collaboration to ensure it will be implemented successfully; gather and leverage resources needed to support the financial sustainability of the Transformation Plan; identify strategies for building upon and leveraging existing neighborhood efforts and anticipated Federal, state, regional and local investments; and strengthen management and decision-making capacities of participating organizations.

(5) Plan for the collection and strategic use of relevant data to track future community impacts once the Transformation Plan is implemented by employing statistical and qualitative analysis of specific metrics developed in partnership with the appropriate local, state, regional, and federal agencies/organizations. Such planning should focus on integrating data systems across agencies and/or negotiating data sharing agreements so that these data can be used for intervention targeting and improvement.

(6) Identify best practices based on the available evidence and promising approaches from other grantees and community development practitioners. Such activities may include conducting site visits to communities that have already developed mixed-income housing and implemented neighborhood improvement strategies, researching evidence-based practices, or participating in a community of practice, which is a group of grantees that agrees to interact regularly to solve a persistent problem or improve practice in an area that is important to them and the success of their project, enabling grantees to meet, discuss and collaborate with each other regarding grantee projects.

(7) Early Action Activities, as defined in Section I.A Program Definitions of this NOFO. Up to \$150,000 of grant funds may be used for Early Action Activities. Specific Early Action Activities may be proposed in the application, as part of the submitted budget, or during the grant period, as a budget revision. These funds should be used for innovative solutions to neighborhood challenges and must be used for projects that can be completed within the first two years of this grant.

c. Ineligible Activities. Ineligible activities for all grantees include:

- (1) Supportive services;
- (2) Incentives for recruitment into, participation in, or completion of any planning activities (e.g. gift cards provided to residents that complete a survey or needs assessment and meals provided at planning meetings); and
- (3) Housing development, including acquisition, relocation, demolition and remediation, rehabilitation, or construction.

2. Choice Neighborhoods Program Requirements. For all successful applicants this section contains Choice Neighborhoods program requirements, administrative and national policy requirements, and other program priorities that Planning Grantees must consider as they develop their Transformation Plan. Successful applicants must review this section and ensure they comply with the requirements, as relevant.

a. Right to Return for Tenants. Since a Planning Grant award does not provide funding for redevelopment of the target housing project, the award of a Planning Grant itself does not trigger the right to return requirement established in the Choice Neighborhoods Implementation Grants NOFO. Nonetheless, an accepted Transformation Plan shall demonstrate that each tenant who wishes to return to the on-site or off-site replacement housing may return if the tenant was lease-

compliant at the time of relocation and continued to remain lease-compliant during the relocation period. A returning tenant shall be provided the highest level preference for occupancy of replacement units (either on-site or off-site) before such units are made available to any other eligible households. Accordingly, the Housing plan must provide an adequate number of replacement housing units that can be occupied by households with incomes up to 80 percent AMI (e.g. units that are not limited by another funding source such as LIHTC equity that has a lower income limit) and provides a sufficient number of bedrooms per unit and accessible units to ensure families are not displaced. The tenant will also have the option to retain any tenant-based voucher assistance that might be provided under section 8(o) of the United States Housing Act of 1937 for relocation from the properties revitalized (e.g., if the target housing is the subject of a future Choice Neighborhoods Implementation Grant). This preference remains available until the initial lease-up of the new units.

b. One-for-One Replacement of Public and/or Assisted Housing Units. Since a Planning Grant award does not provide funding for redevelopment of the target housing project, the award of a Planning Grant itself does not trigger the one-for-one replacement requirement established in the Choice Neighborhoods Implementation Grants NOFO. Nonetheless, the Transformation Plan created through a Planning Grant should provide for the one-for-one replacement of all target housing units as described below:

(1) Public Housing Replacement Housing. For all public housing dwelling units still physically standing as of the application due date which will be demolished or disposed, the Transformation Plan must provide for the replacement of the same number of units. The number of bedrooms replaced may be greater or fewer than those still physically standing, so that the overall unit mix first meets the needs of the existing residents, then takes into account the needs of the residents on the waiting list and is aligned with the results of a recent housing market study.

(2) Assisted Housing Replacement Housing. For all Assisted Housing units in the HAP contract as of the application due date which are to be demolished or disposed, the Transformation Plan must provide for one-for-one replacement in accordance with all HUD policies, procedures and requirements for project-based section 8 Housing Assistance Payments (HAP) contracts.

(3) Location. Replacement housing units shall be developed:

(a) On-site (i.e., on the target housing site and/or in the target neighborhood being revitalized); and/or

(b) Off-site (i.e., outside of the target neighborhood but within the metropolitan area up to 25 miles from the target housing site). If a Transformation Plan proposes to develop replacement housing outside the target neighborhood, such housing must:

i. offer access to economic opportunities and public transportation and be accessible to social, recreational, educational, commercial, health facilities and services, and other municipal services and facilities that are comparable to those that will be provided in the target neighborhood;

ii. be located in a census tract with a poverty rate below 30 percent;

iii. NOT be located in an area of minority concentration. An area of minority concentration is defined as one where either of the following statistical conditions exists: the census tract's percentage of persons of a particular racial or ethnic minority is at least 20 points higher than the minority's percentage in the housing market area as a whole or the census tract's total percentage of minority persons is at least 20 points higher than the total percentage of minority persons in

the Metropolitan Statistical Area (MSA) as a whole; and

iii. meet the site and neighborhood standards listed in 24 CFR 905.602(d).

(4) Types of Units. Please refer to the definition of Replacement Housing in Section I.A Program Definitions.

(5) Tenant-based Housing Choice Vouchers as Replacement Housing. Up to one-third of the public housing and/or assisted housing dwelling units that are demolished or disposed of under the Transformation Plan may be replaced with tenant-based vouchers in housing markets where there is an adequate supply of affordable rental housing in areas of low poverty. Please note this exception does not supersede an entity's obligation to comply with other one-for-one replacement requirements associated with other funding sources (e.g., the Rental Assistance Demonstration, section 104(d) of the Housing and Community Development Act, etc.).

(a) To be eligible for this exception to the hard-unit one-for-one replacement criteria, the area of the Choice Neighborhoods development must meet both of the following conditions. HUD provides this data as part of the report generated from the Choice Neighborhoods mapping tool.

i. Be located in a county/parish with a currently and historically soft rental housing market for low-income renters.

ii. Be located in a Core Based Statistical Area (CBSA) or non-CBSA County/Parish where vouchers currently in use are primarily in lower poverty neighborhoods.

(b) Planning Grantees that would qualify for this exception may devise a Transformation Plan under this grant in accordance with the exception. Please note that a subsequent application for a Choice Neighborhoods Implementation Grant must comply with the requirements set forth in that NOFO.

c. Relocation and Housing Mobility Counseling. A key goal of the Choice Neighborhoods program is to support the successful relocation of households; the successful return of households who choose to occupy a replacement unit; and the stability of households who choose not to occupy a replacement unit. Since the Planning Grant does not provide funds for relocation and redevelopment, the award of a Planning Grant itself neither triggers relocation requirements nor establishes a household's eligibility for relocation benefits. Nonetheless, the planning process must develop strategies for relocation and housing mobility counseling. The relocation strategy should offer robust mobility counseling beyond what is required by the URA. If Tenant Protection Vouchers are awarded in the future for relocation, the PHA or other relocating entity has a responsibility to ensure that voucher holders have a real opportunity to use vouchers in high opportunity areas. Part of this mobility counseling must ensure that families who receive a tenant-based voucher are made aware of, have access to, and can locate high-quality rental housing in areas of integrated opportunity, such as those that include access to educational opportunities, transportation, and lack of environmental health concerns. Elements of a robust strategy include recruiting landlords, encouraging landlords to adopt expedited lease-up processes, identifying available units, briefing residents about these neighborhoods and available units, providing transportation to visit units, providing assistance with completing leasing paperwork, providing information about fair housing protections, and providing information about the portability of vouchers. Further, strategies should (a) integrate comprehensive relocation and re-occupancy counseling and supports with the People components of the Transformation Plans, so that when implemented, residents of the target public and/or assisted housing receive the array of services they need to return to the revitalized housing or maintain stability in other housing of their choice; (b) provide for the regular communication and

collaboration with property management to establish an early warning system to flag residents at risk of eviction and ensure that case management and any available property management supports will be offered to households at risk of eviction; (c) fully inform families of their relocation options, including the availability of tenant-based vouchers; and (d) assist families transitioning into new housing, neighborhoods, and (when applicable) schools to ensure their continued stability. For additional information, please refer to the "Choice Neighborhoods Relocation and Return Best Practices" guide

(https://www.hud.gov/sites/dfiles/PIH/images/Choice_Relocation_and_Return_Best_Practices_7-1-19.pdf) for more information.

d. Climate Resiliency. Grantees are encouraged to devise their Housing Plan in ways that mitigate the impacts of natural related hazards. This means both reducing property and resident exposure to climate hazards and supporting adaptability in the face of disaster. Ultimately, the goal of building climate resilience in the multifamily sector is to keep residents safe and healthy before, during, and after a hazard strikes. Grantees can identify their target housing site's climate risk using FEMA's National Risk Index (<https://hazards.fema.gov/nri/>). Grantees may also consider climate projection tools as applicable: [Climate Explorer](#), [Flood Factor](#), [NOAA Sea Level Rise Viewer](#), [ClimateCheck](#), and Climate Central Coastal Risk Screening Tool. HUD's Office of Community Planning and Development (CPD) has also developed a Community Resiliency toolkit that provides suggestions for different mitigation techniques for six natural hazards. Please note that the toolkit is focused on techniques that are an eligible use of CPD grant funding and not all suggestions may be an eligible use of Choice Neighborhoods grant funding. Nevertheless, the overall structure and identification of resilient design components and actions are useful for CN grantees. The toolkit may be accessed at:

<https://www.hudexchange.info/resource/5981/community-resilience-toolkit/>.

