



OFFICE OF HOUSING

HUD presents:

Webinar on Tenant Education and Outreach (TEO) Notice of Funding Opportunity (NOFO) Fiscal Year 2023

OFFICE OF MULTIFAMILY HOUSING PROGRAMS

October 2nd, 2023, 2:00pm (Eastern Standard Time)

FR-6700-N-46, Applications due October 23rd, 2023

U.S. Department of Housing and Urban Development (HUD)

Office of Asset Management and Portfolio Oversight (OAMPO)

Assisted Housing Oversight Division (AHO)

Grants and New Funding Branch (GNF)

Agenda

1. Background
2. Eligible Applicants
3. Program Requirements
4. Required Forms
5. Rating Factors
6. How to Apply
7. FAQs
8. Email Contact

Background

- HUD tenant capacity building work was authorized under Section 514(f)(3) of the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRAA).
- This NOFO builds on the successes and lessons learned from previous efforts funded through MAHRAA, including the Outreach and Training Assistance Grant (OTAG) and Intermediary Technical Assistance Grant (ITAG) programs, the Tenant Resources Network (TRN) program, the VISTA Affordable Housing Preservation Program (VAHPP), and the RAD Community Engagement Initiative (RAD CEI).
- The last NOFO funded under Section 514 was published in 2011. The program has since been redesigned to implement lessons learned from prior iterations of the program.
- Goal: to build the capacity of tenants to be active partners in the preservation of affordable rental housing for low-income persons
- The TEO program will assist tenants in their efforts to work productively with property management, hold management accountable for property conditions, improve management and oversight of these multifamily properties, and advocate for the preservation of affordability.

Eligible Applicants

Award	Summary...	Responsibilities...
<p>Intermediary</p>	<ul style="list-style-type: none"> • Will not directly participate in advocacy activities • Will focus on equipping tenants with skills and knowledge to advocate effectively for themselves. • Will provide grants management support, training and technical assistance • Will build the capacity of tenant leaders to engage in productive discussions with owners and management agents on matters related to property conditions, preservation of affordability, and other decisions that affect their homes. 	<p>Responsible for activities including:</p> <ul style="list-style-type: none"> • Marketing; • Selecting sub-recipients; • Developing sub-award budgets; • Assessing performance; • Vouchering and other grants management activities through close out; • Training and technical assistance.
<p>Sub-Recipients</p>	<p>Local tenant organizations and tenant-affiliated community-based organizations.</p> <p>Sub-recipients must meet two core goals: establish productive relationships between owners and tenants and encourage tenant engagement on issues affecting their homes.</p>	<p>Eligible program activities include:</p> <ul style="list-style-type: none"> • Documenting property concerns and owners' responses; • Addressing questions about tenant rights and responsibilities; • Publicizing and conducting regular tenant meetings; • Establishing resident committees/groups, • Participating in training on topics that build organizational capacity. • Ineligible Program Activities Include: Lobbying activities, Construction or rehabilitation, earnest money deposits, Property improvements, Recreational activities, Landlord/tenant legal services, purchase offers, Activities funded from RAD, pre-award costs.

Eligible VS Ineligible Applicants

Who...	How...	
Eligible Applicants	<ul style="list-style-type: none">• Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education,• For profit organizations other than small businesses,• Small businesses,• HUD-approved Housing Counseling Agencies,• Faith-based organizations <p>Which must have: Experience providing support and technical assistance to low-income tenants or community-based tenant organizations in multiple communities; Experience with the administration of grant or loan funds; and the capacity to serve tenant organizations anywhere in the United States.</p> <p>Applicants may meet these requirements by submitting a joint application with one or more co-applicants.</p>	
Ineligible Applicants	<ol style="list-style-type: none">1. Individuals. Only organizations are eligible to apply.2. Applicants that are the owner or management agent of a multifamily assisted housing property, or their principals, or a subsidiary of an entity that owns or manages multifamily assisted housing.3. Any entity that does not meet the eligibility criteria listed above.	

Program Requirements

- To maximize the time tenant leaders devote to achieving the goals of the program, most of the administrative and financial management responsibilities will be placed on the intermediary organization.
- The intermediary's grant award will include funds for the administrative costs they will incur when making and managing the sub-awards.
- The intermediary will develop, in collaboration with each sub-recipient, each sub-recipient's program budget and anticipated use of TEO sub-award funds.
- The intermediary will monitor the sub-recipients' activities, funds expenditures, and performance reporting.

Program Requirements

Measures of the intermediary's success will include:

- The number of sub-award applicants;
- The number of sub-awards made;
- Timely and accurate voucher and report submission;
- The number of tenant organizations participating in training and technical assistance;
- The success of sub-recipient organizations on their performance measures; and
- The feedback received from sub-recipients on their level of satisfaction with the intermediary organization's performance.

