

## **Request for Approval under the Generic Solution for Solicitation for Competitive Discretionary Funding Opportunity Announcements**

**Funding Opportunity Announcement Title:** FR-6900-N-29R: *Addressing the Housing Affordability Crisis Research NOFO*; FR-6900-N-92: *Advanced Building Technology Research NOFO*

**HUD Program Office/Agency:** Office of Policy Development and Research

**HUD Office/Agency Point of Contact:**

Anne Fletcher

**Alignment with Information Collection Package:** (Check one)

- ☐ Funding Opportunity for Existing Program.  
☒ Funding Opportunity for New Program.

### **Purpose**

*Briefly describe the program. Include specific statutes and regulations. Explain the information to be collected to clearly describe to OMB the requirements and burden on the respondents. The description must align with and provide detail on the information included in the parent supporting statement. For example, if the respondent burden table below shows 50 burden hours for project summary, provide additional detail elaborating on what the respondents are required to provide to meet that requirement. For existing programs, the information included here may resemble the information you would have submitted in question number 1 in your existing/previously approved ICR. Also, include and clearly label any exceptions to the activities described in the parent supporting statement. If revising an approved collection, highlight key changes to the collection.*

This child information collection request (ICR) covers the information to be collected under two separate NOFOs that will be published under the same Assistance Listing and therefore will have the same application requirements and forms.

HUD/PD&R's funding opportunity FR-6900-N-29R titled *Addressing the Housing Affordability Crisis Research* will provide up to \$10,000,000 in competitive awards to support research projects that will build knowledge and advance policy solutions related to the following five research categories: 1) Government-induced Demand and Housing Affordability, 2) Immigration and Housing Affordability, 3) The Financialization of Housing and Housing Affordability, 4) Economic Opportunity Cost and Housing Affordability, and 5) Opportunity Zones. The research funded under this opportunity is expected to expand our understanding of the drivers of the housing affordability crisis in the United States and generate actionable insights and evidence that can inform policy decisions at the local, state, and Federal level.

HUD/PD&R's funding opportunity FR-6900-N-92 titled *Advanced Building Technology*

*Research* will provide up to \$10,000,000 in competitive awards to study the adoption of innovative solutions that will increase the production and supply of quality, affordable housing in the United States. The purpose of this NOFO is to solicit research proposals that prioritize research studies on emerging innovative building technologies such as offsite construction, 3-D printed homes, etc. as well as other mechanisms such as building code and zoning reforms to address the housing supply crisis. Additionally, innovations in building methods and construction technology, such as manufactured housing and other offsite construction types, can help expand housing supply by allowing homes to be built more quickly and at lower costs than conventional construction methods. This NOFO seeks solutions that increase the adoption of these advanced innovative building technologies in affordable housing production and supply.

Both NOFOs are authorized by Sections 501 and 502 of the Housing and Urban Development Act of 1970 (12 U.S.C. §1701z-1 and §1701z-2) and funding is provided by the Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024) and the FY 2025 Full Year Continuing Appropriations and Extensions Act (PL 119-4, approved March 15, 2025).

The collection of information associated with this Notice of Funding Opportunity (NOFO) will be used by PD&R to evaluate the NOFO applicants, determine eligibility to receive award funds, and communicate with selected applicants about award decisions.

**Refer to tables below for frequency of information collection and HUD's associated burden.**

Application

HUD expects to receive approximately 150 grant applications in total from eligible institutions, which include public and private institutions of higher education, non-profit, and for-profit organizations. Applicants must respond to the NOFOs published on [Grants.gov](#) to be considered for an award. Applicants must, as part of the application process, complete the following submissions:

Electronic Submission

Applicants submit their applications electronically through [Grants.gov](#), unless they receive a waiver. Electronic submission eliminates the burden on applicants to print, organize and ship multiple copies of their application. Additionally, [Grants.gov](#) automatically populates common elements of many forms, so that standard information about the applicant that appears on several forms only needs to be entered once. To use [Grants.gov](#), applicants are required to submit organization information, certifications, and assurances via [sam.gov](#). HUD uses the interface between [Grants.gov](#) and [GrantSolutions](#) to retrieve applications. Review is conducted using [GrantSolutions](#). Any application materials that have the potential to include PII (the SF-424) remain in [GrantSolutions](#).

