

Notice of Funding Availability (NOFA)

Fiscal Year 2024

The Appraisal Foundation Support (TAFS) Grant

All entities wishing to do business with the federal government must have an active unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI using SAM.gov can be found at <https://sam.gov/content/entity-registration>.

I. Program Description

A. Issued by

The Appraisal Subcommittee (ASC) of the Federal Financial Institutions Examination Council (FFIEC)

B. Assistance Listing Number

38.009

C. Assistance Listing Title

Board Support and Innovation Grant

D. Funding Opportunity Title

Fiscal Year 2024 The Appraisal Foundation Support (TAFS) Grant Program

E. Authorizing Authority for the Program

12 U.S.C. 3338(b)(4)

F. Announcement Type

Initial

G. Program Overview, Objectives and Priorities

1. Overview

This announcement is making available federal assistance for the Appraisal Foundation (TAF), authorized by Congress to set uniform standards and minimum qualifications for real estate appraisers.

a. Objectives

The funding being made available is meant to aid TAF to defray the costs relating to the activities of the Appraisal Standards Board (ASB) and Appraiser

Qualifications Board (AQB) relating to Title XI activities pursuant to 12 U.S.C. 3338(b)(4).

b. Priorities

TAF can submit projects that support any of the following ASC priorities:

- i. Support activities of the ASB and AQB, generally, or
- ii. Review and update the uniform real estate appraiser examination (a.k.a. national exam). TAF may submit a project that will support a comprehensive review and update of the national exam by qualified experts. The statement of work should include:
 - (1) Identifying whether the exam is biased and/or discriminatory and determining the extent, if any, of potential bias and/or discrimination exhibited in the development of or within the content and/or scoring methodology of the national exam;
 - (2) The process by which new exam questions are created or existing exam questions are revised;
 - (3) The process by which the subject matter experts (SMEs) are solicited and selected, and the qualifications to serve on the panel responsible for updating the content of the national exam;
 - (4) A detailed plan to address and eliminate any area(s) of bias and/or discrimination identified in the national exam;
 - (5) The process by which the exams' performance meets or does not meet generally accepted psychometric standards for occupational entry exams; and
 - (6) Submission of quarterly exam performance reports to ASC.

H. Performance Measures

Performance metrics for this grant program are as follows:

Performance Measure 1: Advance TAF operations of its ASB and AQB.

ASC will analyze the above metric through TAF monitoring activities performed by dedicated ASC staff members and review of the quarterly exam performance reports (if applicable) and the grant semi-annual financial (SF-425) and progress report (ASC-PR) submissions by TAF.

II. Federal Award Information

A. Available Funding for FY24: \$250,000

B. Period of Performance: 12 months

Extensions to the period of performance are allowed. For additional information regarding extension requests, please refer to the [ASC Grants Handbook Ver. 2.](#)

1. Funding Instrument Type: Grant

III. Eligibility Information

A. Eligible Applicant

The only eligible applicant for this grant is TAF.

IV. Application and Submission Information

A. Key Dates and Times

1. Application Start Date: June 12, 2024

2. Application Submission Deadline:

August 12, 2024, at 5:00 PM ET

An application **must** be submitted before the established deadline. **ASC will not review applications that are received after the established deadline.** ASC may, however, extend the application deadline on request if TAF can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances.

3. Anticipated Award Date

No later than September 30, 2024

4. Other Key Dates:

Four weeks before the actual submission of an application, the following steps should be completed by the applicant:

a. Initial registration in SAM.gov, including UEI issuance.

b. Obtaining a valid Employer Identification Number.

c. Creating an account with login.gov.

B. Agreeing to Terms and Conditions of Award

By submitting an application, TAF agrees to comply with the requirements of this NOFA and the terms and conditions of the award if they receive one.

C. Address to Request Application Package

Please send request to Grants@asc.gov or mail to:

Postal Address: The Appraisal Subcommittee
Attn: Grants Management Office
1325 G Street NW, Suite 500
Washington, DC 20005

D. Requirements

1. Obtain a Unique Entity Identifier (UEI) and Register in System for Award Management (SAM)

Applying for an award under this grant program is a multi-step process and requires time to complete. The applicant is encouraged to register early with SAM.gov as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact the applicant's ability to meet required submission deadlines.

Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, the applicant must:

- a. Apply for, update, or verify their UEI number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a UEI number;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application; and
- e. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on their immediate and highest-level owner and subsidiaries,

as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a UEI number or SAM registration are found at <https://sam.gov/content/entity-registration>.

Applicants are advised that ASC may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when ASC is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, ASC may determine that the applicant is not qualified to receive a federal award.

Per 2 CFR § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents the applicant from obtaining a UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify ASC as soon as possible by contacting Grants@asc.gov and providing the details of the circumstances that prevent completion of these requirements.

If ASC determines that there are exigent circumstances and ASC has decided to make an award, the applicant will be required to obtain a UEI number, if applicable, and complete the SAM registration within 30 calendar days of the federal award date.

2. How to submit a grant application to ASC

The following elements comprise the entire application package:

- a. SF-424, Application for Federal Assistance (Face Page)
- b. SF-424A, Budget Information for Non-Construction
- c. ASC Budget Narrative
- d. SF-424B, Assurances for Non-Construction Programs
- e. Disclosure of Lobbying Form (SF-LLL)
- f. Application Narrative/Statement of Work/Work Plan
- g. Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable)

Please note that all the Standard Forms (SF) can be found on the ASC website at <https://www.asc.gov/grants/state-programs>.

The grant application package must be emailed to Grants@asc.gov. Subject line of the email should indicate “FY24 TAFS Application.”

3. Funding Restrictions and Allowable Costs

ASC can only approve projects that support both Title XI requirements and the priorities set forth in this NOFA. Costs should comply with the Uniform Administrative Requirements, Cost Principles, and Audit requirements of 2 CFR Part 200, unless otherwise indicated in this NOFA, the terms and conditions of the award, or the ASC Grants Handbook Ver. 2.

Federal funds made available through this award may be used for the purpose set forth in this NOFA, the ASC Grants Handbook Ver. 2, and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

- a. In determining if costs are allowable, the costs must be:
 - i. Necessary, reasonable, and allocable to the work covered by the grant program.
 - ii. Authorized or not prohibited under state or local laws or regulations.
 - iii. Consistent with the ASC Grants Handbook Ver. 2 and relevant ASC policies, regulations, and procedures that apply to both federally funded activities and other activities of the non-federal entity.
 - iv. Treated in conformance with generally acceptable accounting principles.
 - v. Not included in the cost of any other federally funded activity.
 - vi. Inclusive of all applicable credits or reductions due to discounts, rebates, recoveries of losses, insurance proceeds, or other overpayments or erroneous charges.
 - vii. Adequately documented.
- b. List of allowed and unallowed grant activities. This is not an exhaustive list.

i. **Allowable Costs**

- (1) **Contract Costs:** Costs paid to contracts or contractors to support the grant program. Contracts must abide with both federal and recipient's procurement policies and procedures, comply with 2 CFR 200.318, and consider federal conflict of interest requirements
- (2) **Equipment:** Personal property that has a value of \$5,000 or greater.
- (3) **Fringe Benefits:** Supplemental personnel benefit costs outside of salary.
- (4) **Personnel Costs:** Employee salary/compensation
- (5) **Pre-Award Costs:** Costs incurred before the start of the grant period of performance. In order for these costs to be allowed, they must be approved by ASC.
- (6) **Supplies:** Personal property that is valued at less than \$5,000.
- (7) **Technology Costs:** Costs involving the use of machines, tools, methods, systems, or procedures to solve problems.
- (8) **Training Costs:** Registration fees or tuition costs to take an approved course.
- (9) **Travel:** Only domestic travel costs are allowable. TAF must follow federal travel policies and procedures for travel (specifically per diem rates found at www.gsa.gov)

ii. **Unallowable Costs**

- (1) **Conference Fees or Travel:** Registration and/or travel costs to attend conferences for the recipient's employees, consultants, or experts.
- (2) **Bad Debts:** Debts which have been determined to be uncollectable, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
- (3) **Construction Costs**
- (4) **Clothing**