e. Sustainable Development. Transformation Plans must incorporate sustainable development practices. The plan must address key Livability Principles (https://www.hud.gov/program_offices/economic_development/Six_Livability_Principles) adopted by HUD and its federal partners, including but not limited to supporting compact development and proximity to and increased availability of transportation choices, amenities, services and employment opportunities. Grantees must include key stakeholders, agencies and experts in addressing these principles during the planning process, and identify how the plan applies the Livability Principles to its project, and how outcomes will be measured. In particular, grantees must consult with the Metropolitan Planning Organization (MPO) that represents the target neighborhood (unless the area is not represented by an MPO). Information about MPOs is available on the website of the Federal Transit Administration (<https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/metropolitan-planning-organization-mpo>). The plan should also maximize energy efficiency and water saving techniques and practices and improve the health of residents by adopting green building practices or standards to the extent feasible and affordable, including but not limited to incorporating renewable energy systems and proper ventilation.

f. Energy Efficiency and Green Building Standards. Recognizing the fundamental role that HUD's investments play in defining the physical form of communities and quality of life for residents, Planning Grant recipients must design their Transformation Plan to achieve certification by one of the recognized green rating programs for new construction or substantial rehabilitation (e.g. Enterprise Green Communities Initiative, the National Green Building Standards, or LEED New Construction) and become eligible to secure the LEED for

Neighborhood Development designation from the United States Green Building Council of all or a portion of the neighborhood targeted in their Transformation Plan.

g. Design. HUD is seeking excellence in design. Grantees must carefully select architects and planners, and enlist local affiliates of national architectural and planning organizations such as the American Institute of Architects, the American Society of Landscape Architects, the American Planning Association, the Congress for the New Urbanism, and the department of architecture at a local college or university to assist in assessing qualifications of design professionals or in participating on a selection panel resulting in the procurement of excellent design services. Grantees must select a design team committed to a process in which all residents, including young people, individuals with disabilities, limited English proficient persons, seniors, the broader community, and other stakeholders participate in designing the new community. The proposed site plan, new or rehabilitated units, and other buildings must be designed to be compatible with and enrich the surrounding neighborhood. Local architecture and design elements and amenities should be incorporated into the new or rehabilitated homes so that the revitalized sites and structures will blend into and/or enhance the broader community. Site and building design must also incorporate accessibility standards. Housing, community facilities, and commercial space must be well integrated. Grantees must select members of their team who have the experience, training, and credentials to meet these requirements.

h. Environmental Justice. Executive Order 14008 (January 27, 2021) requires agencies such as HUD to make achieving environmental justice part of their missions by developing programs, policies, and activities to address the disproportionately high and adverse human health, environmental, climate-related and other cumulative impacts on disadvantaged communities, as well as the accompanying economic challenges of such impacts. With respect to Choice Neighborhoods Transformation Plans, environmental justice means ensuring equal protection from environmental and health hazards and providing equal and meaningful opportunity to participate in the decision-making process to achieve a healthy environment. Strategies may include investing in the creation of green jobs to complement Section 3 efforts, deploying resources to improve equity in community planning and community engagement, and undertaking healthy housing initiatives. More information on environmental justice can be found at: <https://www.epa.gov/environmentaljustice> and <https://www.hudexchange.info/programs/environmental-review/environmental-justice/>.

i. Non-Fungibility for Moving To Work (MTW) PHAs. Funds awarded under this NOFO are not fungible under MTW and must be accounted for separately, in accordance with the Choice Neighborhoods Planning Grant Agreement, OMB Administrative Requirements and Cost Principles set forth in 2 CFR part 200, and generally accepted accounting principles (GAAP).

j. Fair Housing. Grantees must consider civil rights issues at each stage of the planning and implementation processes to ensure consistency with fair housing and civil rights requirements, to prevent issues such as perpetuation of segregation and discrimination, and to meet grantees' obligation to affirmatively further fair housing. Particularly important for Choice Neighborhoods grantees is careful consideration of:

- The location of replacement housing outside of the targeted neighborhood, to ensure sites offer access to opportunities and that placement of housing in the area is not perpetuating economic, racial, and environmental inequalities
- Resident relocation strategies, replacement housing plans (both hard units and vouchers), and housing mobility plans. At the planning stage, this includes designing relocation strategies and replacement housing plans that provide displaced residents with

meaningful opportunity to return to the revitalized community and that otherwise provide for housing mobility. Particularly in situations that include partial or total demolition of the target housing, a suitable replacement housing plan must be aligned with fair housing and civil rights standards and provide for robust housing mobility counseling as described in Section F.2.c. Consideration should be given to the potential fair housing implications of offering tenant-based Housing Choice Vouchers as replacement housing

Applicants and grantees can use tools such as the Affirmatively Furthering Fair Housing Data and Mapping Tool (AFFHT) and HUD’s Office of Policy Development and Research data to guide and inform their planning process. As fair housing and civil rights requirements are ongoing obligations, grantees should assess their knowledge of such requirements, including relevant experience promoting desegregation and other forms of racial equity, and consider what additional capacity might be needed during the planning and implementation processes to yield positive fair housing results for both original and new residents. Grantees should consider consultation with local fair housing organizations, researchers, and others with relevant civil rights expertise.

G. Criteria for Beneficiaries.

Not applicable for this NOFO.

IV. Application and Submission Information.

A. Obtaining an Application Package.

Instructions for Applicants.

You must download both the Application Instructions and the Application Package from Grants.gov. You must verify that the Assistance Listing Number and Assistance Listing Description on the first page of the Application Package, and the Funding Opportunity Title and the Funding Opportunity Number match the Program and NOFO to which you are applying. The Application Package contains the portable document forms (PDFs) available on Grants.gov, such as the SF-424 Family. The Instruction Download contains official copies of the NOFO and forms necessary for a complete application. The Instruction Download may include Microsoft Word files, Microsoft Excel files, and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission, for example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS/UEI is not good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if the Applicant fails to submit to HUD in writing or via email a request for a waiver at least 15 calendar days before the application deadline. If HUD grants a waiver, a paper application must be received before the deadline for this NOFO. To request a waiver, you must contact:

Name:

Email:

ChoiceNeighborhoods@hud.gov

HUD Organization:

Street:

City:

State:

Zip:

B. Content and Form of Application Submission.

You must verify that boxes 11, 12, and 13 on the SF-424 match the NOFO for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong Assistance Listing and Funding Opportunity Number is Non-Curable unless otherwise stated under the Threshold requirements section.

1. Content.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	Submission is required for all applicants by the application due date.	
Application for Federal Assistance (SF424)	Submission is required for all applicants by the application due date.	Required for all applications.
Disclosure of Lobbying Activities (SFLLL), if applicable	HUD will provide instructions to grantees on how the form is to be submitted.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424B Assurances for Non-Construction Programs		
Planning Grants Table of Contents (HUD-53150)	All applicants must complete and submit this form.	As this form is updated annually, make sure to use the FY22 version provided in the grants.gov application package download
Key Eligibility Data form (HUD-53152)	All applicants must complete and submit this form.	Please note there are multiple tabs in the Excel workbook.
Certification of Severe Physical Distress (HUD-53232)	All applicants must complete and submit this form.	
Leverage documentation cover sheet (HUD-53154)	All applicants must complete and submit this form.	Please note there are multiple tabs in the Excel workbook.
Choice Neighborhoods Planning Grant Application Certification (HUD-53156)		
Previous Participation Certification (HUD-2530)		
Certification of Consistency with the Consolidated Plan (HUD-2991)		
Promise Zone (HUD-50153)		PZ Preference Points

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

Instructions on Application Organization and Content. The following provides instructions on the organization and content of your application. It lists the narrative exhibits and attachments, and instructions for each, that are required as part of the application. All narrative exhibits, attachments, and forms are required to be submitted in your application unless otherwise indicated. Non-submission of any of the items below may lower your rating score or make you ineligible for award under this NOFO. Review the threshold requirements in Section III.D and the Review Criteria in Section V.A for the criteria and to ascertain the effects of non-submission. **Please be advised that not providing information clearly and consistently, and/or not providing exhibits and attachments in accordance with the instructions and documentation requirements in this NOFO, may negatively impact HUD's ability to determine if your application meets threshold requirements or to score your application. This could result in your application not being able to be scored and ranked or a lower score. Please also only submit documents that are required to respond to a threshold requirement and/or rating factor.** HUD forms required by this NOFO are provided in the application package download at <http://www.grants.gov/>. The list of narrative exhibits and attachments, and instructions for each, are specified below.

(1) **Table of Contents.** Use form provided (form HUD-53150). This form also serves as an application checklist to ensure complete submission.

(2) **Narrative Exhibits.** The narrative exhibits required in your applications are as follows:

Exhibit A Executive Summary. There are often many communities that meet the Choice Neighborhoods criteria for housing need and poverty. Please describe why this neighborhood was selected and what defining neighborhood characteristics (both needs and assets) led to its selection. In your response, please describe the target neighborhood's and target housing's challenges, the current image of the neighborhood (including positive and negative aspects), the Neighborhood Assets (as defined in this NOFO) on which your planning approach will build, and what you plan to use this grant to achieve. Include a profile of the neighborhood demographics in comparison to the city (or county/parish). Provide a brief overview of the neighborhood planning process and identify key partner organizations with which you will be working. Include preliminary observations on the neighborhood's market potential. Describe the basis of how the neighborhood boundaries were established. (Note: HUD reserves the right to ask applicants to provide evidence during the review process that the target neighborhood boundary is generally accepted.)

Exhibit B Threshold Requirements. Review and provide a narrative response, as necessary, to the Threshold Requirements in Section III.D.

Exhibit C Capacity. Review and provide a narrative response to V.A.1.A.

Exhibit D Need - Structural and Design Deficiencies. Review and provide a narrative response to V.A.1.B.

Exhibit E Soundness of Approach. Review and provide a narrative response to V.A.1.C.

(3) **Attachments.** The attachments required in an application, unless otherwise noted, are listed below.

Attachment 1. **Key Eligibility Data Form.** Complete the form provided (form HUD-53152). Provide backup documentation, as applicable, in the appropriate attachment identified below.

Attachment 2. **Eligible Applicants Documentation.** Review and respond to the requirements in III.A.1, as applicable.