HUD stores the information collected via applicants' Ratings Factor Narrative responses and additional documents on Sharepoint, which is maintained on HUD servers and takes all necessary steps to safeguard the information while complying with federal mandates, guidance and HUD security policies and procedures.

Pre-Award Data Collection – Application Forms

In response to both NOFOs, PD&R anticipates receiving approximately 150 grant applications. Applicants must qualify as one of the eligible institutions listed above. Each applicant submits a detailed proposal addressing the requirements of the NOFO. This information is used by HUD staff to determine eligibility and to evaluate NOFO applicants. The HUD NOFO Team Lead will develop the scoring criteria and train HUD staff on how to conduct the review of applications. Applicant proposals are scored by teams using a process that ensures fairness and confidentiality. The main component of this analysis is the Ratings Factor Narrative, described below. Additional materials are submitted in support of the content of the Ratings Factor Narrative.

Each application must contain the information listed below in order for HUD to: 1) evaluate the merit of the proposed research project, 2) evaluate an applicant's capacity to carry out the proposed project, as described in the application, and 3) to determine the appropriate award amount. The items below are aligned with the description of the pre-award information collection described under Item #1 in the Part A Supporting Statement.

Research project proposals for FR-6900-N-29R: *Addressing the Housing Affordability Crisis Research NOFO* must contain the following information:

- Project abstract that provides a plain language description of the overall project, not to exceed 1 page,
- Narrative statement addressing the rating factors described in the NOFO, maximum of 15 pages,
- Appendix containing resumes or biosketches for up to 3 key personnel, not to exceed 2 pages, including, at a minimum, the resume or biosketch for the proposed Principal Investigator (PI) and Project Director of the proposed project,
- Appendix containing at least two references for individuals/entities that could attest to the applicant's performance on any relevant and recent (within five years) research projects.
- Grant Application Detailed Budget Worksheet (HUD-424-CBW)
- Budget narrative, not to exceed two pages, which explains how the requested budget will support the completion of the proposed research project.
- Letter(s) of commitment for any consultants or contractors that are proposed as key personnel on the project.

Research project proposals for FR-6900-N-92 titled *Advanced Building Technology Research NOFO* must contain the following information:

- Narrative statement addressing the rating factors described in the NOFO (maximum of 20 pages),
- Appendix containing resumes or biosketches for up to 5 key personnel, not to exceed 3 pages, including, at a minimum, the resume or biosketch for the proposed Principal Investigator (PI) and two other key personnel should be included,
- Grant Application Detailed Budget Worksheet (HUD-424-CBW)
- Budget narrative which explains how the requested budget will support the

completion of the proposed research project.

### Standard Application Forms

**Form SF-424**, Application for Federal Assistance. (OMB Approval No. 4040-0004). Expiration Date: 11/30/2025. Once a year submission for agencies requesting grant funding.

**Form SF-LLL**, Disclosure of Lobbying Activities (OMB Approval No. 4040-0013). Expiration Date: 11/30/2025. Once a year submission for agencies requesting grant funding and updated as needed during the pre-award phase.

**Form HUD-2880**, Applicant/Recipient Disclosure Update Report. (OMB Approval No. 2501-0017). Expiration Date: 1/31/2026. Once a year submission for agencies requesting grant funding and updated as needed during the pre-award phase.

**Form HUD-424B**, Assurances. (OMB Approval No. 2501-0044). Expiration Date: 2/28/2027. All recipients and subrecipients of the award are required to submit assurances of compliance with federal civil rights requirements. Once a year submission for agencies requesting grant funding and updated as needed during the pre-award phase.

**Form HUD 424-CBW**, Grant Application Detailed Budget Worksheet. (OMB Approval No. 2501-0044). Expiration Date: 2/28/2027. Once a year submission for agencies requesting grant funding and updated as needed during the pre-award phase.

**Certification Regarding Lobbying Activities**, (OMB Approval No. 4040-0013). Expiration Date: 2/28/2025. Once a year submission for agencies requesting grant funding and updated as needed during the pre-award phase. All applicants except Federally recognized Indian tribes must submit this certification with their application.