- (5) **Entertainment Costs:** Costs of entertainment including amusement, diversion, and social activities and any associated costs are unallowable.
- (6) **Fines**
- (7) **Indirect Costs:** Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. Cost cannot be solely directed to support the grant.
- (8) **Legal Costs:** Legal costs incurred in defending or prosecuting claims, whether equitable or monetary, including administrative grant appeals.
- (9) **Lobbying Costs:** Costs associated with attempting to influence the actions, policies, or decisions of government officials, which include legislators, members of regulatory agencies, and/or judges.
- (10) **Program Income:** Gross income earned by the non-federal entity or recipient that is directly generated by a supported activity or earned as a result of the federal award during the period of performance.
- (11) **Real Property**
- (12) **Scholarships**
- (13) **Supplanting:** The practice of using federal funding to replace already approved/appropriated budget items for the same activity.
- (14) **Unrelated Costs:** Costs that do not support the program or are not approved by ASC.

V. Application Review Information

A. Application Evaluation Criteria

1. Programmatic Criteria

ASC needs to ensure that it is funding sound, well-coordinated projects. Projects that are developed in consultation with the applicant's Contracting, Budget/Finance, Legal, and/or Grants Management Office as appropriate exhibit proper coordination. Projects also need to comply with Title XI. All projects will be evaluated considering this factor.

a. **National Exam Review and Update Project.**

If TAF decides to submit a project that seeks to review and update the national exam, the statement of work must adequately address the following:

- i. **Subject Matter Expert (SME) Selection** - the process by which SMEs are deemed qualified and selected for the panel responsible for updating the national exam. The process should also include how TAF should address conflict of interest concerns. [Refer to Grants Handbook Ver. 2 Section 3.5 Considerations for Conflict of Interest](#)
- ii. **Exam question evaluation process** - describe the process by which exam questions requiring updating are identified for replacement and revision. In addition to the identification for replacement, explain the process by which new exam questions are created and/or existing exam questions are revised.

2. Financial Integrity Criteria

Prior to making a federal award, federal awarding agencies are required by 31 U.S.C. 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. 2313; and 2 CFR § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred.

ASC may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- a. Financial stability;
- b. Quality of management systems and ability to meet management standards;
- c. History of performance in managing federal awards;
- d. Reports and findings from audits; and
- e. Ability to effectively implement statutory, regulatory, or other requirements.

B. Review and Selection Process

Applicants must comply with all the administrative requirements herein including the submission of all the required application materials by the set deadline. The following process will be used to make awards of the ASC TAFS grant program.

1. Initial Review

The ASC Grants Management Office (GMO) staff conducts a completeness review of the submitted application to ensure that the eligible applicant has submitted the grant application and validate that all the required documents and actions have been accomplished in order to review the grant application. If additional information is required or an ineligible applicant has submitted an application, a member of the ASC GMO staff will contact the applicant.

2. Overall Review

Once it has been determined that a complete and eligible application has been submitted, the ASC GMO and SME begin the financial review of the application. The financial review includes the following criteria:

- a. Review the proposed budget and budget justification for allowability, allocability, and financial reasonableness.
- b. Validate if the applicant meets the financial and legal requirements listed in 2 CFR Part 200.

VI. Federal Award Administration Information

A. Notice of Grant Award

The Notice of Grant Award (NGA) will be signed by the ASC Executive Director and emailed to the applicant's authorized representative for signature. Before accepting the award by signing the NGA, the recipient should carefully read the award package. The package will include the NGA, approved budget, and terms and conditions. **The recipient is accepting all conditions in this NOFA and the ASC Grants Handbook Ver. 2 as well as any specific terms and conditions in the NGA to receive an award under this program.**

Recipients must sign and return the award package no later than 30 calendar days from the award date. The recipient must also follow the steps in establishing a Payment and Management System (PMS) account as outlined in section 4.4.1 of the ASC Grants Handbook Ver. 2. Drawing down funds in the PMS also serves as acceptance of all the terms of the award.