- i. Certification for Multifamily Assisted Property Owners.
- ii. Nonprofit applicant.
- iii. Co-Applicant MOU or Letter of Agreement.
- iv. Letter from housing project owner.

Attachment 3. Eligible Target Housing Documentation - Severe Distress of Targeted Project Certification. Review and respond to the requirement in III.A.2 by completing the form provided (form HUD-53232).

Attachment 4. Eligible Neighborhood Documentation - Eligible Neighborhood Data. Review and respond to the requirement in III.A.3 by providing the pdf received via email that contains data generated from the mapping tool provided on www.hud.gov/cn.

Attachment 5. Resident Involvement Documentation. Review and respond to the requirement in III.D.9 by providing the required resident notification documentation.

Attachment 6. Documentation for Planning Partner or Planning Coordinator (if applicable). Review and respond to the rating factors in V.A.1.A.3 by providing the documentation required. Note: HUD will only review this documentation to determine if a formal relationship exists and not to evaluate the capacity of the planning partner.

Attachment 7. Immediate Project Capital Needs. Review and respond to the rating factor in V.A.1.B.1.a by providing the documentation identified in that section.

Attachment 8. Structural and Environmental Deficiencies Documentation. Review and respond to the rating factor in V.A.1.B.1.b by providing the documentation identified in that section, as relevant. Include photographs as part of the documentation.

Attachment 9. Design Deficiencies Documentation. Review and respond to the rating factor in V.A.1.B.1.c by providing the documentation identified in that section, as relevant. Include photographs as part of the documentation.

Attachment 10. Substandard Housing Documentation. If applicable, review and respond to the rating factor in V.A.1.B.2.b by providing the documentation identified in that section.

Attachment 11. Part I Violent Crimes Documentation. Review and respond to the rating factor in V.A.1.B.2.c by providing the documentation identified in that section. Tribal entities can choose to mark this section as 'N/A' for Not Applicable.

Attachment 12. Brownfields Cleanup Documentation. Review and respond to the rating factor in V.A.1.B.2.d by providing the documentation identified in that section.

Attachment 13. Evidence of Partnerships. Review and respond to the rating factor in V.A.1.C.5 by providing the documentation required under that section.

Attachment 14. Staffing Plan. Review and respond to the rating factor in V.A.1.C.6.

Attachment 15. Planning Schedule. Review and respond to the rating factor in V.A.1.C.7.

Attachment 16. Budget. Review and respond to the rating factor in V.A.1.C.8.

Attachment 17. Documentation to Support Consistency with Consolidated Plan. Review and respond to the rating factor in V.A.1.C.9 by providing the documentation required under that section.

Attachment 18. Documentation to Support Consistency with PHA/MTW Plan. Review and respond to the rating factor in V.A.1.C.10 by providing the documentation required under that section.

Attachment 19. Evidence of Local Government Support. Review and respond to the rating factors in V.A.1.C.11 by providing the documentation required under that section.

Attachment 20. Leverage Documentation. Review and respond to the rating factor in V.A.1.D. Include the cover sheet provided (form HUD-53154).

Attachment 21. **Other Factors and Preference Points**, if applicable. Review and respond to the rating factors in V.A.2 by providing the required documentation.

Attachment 22. **City and Neighborhood Maps**. Provide city and neighborhood maps to-scale that clearly identify and label the target neighborhood, target housing, and other useful information to place the proposed project in the context of existing city streets, the central business district, other key city and neighborhood sites, census tracts, neighborhood assets, and other revitalization activity underway or planned. The City and Neighborhood Maps provide essential context for HUD reviewers, so it is essential that applicants provide a map that is readable and at a reasonable scale. Make sure the neighborhood map shows the same boundary used to draw the neighborhood through the mapping tool that generated the eligible neighborhoods data required in Attachment 4.

Attachment 23. **Current Site Plan**. Provide a Current Site Plan that shows and clearly labels the target housing site's various buildings. Demolished buildings should be shown and labeled as such. Label all uses and buildings adjoining the existing development.

Attachment 24. **Photographs of the Target Housing and Neighborhood**. Submit photographs of the targeted severely distressed housing and neighborhood that illustrate the extent of distress as well as reflect the existing assets.

Attachment 25. **Choice Neighborhoods Application Certifications**. Review and respond to the requirement in III.D.3 by completing the form provided (form HUD-53156).

Attachment 26. **Standard Forms**. These forms are incorporated into the [grants.gov](https://www.grants.gov) system and thus do not need to be uploaded separately. The Lead Applicant must be the signatory for these forms.

1. **Application for Federal Assistance** (SF-424).
2. **Certification Regarding Lobbying**. All applicants except Federally recognized Indian tribes must submit this certification with their application.
3. **Disclosure of Lobbying Activities** (SF-LLL). If this form does not apply, indicate on the form (e.g., writing 'N/A') and submit it with your application.
4. **Applicant/Recipient Disclosure/Update Report** (form HUD-2880).

2. Format and Form.

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

80 Pages maximum length of narratives

Double spaced 12-point (minimum) Times Roman font on letter sized paper (8 1/2 x 11 inches) with at least 1-inch margins on all sides

a. Application Layout.

(1) The first part of an application is comprised of narrative exhibits. The narratives respond to requirements, rating factors, and other criteria in the NOFO, as indicated below.

(2) The second part of an application is comprised of attachments. These documents also respond to the rating factors in the NOFO, as well as threshold and mandatory documentation requirements. They include documents such as maps, photographs, application data forms, and various certifications.

(3) Any pages marked as sub-pages (e.g., with numbers and letters such as 25A, 25B, 25C), will be treated as separate pages;

(4) If a section is not applicable, indicate 'N/A' as a clear indication to HUD (do not leave the section blank);

(5) No more than one page of text may be placed on one sheet of paper (i.e., you may not shrink pages to get two or more on a page). Shrunken pages, or pages where a minimized/reduced font are used, will be counted as multiple pages;

(6) Do not format the narrative exhibits in columns. Pages with text in columns will be counted as two pages;

(7) Any tables included in the narrative exhibits of the application must also be double spaced or they will be counted twice.

(8) All pages should be numbered. HUD recommends applicants consecutively number the pages of the Attachments section to ensure proper assembly of their application if printed.

b. Format and Title Instructions. Each narrative exhibit and attachment should be uploaded as its own separate file, with a title page based on the organization instruction in the section above. Do NOT upload application that has multiple exhibits or attachments in the same file. HUD will use title pages as tabs when it downloads the application. Each title page should only contain the name of the narrative exhibit or attachment (e.g., “Exhibit A Executive Summary”) and the name of the Lead Applicant. **WARNING:** The file name should be less than 50 characters and not include spaces or special characters. Also, please note that Grants.gov is a system used by the entire Federal government and its structure does not necessarily reflect the Choice Neighborhoods NOFO (i.e. its attachment 1 does not explicitly mean the Choice Neighborhoods Attachment 1). Applicants should zip together the multiple attachment files (in one or more zip files, depending on the size) they have prepared in accordance with this NOFO and plug them into the slots provided by Grants.gov.

c. Application Page Count.

(1) Each Choice Neighborhoods application must contain no more than 80 pages of narrative exhibits and attachments. Any pages beyond this limit will not be reviewed. HUD will not consider the information on any excess pages, which may result in a lower score.

(2) Exceptions to page limits. The documents listed below constitute the only exceptions and are not counted in the page limit listed above. Extraneous information not requested in the NOFO that is provided in these attachments will be counted toward the page limit.

- Additional pages submitted at the request of HUD in response to a technical deficiency
- Table of Contents
- Eligible Applicants documentation (Attachment 2)
- The report generated from the mapping tool received via email (Attachment 4)
- Planning Partner or Planning Coordinator documentation (Attachment 6)
- Evidence of Partnership letters (Attachment 13)
- Documentation to support Consistency with PHA/MTW Plan (Attachment 18)
- Leverage documentation (Attachment 20)
- Application Certifications and Standard forms (Attachments 25-26)
- Tabs/title pages that are blank or display a title/header/'n/a' indication

C. System for Award Management (SAM) and Unique Entity Identifier (UEI) Dun and Bradstreet Universal Numbering System (DUNS) Number.

1. SAM Registration Requirement.

Applicants must be registered with <https://www.sam.gov/> before submitting their application.

Applicants must maintain current information in SAM on immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable. Information in SAM must be current for all times during which the applicant has an active Federal award or an application or plan under consideration by HUD.

2. UEI/DUNS Number Requirement.

Applicants must provide a valid UEI/DUNS number, registered and active at [/www.sam.gov/](http://www.sam.gov) in the application.

The DUNS number remains the official identifier for doing business with the U.S. Government only until April 4, 2022. As of April 4, 2022, entities doing business with the federal government must use the Unique Entity Identifier created in SAM.gov.

3. Requirement to Register with Grants.gov.

Anyone planning to submit applications on behalf of an organization must register at grants.gov and be approved by the E-Biz POC in SAM to submit applications for the organization. Registration for SAM and grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot apply through grants.gov. Complete registration instructions and guidance are provided on grants.gov.

D. Application Submission Dates and Times.

Application Due Date Explanation

The application deadline is 11:59:59 PM Eastern Standard time on 07/28/2022

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit a paper application. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

"Received by Grants.gov" means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Grants.gov then assigns an application tracking number and date-and timestamp each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD.

"Validated by Grants.gov" means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting "Applicants" from the top navigation, and selecting "Track my application" from the dropdown list. If the application status is "rejected with errors," you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in "rejected with errors" status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after applying.

HUD strongly recommends you submit your applications at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.

Grants.gov Customer Support. Grants.gov provides customer support information on its website at <https://www.grants.gov/web/grants/support.html>. Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at (800)-877-8339.

You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column, to view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number, it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's NOFO required to be published in the Federal Register.

In determining whether to grant a request for an extension based on a presidentially declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

PLEASE NOTE: Busy servers, slow processing, large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

1. Amending or resubmitting an application.

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

2. Grace Period for Grants.gov Submissions.

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

3. Late Applications.

An application received after the NOFO deadline date that does not meet the Grace Period requirements will be marked late and will not be reviewed by HUD for funding consideration. Improper or expired registration and password issues are not sufficient cause to allow HUD to accept applications after the deadline date.

