

## **NSP3-TA Program Frequently Asked Questions**

### **Q. When is the NSP3-TA application due?**

Your completed application must be received by Grants.gov no later than 11:59:59 p.m. eastern time on **Monday, November 21, 2011**.

### **Q. Who can apply for NSP3-TA?**

The following entities are eligible for this funding announcement:

- A State or unit of general local government;
- A public housing authority;
- A public or private nonprofit organization or intermediary, including educational institutions and area-wide planning organizations; or Indian tribes;
- For-profit organizations; or
- A combination of any of the above applying together in a joint application.

### **Q. My neighborhood is suffering from foreclosures and I'd like to help, can an individual person apply for NSP3-TA funds?**

A. No, individuals are not eligible applicants. Eligible applicants for the NSP-TA program are: states, units of general local government, public housing authority, public or private nonprofit organizations, Indian tribes and for profit organizations.

NSP-TA funds may only be used to provide technical and capacity building assistance to the state, local and nonprofit recipients of federal NSP funding. Organizations awarded NSP-TA funds will deliver expert statutory, regulatory and technical support that improves the program knowledge, skills and capacity of NSP grantees.

The following information may also be helpful to you:

Congress created the Neighborhood Stabilization Program (NSP) to help cities, counties and states deal with community problems that are the result of the mortgage foreclosure crisis in the nation. HUD provides money to about 250 local governments (cities and counties) and all 50 states. Generally, the money must be used to buy, fix up, and resell foreclosed and abandoned homes. As long as the funds are used for this redevelopment, the units of government that receive HUD funds decide how to use the funds and what specific redevelopment activities to undertake.

If you are interested in participating in this program, you need to contact your city, county, and/or state to find out how the program operates in your area. This is true both for prospective home buyers and for potential contractors, non-profits, and other partners.

To find out who administers the Neighborhood Stabilization Program in your area, go to: <http://hudnsphelp.info/index.cfm?do=viewGranteeAreaResults>

Additional information about NSP is available at the HUD NSP website at [www.hud.gov/nspta](http://www.hud.gov/nspta)

**Q. What is a joint application?**

A. A joint application is one in which each organization is a partner in the application and not a subordinate organization (i.e. subcontractor or consultant). While only one organization should be selected by the partners to be the lead organization, this is simply for the purposes of executing the cooperative agreement, submitting required reports and drawing funds, and so forth. If awarded money, the lead entity has 30 days to enter into an agreement with each of the partner organizations and the agreement must include the requirements of the NSP TA cooperative agreement between HUD and the lead entity, and set forth the organization's responsibilities for compliance with these programs. The agreement will make clear that other entities that make up the applicant team must adhere to statutory, regulatory, and NOFA/RFQ requirements also.

An organization that is part of a joint application may not be included in any other application submitted to HUD, either as its own applicant or as a subcontractor on another application.

**Q. Can a subcontractor be included in multiple NSP3-TA applications provided they are not included in a joint application?**

A. Yes, an organization may be a subcontractor on more than one application. However, if an organization is a subcontractor, it may not be the lead entity on another application submitted nor may it participate as a partner in a joint application.

An application submitted by a single organization may have one or more subcontractors. In order to include a subcontractor in the application, the applicant must have an agreement in place at the time of application submission.

**Q. Can individuals who are not organizations be listed as consultants and/or subcontractors in multiple applications?**

A. Individuals may be listed on multiple applications as consultants or subcontractors. Individuals are not eligible to submit their own applications.

**Q. Can you please clarify the HOME Program Certified staff requirement?**

A. Applicants must have a minimum of one technical assistance and capacity building staff person on their team who has passed, with a score of 80 or higher, the Certified HOME Program Specialist – Regulations training exam (HOME Program Certified).

HUD would prefer and strongly encourages that this be an in-house staff person for the applicant, or the lead applicant in the case of a joint application, who has this certification. HUD will also consider if an applicant has a staff person, joint applicant staff person, sub-contractor or consultant with this certification. Please note that this certification must have been earned prior to the application deadline of November 21, 2011.

Questions about the Expertise Matrix (HUD-40040) and the Experience Matrix (HUD-40044)

**Q. How many separate Expertise Matrices (HUD-40040) and Experience Matrices (HUD-40044) should be submitted for a joint application?**

A. Only one Expertise Matrix and one Experience Matrix should be submitted with each NSP3-TA application. Each form should include the expertise and experience of all staff, joint applicant(s), sub-contractors, and consultants. The staff of each partner organization in a joint

application is considered “in-house” staff.