Eligible Costs

Eligible costs under this NOFO include:

- Salary and benefits for staff and consultants performing eligible activities
- Supervision/oversight of staff and consultants performing eligible activities
- Reasonable travel costs for staff and consultants to visit tenant groups
- The portion of office space and office supply costs directly attributable to TEO
- Activities which can be clearly quantified and documented
- Marketing the program to tenant groups
- Relevant training and reasonable associated travel
- Translation and interpretation services
- Funds for sub-awards to eligible sub-applicants and other direct costs

Required Forms

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Application for Federal Assistance (SF-424)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant and Recipient Assurances and Certifications (HUD 424-B)	Review section IV.G. of this NOFO for detailed submission requirements.	
Applicant/Recipient Disclosure/Update Report (HUD 2880)	Review section IV.G. of this NOFO for detailed submission requirements.	
Disclosure of Lobbying Activities (SF-LLL)	Review section IV.G. of this NOFO for detailed submission requirements.	Federally recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement.
Certification Regarding Lobbying (Lobbying Form)	Review section IV.G. of this NOFO for detailed submission requirements.	
Standard Form 424A (SF-424A)	Applicants must provide a complete and detailed budget. The data submitted will inform the expected financial assistance award.	

Required Forms

Narrative / Non-form attachment	What to Submit	How to Submit	Page Limit	NOFO Section Reference
Capacity of the Applicant and Relevant Organizational Experience	Narrative response to NOFO requirements.	Text document in Word or PDF format	10 pages max	Rating Factor 1
Soundness of Approach (including Affirmative Marketing)	Narrative response to NOFO requirements.	Text document in Word or PDF format	10 pages max	Rating Factor 2
Including: Affirmatively Furthering Fair Housing	Narrative response to NOFO requirements.	Text document in Word or PDF format	3 pages max out of 10	Rating Factor 2(5)
Connection to Resources	Narrative response to NOFO requirements.	Text document in Word or PDF format	5 pages max	Rating Factor 3
Experience Promoting Racial Equity	Narrative response to NOFO requirements.	Text document in Word or PDF format	5 pages max	Rating Factor 4
Co-Applicant MOUs (if applicable)	Narrative response to NOFO requirements.	Text document in Word or PDF format	None	Other Required Narratives
Advancing Racial Equity	Narrative response to NOFO requirements.	Text document in Word or PDF format	4 pages max	Other Required Narratives

Curable Forms

curable deficiencies if missing or incomplete:

Applicant and Recipient Assurances and Certifications (HUD 424-B)

Applicant/Recipient Disclosure/Update Report (HUD 2880)

Disclosure of Lobbying Activities (SF-LLL)

Certification Regarding Lobbying (Lobbying Form)

Standard Form 424A (SF-424A)

curable deficiencies if incomplete, but must be submitted by the application deadline:

Co-Applicant MOUs (if applicable)

Advancing Racial Equity Narrative

Rating Factors

1. Capacity of the Applicant and Relevant Organizational Experience (40 pts)
2. Soundness of Approach (40 pts)
3. Connections to Resources (10 pts)
4. Experience Promoting Racial Equity (10 pts)
5. Other Required Narratives (0 pts)

Rating Factors

1. Capacity of the Applicant and Relevant Organizational Experience (40 pts)

- 1) Relevant and successful experience in undertaking tenant capacity building activities or those similar in scope, particularly across multiple communities or states. To receive full points and increase the likelihood of selection, the application should describe the length and depth of experience for each described activity (15 pts)
- 2) Experience providing training or technical assistance to low-income tenants and/or tenant organizations. To receive full points and increase the likelihood of selection, the application should describe the length and depth of experience for each described activity (15 pts)
- 3) Experience with the administration of grant or loan funds. To receive full points, the application should demonstrate the applicant's capability in meeting the reporting and audit requirements of 2 CFR part 200, as well as the ability of the applicant's key staff to handle, manage, and adequately account for financial resources, use acceptable financial control procedures, demonstrated through past performance of the key staff with grant or loan funds (10 pts)