4. Corrections to Deficient Applications.

HUD will not consider information from applicants after the application deadline except for curable deficiencies.

HUD will uniformly notify applicants of each curable deficiency. See curable deficiency in the definitions section (Section I.A). Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized organization representative identified on the SF-424 Application for Federal Assistance via email. This email is the official notification of a curable deficiency.

Applicants must email corrections of Curable Deficiencies to applicationsupport@hud.gov within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to applicationsupport@hud.gov must state: Technical Cure and include the Grants.gov application tracking number or the GrantSolutions application number (e.g., Subject: Technical Cure - GRANT123456 or Technical Cure - XXXXXXXXXXXX). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong UEI/DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a UEI/DUNS number and active registration in SAM will render the application ineligible for funding.

5. **Authoritative Versions of HUD NOFOs.** The version of these NOFOs as posted on Grants.gov are the official documents HUD uses to solicit applications.
6. **Exemptions.** Parties that believe the requirements of the NOFO would impose a substantial burden on the exercise of their religion should seek an exemption under the Religious Freedom Restoration Act (RFRA).

E. Intergovernmental Review.

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

F. Funding Restrictions.

1. Statutory Time Limits.

a. **Required Obligation Date.** Funds appropriated for the Choice Neighborhoods program for FY 2022 must be obligated by HUD on or before September 30, 2026. Any funds not obligated by that date will be recaptured by the Treasury and thereafter will not be available for obligation for any purpose.

b. **Required Expenditure Date.** In accordance with 31 U.S.C. 1552, all FY 2022 Choice Neighborhoods funds must be expended by September 30, 2031. Any funds not expended by that date will be cancelled and recaptured by the Treasury and thereafter will not be available for expenditure for any purpose. HUD reserves the right to require an earlier expenditure deadline under a Grant Agreement.

2. Grant Sizing and Use of Grant Funds. The maximum award for a Planning Grant is \$500,000. No more than \$400,000 of grant funds may be used to pay for costs of overall the planning process. Up to \$150,000 may be used toward Early Action Activities. (Accordingly, at least \$100,000 must be dedicated to Early Action Activities if requesting the maximum grant award.)

3. Cost Control Standards.

a. Cost estimates must represent an economically viable preliminary plan for designing, planning, and carrying out the proposed activities, in accordance with local costs of labor, materials, and services.

b. Projected soft costs must be reasonable and comparable to industry standards and in accordance with the applicable policy, statute and/or regulations.

c. Grantees must provide a detailed budget identifying the specific use of all grant funds. In particular, if a Planning Coordinator has been or will be procured, the budget must break out the fee paid to the Planning Coordinator as well the budget for each specific activity included in the Planning Coordinator contract (such as a market study, etc.).

4. Budget Deductions. HUD may delete any unallowable items from the proposed budget and may reduce the grant amount accordingly. HUD will not fund any portion of an application that: (a) is not eligible for funding under specific HUD program statutory or regulatory requirements; (b) does not meet the requirements of this notice; or (c) is duplicative of other funded programs or activities from prior year awards or other selected applicants. Only the eligible portions of an

application (excluding duplicative portions) may be funded.

5. Grant Reduction or Recapture. If an application is selected for funding, and the grantee subsequently proposes to make significant changes to the planning process, compared to what was presented in this application, HUD reserves the right to amend the award and reduce the amount or recapture the grant. Further, if a grantee fails to propose approvable Early Action Activities, HUD may amend the award to reduce the amount and recapture a portion of the grant.

6. Withdrawal of Grant Amounts. In accordance with section 24(i) of the 1937 Act, if a grantee does not proceed within a reasonable timeframe, HUD reserves the right to withdraw any funds the grantee has not obligated under its award. HUD may redistribute any withdrawn amounts to one or more other applicants eligible for Choice Neighborhoods assistance or to one or more other entities capable of proceeding expeditiously in the same locality in carrying out the Choice Neighborhoods plan of the original grantee.

7. Ineligible Use of Grant Funds

a. Grantees may not use Choice Neighborhoods grant funds to pay for any activities carried out on or before the date of the letter announcing the award of the Choice Neighborhoods grant.

b. Grantees may not use Choice Neighborhoods funds for the cost of Choice Neighborhoods grant application preparation.

c. Grantees may not use Choice Neighborhoods grant funds for any Ineligible Activities.

Indirect Cost Rate.

Statutory or regulatory restrictions Apply – ONLY if a statute or regulation imposes restrictions that are different from the indirect cost rate requirements in [2 CFR 200](#).

In accordance with section 24 of the U.S. Housing Act of 1937, as amended, funding under this program may only be used for direct costs. Therefore, indirect costs are not permitted under this NOFO.

G. Other Submission Requirements.

Application, Assurances, Certifications and Disclosures.

Standard Form 424 (SF-424) Application for Federal Assistance is the government-wide form required to apply for Federal assistance programs, discretionary Federal grants, and other forms of financial assistance programs. Applicants for this Federal assistance program must submit all required forms in the SF-424 Family of forms, including SF-424B (Assurances of Non construction Programs) or SF-424D (Assurances for Construction Programs). Applications receiving funds for both non-construction programs and construction programs must submit both the SF-424B and SF-424D.

By signing the forms in the SF-424 either through electronic submission or in paper copy submission (for those granted a waiver), the applicant and the signing authorized organization representative affirm that they have reviewed the certifications and assurances associated with the application for Federal assistance and (1) are aware the submission of the SF-424 is an assertion that the relevant certifications and assurances are established and (2) acknowledge that the truthfulness of the certifications and assurances are material representations upon which HUD will rely when making an award to the applicant. If it is later determined the signing authorized organization representative to the application made a false certification or assurance,

caused the submission of a false certification or assurance, or did not have the authority to make a legally binding commitment for the applicant, the applicant and the individual who signed the application may be subject to administrative, civil, or criminal action. Additionally, HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to Federally recognized Indian tribes, or Alaskan native villages and those applicable to applicants other than federally recognized Indian tribes or Alaskan native villages.

Assurances.

By submitting your application, you provide assurances that, if selected to receive an award, you will comply with U.S. statutory and other requirements, including, but not limited to civil rights requirements. Upon receipt of an award, you, and any recipients and subrecipients of the award are also required to submit assurances of compliance with federal civil rights requirements. *See, e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; *see also* [24 C.F.R. §§ 1.5; 3.115; 8.50](#); and [146.25](#). HUD accepts these assurances in the form of the SF-424B and SF-424D, which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

Applicant Disclosure Report form 2880.

Required for each applicant applying for assistance within the jurisdiction of HUD to any housing project subject to Section 102(d). Assistance is provided directly by HUD to any person or entity, but not to subrecipients. It includes assistance for the acquisition, rehabilitation, operation conversion, modernization, renovation, or demolition of any property containing five or more dwelling units that is to be used primarily for residential purposes. It includes assistance to independent group residences, board and care facilities, group homes and transitional housing but does not include primarily nonresidential facilities such as intermediate care facilities, nursing homes and hospitals. It also includes any change requested by a recipient in the amount of assistance previously provided, except changes resulting from annual adjustments in Section 8 rents under Section 8(c)(2)(A) of the United States Housing Act of 1937 ([42 U.S.C. 1437f](#)). [See HUD Reform Act regulation for additional information.](#)

V. Application Review Information.
A. Review Criteria.

1. Rating Factors.

Rating Category	Rating Factor	Points
Capacity		
	Capacity to lead the planning process	12
	Resident and community engagement	6
	Capacity of the Planning Partner	6
	<i>subtotal</i>	24
Need		
	<i>Unit Distress</i>	

	Immediate Project Capital Needs	3
	Structural and Environmental Deficiencies	5
	Design Deficiencies	5
	<i>Neighborhood Distress</i>	
	Poverty/ELI (Neighborhood poverty)	6
	Long-term vacancy or substandard homes	2
	Part I violent crime	2
	Brownfields Cleanup	2
	<i>Need for Affordable Housing</i>	
	Need for affordable housing in the community	2
	<i>subtotal</i>	27
Soundness of Approach		
	Resident engagement	7
	Community engagement	5
	Assets and Needs assessment	5
	Visioning and decision-making	4
	Partnerships	7
	Staffing plan	4
	Planning schedule	2
	Budget	2
	Certification of Consistency with Consolidated Plan	2
	Certification of Consistency with PHA/MTW Plan	2
	Local government support	5
	<i>subtotal</i>	45
Leverage		
	Leverage for planning	4
	<i>subtotal</i>	4
Preference Points		
	HBCUs or Promise Zones	2
	<i>subtotal</i>	2
	TOTAL	102

A. CAPACITY

Maximum Points: 24

1. Capacity to Lead the Planning Process (12 points). This rating factor evaluates the organizational capacity, based on past experience of both the Lead Applicant and Co-Applicant

(if applicable), to effectively lead and coordinate a comprehensive neighborhood planning process. What is your experience in conducting an asset and needs assessment; leading a visioning process with residents and other stakeholders; leading partners in prioritizing strategies and creating a cohesive plan? What experience do you and/or your Co-Applicant have in managing the planning process for complex projects? What is your and your Co-Applicant's experience with leading or coordinating partners in prioritizing strategies and creating a cohesive plan? What were the results of past neighborhood planning process(es) that you or your Co-Applicant led or coordinated? To demonstrate this past experience, the application must include specific examples that detail the Lead and Co-Applicant's extensive and successful experience in undertaking planning activities that support any of the three core goals of Housing, People, and Neighborhood. The description of the examples must include the start and end dates of when the activities occurred and should be within the past 10 years. Fewer points will be awarded for not responding to all questions, lack of detail, and/or lack of demonstrating capacity. HUD will also consider past performance in accordance with Section V.B.1 in its evaluation of this rating factor.

2. Resident and Community Engagement (6 points). This rating factor evaluates the extent to which the application demonstrates how prior endeavors were influenced by the community, including residents, faith-based institutions, local business owners, and other community organizations. Applicants should provide concrete examples of resident and community engagement and the results of that engagement. What is the Lead or Co-Applicant's experience with conducting a comprehensive neighborhood-level or household-level asset and needs assessment? What is the Lead or Co-Applicant's experience leading a visioning process with residents and other community stakeholders?