**Q. The Experience Matrix (HUD-40044) requires that only experience in the past 18 months be listed. Is this timeframe the same for the Expertise Matrix (HUD 40040)?**

A. Experience is to be within the past 18 months from publication of the NOFA. There is no timeframe specified for expertise, therefore, applicants are not limited to the past 18 months.

**Q. Should the Expertise Matrix (HUD-40040) and Experience Matrix (HUD-40044) be submitted as Excel documents or PDF’d for submission?**

A. Both forms *must* be submitted as Excel documents.

**Q. The Locations column in the Expertise Matrix (HUD-40040) only allows one location (city, state, zip) for each person. How can applicants indicate experience in multiple geographic locations?**

A. The purpose of the locations column is to identify the current physical location of personnel. It is not to indicate in which geographic areas personnel have worked or have experience.

**Q. For some of the tasks on the Experience Matrix (HUD-40044), quantifiable outcomes are not really possible. For example, it is impossible to identify a measureable outcome for PowerPoint presentations. If no outcome is identifiable, is an output acceptable?**

A. For those TA tasks where the applicant believes a quantifiable outcome is not realistic, the applicant should indicate that an outcome is not reasonable or realistic in the appropriate column.

**Q. It is very difficult to describe the vast experience of our firm and subcontractors in one box for some of the TA tasks on the Experience Matrix (HUD-40044). Can we use multiple lines/have multiple entries for some of the tasks?**

A. No, applicants should use only one line per task on the Experience Matrix. The accompanying narrative under Factor 1.a. can describe experience in greater detail.

**Q. We understand the Expertise Matrix (HUD-40040) should include all personnel developing or delivering assistance and services. However, given the page constraints, is it acceptable to limit the narrative presentation to a subset of the personnel?**

A. Yes, applicants may limit the narrative discussion to key personnel: subject matter experts, senior technical experts, and senior management.

**Q. The Expertise Matrix (HUD-40040) has limited categories of experience. If an applicant has additional kinds of expertise that would be an asset, should rows be added to the form to describe that expertise?**

A. No. Applicants must only respond to the categories listed.

#### Questions about the Content and Form of the Application Narrative

**Q. “Page Limitation, Font Size and Format for Naming of Files” indicates that narratives should use standard 12-pt font. Would it be acceptable to use a smaller font (10-pt) for**

**graphics and tables for easier readability?**

A. Yes, as long as the charts are easily readable.

**Q. Does the 25-page narrative limit include the narrative associated with the matrices?**

A. The 25-page narrative limit includes all narrative except for the one-page summary and the text and data included within the specific matrix forms HUD-40040 and HUD-40044.

**Q. Where do we specify the geographic location in which we can work in the application?**

A. Applicants should specify geographic coverage area(s) in the one-page application summary, which is explained on page 13-14 of the NOFA (Section V.). This information should also be discussed by the applicant under Factor 1.b. As mentioned on page 2 of the FAQs, the Locations column in the Expertise Matrix should be used to indicate the physical location of the applicant's personnel.

**Q. Are you expecting NSP3 -TA submissions to include requested award amounts?**

A. Yes, application submissions should include an amount of funds requested in the one-page application summary. See page 14 of the NOFA (Section V.) for detailed information on what the amount of funds requested should be based.

**Q. HUD does not prescribe a budget template. Does it have a preferred template, and how should an applicant handle indirect cost rates which typically change over a 2-3 year period?**

A. HUD does not have a preferred budget template for NSP3-TA. It is sufficient to budget based on the applicant's most recently established indirect rate and affirm that in the out years the applicant will bill at the most current established rates. Such items as hourly rates or travel cost estimates are not required at the time of application.

**Q. Please explain the difference between what applicants should address in Factor 2.b. versus Factor 3.a. with respect to outcomes.**

A. In Factor 3.a., applicants must identify their own outcomes for each eligible activity being proposed. In Factor 2.b., applicants should explain how achievement of the outcomes they identify in Factor 3.a. will enhance the skills and expertise of the recipients of its technical assistance and capacity building efforts, and improve the coordination among programs to promote "place-based" solutions to local problems. (See "Capacity Building and Knowledge Sharing" in Section I.B.4. of the General Section of the NOFA.)