

Questions from Housing Assistance Council – 4/11/12

1. Budget

The SHOP Budget instructions (page 32) state “If you propose to leverage funds from other sources, you must identify the amounts in the appropriate budget columns. If your leveraged funds include other HUD or federal funds, you must identify the federal program source (e.g. HUD HOME, HUD CDBG, USDA Sec. 502)”. On form HUD-424-CBW, the column headers include Other HUD Funds, Other Federal Share, State Share, Local/Tribal Share, Other, Program Income. Should the columns be modified, as well as more columns added to capture the leveraged funds? If there are several HUD funds which must be identified, columns will need to be add. Or should the details or breakdown of those leveraged resources (perhaps a table) be clarified under Rating Factor 4?

Answer: The FY 2012 SHOP NOFA at Section V. A. Rating Factor 3. c. “SHOP Budget” (up to 5 points) states that "If you propose to leverage funds from other sources, you must identify the amounts in the appropriate budget columns. If your leveraged funds include other HUD or federal funds, you must identify the federal program source (e.g. HUD HOME, HUD CDBG, USDA Sec. 502).” You should address this requirement in your narrative response to Rating Factor 3.c. and/or as an attachment to the HUD-424-CBW that identifies the federal program sources and amounts. If you use an attachment be sure to cross reference the attachment in your narrative response. As further stated, budget amounts on the HUD-424-CB and HUD-424-CBW must agree, and must be consistent with amounts stated elsewhere in your SHOP application. Therefore, your response to Rating Factor 4: Leveraging Resources should be consistent with the federal sources identified under Rating Factor 3.

2. Bonus Points – Preferred Sustainable Communities

Preferred Sustainable Communities Status Bonus Points (page 38) - Does the requirement for submitting an executed HUD-2995 apply only to the organization applying directly for SHOP funds or does it include affiliates.

Answer: The FY 2012 SHOP NOFA Section V. A. 6(b), states that in order for your application to be considered for Preferred Sustainable Communities Status bonus points, “You must submit a completed “Certification of Consistency and Nexus between Activities Proposed by the Applicant with Livability Principles Advanced in Preferred Sustainability Status Communities” (HUD-2995 form) for one or more communities. Throughout the NOFA “you” is used to refer to the applicant. An affiliate is not the applicant. Therefore, the HUD-2995 must be signed by the applicant’s authorized representative. However, the actual activities can be carried out by an affiliate, on the applicant’s behalf.

3. Salary Limitation for Consultants.

The FY 2012 NOFA General Section III. C. 5.m. "Salary Limitation for Consultants" (page 31) states that "unless otherwise provided in the program NOFA, FY2012 funds may not be used to pay or to provide reimbursement for payment of the salary of a consultant at a rate more than the equivalent of General Schedule 15, Step 10, base rate plus locality pay in accordance with Office of Personnel Management pay scales posted at <http://www.opm.gov/oca/11tables/indexGS.asp>." Since SHOP work can be undertaken throughout the country, what determines the "locality" for the purposes of determining a consultant's locality pay rate?

Answer: The FY 2012 NOFA General Section III. C. 5.m. "Salary Limitation for Consultants" pertains to salary (not total compensation). In accordance with HUD policy, the "locality" is determined by the consultant's primary business location.