3. Capacity of a Planning Partner (6 points). Successful planning processes frequently rely on the expertise of an additional planning partner. For purposes of this NOFO, HUD will consider the capacity of one planning partner - either an entity such as a local non-profit or philanthropy or a procured Planning Coordinator (defined in this NOFO). If there is no planning partner or Planning Coordinator that will assist in the planning process, then respond "N/A" and the capacity of the Lead and Co-Applicant as described in the Capacity to Lead the Planning Process rating factor will be assigned up to 18 points instead of up to 12 points. If there is a planning partner or Planning Coordinator, the application will earn points based on the entity's capacity to supplement the Lead and Co-Applicant's capacity to undertake a comprehensive planning process. Please clearly identify the partner to be evaluated and provide specific examples within the past 10 years that demonstrate entity's experience in conducting an asset and needs assessment; leading a visioning process with residents and stakeholders; leading partners in prioritizing strategies and creating a cohesive plan; and building the capacity of partners/clients in a prior planning process. For a partner to be considered under this rating factor, include in the attachments a signed letter or document from the partner indicating their commitment to help lead the planning process and help build your capacity to lead the planning process. If this partner is a Planning Coordinator, the Planning Coordinator's capacity will only be evaluated for this rating factor if you include documentation in your attachments that demonstrates you have procured the entity with either a binding contractual agreement in place or you have provided a selection letter to the Planning Coordinator and will enter into a binding contractual agreement. If the contract between the Lead Applicant and the Planning

Coordinator has been executed, submit a copy of the contract. If the Lead Applicant has not executed the contract, submit a copy of the procurement selection letter from the Lead Applicant to the Planning Coordinator. The agreement must be between the Lead Applicant and the Planning Coordinator. The letter or contract must identify duties/tasks for which the Planning Coordinator will be responsible related to this grant and make clear that the agreement will last for the term of the grant. The documentation provided in the attachments will only be reviewed to determine the formal relationship exists and not to evaluate the capacity of the planning partner. Rather, the capacity of the planning partner will be evaluated based on the information provided in the narrative exhibit. HUD also will consider past performance in accordance with Section V.B.1 in its evaluation of this rating factor. Note: If an application includes a planning partner for this rating factor, the applicant will be required to secure HUD's approval, if funded, prior to dismissing and/or replacing the planning partner or effecting any material change to its roles and responsibilities.

B. NEED **Maximum Points: 27**

1. Severe Physical Distress of the Target Housing. HUD will evaluate the extent of the severe physical distress of the public and/or assisted housing project(s) that are proposed for redevelopment as part of the Choice Neighborhoods grant.

(a) **Immediate Project Capital Needs** (3 points). An application will be evaluated based on the estimated cost of immediate project capital needs as determined by a Physical Needs Assessment (PNA, as defined in this NOFO) that has been conducted within the last three years for the target public and/or assisted housing project(s). Provide a copy of the PNA's immediate capital needs replacement schedule and the PNA's executive summary. The executive summary must be dated and on the letterhead of the entity that conducted it. It should provide a narrative explanation of the immediate replacement needs and costs noted in Year 1 of the housing project's PNA replacement schedule. These applicable PNA excerpts must show the Project's total estimated current costs of immediate project capital needs (not a multi-year life cycle projection) for the entirety of the target housing project(s). If the PNA was completed more than one year prior to the publication date of this NOFO, you must also include an update by the project's owner indicating which improvements identified in the PNA have been completed. HUD will then calculate the per unit cost as a percentage of the applicable Total Development Cost limit (TDC Limit), as defined at 24 CFR 905.314, in effect at the time this NOFO is published (posted on November 16, 2021), for a two-bedroom walkup unit. If this application is for more than one public and/or assisted housing project, a PNA excerpt must be submitted for each site and HUD will calculate a weighted average in order to award points. If the targeted units are public housing and HUD has already approved a Section 18 demolition of the targeted units, submit a copy of HUD's letter approving the demolition to receive full points. If the targeted units are Indian Housing that have been demolished, the application will receive full points if it contains a copy of the written notification of demolition provided to HUD in accordance with 24 CFR 1000.134. Zero points will be awarded if the documentation is not provided in accordance with the criteria stated above. If the required documentation is provided, points will be awarded based on the following table:

Estimated Rehabilitation Needs as Percent of TDC Limit	Points Awarded
60.00 percent and above	3
Between 45.00 and 59.99 percent	2

Between 35.00 and 44.99 percent	1
Less than 35.00 percent	0

(b) **Structural and Environmental Deficiencies** (5 points). An application will be evaluated based on the extent to which it demonstrates significant deficiencies in the physical structural elements, building systems, on-site infrastructure, and environmental conditions of the targeted public and/or assisted housing units such that significant rehabilitation or demolition is required. Examples of structural elements include roofs, foundations, and structural walls. Building systems include electrical, plumbing, heating and cooling, and mechanical systems. On-site infrastructure includes site work, sewer and storm drain laterals, or other on-site utilities. Environmental hazards include internal hazards such as lead-based paint, radon, and mold, and external hazards such as air pollution, water or soil contamination, or other conditions impacting the target housing site(s).

This may be demonstrated in an application through narrative description, additional physical inspection information, letters from relevant oversight agencies, and/or pictures in the attachments section. If this application is for more than one public and/or assisted housing project, descriptions must be submitted for each site and HUD will consider documentation provided for all properties. Fewer points may be awarded for descriptions that are inadequate and/or demonstrate less severe distress. Zero points will be awarded if the documentation does not demonstrate severe distress, evidences that the deficiencies are cosmetic or require routine repair/maintenance, or does not provide adequate information to make HUD's rating of this factor possible. If the targeted units are public housing and HUD has already approved a Section 18 demolition of the targeted units, submit a copy of HUD's letter approving the demolition to receive full points. If the targeted units are Indian Housing that have been demolished, the application will receive full points if it contains a copy of the written notification of demolition provided to HUD in accordance with 24 CFR 1000.134.

(c) **Design Deficiencies** (5 points). An application will be evaluated based on the extent to which it demonstrates that there are fundamental design deficiencies, of a type and character that require substantial rehabilitation or reconstruction to fully address, related to:

- (1) substantially inappropriate building design or site layout and street connectivity when compared to the surrounding neighborhood which may include inappropriate density;
- (2) inadequate room size and/or unit configurations to meet the needs of existing residents;
- (3) lack of defensible space related to building layout and orientation;
- (4) disproportionately high and adverse environmental health effects associated with ongoing residency;
- (5) physical inaccessibility for persons with disabilities with regard to individual dwelling units (e.g., fewer than the minimum requirement of five percent designated accessible mobility units and an additional two percent designated accessible sensory units), entrances/entryways, and public and common areas; and
- (6) significant utility expenses (at least 30 percent higher than similar properties) caused by energy conservation deficiencies that may be documented by an energy audit.

This may be demonstrated in an application through narrative description, additional physical inspection information, letters from relevant oversight agencies, and/or pictures in the

attachments section. If this application is for more than one public and/or assisted housing project, descriptions should be submitted for each site and HUD will consider documentation provided for all properties.

The application will receive full points if it demonstrates fundamental design deficiencies, of a type and character that require substantial rehabilitation or reconstruction to fully address, in 3 or more of these deficiencies. Fewer points will be awarded for applications that address fewer than 3 items, demonstrate less severe distress, and/or for responses that are inadequate. The application will receive 0 points if it does not address any of these items, does not demonstrate distress, or does not address this subfactor to an extent that makes HUD's rating of this subfactor possible.

If the targeted units are public housing and HUD has already approved a Section 18 demolition of the targeted units, submit a copy of HUD's letter approving the demolition to receive full points. If the targeted units are Indian Housing that have been demolished, the application will receive full points if it contains a copy of the written notification of demolition provided to HUD in accordance with 24 CFR 1000.134.

2. Severe Distress of the Targeted Neighborhood. Choice Neighborhoods is intended to be a tool to help communities turn around the most distressed neighborhoods. HUD will evaluate the level of this neighborhood-wide distress by examining neighborhood poverty, Part I violent crime rates and vacancy rates.

(a) **Neighborhood Poverty** (6 points). An application will be evaluated based on the concentration of households in poverty or with extremely low incomes (whichever is greater) residing within the target neighborhood. HUD will use the same data from the mapping tool as used for the Eligible Neighborhood requirement to assign points for this factor.

Concentration of Households in Poverty or with Extremely Low Incomes	Points Awarded
40.00 percent and above	6
Between 33.00 and 39.99 percent	4
Between 25.00 and 32.99 percent	2
Less than 25.00 percent	0

(b) **Long-term Vacancy or Substandard Homes** (2 points). An application will be evaluated based on the current rate of long-term vacant properties or substandard homes within the target neighborhood. Only applicants targeting Indian housing may be evaluated based on substandard homes.

i. An application will earn points for the higher of either the rate of vacant housing or the ratio of vacant housing in the neighborhood to the county/parish in accordance with the table below. HUD will use data from the mapping tool to determine the vacancy rate for this scoring criteria and the Eligible Neighborhood requirement.

Current Long-Term Vacancy Rate in the Target Neighborhood	Current Long-Term Vacancy Rate in the Neighborhood is X times the County/Parish Rate	Points Awarded
14.00 percent and above	4.00 and above	2

Between 7.00 and 13.99 percent	Between 2.00 and 3.99	1
Less than 7.00 percent	Less than 2.00	0

ii. Alternatively, applications targeting Indian housing can be evaluated based on the percentage of occupied housing units lacking complete plumbing facilities, as indicated by the most recent data from the American Community Survey (ACS) for your neighborhood. If the rate is 8.00 percent or above, the application will earn 2 points. If the rate is between 4.00 and 7.99 percent, the application will earn 1 point. ACS data from census tracts that cover the majority of the neighborhood can be used to approximate neighborhood-level data (please indicate tracts). The application must include a photocopy/print out of published data including the relevant full page or pages from the original source, such as a printed publication or website, and the source must be identifiable on the photocopy/print out itself, for example through a header or footer identifying the publication or a website link in the attachments.