**Code of Conduct.** Award recipient and all subrecipients must have a code of conduct (or written standards of conduct) that complies with the requirements included in the “Conducting Business in Accordance with Ethical Standards” section of the Administrative, National and Department Policy Requirements and Terms for HUD Financial Assistance Awards—2024. The awardee has responsibility to ensure that the standards are compliant with the noted requirements and that HUD has the latest version of the written standards. Updated written standards should be submitted with the application.

### Curables

Applicants that fail to submit any of the required standard application forms may be offered the opportunity to cure that deficiency. Applicants with curable deficiencies will be notified by e-mail and instructed to submit any missing forms to HUD via email. A sample deficiency letter is included in this package.

### Negotiation

Applicants that are selected for award will receive a letter notifying them of their selection via email. A sample letter is included in this package. During negotiation, applicants are given an

opportunity to make technical updates to their application before signing the grant agreement.

### Changes Since Previous Approval

This is the first award for these NOFOs.

**Announcement Dates (Start and End Dates for Applications):** Both NOFOs are expected to be published in June 2025. Applications will be due forty-five days from publication date.

### Type of Collection (Federal Award Instrument): (Check all that apply)

- ☐ Grant  
☒ Cooperative agreement  
☐ Other:

### How will information collected be submitted to the HUD Office/Agency? (Check all that apply)

- ☒ Grants.gov  
☐ esnaps.hud.gov  
☐ Other:

### Does the HUD Office/Agency need to collect information beyond the scope of the supporting statement for the generic ICR? ☐ Yes ☒ No

If yes, will the HUD Office/Agency submit a regular ICR package?

- ☐ Yes ☐ No

### How does this collection minimize the burden on small businesses/entities, if applicable?

*For existing programs, the information included here may resemble the information in question 5 in your existing/previously approved ICR.*

The information collection is the same for all entities, regardless of size, but is considered to be the minimal information needed for HUD to effectively administer this NOFO. The electronic grant application process eliminates the burden on all applicants to print, organize, and mail multiple copies of their application. [Grants.gov](#) automatically populates common elements of many forms, so that standard information about the applicant that appears on several forms only needs to be entered once.

### If the collection requires a systems of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

*Consult your Privacy Act Officer before responding to this item. The information included here may resemble the information in question 10 in your existing/previously approved ICR.*

A SORN is not required because records are not retrievable by individual identifier. A PIA is not required because records are not retrievable by individual identifier.

### Sensitive Information:

Is the agency asking any questions of a sensitive nature? If yes, provide additional justification

for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. Include the reasons justifying why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

*Consult your Privacy Act Officer and the FHEO before responding to this item. For existing programs, the information included here may resemble the information in question 11 in your existing/previously approved ICR.*

There are no questions of a sensitive nature.

☐ Yes ☒ No

If yes, additional information:

**Certification:**

I certify the information contained in this document to be true and accurate:

☒ Yes ☐ No

**Respondent Burden Hours, Formats, and Reporting**

*Include in the table the collection items and burden amounts associated with responding to a notice of funding opportunity (NOFO) and other pre-award activities. The burden included in this chart must align with the parent supporting statement. If preparing a new form, indicate “new” under the Form Number column. Existing forms number can remain unchanged, but the actual forms need to be updated with the OMB approval number for this generic collection. Also include the burden associated with responding to the rating factors and completing other narratives requested via the NOFO or other pre-award activities.*

*For existing programs, the information added here may resemble the information you would have submitted in question number 12 in your existing/previously approved ICR. All forms must accompany this Template for submission to OMB for approval. Do not list the required standard forms from the generic support statement; however, please list optional standard forms from the parent supporting statement. For the optional standard forms, do not include burden information, unless the burden is unique to the program.*

Both NOFOs are designed to collect the minimum amount of information required to sufficiently determine eligibility threshold and meaningfully rate and rank applicants. The NOFO includes clear instructions and prompts for applicants to develop responsive proposals.

HUD/PD&R anticipates approximately 150 applicants in response to both NOFOs. We further expect roughly 25% of the submitted applications will be incomplete and will need to cure deficiencies, therefore the expected number of respondents for curing deficiencies is 38. We expect to make a maximum of 50 awards under both NOFOs, therefore the number of respondents who will participate in submissions related to negotiation is 50.