B. Administrative and ASC Terms and Conditions

In addition to the requirements in this section of this NOFA and the administrative requirements outlined in the 2 CFR Part 200, ASC may place specific terms and

conditions on individual awards in accordance with 2 CFR Part 200. These specific terms and conditions will be clearly stated in the award package at the time of the award.

Recipients will also have to comply with the ASC General Terms and Conditions.

C. Reporting

1. Semi-annual Reports

Recipients are required to submit semi-annual financial (SF-425) and programmatic reports (ASC-PR) as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Refer to the ASC Grants Handbook Ver. 2, section 5.1.4 Reporting Requirements for additional information.

Reporting period 10/01 to 03/31 is due 04/30

Reporting period 04/01 to 09/30 is due 10/30

2. Final Reports

Recipients' final reports are due 120 calendar days after the end of the period of performance. Please refer to the ASC Grants Handbook Ver. 2 for additional information regarding semi-annual and final report requirements.

D. Monitoring and Oversight

Per 2 CFR §§ 200.328-200.329, ASC, through its authorized representatives, has the right at all reasonable times, to make site visits or conduct desk reviews to review grant project accomplishments and management control systems to review award progress and provide any required technical assistance. During these reviews, the ASC GMO staff will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit authorized ASC staff, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond promptly when ASC requests information about the grant award.

VII. ASC Agency Contact Information

A. Contact and Resource Information

ASC Grants Management Office
Regeane Frederique, ASC Grants Director
Grants@asc.gov

B. Systems Information

1. Payment Management System (PMS)

ASC will use the Department of Health and Human Services (DHHS) PMS system for both grant reporting and recipient drawdown of grant funds. The One DHHS helpdesk for PMS provides support Monday-Friday, 7am-9pm EST. The helpdesk can be reached by phone 1-877-614-5533, press option 3 or PMSsupport@psc.gov. There is also a Self Help Web Portal available 24 hours a day, seven days a week, at <https://pms.psc.gov/support/help-desk.html>.

VIII. Additional Information

A. ASC Grants Handbook Ver. 2 serves as a resource for applicants and recipients for ASC grant funding. It serves as a guide on grant policies and procedures for managing ASC grants. The handbook can be found on our website www.asc.gov/grants.

B. Termination Provisions

ASC may terminate a federal award in whole or in part for any of the reasons outlined in 2 CFR § 200.340 Termination.

1. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, ASC may terminate the award in whole or in part. If the noncompliance can be corrected, ASC may first attempt to direct the recipient to correct the noncompliance. If the noncompliance cannot be corrected or the recipient is nonresponsive, ASC may proceed with a remedy notification, which could impose a remedy based on noncompliance per 2 CFR § 200.339 Remedies for Noncompliance.

C. Period of performance (POP) Extensions

Time extensions to the period of performance are permitted for this program. Extensions will only be considered through a formal written request of the recipient's authorized representative or designee. The extension request should include the following information:

1. The grant program, budget year, and grant award number.
2. The reason for the delay. This may include any details of the legal, policy, or operational challenges that prevent the final outcome of awarded funds by the current deadline.
3. The status of all the activities.
4. The amount of funds expended to date.

5. The remaining available funds of the grant.
6. A budget outlining how remaining grant funds will be expended.
7. A plan for completion, including milestones and timeframes for achieving each milestone and position or person responsible for implementing the plan for completion.
8. Certification that the activities will be completed within the extended period of performance.

D. Grant Closeout

At the end of the period of performance, the recipient will have 120 calendar days to submit the request to closeout letter, the final federal financial report (SF-425) and final progress report (ASC-PR) to the PMS system. Both reports should be marked “final.” The request to closeout letter must be signed by the recipient’s authorized representative. The federal financial report should be cumulative for the entire period of performance. The final progress report should list all the accomplishments of the grant for the entire period of performance. Additional requirements are listed in the ASC Grants Handbook Ver. 2 under Chapter 6.