(c) **Part I Violent Crime Rate** (2 points). An application will be evaluated based on the rate of Part I violent crimes for the precinct/PSA in which the target housing is located for the three years 2019-2021 (measured as Part I violent crimes per 1,000 persons). You must submit data for each of the three years, and preferably break out the number of incidences for each of the four classifications of Part I violent crimes, in the attachments as a certification signed by the local law enforcement agency. Points will be awarded for the higher of the 3-year average for either the rate compared to the city/county/parish or the rate in accordance with the applicable table below. This rating factor does not apply to applicants who are tribal entities. Applications targeting Indian housing will automatically be awarded full points and do not need to submit the crime documentation listed above.

Part I Violent Crime Rate - crimes per 1000 residents in precinct/PSA of Target Housing	Part I Violent Crime Rate of precinct/PSA is X times the City/County/Parish Rate*	Points Awarded
24.00 or more	2.25 or more	2
Between 19.00 and 23.99	Between 1.75 and 2.24	1
Less than 19.00	Less than 1.75	0

*In non-metropolitan areas, if the Precinct/PSA is coterminous with the County/Parish, the applicant may compare its Part I violent crime rate to that of the state. Zero points will be awarded if the data are not for the time-period specified (calendar years 2019-2021), in the format required (i.e. shows each of the three years individually, indicates the number of incidents per 1,000 residents), or otherwise inadequate to make HUD's rating of this factor possible.

(d) **Brownfields Cleanup** (2 points). An application will earn points if there is a brownfields site in the target neighborhood and if the applicant or another entity has received or applied for a Federal or State government program to address contamination at that site. Such programs may include EPA Brownfields grant programs (Assessment Grant, Revolving Loan Fund Grant,

Cleanup Grant, Multipurpose Grant, or State and Tribal Response Program Grant) or programs awarded by State governments that offer grants, loans, tax incentives, or other assistance and are designated for brownfields cleanup and related planning or assessments. You must provide documentation showing the receipt of the program assistance or that an application is currently under consideration. Documentation may include a copy of the award letter or agreement for the grant, loan, tax credits, or other assistance, or documentation of the submitted application that is pending decision at the time of submitting this Choice Neighborhoods grant application. You must also describe how the brownfields cleanup activities will prepare the neighborhood for the planning and implementation of a Choice Neighborhoods Transformation Plan. Documentation must clearly identify the target brownfield site to allow confirmation that the site is located within the target neighborhood. More information about EPA Brownfields Grants is available at: <https://www.epa.gov/brownfields>.

3. Need for Affordable Housing in the Community (2 points). An application will receive two points if the Choice Neighborhoods project is in a county/parish where the shortage of housing affordable to very low-income (VLI) renter households (0 to 50 percent AMI) is greater than the national rate using the most currently available census data. HUD will use data included in the mapping tool for this rating factor. The shortage rate is calculated as the number of VLI renter households divided by the number of rental units affordable and available to VLI households, where affordable and available equals units that: (1) have rents not exceeding 30 percent of 50 percent of AMI; and (2) are vacant or occupied by a VLI renter household.

C. SOUNDNESS OF APPROACH

Maximum Points: 45

This factor addresses the quality and feasibility of the proposed work plan and evaluates how well applicants have developed a sound and achievable strategy for leading a collaborative planning process that will develop a comprehensive Transformation Plan aligned with the three core goals of Choice Neighborhoods - Housing, People, and Neighborhood.

1. Resident Engagement (7 points). Points will be awarded based on the extent to which the application demonstrates how residents of the target housing will be meaningfully engaged in the planning process. How will you conduct continuing outreach to target housing residents and encourage a broad range of target housing residents to engage in the planning process? How will you ensure target housing residents influence the Transformation Plan, including the vision, priorities, and strategies? How will you build capacity among target housing residents to participate? What strategies will you employ to ensure effective communication for individuals with disabilities and provide meaningful access to limited English proficient persons?

2. Community Engagement (5 points). Points will be awarded based on the extent to which the application demonstrates how other neighborhood residents and community-based partners, including community organizations, faith-based institutions, anchor institutions, and local business owners, will be meaningfully engaged in the planning process. How will you conduct continuing outreach to these populations to engage them throughout the planning process? What strategies will you employ to encourage participation from historically uninvolved or excluded stakeholders? How will you ensure neighborhood residents and community-based partners influence the Transformation Plan, including the vision, priorities, and strategies?

3. Assets and Needs Assessment (5 points). Points will be awarded based on the quality of your plan to assess your community's unique needs and assets to influence the Transformation Plan. How will you identify: current needs and assets; what has and has not worked; the quality of existing services and amenities; and potential barriers and opportunities related to Housing, Neighborhood, and People? How will you conduct your household-level needs assessment and ensure a high rate of response? From which other partners and sources will you collect needs assessment data and how will you do this? In what other ways will you capture open-ended information from residents and stakeholders to explore the meaning behind needs assessment results?

4. Visioning and Decision-Making (4 points). Points will be awarded based on the soundness of your approach to facilitate visioning and decision-making within the planning process. How will your process create, in partnership with residents and stakeholders, a shared vision for the neighborhood that is specific to the strengths and challenges of the neighborhood? How will you select shared goals that are measurable? How will you collectively prioritize among multiple, differing strategies to create a cohesive Transformation Plan, and who will be involved in this process? Who will be involved in this process and how will you ensure it is inclusive and equitable?

5. Partnerships (7 points). Points will be awarded based on the breadth, quality, and depth of your partnerships as they relate to the neighborhood and their contribution to the planning process. Who are the partners that have committed to substantially contribute to the planning process to develop the Transformation Plan, including partners in the areas of housing, neighborhood, public safety, education, employment, and health? What will their roles be in the planning process and how will they substantially contribute to the Transformation Plan? In your attachments, please include unique, individual letters (not form letters) from your partners that describe how they will contribute to the planning process and specific roles for which they are committed (such as contribution of in-kind resources to support the planning process, contribution of staff time and expertise related to specific tasks and components of the planning process, leadership positions in working groups or committees, etc.). The application should describe the relationships in the narrative exhibit and contain letters from your partner organizations that detail their contributions to the planning process in the attachments.

6. Staffing Plan (4 points). Applicants should have a detailed and feasible staffing plan for completing all of the proposed planning activities and positioning the plan well for implementation. The staffing plan should include an organizational chart that identifies the various organizations participating in the planning effort and shows their relationship to each other in the governance structure (e.g., decision makers, advisors, stakeholders, working groups). It should identify the principal staff positions and the percentage of their time that will be dedicated to the planning process. In order to earn full points, the staffing plan must indicate the Lead Applicant or Co-Applicant will dedicate a "project manager" responsible for the whole grant that will devote at least 50 percent of a full-time equivalent position to the planning process. (The project manager does not have to be hired at the time of the grant application submission.) It should also indicate which roles already have specific people named to them and which roles need to be filled. Provide a description of the staffing plan in the narrative

exhibits and the organizational chart in the attachments.

7. Planning Schedule (2 points). Applicants should have a detailed and feasible schedule for completing all of the proposed planning activities within 24 months of the effective date of the Grant Agreement, including required activities listed in Section III.F.1.a, other eligible activities proposed as part of the planning process to develop the Transformation Plan, and doing while planning project(s). The schedule should identify each significant activity and milestone required for completing the planning process and should list the planned start and completion dates of all tasks. The application may include additional description of the schedule in the narrative exhibits.

8. Budget (2 points). Applicants should have a budget for the planning activities related to the grant that includes required activities listed in Section III.F.1.a, other eligible activities proposed as part of the planning process to develop the Transformation Plan, and the proposed doing while planning project(s), in accordance with the Funding Restrictions stated in section IV.F. As HUD recognizes Early Action Activities will be identified through the planning process, applicants may designate requested funds as a line item labeled, "Early Action Activities TBD." The budget will be evaluated based on the extent to which it shows projected sources and thoroughly estimates all applicable costs in a clear and coherent format, and the extent to which the projected sources are sufficient for the scope of the proposed planning process. Provide a detailed Sources and Uses statement that reflects all funding in the attachments. Include all anticipated funding sources (e.g. the CN grant, proposed match, proposed leverage, and other funding that is neither match/nor leverage) and identify each in a separate column from other funds. If the use of a Planning Coordinator is proposed, the budget must break out the fees paid to that entity and other services it may coordinate. The application may include additional description of the budget in the narrative exhibits as needed to provide further detail on costs and/or restrictions associated with other sources.

9. Certification of Consistency with Consolidated Plan (2 points). An application will receive 2 points if the proposed planning process is consistent with the Consolidated Plan (including the fair housing planning, strategies, and actions in the Consolidated Plan) for the jurisdiction in which the target neighborhood is located. All applications must include the Certification of Consistency with the Consolidated Plan (form HUD-2991) in the attachments. Applications that target Indian housing will automatically be awarded full points and do not need to submit any documentation.

10. Certification of Consistency with PHA/MTW Plan (2 points). If the target housing includes public housing, an application will receive 2 points if the proposed planning process is consistent with the PHA Plan, including the MTW Supplement to the PHA Plan, or MTW Plan, as applicable. For such applications, include a letter signed by the PHA Executive Director or Board Chair certifying that the intention to plan for the redevelopment of the target housing site is included in the most recently approved PHA/MTW Plan. Applications that target assisted housing will automatically be awarded full points and do not need to submit any documentation.

11. Local Government Support (5 points). An application will receive 5 points if it contains a letter from the local government of jurisdiction that details how key staff will be actively

engaged in the planning process. It must be signed by the chief executive officer or highest-ranking Housing/Community Development/Planning official of the local government and be submitted in the attachments. If the local government is Lead Applicant or Co-Applicant, this letter does not need to be provided and the application will automatically receive full points. Tribal entities will receive full points if the application contains a tribal resolution or its equivalent indicating support for this planning process.