Each Narrative and Attachments submission is expected to be prepared by a business and financial operations professional at the cost of \$42.50 per hour (which includes the wage rate multiplier), based on the Department of Labor Bureau of Labor Statistics’ most recent data (May

2023) on the State and local government workers by occupational and industry group ([https://www.bls.gov/oes/2023/may/oes\\_nat.htm](https://www.bls.gov/oes/2023/may/oes_nat.htm)), for 13-0000 Business and Financial Operations Occupations, professional series (average hourly rate of \$42.33 rounded to \$42.50). The total burden for applicants is estimated to be 4,088 hours for a total cost of \$173,740. The applicant burden is set forth in the following table:

<b>Brief description of information being collected (project summary, charts, narrative response)</b>	<b>Forms number</b>	<b>Number of Respondents</b>	<b>Number of Responses per Respondent</b>	<b>Total Annual Responses</b>	<b>Burden Hours per Response</b>
Project Abstract	Not applicable	150	1	150	1
Narrative Statement Addressing the Rating Factors	Not applicable	150	1	150	10
Appendix of resumes or biosketches	Not applicable	150	1	150	2
Appendix of References	Not applicable	150	1	150	5
Budget Narrative	Not applicable	150	1	150	5
Letters of Commitment	Not applicable	150	1	150	2
Application for Federal Assistance (4040-0026)	SF-424	150	1	150	N/A
Disclosure of Lobbying Activities (4040-0013)	SF-LLL	150	1.2	150	N/A
Assurances for Non-construction Programs (4040-0007)	SF-4242B	150	1.2	150	N/A
HUD Applicant and Recipient Assurances and Certifications (2501-0044)	HUD-424B	150	1.2	150	N/A
Grant Application Detailed Budget Worksheet (2501-0044)	HUD-424CBW	150	2.5	150	N/A
Applicant Disclosure Report Form (2501-0044)	HUD-2880	150	1.2	150	N/A
Curing Deficiencies	Not applicable	38	1	38	1
Submissions related to Negotiations	Not applicable	50	1	50	6
<b>TOTAL</b>					

## Federal Burden Hours, Formats, and Reporting

*Include in the table the collection items and burden amounts associated with HUD's review of the collected item for NOFOs and other pre-award activities. Include burden associated with reviewing eligibility as well as rating factors. For existing programs, the information added here may resemble the information you would have submitted in question number 14 in your existing/previously approved ICR.*

As noted in the respondent table, HUD anticipates approximately 150 applicants in response to both NOFOs. As noted in the burden table below, all applications will first undergo threshold eligibility review. HUD expects a team of 5 Federal staff will conduct threshold eligibility review, and each application review will require two hours.

HUD expects that 25% of the applications may require the opportunity to cure their incomplete application. HUD expects a team of 5 Federal staff will review the additional materials submitted and each review of a deficiency cure will require one hour.

Among the applicants that pass threshold eligibility review, HUD expects that there will be 135 research project proposals that will undergo merit review (this assumes that 10% of the applications fail eligibility review and 90% of submitted applications move forward for merit review). HUD expects that each research project proposal will require 6 hours of labor, including individual independent reviews, panel reviews, and score reconciliation.

Following merit review, HUD anticipates making a maximum of 50 awards under both NOFOs. Negotiations are estimated to require approximately eight hours of labor.

Labor rates for Federal employees are estimated at \$88.50 per hour<sup>1</sup>. The total hours expended by Federal government employees for reviewing applications submitted under this NOFO and making awards is 1,548 hours for an cost of \$136,998.

Brief description of information being collected (project summary, charts, narrative responses, etc.)	Form number	Number of Respondents	Number of Responses per Respondent	Total Annual Responses	Burden Hours per Response
Eligibility Threshold Review	N/A	50	1	50	2
Deficiency Cures	N/A	12	1	12	1
Research Proposals Review	N/A	50	1	50	6
Negotiations	N/A	40	1	40	8
<b>TOTAL</b>					

<sup>1</sup> GS 13, Step 3 employee, 2024 OMB Salary Table \$125,827 x 1.46 (wage rate multiplier) (\$183,707; \$88.32 per hour rounded to \$88.50)  
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/24Tables/html/DCB.asp>