Rating Factors

2. Soundness of Approach (40 pts)

- 1) Use an effective mix of remote and in-person communication that will achieve the program goals while using resources in a cost-effective manner. Applicants should include a detailed proposal for how they will use remote and in-person communication with sub-recipients to achieve program goals over the performance period. Applicants submitting a joint application should describe what, if any, division of responsibility for different geographic areas or different roles the co-applicants will use to ensure effective administration of all sub-awards regardless of sub-recipients' geographic location within the United States (8 points).
- 2) Effectively market the TEO program, including in urban, suburban, and rural areas in a cost-effective manner, including to any tenant groups that would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, tenant organizations whose members are people of color, individuals with limited English proficiency, individuals with disabilities, older adults, or families with children. Such activities may include outreach through national, state or local-level contacts or service providers that work with PBRA residents; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group (8 points).
- 3) Achieve the purposes of the program that result goals being met, activities completed, and sub-awards approved within the period of performance. This includes how you will work with residents to develop their budgets and goals, gather resident feedback on progress toward solutions, and improve conditions at participating PBRA properties (8 points).
- 4) Focus on achieving resolution of issues raised by PBRA tenants and tenant organizations by building their capacity for productive and effective collaborations with owners, property management and other stakeholders. Applicants should describe their proposed strategies for working with sub-recipients to build this capacity (8 points).
- 5) Distribute funding to, and build the capacity of, sub-recipients in a way that addresses fair housing issues affecting PBRA residents, including how applicants will affirmatively further fair housing in compliance with the Fair Housing Act and its implementing regulations, and how applicants will meet the requirements of the definition of AFFH at 24 CFR 5.151. Foster and maintain compliance with civil rights and fair housing laws as they build the capacity of sub-recipients to educate multifamily residents on their rights (and how to enforce them), including their rights under the Fair Housing Act, the Violence Against Women Act (VAWA), Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Age Discrimination Act, and other civil rights laws in areas such as but not limited to: termination of assistance, evictions, accessibility, reasonable accommodations for tenants with disabilities, harassment or discrimination based on membership in a class protected under the Fair Housing Act or other civil rights laws, or the rights of persons with Limited English Proficiency served by HUD programs (8 points).

Rating Factors

3. Connections to Resources (10 pts)

- Applicants should include a narrative describing how they will assist sub-recipients in building partnerships and accessing resources. Partnership arrangements may include, but are not limited to, funding or in-kind services from local governments or government agencies, non-profit or for-profit entities, private organizations, educational institutions or other entities that are willing to partner with the applicant on proposed activities. To receive full points for this rating factor, applicants must provide memoranda of understanding or letters of agreement from partner organizations that describe the contribution of each partner. Letters of commitment, memoranda of understanding, or agreements to participate must be signed by an official of the organization legally able to make commitments for the organization. Applicants will receive partial points for partnerships described in their narrative for which no supporting letters of agreement or memoranda of understanding are provided. Letters of agreement and memoranda of understanding are not included in the maximum page count. (5 pages max)

Rating Factors

4. Experience Promoting Racial Equity (10 pts)

- This factor addresses the capacity of the applicant to serve the needs of underserved populations. HUD will consider the extent to which the application demonstrates that the applicant has the experience and the resources to effectively address the needs of underserved communities, particularly Black and Brown communities. This may include experience successfully working directly with such groups, experience designing or operating programs that equitably benefit such groups, or experience successfully advancing racial equity in other ways. This may also include experience soliciting, obtaining, and applying input from such groups when designing, planning, or implementing programs and activities. Applicants must include a narrative describing their relevant experience and resources to address the needs of underserved communities when providing support to low-income tenants and tenant organizations. To receive full points, the application should provide a detailed description of their experience or resources that would allow the applicant to effectively address the needs of underserved communities in the implementation of the TEO program. (5 pages max)

Rating Factors

5. Other Required Narratives (0 pts)

- **Co-Applicant MOUs (if applicable)**

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. For the purposes of this NOFO, the MOU or Letter of Agreement is a document on the organizational letterhead of the Lead Applicant, containing the terms of the partnership, the roles and responsibilities of the parties, and that is signed and dated by all co-applicants. The MOU or Letter of Agreement must demonstrate a commitment to work collaboratively throughout the entirety of the period of performance, identify which party is the Lead Applicant, and describe the respective roles of each co-applicant. If a co-applicant is providing an MOU or Letter of Agreement for more than one application, they must indicate this in each application, and provide a list of all TEO applications on which they are co-applicants. If submitted MOUs or Letters of Agreement do not meet all these requirements, it is a curable deficiency. However, a signed MOU or Letter of Agreement must be submitted for all co-applicants by the application deadline, or they will not be considered eligible co-applicants and the applicant will not receive points for any experience or capacity attributed to that co-applicant in the responses to the rating factors.

- **Advancing Racial Equity**

This narrative is required and applicants must address the four bullets in the NOFO. Applicants will submit this narrative according to the instructions in Section IV.B. This narrative will be evaluated for sufficiency and will not change the applicant's score or rank as compared to other applicants. If the narrative is deemed insufficient, it will be a "Curable Deficiency" that will be communicated to the applicant for correction with a notice of deficiency.

How to Apply

Multifamily email list serv

<https://public.govdelivery.com/accounts/USHUDFHA/subscriber/new?preferences=true#tab1>

text of the MAHRAA statute

https://www.hud.gov/sites/documents/DOC_14561.PDF

hud.gov TEO NOFO

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

Grants.gov NOFO Application

<https://www.grants.gov/web/grants/search-grants.html?keywords=tenant%20education>

Questions?

HUD Questions to:

TEO@hud.gov

Thank you.