D. LEVERAGE

Maximum Points: 4

HUD views leveraged commitments as an indicator of support in the community for this comprehensive neighborhood planning effort. These additional funds will also increase the effectiveness of the proposed grant activities. These rating factors evaluate the extent to which the application demonstrates that the Lead Applicant and Co-Applicant (if any) have secured financial commitments, in the form of cash, from other sources to carry out the activities proposed in this application, in accordance with the criteria below.

1. Program Requirements that Apply to Leverage. Applicants must follow these requirements in compiling and documenting leverage for purposes of the NOFO. Otherwise, it may not be possible for HUD to count the commitment at the level claimed. These general requirements apply to all leverage commitments.

(a) **Firmly Committed.** Funding must be firmly committed by an official of the committing organization with authority to make such a commitment as of the application deadline date. "Firmly committed" means that the funding amount and its dedication to Choice Neighborhoods planning activities is explicit. Endorsements or general letters of support from organizations or vendors alone will not count as resources and should not be included in the application.

(b) **Content.** Leverage commitment documents supporting the planning process must indicate the dollar amount of the financial commitment as well as the element(s) of the Choice Neighborhoods planning process for which it is being committed. The commitment document must also explicitly state whether the funds are being committed to the Lead Applicant, Co-Applicant, or the planning partner identified in the rating factor for capacity (note: this excludes funds committed to a procured Planning Coordinator).

(1) HUD will not accept funding commitments for supportive services, infrastructure, housing development (e.g. acquisition, rehabilitation, demolition, or construction), and relocation as these are ineligible activities under a Planning Grant. Cash commitments for physical projects will only be accepted if they are directly related to the "doing while planning" projects that are part of this grant application.

(2) If a commitment document is for more than one activity, each should be indicated individually in the document rather than in one lump sum.

(3) An example of a valid and accurate commitment: "XYZ Foundation commits to providing [the Planning Partner] with \$50,000 to conduct the household level needs assessment of residents of ABC public housing development."

(c) **Signature.** Funding commitments must be signed and dated by a person authorized to make the commitment. For example, the PHA's Executive Director cannot commit the funds of another agency, organization or government body (unless you can demonstrate otherwise in the application).

(d) **Letterhead.** Commitment letters must be on letterhead or they will not be accepted.

(e) If the commitment document is not included in the application and submitted before the application deadline date, it will not be considered.

(f) Funds to pay the staff salary and benefits of the Lead Applicant and/or Co-Applicant are not an eligible leverage resource.

(g) Sources of Leverage. Funding may come from a variety of sources, including any of the following:

- (1) Public, private, and nonprofit entities;
- (2) State and local housing finance agencies;
- (3) Local governments;
- (4) Tribal entities and Tribal organizations eligible under Title I of the Indian Self-Determination and Education Assistance Act;
- (5) Foundations;
- (6) Government Sponsored Enterprises such as the Federal Home Loan Bank, Fannie Mae, and Freddie Mac;
- (7) HUD and other federal agencies, provided the statutory language of the funding source allows the funds to be used for these purposes. Public Housing funds and other funding provided under the U.S. Housing Act of 1937, as amended, may **not** be used as match or leverage. Accordingly, if a PHA is providing a leverage commitment, the letter must clearly identify the source of funding of that commitment. In the case of HUD's Community Development Block Grant (CDBG) funds, the work activity must be included in the CDBG recipient's annual action plan. Such plans may be amended to include the Choice Neighborhoods funded activity(ies);
- (8) Financial institutions, banks, or insurers; and
- (9) Other private funders.

(h) Match. For purposes of this NOFO, "match" and "leverage" do not have the same meaning. As required by the section 24 statute, grantees must have a match of at least 5 percent by the end of the grant term. The match does not have to be secured at the time of the grant application. To encourage applicants to have funds committed from the outset, the grant application will earn points for having leveraged funds committed. Some funds claimed as leverage in the grant application may be used to meet the five percent match requirement (see Section III.C).

2. **Rating.** An application will earn points in accordance with the table below based on the amount of cash leverage commitments for the planning process and Early Action Activities relative to the amount of grant funds requested.

Cash Leverage Commitments as Percent of Grant Funds Requested (MSA greater than 500,000)	Cash Leverage Commitments as Percent of Grant Funds Requested (MSA 500,000 or less or targeting Indian housing)	Points Awarded
60 percent and above	30 percent and above	4
Between 45.00 and 59.99 percent	Between 20.00 and 29.99 percent	3
Between 25.00 and 44.99 percent	Between 10.00 and 19.99 percent	2
Between 10.00 and 24.99 percent	Between 5.00 and 9.99 percent	1
Below 10.00 percent	Below 5.00 percent	0

2. Other Factors.

This program does not offer points for Section 3.

Preference Points

HUD encourages activities in support of the interdepartmental initiatives. HUD may award no more than two (2) points for any of the four (4) preferences (Climate Change, Environmental Justice, Promise Zones (PZ) or Historically Black Colleges and Universities (HBCU)). Each preference is worth two (2) points and only one preference can apply to any situation. For example, points may be awarded for Climate Change or Environmental Justice, or Promise Zones or HBCUs. Meaning applicants will be awarded up to four (4) preference points for Climate, Environmental, PZ or involving HBCUs.

This program does not offer points for Climate Change

All Planning Grantees will be required to develop a Transformation Plan in a manner that supports climate resiliency as stated in section III.F.2.d.

This program does not offer points for Environmental Justice

All Planning Grantees will be required to develop a Transformation Plan in a manner that pursues environmental justice as stated in section III.F.2.h.

HBCU.

An applicant partnering with a Historically Black College or University (HBCU) will receive up to two (2) Preference Points when the application includes a Letter of Commitment certifying that an HBCU Partnership is in place and signed by an authorizing official of the HBCU and documentation of the college or university's status as an HBCU. [Click here to view the list of accredited HBCU's](#)

Promise Zones

HUD encourages activities in Promise Zones (PZ). To receive Promise Zones Preference Points, applicants must submit form HUD-50153, "Certification of Consistency with Promise Zone Goals and Implementation," signed by the Promise Zone Official authorized to certify the project meets the criteria to receive preference points. To view the list of designated Promise Zones and persons authorized to certify, please see the [Promise Zone](#) pages on HUD's website.

B. Review and Selection Process.

1. Past Performance

In evaluating applications for funding, HUD will consider an applicant's past performance in managing funds. Items HUD will consider include, but are not limited to:

The ability to account for funds in compliance with applicable reporting and recordkeeping requirements;

Timely use of funds received from HUD;

Timely submission and quality of reports submitted to HUD;

Meeting program requirements;

Meeting performance targets as established in the grant agreement;

The applicant's organizational capacity, including staffing structures and capabilities;

Timely completion of activities and receipt and expenditure of promised matching or leveraged funds;

Producing positive outcomes and results.

HUD may reduce scores based on the past performance review, as specified under V.A. Review Criteria. Whenever possible, HUD will obtain past performance information. If this review results in an adverse finding related to integrity of performance, HUD reserves the right to take any of the remedies provided in Section III E., Statutory and Regulatory Requirements Affecting Eligibility, "[Pre-selection Review of Performance](#)".

2. Assessing Applicant Risk.

In evaluating risks posed by applicants, HUD may use a risk-based approach and may consider any items such as the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in this part;
- 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 this part or the reports and findings of any other available audits; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

HUD's selection process is designed to ensure that grants are awarded to eligible applicants that submit the most meritorious applications. HUD will consider the information submitted by the application deadline date. After the application deadline date, HUD cannot, consistent with its regulations in 24 CFR part 4, subpart B, consider any unsolicited information that the applicant or any third party may want to provide. HUD may verify information provided in the application as needed by accessing information in HUD systems (e.g. PIC, TRACS, etc.) or by sending a written request for clarification. Responses to such inquiries will be required within 2 business days.

a. Application Screening.

(1) HUD will screen each application to determine if the Key Eligibility Criteria in Section III.A are met (including screening for technical deficiencies). If it does not, the application will be deemed ineligible and will not receive further review. If yes, then HUD will screen the application to determine if it meets the other threshold criteria listed in Section III.D (including screening for technical deficiencies).

(2) Corrections to Deficient Applications - Cure Period. In accordance with Section IV.D.4, corrections of technical deficiencies must be submitted within three business days of the date of

the notification from HUD. Examples of curable (correctable) technical deficiencies include, but are not limited to, inconsistencies in the funding request, omissions on the Key Eligibility Data form, and failure to submit a signature and/or date on a certification.

(3) Applications that will not be rated or ranked. HUD will not rate or rank applications that are deficient at the end of the cure period or that have not met the Threshold Requirements described in Section III.D. Such applications will not be eligible for funding.

b. Preliminary Rating and Ranking. Reviewers will rate each eligible application based SOLELY on the rating factors described in Section V.A and assign a preliminary score for each rating factor and total score. HUD will then rank applications in score order.

c. Final Panel Review. A Final Review Panel will:

(1) Review the Preliminary Rating and Ranking documentation to ensure any inconsistencies between preliminary reviewers are identified and rectified and to ensure the Preliminary Rating and Ranking documentation accurately reflects the contents of the application.

(2) Assign a final score to each application and rank them in score order; and

(3) Recommend for selection the most highly rated applications, subject to the amount of available funding.

d. Selection Considerations:

(1) Minimum scoring. An application must earn at least 50 percent of the points for each overall Rating Factor category in Capacity, Need, and Soundness of Approach in order to receive a grant award.

(2) Tie Scores. If two or more applications have the same score and there are insufficient funds to select all of them, HUD will select the application(s) with the highest score for the overall Need Rating Factors. If a tie remains, HUD will select the application(s) with the highest score for the overall Soundness of Approach Rating Factors, then overall Capacity Rating Factors.

e. Remaining Funds. HUD reserves the right to reallocate remaining funds from this NOFO to other eligible activities under section 24 of the 1937 Act, including Choice Neighborhoods Implementation Grants. If the total amount of funds requested by all applications found eligible for funding under this NOFO is less than the amount of funds available from this NOFO, all eligible applications will be funded in rank order and those funds in excess of the total requested amount will be considered remaining funds. If the total amount of funds requested by all applications found eligible for funding under this NOFO is greater than the amount of funds available from this NOFO, eligible applications will be funded until the amount of non-awarded funds is less than the amount required to feasibly fund the next eligible application. In this case, the funds that have not been awarded will be considered remaining funds.

VI. Award Administration Information.

A. Award Notices.

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

Final Grant. After HUD has made selections, HUD will finalize specific terms of the award and budget in consultation with the selected applicant. If HUD and the selected applicant do not finalize the terms and conditions of the award in a timely manner, or the selected applicant fails

to provide requested information, an award will not be made to that applicant. In this case, HUD may select another eligible applicant.

HUD may impose specific conditions on an award as provided under [2 CFR 200.208](#):

- Based on HUD's review of the applicant's risk under [2 CFR 200.206](#);
- When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
- When the applicant or recipient fails to meet expected performance goals contained in a federal award; or
- When the applicant or recipient is not otherwise responsible.

Adjustments to Funding. To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, HUD reserves the right to fund less than the amount requested in an application.

a. HUD will fund no portion of an application that:

- (1) Is not eligible for funding under applicable statutory or regulatory requirements;
- (2) Does not meet the requirements of this notice; or
- (3) Duplicates other funded programs or activities from prior year awards or other selected applicants.

b. If funds are available after funding the highest-ranking application, HUD may fund all or part of another eligible fundable application. If an applicant turns down an award offer, or if HUD and an applicant do not finalize the terms and conditions of the award in a timely manner, HUD may withdraw the award offer and make an offer of funding to another eligible application.

c. If funds remain after all selections have been made, remaining funds may be made available within the current FY for other competitions within the program area, or be held for future competitions, or be used as otherwise provided by authorizing statute or appropriation.

d. If, after announcement of awards made under the current NOFO, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, HUD may use the additional 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 additional applicants that were eligible to receive an award but for which there were no funds available.

Funding Errors. If HUD commits an error that when corrected would cause selection of an applicant during the funding round of a Program NOFO, HUD may select that applicant for funding, subject to the availability of funds. If funding is not available to award in the current fiscal year, HUD may make an award to this applicant during the next fiscal year, if funding is available.

Anticipated Announcement and Award Date. HUD anticipates announcing awards under this NOFO approximately four months after the application due date.

Choice Neighborhoods Grant Agreement. If you are selected to receive a Choice Neighborhoods grant, HUD will send you a grant agreement, which constitutes the contract

between you and HUD to carry out and fund Choice Neighborhoods Planning Grant activities. It is effective on the date of HUD's signature.

B. Administrative, National and Department Policy Requirements and Terms for HUD Recipients Financial Assistance Awards

For this NOFO, the following [Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards](#) apply.

1. Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFOs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws, Which Encompass the Fair Housing Act and Related Authorities (see cf. 24 CFR 5.105(a) <https://www.ecfr.gov/current/title-24/subtitle-A/part-5/subpart-A/section-5.105>).
- Affirmatively Furthering Fair Housing (<https://www.hud.gov/AFFH>).
- Economic Opportunities for Low-and Very Low-income Persons (Section 3). See 24 CFR part 75 (<https://www.ecfr.gov/current/title-24/subtitle-A/part-75>).
- Improving Access to Services for Persons with Limited English Proficiency (LEP) See https://www.hud.gov/program_offices/fair_housing_equal_opp/limited_english_proficiency.
- Accessible Technology. See

<https://www.hud.gov/sites/dfiles/OCIO/documents/s508103017.pdf>

2. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.
3. Equal Participation of Faith-Based Organizations in HUD Programs and Activities.
4. Participation in HUD-Sponsored Program Evaluation.
5. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
6. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
7. Eminent Domain.
8. Accessibility for Persons with Disabilities. See https://www.hud.gov/program_offices/fair_housing_equal_opp/disability_overview
9. Conducting Business in Accordance with Ethical Standards/Code of Conduct.
10. Environmental Requirements, which include compliance with environmental justice requirements under Executive Order 12898 and 14008.

Environmental Review

Compliance with [24 CFR part 50](#) or [58](#) procedures is explained below:

(a) Applicability. All Choice Neighborhoods grantees must comply with applicable environmental requirements. Environmental reviews must be performed by the State or unit of general local government (Responsible Entity) under 24 CFR part 58, regardless of whether the grantee is a PHA. These regulations implement the policies of the National Environmental Policy Act (NEPA) and other environmental requirements. The Responsible Entity must determine whether each activity assisted under this NOFO is exempt or categorically excluded from NEPA and other environmental review requirements or requires further environmental review. While many planning activities assisted under the NOFO are exempt or categorically excluded from NEPA and other environmental review requirements, other activities, including some Early

Action Activities, will require environmental review prior to implementation. When such an activity is proposed, no Choice Neighborhoods grant funds for that activity will be released until the environmental review is complete and HUD has approved a Request for Release of Funds from the Responsible Entity. Note the environmental review process may require compliance with other Federal laws and authorities, such as the National Historic Preservation Act of 1966, which also apply to Choice Neighborhoods activities, even some of those categorically excluded from NEPA review.

(b) Responsibility. If the grantee objects to the Responsible Entity conducting the environmental review, based on performance, timing, or compatibility of objectives, HUD will review the facts and determine who will perform the environmental review. At any time, HUD may reject the use of a responsible entity to conduct the environmental review in a case based on performance, timing, or compatibility of objectives, or in accordance with 24 CFR 58.77(d)(1). If a responsible entity objects to performing an environmental review, or if HUD determines that the responsible entity should not perform the environmental review, HUD may designate another responsible entity to conduct the review or may itself conduct the environmental review in accordance with the provisions of 24 CFR part 50.

(c) Limitations on activities pending clearance. Unless an action is exempt or is categorically excluded and is not subject to other applicable environmental requirements, you, and any participant in the development process, may not undertake any actions with respect to the project that are choice-limiting or could have environmentally adverse effects, including demolishing, acquiring, rehabilitating, converting, leasing, repairing, or constructing property (i.e., “physical activities”) proposed to be assisted under this NOFO, and you, and any participant in the development process, may not commit or expend HUD or local funds for these activities, until (i) HUD has approved a Request for Release of Funds following a responsible entity’s environmental review under 24 CFR part 58, or (ii) HUD has completed an environmental review and given approval for the action under 24 CFR part 50. In addition, you must carry out any mitigating/remedial measures required by the responsible entity (or HUD), or select an alternate eligible property or site, if permitted by HUD.

(d) Supporting Documentation. You must provide any reports and documentation needed to perform the environmental review to the responsible entity (or HUD, where applicable). Where HUD is conducting the environmental review, applicants should follow the documentation guidance as discussed in PIH Notice 2016-22 (Environmental Review Requirements for Public Housing Agencies, https://www.hud.gov/sites/documents/PIH2016-22_.PDF) or Chapter 9 of the MAP Guide. Guidance on environmental review is available on HUD’s environmental website: <https://www.hudexchange.info/environmental-review/>.

Prohibition on Surveillance

[2 CFR 200.216](#) Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

Remedies for Noncompliance

[2 CFR 200.340](#) *Termination* A Federal award may be terminated in whole or in part if the grantee fails to comply with the terms and conditions of the award or if HUD determines the award no longer effectuates the program goals or agency priorities.

Lead Based Paint Requirements.

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing ([24 CFR part 35](#))), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification ([40 CFR part 745](#))).

When providing education or counseling on buying or renting housing that may include pre-1978 housing under your grant you must inform clients of their rights under the Lead Disclosure Rule ([24 CFR part 35, subpart A](#)), and, if the focus of the education or counseling is on rental or purchase of HUD-assisted pre-1978 housing, the Lead Safe Housing Rule (subparts B, R, and, as applicable, F - M).

C. Reporting.

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

1. Recipient Integrity and Performance Matters. Applicants should be aware that if the total Federal share of your federal award includes more than \$ 500,000 over the period of performance, the award will be subject to post award reporting requirements reflected in Appendix XII to Part 200 Award Terms and Conditions for Recipient Integrity and Performance Matters.

2. Race, Ethnicity and Other Data Reporting. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987.

3. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA). FFATA requires information on federal awards be made available to the public via a single, searchable website, which is www.USASpending.gov. Accordingly, each award HUD makes under this NOFO will be subject to the requirements provided by the Award Term in Appendix A to [2 CFR Part 170](#), "REPORTINGSUBAWARD AND EXECUTIVE COMPENSATION INFORMATION," unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.

4. Program-Specific Reporting Requirements

Grantees will be required to submit a progress report on a quarterly basis throughout the grant term through the HUD-provided template.

D. Debriefing.

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFO, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized organization representative whose signature appears on the SF-424 or by his or her successor in office and be submitted to the POC in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

VII. Agency Contact(s).

HUD staff will be available to provide clarification on the content of this NOFO.

Questions regarding specific program requirements for this NOFO should be directed to the POC listed below.

Name:

Phone:

Email:

ChoiceNeighborhoods@hud.gov

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

VIII. Other Information.

1. National Environmental Policy Act.

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFO in accordance with HUD regulations at [24 CFR part 50](#), which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)).

The FONSI is available for inspection at [HUD's Funding Opportunities](#) web page.

2. Web Resources.

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Assistance Listing \(formerly CFDA\)](#)
- [Dun & Bradstreet/Unique Entity Identifier](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [FFATA Subaward Reporting System](#)
- [Grants.gov](#)
- [HBCUs](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD's Strategic Plan](#)

- [HUD Grants](#)
- [Limited English Proficiency](#)
- [NOFO Webcasts](#)
- [Procurement of Recovered Materials](#)
- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Uniform Relocation Assistance and Real Property Acquisition Act of 1970 \(URA\)](#)
- [USA Spending](#)

3. Program Relevant Web Resources

4. **Posting Application Information.** After the selection process, HUD may post on-line certain summary and contact information from Choice Neighborhoods applications (e.g., the Executive Summary, neighborhood map, Lead Applicant contact information) in order to facilitate connections between eligible applicants (both those selected for grant funding and those who are not) and other entities (e.g., foundations, philanthropies) interested in supporting the project proposed in the application.

APPENDIX